MARION MILITARY INSTITUTE



2026-2027 Cadet Manual

Cadet Name (Last name, first name, middle initial): _____

Cadet Number: _____

Company: _____

Platoon: _____

Squad: _____

A Message from the Office of the Commandant of Cadets

Dear Cadets:

Congratulations on your decision to become a member of the Marion Military Institute (MMI) Corps of Cadets. You are now part of a long line of history and accomplishment. Our military model is over 130 years old and has proven effective and resilient. We count over 200 flag officers in all services along with countless notable alumni in all fields of human endeavor which proves our model.

Life in the Corps is both challenging and fun, all of which is intended to stimulate and advance your physical and intellectual capabilities as well as your critical thinking and decision-making abilities. *What you get out of your time here at MMI is directly related to the amount of effort you put into it.* The faculty and staff are dedicated professionals who are driven to provide you every opportunity to succeed and reach your potential.

MMI is a leadership college, and the Corps of Cadets serves as an instrument to implement, assess, and reinforce the education and training critical to your personal and professional maturation. During your time here at MMI each of you will play a critical role within the Corps as both follower and leader. A successful leader is also a good follower, and both followership and leadership require the attributes of patience, understanding, respect, self-discipline and above all, integrity.

These attributes are imbued in MMI's motto of *Truth, Honor and Service* and reinforced through an honor code and honor system intended to advance the leadership and character development of all cadets. The MMI Honor Code states: *I will not lie, cheat, or steal.* MMI's Honor Code is not intended to serve as a coercive tool for peer leaders, faculty, staff, or anyone associated with the College. The Code is something to be embraced as a mechanism to guide thoughts, actions, and honorable living. We want you to live in the "***spirit of the code***". Many of you, especially when you advance as peer leaders, will face personal or professional dilemmas that may challenge your decision-making process. If you follow the Honor Code, regardless of the possible short-term repercussions, you will be successful here and in the future.

The *Cadet Manual* outlines rules, regulations, and policies intended to guide your decision-making process and reinforce MMI as a values-based organization. It is imperative that you read and understand the information contained within this document. If you have any questions or concerns, please notify your chain of command or your TAC officer.

Once again, congratulations on your choice to join the MMI's historic Corps of Cadets.

Truth, Honor, Service – We hail the Corps!

Colonel Edwin W. Passmore, USA (ret)

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CHAPTER 1
INTRODUCTION

1.1 MMI MISSION STATEMENT

Marion Military Institute, a two-year public institution of higher learning, educates and develops cadets as future leaders through an immersive experiential military environment that integrates intellectual, leadership, character and physical development in order to prepare them for success at four-year colleges, U.S. service academies, and in military or civilian careers.

1.2 HISTORY OF MMI

Marion Military Institute (MMI) is the nation's oldest military junior college tracing its origin back to 1842 with the founding of Howard College in Marion, Alabama. During the Civil War, the Chapel and Lovelace Hall, both built in 1857, were used as Breckinridge Military Hospital, treating both Union and Confederate soldiers. Howard College remained in Marion until the Alabama State Baptist Convention made the decision to move the college to Birmingham, Alabama in 1887. It later became Samford University. At the time of the move, Colonel James T. Murfee was the Howard College president, a position he had held since coming to Marion in 1871 from the University of Alabama. Murfee along with several of the faculty and trustees, chose to remain on the existing campus in Marion and formally establish MMI. He and the new MMI Board of Trustees developed and implemented institutional policies demanding high standards for the development of character, academic excellence, and military traditions, which have been the hallmarks of MMI ever since.

Hopson O. Murfee, MMI's second president, was one of the foremost advocates of a student run government that focused on honor and ethics within the student body. Because of this, MMI was one of the first schools in the south to establish a student government association as well as an honor system, both of which are still very much a part of the Corps today. Under H.O. Murfee's leadership the school achieved national recognition. William Howard Taft served as President of the Board of Trustees, and Woodrow Wilson, President of Princeton University at the time, was the featured speaker at the convocation held in the MMI Chapel in 1905. In tribute to Woodrow Wilson and Princeton University, MMI's school colors were changed to orange and black, and the tiger was adopted as the mascot.

The Service Academy Program had its beginnings at MMI with the establishment of the Army-Navy department in 1910. The Army ROTC program was introduced in 1916 in response to WWI, and the Army ROTC Early Commissioning Program was established in 1968 at the height of the Vietnam War.

Until World War II, the campus consisted of primarily two buildings; the Chapel and Old South (Lovelace) Barracks, both from the old Howard College era. The MMI campus currently encompasses over 160 acres and includes 38 buildings.

MMI continued as a private institution that included both a high school and a junior college governed by an MMI Board of Trustees until 2006 when the Alabama legislature voted to merge the institute into the Alabama Community College System. The high school was disestablished,

and MMI became a military junior college only. Today MMI is a member college of the ACCS and is governed by the ACCS Board of Trustees. MMI is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award Associate of Science and Associate of Arts Degrees. Additionally, MMI is a member of the Association of Military Colleges and Schools of the United States and the National Junior College Athletic Association.

1.3 THE MMI CREST



The MMI Crest was adopted over 100 years ago and is grounded in the symbols of the University of Virginia and the University of Pennsylvania. At the top are three flags. The American flag is centered and flanked by the Alabama state flag and the historic MMI flag. Immediately below those are the eagle's wings symbolizing protection. Gold is the color of generosity. "Truth, Honor, Service" are MMI's core values.

Shields are traditional for crests and serve as a symbol to protect and safeguard the individual and the values of the organization. The top center of the crest represents the date MMI was founded, 1842. The upper portion of the shield has the top of the red St. Andrew's cross, which represents Alabama's flag. Red represents military strength. Only the top of the shield is shown, as it is foundational. The ribbon is blue to signify truth and loyalty and includes the words "Marion Military Institute" flanked with four stars on either side. The lower portion of the shield consists of two parts. The lamp is borrowed from the University of Virginia and represents light, life, and spirituality. The book is borrowed from the University of Pennsylvania and symbolizes education and manifestation.

1.4 OUTCOMES

All facets of the educational experience at MMI are intended to:

a. promote critical thinking and ethical decision making;
b. promote leadership and character development;
c. advance and sustain physical fitness and wellness; and
d. develop self-confidence, poise, and respect for others through self-discipline.

The day-to-day academic, military, physical, and character development of the cadet is intended to satisfy the outcomes as noted above. While faculty and staff are committed to help all cadets achieve personally and professionally, each cadet must accept responsibility to support his or her personal and professional growth and development. The greatest attribute to satisfy the many demands of an MMI cadet is through self-discipline and self-realization.

CHAPTER 2
HONOR SYSTEM

2.1 CADET HONOR CODE

"*I will not lie, cheat, or steal."* These simple words provide a personal code of ethics designed to serve any young man or woman for a lifetime. The Honor Code is specific and clear in what it demands. A cadet is expected to demonstrate integrity in both word and deed; therefore, a cadet does not quibble or communicate evasive statements. Such expectations apply throughout the course of a cadet's tenure at MMI. Maintaining the Code's high standards of trustworthiness is the responsibility of each member of the Corps of Cadets. A cadet is expected to report oneself for a violation of the Honor Code and to confront any other cadet suspected of violating the Code and ensure the violation is reported if not corrected on the spot (see para 2.4)

The precepts of the Code are fundamental to the American ethic and are tools for self-discipline. It is a basic moral document covering only substantial matters of morality. By its very wording, it sets its own boundaries and is intended to instill in all cadets a sense of moral responsibility.

Honor, as interpreted by the Cadet Honor Code, is a sense of that which is right, just, and true. Each member of the Corps of Cadets is expected to abide by the Code. Living under the Code teaches morality, discipline, and integrity, and fosters moral and ethical responsibility. It is intended that each member of the Corps of Cadets views honor as the most cherished principle among their individual values, for it is the fundamental attribute of good character. Honor is based on respect for self as well as respect for others. Honor requires self-discipline and moral courage, and its underlying principle is Truth.

The Cadet Honor Code requires integrity in both word and deed and permits no deviation from its standards. A cadet is truthful, both in act and implication. The Honor Code demands fearless honesty in setting forth the truth, regardless of consequences. To reiterate, quibbling, evasive statements or technicalities used to shield guilt or defeat the ends of justice are not tolerated.

The Honor Code of the Corps of Cadets belongs to you - the Corps of Cadets. For it to be effective, you must believe in it and live by it. The spirit and principles that make the Code a living and working entity cannot be completely codified in writing. It is not possible to enforce the Code by regulations alone. The Honor Code annex to this manual is published to outline the basic principles of the Honor Code, to present the organization of the Honor System, and to standardize procedures for addressing allegations of honor violations. The Honor Council will be conducting further training throughout your time at MMI. Any Honor Council member can answer specific questions about the Honor Code. Each Company will have an Honor & Respect Education Officer also available to answer questions.

Being an honorable person is the first step in leading a successful life. Your commitment to Honor as a cadet at MMI is reinforced through the Honor Code and other applicable pledges of conduct as outlined below.

2.2 PLEDGES

Pledges are intended to provide clarification and specificity to ensure compliance with all federal, state, local, and MMI laws, rules, regulations and policies. Each cadet will be held responsible and must ensure they fully understand and comply.

Standards of Conduct Pledge

I pledge to uphold the highest traditions and standards of Marion Military Institute. I respect the foundation laid by the cadets who came before me, I appreciate the opportunity to attend a college of such tradition and rich history, and I acknowledge the high expectations of me. Likewise, I understand that any breach of MMI rules and regulations can lead up to and include dismissal or expulsion.

Anti-Drug Pledge

I shall not at any time consume, bring, or cause to be brought on campus or have in my possession or in my room, alcoholic beverages, unauthorized controlled substances, or any dangerous or illegal drugs.

Computer Use Pledge

I shall not use MMI's equipment including computers, connectivity, servers, routers, and such to engage in the use of vile, crude, or vulgar language and/or lewd photographs, drawings, or videos. Likewise, lewd, crude, or vulgar criticism of other cadets, faculty, staff, and administration will be considered "Conduct Unbecoming of a Cadet." I also pledge not to post anything involving or picturing actual or suggested use of alcohol, tobacco, illegal drugs, firearms of any kind, or violence to others or myself.

2.3 CADET RESPONSIBILITIES

Each cadet has five responsibilities under the Honor System to include:

a. A thorough knowledge of the MMI Honor System;
b. Being dedicated to living a life of honorable service;
c. Conducting oneself in such a manner that his/her own honor is above reproach including reporting oneself of any Honor Code violation;
d. Assuming a portion of the responsibility for the conduct of fellow cadets through a willingness to confront others observed to be lying, cheating, or stealing; and
e. Reporting violations of the Code.

Cadets are expected to live by the Code they sign at the beginning of the academic year, which states, *"I hereby agree to uphold the Honor Code of Marion Military Institute. Therefore, I pledge that I will not lie, cheat, or steal."*

Lying. Lying is making a false statement in any format (oral, written, or by gesture) with the intent to deceive or mislead. A cadet's word is a pledge that his/her statements are the truth without reservation. Oral or written reports, required within the context of cadet management and accountability, are official statements and must be complete and accurate. Lying includes employing technicalities or making evasive or misleading statements to conceal guilt. Removing or altering official records is considered a form of lying under the Code. Other forms of lying may include obtaining leave authorization on false pretenses, signing out to a false location, knowingly signing in or out with an incorrect time, signing in for another cadet, or possession of false identification. It is possible to make a false statement in haste and without premeditation or thought. If a cadet makes such a statement, he/she must immediately correct the mistake. Such responses are considered "pop off" answers and, if immediately corrected, are normally excused. Likewise, reports or statements made in error and realized later to be false are excusable only if corrected in a timely manner upon realization of the error. To let a mistake go uncorrected is to allow a false statement to stand as the truth and is an honor violation.

Cheating. Cheating is attempting, or aiding in the attempt, to receive undeserved credit or to gain unfair advantage. It is to defraud or mislead. Any work done for a grade must be done without another person's help unless specifically authorized by the instructor. A cadet must never copy another cadet's work or compare answers during a graded exercise. Such exercises may include homework, laboratory reports, essays, or any other oral or written work submitted for grade. Cheating is also having prior knowledge of examination questions by means not sanctioned by the instructor so as to give unwarranted advantage over other classmates. In writing essays and themes, it is often necessary to use the ideas and words of others. Plagiarism is the use of ideas or words of another as one's own without giving the original source of the idea or writing credit. The intent to deceive is assumed by the act of plagiarism and is a violation of the Code.

Stealing. Stealing is the taking or wrongful possession of property without the knowledge or consent of the owner. Stealing involves the intent to permanently deprive the owner of his/her property. The intention to return property borrowed without the owner's knowledge is difficult to prove. Cadets are not to borrow items without permission of the owner. The unauthorized use of school or another's equipment such as telephones, copy machines, computers, or vehicles may be considered stealing and is a violation of the Code.

2.4 ETHIC OF NON-TOLERATION

"… and not tolerate those who do." What does this really mean? MMI's Honor Code serves as an ethical anchor for the entire Corps of Cadets. It is a statement of values that binds cadets together more than any other aspect of the MMI experience. Any Cadet who doesn't share these core values, does not fully accept being in the Corps of Cadets. These very few Cadets will never embrace "living the spirit of the Code". Some Cadets, on the other hand, are still maturing and should be given the opportunity to take responsibility for their actions in order to learn and grow from the experience. Should a MMI Cadet witness or become aware of an honor code violation or potential for violation, they should consider taking the following steps:

- Discuss. Discuss the issue with the violator. Determine if it is willful misconduct or just a mistake. Attempt to reason with the violator to allow them to correct themselves. In some cases, you may want to enlist your friends and fellow cadets to assist in this process.

- Seek Assistance. You can seek assistance from your Company Honor & Respect Education Officer ("Crow") on a non-attribution basis. The Crow can advise you on different possible approaches and may be able to directly assist you.

- Report. Should other methods to mitigate the violation fail, then a cadet has no alternative but to report the violation to:
    - Any Honor Council member
    - Company Honor and Respect Education Officer.
    - TAC or Commandant's Staff member
    - Honor Council Sponsor

Remember. By dissuading your peers from committing an Honor Violation or reporting violations quickly, you may be saving a fellow cadet from serious consequences up to, and including, dismissal or expulsion from MMI.

2.5 ENTRAPMENT AND SELF-INCRIMINATION

No cadet or member of the MMI faculty or staff will employ the Honor Code in such a manner as to entrap or force a cadet into an admission of guilt. Cadets in doubt as to the interpretation of any specific requirement of the Honor Code or its application in a particular circumstance are to seek clarification from a Cadet Honor Council member or Company Honor & Respect Education Officer.

2.6 HONOR COUNCIL LEADERSHIP RESPONSIBILITIES

A staff/faculty member will be appointed to serve as both a mentor and a sponsor to the Cadet Honor Council. Although the Commandant of Cadets assumes responsibility for the Honor Program, the Honor Council sponsor is entrusted with the routine operations of the Honor Council. Questions about the Honor Council should be addressed to the Commandant of Cadets or the Honor Council sponsor.

2.7 HONOR CODE VIOLATIONS

While the Honor Council ultimately reviews violations of the Honor Code, reporting of violations follows one of two paths. Accusations of academic cheating are initially reported to the Academic Dean whereas accusations of lying or stealing are reported to the Commandant of Cadets. The investigation of accusations and subsequent disciplinary action follow procedures outlined at the following links.

View the Academic Integrity Policy (page 18 of the Academic Catalog).
View the Honor Council Procedure SOP.

CHAPTER 3
DAILY OPERATIONS

The daily schedule for the MMI Corps of Cadets is depicted below.

3.1 DAILY SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
0530-0645	PT (MS)	PT (MS)		PT (MS)	PT (MS)	Cadets will be required to participate in Corps-related functions and special events as directed by the Commandant of Cadets	
0545-0700		PT (SAP/LEP)	PT (SAP)		PT (SAP)		
0700-0750	Personal Hygiene and Breakfast						
0745-0755						RRC	
0750-0800		BRC		BRC			
0800-0855	Period #1		Period #1		Period #1		
0800-0925		Period #1		Period #1			
0900-0955	Period #2		Period #2		Period #2		
0930-1055		Period #2		Period #2			
1000-1055	Period #3		Period #3		Period #3		
1100-1155	Period #4		Period #4		Period #4		
1100-1225		Period #3		Period #3			
1145-1305		Lunch		Lunch			
1200-1215	LRC		LRC		LRC		
1215-1315	Lunch		Lunch		Lunch		
1245-1255						RRC	
1310-1320		LRC		LRC			
1315-1445	Drill and Ceremony		Commandant's Time		Commandant's Time		
1325-1450		Period #4		Period #4			
1445-1455	RRC		RRC		RRC		
1500-1700			SAT Prep (Fall Only)				
1500-1730	Varsity Athletics, Intramural Sports, Club Meetings, and Organizational Practices						
1500-1730		MS Lab					
1500-1800		SAT Prep (Fall Only)					
1800-1900	Dinner						
1830-UTC	Evening Classes – Cadets must check with instructors for exact class time and locations.						
1900-1910	RRC				RRC		
1915-1930	DRC						
1930-2130	PMCQ						PMCQ
2000-2010			RRC				
2130-2145	Cadet Formation and Accountability (Barracks)						
2100							Recall Formation
2200					Cadet Formation and Accountability (Barracks)		
2200	Lights Out and Taps				RRC		Lights Out and Taps
2359					Lights Out and Taps	Lights Out and Taps	

MS = Military Science (Army ROTC)
LEP = Leadership Education Program
BRC = Breakfast Roll Call
LRC = Lunch Roll Call
RRC = Restricted Roll Call
DRC = Dinner Roll Call
SAP = Service Academy Program
PMCQ = Evening Call to Quarters
PT = Physical Training

Restricted Formation Schedule

SUNDAY	0750	1250		
MONDAY	1450	1900		
TUESDAY	NONE			
WEDNESDAY	1450	1900		
THURSDAY	NONE			
FRIDAY	1450	1900	2130	
SATURDAY	0750	1250	1900	2130

3.2 PHYSICAL FITNESS/PHYSICAL TRAINING (PT)/INTRAMURALS

Physical training is routinely conducted between 0545 and 0700. Physical training uniform and equipment is directed by the instructors of each of the programs.

For further details, please refer to the Physical Fitness SOP.

Organized athletics and intramural sports within the Corps of Cadets will be supervised and administered by the Intramural & Outdoor Recreation Coordinator.

For further details, please refer to the Intramurals SOP.

3.3 CALL TO QUARTERS (CQ)

Call to Quarters is a time dedicated to study. All cadets must comply with the regulations governing conduct during CQ. Permission to visit for study purposes is authorized, but no more than three cadets will be permitted to study together in any room. Otherwise, permission will be on a case-by-case basis and must be obtained from the TAC. Cadets are encouraged to utilize the library in support of study groups and sessions.

When directed by the Commandant of Cadets, Mandatory Night CQ (PMCQ) will normally run from 1930 until 2130 Sunday through Thursday.

During PMCQ cadets will remain quiet, and there should be minimum movement throughout the campus. PMCQ is enforced by the cadet chain of command and is intended for studying, not personal time. Phones will not be authorized at this time, and all doors must remain open when a cadet is present. Food deliveries are not permitted during this time as it is dedicated solely for studying and academic preparation. Therefore, the only visitors can be study partners.

Cadets are prohibited from participating in electronic gaming to include, but not limited to, game consoles; playing cards or board games; uniform or room preparation; and watching television or movies during PMCQ. Five-minute transit time is permitted for movement between the barracks and the library or other authorized activities. Cadets will move directly to their study partner's room or to the library without stopping to linger. Internet access to social media and streaming services will be limited during PMCQ. Some sites will not be available.

3.4 COLORS

The most significant honor a cadet can undertake is the rendering of honors to the National Colors. The Honor Guard is charged with raising and lowering the national and state flags daily. Although subject to change due to schedule requirements, flags are raised daily at 0715 and lowered at 1800, 1700 during winter months.

All personnel will stop movement once Honor Guard Personnel have started to walk to the Honor Ground from the Bell Tower. All personnel will come to parade rest, assuming attention and present arms on the first note of reveille (am) or "To the Color" (pm). Personnel will order

arms and carry on when the Honor Guard has completed raising or lowering the colors and the music has ended.

3.5 LEAVE/PASS POLICY AND PROCEDURES

General: During their tenure at MMI, cadets are authorized to take pass or leave. The terms "open" and "closed" weekends will be used to define the weekend leave policy. The term "closed weekend" will be used to designate weekends, or portions thereof, that require the cadet's presence on campus. Overnight leave may be granted after the completion of training requirements (normally Friday and Saturday evenings). On weekends designated as "open weekends," cadets may depart upon the completion of training. This period will start on the last class day of the week (normally Friday) at the time designated on the training schedule (normally 1500) or as announced, with the understanding that sufficient leadership will remain on campus to oversee the activities and decorum of those who remain on campus. In the event there are questions concerning a cadet's privilege, the cadet concerned must contact their TAC officer and obtain clarification prior to taking leave.

Passes:

Cadets who do not have PH/SH or are on Academic Probation.

WEEKLY LEAVE SCHEDULE

Leave Schedule A: Normal Leave

Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
Overnight Leave Ends	Type: Drive-Out	Type: Walk-Out	Type: Drive-Out	Type: Walk-Out	Type: Drive-Out/ Overnight	→
End Time: 2100	Time: 1500-2100	Time: 1500-2100	Time: 1500-2100	Time: 1500-2100	Start Time: 1500	→
Accountability: Barracks	Accountability: Barracks	Accountability: Barracks	Accountability: Barracks	Accountability: Barracks		

Normal Leave is the standard leave granted to cadets. The conditions that are required to remain on this leave schedule are as follows: Corps-wide accountability rate (accountability rate is the percentage of cadets properly accounted for versus unexcused late arrivals and unaccounted for cadets) is at 95% or better, concurrence of the Chief Academic Officer, and minimal to no serious incidents during the reporting period. *NOTE: The Corps will revert to*

the "Reduced Leave" schedule below one week before and the week of mid-terms and final exam periods. This can be extended to two weeks before upon the recommendation of the Chief Academic Officer.

Leave Schedule B: Reduced Leave

Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
Overnight Leave Ends	**None**	**None**	Type: Drive-Out	**None**	Type: Drive-Out/ Overnight	→
End Time: 2100	N/A	N/A	Time: 1600-2100	N/A	Start Time: 1600	→
Accountability: Barracks	N/A	N/A	Accountability: Barracks	N/A		

This leave schedule, when enacted, will remain in effect until the accountability rate reaches 97% or above for 2 continuous weeks with zero serious incidents during the reporting period. This reduced leave schedule will be used the week prior to Mid-Term and Final Exams. This can be extended to two weeks prior upon recommendation by the Chief Academic Officer.

Pass Uniform: Appropriate Civilian Attire (ACA) (see paragraph 6.6) is required when on pass. Class C (Ops) is required for all school sponsored activities off-campus unless otherwise instructed (i.e., school sponsored events at Judson, Club and Organizational Activities).

Late Return: Cadets who find they will be unable to return to campus at the required time should contact their cadet chain of command as well as their TAC Officer. If the cadet cannot reach either of those, they may contact the Commandant of Cadets' Office (during duty hours) at 334-683-2322 or the OC (after duty hours) at 334-292-9690. Only the cadet's TAC Officer can determine whether or not their reason for being late is valid. Such notification will not excuse the absence, but it will prevent the cadet from being carried as Absent Without Leave (AWOL). Late return will be excused only for bona fide emergencies upon confirmation. Cadets who are delayed due to automobile difficulties must submit documentation to substantiate their late arrival.

Signing In/Out: All cadets will sign in/out at the Guard House. Each cadet is personally responsible for signing themselves in and out – this cannot be delegated to another cadet. Cadets only need to sign out at the guard house for regular leave (that has been granted by a TAC Officer with a properly filled out leave form) and medical leave.

Wednesday/Weekend liberty sign-out/sign-in will be maintained at the company level and will be turned into the Corps S-1 NLT 2130 on both Wednesday and Sunday.

Leaves:

Regular Leave. Cadets must complete a leave form when traveling for more than 12 hours or will remain off campus overnight. If a cadet will miss one or more academic classes, the CIO must approve the request to have the absence(s) excused. Cadets may sign out on leave if they complete their penalty hours, are not restricted, and do not have duty. Appropriate Civilian Attire (ACA) will be worn while on leave (see para 6.6). The Commandant of Cadets' Office and the TAC or OC (in the absence of a TAC) are final approval for leave.

Medical Leave (ML). Medical leave is taken for illness, injury, doctor's appointments, and other medical-related reasons. Cadets requiring leave from campus for medical appointments must submit a medical leave form. Cadet Leave Request - Marion Military Institute. For local appointments, cadets should request leave beginning 15 minutes prior to the appointment and allow up to three hours total for the appointment and local pharmacy visit. For out-of-town appointments, leave should include sufficient travel time in addition to the three-hour appointment allowance. Cadets requiring campus transportation must submit a transportation request and are responsible for any associated fees. The CHC does not coordinate transportation. Transportation - Marion Military Institute. Overnight medical leave is approved on a case-by-case basis. When possible, cadets are encouraged to schedule overnight appointments on Monday mornings or Friday afternoons to minimize missed classes. Routine appointments (e.g., dental, vision, annual physicals) should be scheduled during school breaks whenever possible. Cadets must provide documentation of their medical appointment within 24 hours. Failure to provide documentation may result in the leave being voided. **Only the Director of Health Services may authorize a medical leave**.

School Closing. Holiday breaks are announced for all cadets at Thanksgiving, Christmas, and Spring Break. Holiday break periods are designated on the current School Calendar. **All cadets must leave campus during these periods**. At the end of each semester, cadets (unless required for official duty such as guard detail, varsity athletics or commencement) must depart campus immediately following their last exam and **in no case** later than 1800 on the last day of classes preceding the break. Exceptions must have written approval from the Commandant of Cadets.

3.6 MANDATORY FORMATIONS

All scheduled events and formations on the training schedule are mandatory. At these times, all cadets must be present or excused. Unexcused absences will result in disciplinary action being taken.

3.7 PUBLIC ACTIONS

Cadets must always conduct themselves in a proper manner. All cadets will refrain from spitting, using profanity, and doing other things that demonstrate a lack of respect for other people. Improper Public Displays of Affection (PDA) such as holding hands, kissing, or hugging, while in uniform or on campus is also not tolerated. This conduct constitutes "conduct unbecoming of a cadet" and may be subjected to disciplinary measures, as appropriate.

3.8 TAPS

Taps is sounded at 2200 on Sunday through Thursday, and 2359 on Friday and Saturday night. During Taps all cadets, except those with late light privileges, must have lights off. Cadet leaders with accountability responsibilities may be granted late privileges of one-half hour. Company commanders are expected to maintain order and quiet.

3.9 JOGGING/RUNNING (SEE ALSO MMI SOP: PHYSICAL FITNESS PROGRAM AND FACILITIES)

Cadets are encouraged to use the MMI campus as much as possible for jogging and running. In all cases, good judgment must be exercised. The routes depicted in this section should be followed to the maximum extent possible to ensure the safety of the runners. Runners should exercise extreme caution on Lakeland Farms Road (CR-20) and use of the Buddy System is mandatory. In all cases, civilian pedestrian and vehicle traffic will have the right-of-way and any conflicts with civilians will be reported to the Commandant of Cadets' Office as soon as possible.

Cadets will run facing traffic and use visibility-enhancing materials such as reflective belts and/or vests. Cadets will not wear headphones or ear buds while running, especially on public streets. The MMI track is the only exception and even then cadets are not authorized to use them until actually on the track. When running in formation, cadets will use road guards and follow vehicles, as needed. Songs or chants sung by formations running will not include profanity or offensive language. Cadets will wear the Class E uniform when running. No other athletic apparel is authorized.

MMI Running Trail (2 Miles)



CHAPTER 4
CORPS ORGANIZATIONAL STRUCTURE

4.1 CADET STRUCTURE

The Corps of Cadets is organized into a battalion consisting of the Headquarters staff and six companies including Band, A, B, C, D, and E. Each company has a captain commanding, a first lieutenant executive officer, one second lieutenant platoon leader, a first sergeant, and one sergeant first class platoon sergeant. Each platoon has three to four squads led by staff sergeants. Each squad leader may have a team leader serving with the rank of corporal or sergeant depending on TAC Officer approval.

4.2 BATTALION COMMAND

Battalion Commander (BC) (Lieutenant Colonel). The Battalion Commander reports to the Senior TAC Officer and the Commandant of Cadets for command and control of headquarters and the five companies of cadets. The Battalion Commander counsels the Battalion Executive Officer, Company Commanders, Chaplain, and Command Sergeant Major and directs and oversees battalion operations utilizing cadet regulations, policies, and other directives set forth in this manual. The BC is the senior officer of the battalion and, in collaboration with the Commandant of Cadets and Senior TAC Officer, is responsible for the readiness, morale, and performance of the Corps of Cadets.

Battalion Executive Officer (XO) (Major). The Battalion XO serves as second in command of the battalion and is the principal assistant to the BC. The XO directs, coordinates, and supervises the activities of the staff sections; oversees the operation of each primary staff function; and ensures proper coordination between command and staff personnel.

Battalion Command Sergeant Major (CSM) (Command Sergeant Major). The Battalion Command Sergeant Major serves as the senior NCO of the battalion and is the personal advisor to the BC. The CSM carries out policies and standards for the performance, training and appearance, and conduct of enlisted personnel. The CSM is responsible to the BC for accountability of all personnel within the Corps of Cadets. The CSM keeps the BC informed on the status of policy violations and Corps morale and is directly responsible for battalion drill proficiency. The CSM advises and initiates recommendations to the BC and staff in matters pertaining to the non-commissioned officer (NCO) support channel.

4.3 BATTALION STAFF

Battalion Chaplain (First Lieutenant). The Cadet Chaplain coordinates events to improve morale of the Corps of Cadets and is responsible for its moral and ethical development through example and counsel. The Chaplain is also part of a community awareness and involvement program; leads small study groups for religious purposes; and regardless of faith, provides religious accommodation for all beliefs in suitable and feasible areas, by suitable and feasible means.

The Chaplain aims to build relationships and encourage spiritual practices based on each individuals theological/spiritual/philosophical beliefs and practices. As part of this the Chaplain MUST NOT/WILL NOT/NEVER Proselytizes.

Definition of Proselytize: "Attempt to convert someone from one religion, belief, or opinion to another."

S-1, Personnel Officer/Adjutant (Captain). The S-1 serves as the BC's principal assistant concerning administrative duties and all personnel matters regarding cadets; keeps chronological files of all printed and digital matter and duty rosters; and responsible for accurate accounting of cadets at formations including drill, physical education, and intramurals. The S-1 provides the battalion with potential courses of action regarding weather, security notices, fire teams, transportation, etc.

S-2, Security Officer (Captain). The S-2 serves as the BC's principle assistant in security matters and coordinates directly with the Commandant's staff for guard details, fire marshal duties, and security programs within the Corps of Cadets. The S-2 assists in vehicle control, is responsible for weekly fire extinguisher checks, and for the maintenance of current fire evacuations/fire drill program in coordination with the Deputy Commandant of Cadets. The S-2 is also responsible for coordinating and publishing the weekly BDO/CDO roster, approves changes to the BDO/CDO roster, and provides the weekend TAC Officer with copies of current Penalty Hours (PH) and Study Hall (SH) hours on Wednesdays and Fridays NLT 1200.

S-3, Operations and Training Officer (Major). The S-3 is the BC's principle assistant for drill, operations, and training matters. The S-3 keeps the battalion informed regarding ceremonies and/or other military events, prepares drill schedules and other military memoranda weekly, assists with marking Givhan Parade Field for parades and practices, and is responsible for posting company guides at parades, reviews, and rehearsals. The S-3 coordinates with the Company XOs (or training officer if designated) to assist in S-3 activities within the battalion. The S-3 is the Test Control Officer responsible for administering Cadet Regulations tests and providing results to the BC.

S-4, Supply Officer (Captain). The S-4 serves as the BC's principal assistant in planning matters relating to supply, transportation, barracks, cleanliness, maintenance, movement, services, and miscellaneous logistical support. The S-4 prepares logistical plans and appropriate portions of published orders and plans and keeps necessary items in supply to be issued as needed. This includes providing the Commandant a monthly status report of gaming equipment in the QM.

S-5, Protocol and Special Events Officer (Captain). The S-5 serves as the principal staff assistant to the BC in planning matters related to cadet activities and public relations. The S-5 works under the supervision of the school's Public Information Officer and Media Specialist; is responsible for photographic and video requirements and publicity; and serves as the MC for all parades and other Corps functions.

Assistant S-5 (Staff Sergeant). The Assistant S-5 assists in all matters directed by the S-5 but primarily serves as the battalion photographer/videographer.

Headquarters Staff Assistant (First Lieutenant). The Staff Assistant works under the supervision of the Battalion Executive Officer providing general assistance where and when required to support Battalion Staff missions.

4.4 COMPANY COMMAND

Company Commander (Captain). The Company Commander is responsible for the actions of the company; carries out directives and orders as prescribed by the BC and is responsible for company policies within the limitations prescribed by higher echelons of command. The Commander is responsible for the proper appearance of personnel and company areas and personally conducts periodic personnel and barracks inspections. The CDR delegates authority and informs company personnel of policies and other information; is responsible for proper discipline of cadets in the command; ensures all cadets adhere to the barracks SOP; ensures Room Condition Reports are completed when cadets move in or out of barracks rooms; is responsible for maintaining good order and discipline in the barracks; and counsels subordinates. The CDR counsels subordinate leaders as required and is responsible for their training, welfare, discipline, control, and morale.

Company Executive Officer (First Lieutenant). The Company Executive Officer serves as second in command of the company and is directly responsible to the Company Commander. In addition to carrying out orders from the Company Commander, the XO counsels subordinate leaders as required and is responsible for their training, welfare, discipline, control, and morale. The XO is also responsible for maintaining company rosters, reporting personnel status and accountability to the Corps S-1, provides a company CDO roster to the Corps S-2, and works with the Corps S-3 for providing cadets to handle Corps mission/task/event requirements.

Company First Sergeant (First Sergeant). The Company First Sergeant is the senior NCO of the Company and reports directly to the Company Commander. The 1SG is responsible for administration matters in the company such as absence reports; nightly unit status reports; room change forms; company leave requests; and ensures duty company responsibilities get completed to standard. The 1SG performs duties the Company Commander directs; maintains the company bulletin board; picks up distributions from the Commandant of Cadets' Office; and ensures that fire evacuation plans are posted. The 1SG is also responsible for the proper appearance of personnel and company areas; conducting periodic inspections; counseling platoon sergeants as required; and serving as the principle subordinate relative to the drill proficiency of the company. The 1SG counsels subordinate leaders as required and is responsible for their training, welfare, discipline, control, and morale.

4.5 COMPANY LEADERSHIP

Platoon Leader (Second Lieutenant). Platoon Leaders have command and control responsibility for all members of their platoons. They carry out the directives of the Company Commander and perform tasks as assigned. They train subordinates to perform tasks; lead their

platoons at all drill and ceremonies; inspect their platoons; maintain good order and discipline; counsel subordinate leaders as required and are responsible for their training, welfare, discipline, control, and morale.

Platoon Sergeant (Sergeant First Class). Platoon Sergeants assist in maintaining order and discipline in the barracks. They perform tasks as directed by the platoon leader; conduct inspections and correct deficiencies of personnel and platoon areas; counsel subordinate leaders as required and are responsible for their training, welfare, discipline, control, and morale.

Squad Leader (Staff Sergeant). Squad Leaders are responsible to the Platoon Sergeant for the personal appearance of squad members and their rooms. They are responsible for carrying out Company policies; knowing where all squad members are and reporting absences to the appropriate authority, and performing such other duties as may be assigned. They counsel squad members as required and are responsible for their training, welfare, discipline, control, and morale.

Team Leader (Sergeant). Team Leaders assist the Squad Leader and perform other duties as directed. They assume responsibility for the squad in the absence of the Squad Leader; counsel subordinate leaders as required and are responsible for their training, welfare, discipline, control, and morale.

Company Barracks NCO (Sergeant). The Company Barracks NCO is responsible for unit supply and is subordinate to the Company First Sergeant. He/She prepares work orders as required for maintenance and determines responsibility for damage; assists with the fire evacuation plan; checks monthly to ensure fire extinguishers have been inspected and are serviceable; maintains supplies; and requisitions new supplies.

Guidon Bearer (Corporal). The Guidon Bearer is responsible for the care and protection of the Company Guidon and is subordinate to the Company First Sergeant. They ensure the guidon is present at required formations and carried and presented properly. They are designated by the Company First Sergeant with TAC Officer approval.

Company Honor and Respect Education Officers (CROW). Company Honor and Respect Education representatives who assist the Honor Council Honor Education Officer. Responsible for conducting honor education programs within their respective companies and serving as the first line for cadet inquiries on honor issues. They are non-voting members of the Honor Council.

Assistant Chaplains (No Additional Rank for this Position). The Assistant Cadet Chaplains assist in coordinating events to improve morale of the Corps of Cadets and are responsible for contributing toward moral and ethical development through example and counsel. The Assistant Chaplains are also part of a community awareness and involvement program; may lead small study groups for religious purposes; and regardless of faith, provide religious accommodation for all beliefs in suitable and feasible areas, by suitable and feasible means.

The Assistant Chaplains aim to build relationships and encourage spiritual practices based on each individuals theological/spiritual/philosophical beliefs and practices. As part of this the Chaplain MUST NOT/WILL NOT/NEVER Proselytizes.

Definition of Proselytize: "Attempt to convert someone from one religion, belief, or opinion to another."

Goal for Battalion Chaplain and Staff: deliberately seek a variety of faiths that represent the faiths of our cadets including but not limited to Catholicism, Islam, Judaism, Protestant, and any other faith's held by our cadets. If the Chaplain and all assistants are from the same, or nearly the same faith tradition we are failing.

4.6 GUARD DETAIL

Battalion Duty Officer (BDO). The BDO is the senior cadet on weekend duty or special times determined by the Commandant of Cadets. The BDO is responsible for overseeing the compliance with all campus rules over their assigned period of duty and works directly with the Weekend TAC Officer and Officer in Charge (OC) to ensure good order and military bearing are maintained. The BDO is responsible for restricted and penalty hour formations. The BDO is free to roam the campus, but the Weekend TAC Officer and/or the OC must be able to contact the BDO at a moment's notice. The BDO also coordinates the Company Duty Officers (CDOs) and ensures they perform all of their duties. The BDO also performs other duties as assigned by the OC. Rank: Platoon Leaders, Company Top 3, and Organizational Commanders (if needed).

Company Duty Officer (CDO). The CDO is the cadet responsible to assist the BDO at the company level. Specifically, the CDO must attend and ensure all Weekend Duty personnel attend the WDF. The CDO will ensure restricted cadets report five minutes early to restricted formations in the proper uniform. The CDO also ensures all penalty hours are marched properly. The CDO is also responsible for ensuring good order and cleanliness in the dining hall and barracks, and that reasonable noise levels are maintained by forbidding inappropriate behavior at all times. CDOs will perform additional duties as assigned by the OC and must be reachable at all times. CDOs will inspect the rooms of the cadets on campus to ensure daily standards are maintained. Rank: Squad Leaders and Platoon Sergeants.

Charge of Quarters (CQ). The Charge of Quarters is a cadet who is responsible for overseeing the safety, security, and administrative functions within barracks after duty hours. In this role the CQ will monitor, report, and take appropriate action in response to emergencies, safety or security issues and code of conduct violations. Appropriate action could include resolving or intervening in the situation, reporting to the cadet chain of command, the Office in Charge or the TAC. The CQ will be stationed in the hallway of their barracks for the duration of their watch. The CQ will maintain a log of events that occur on their watch. The CQ is responsible for all issues that occur during their duty. CQs who fail to take appropriate action will face possible disciplinary consequences.

At a minimum, each company will:

- Establish a CQ duty roster. All cadets except for the Top 3 in each company are to equally participate in the duty roster.
- Maintain a duty logbook for the CQ that will be reviewed daily by the Cadet COC and TAC Officer.
- Have a CQ on duty from 2100 – 0000 Sunday – Thursday while the college is in session. TAC officers can extend these hours for their individual companies at their discretion. The Commandant of Cadets can extend the hours for all companies at his/her discretion for a duration of his/her choosing.

4.7 LEADERSHIP SELECTION, PROMOTIONS, AND REDUCTIONS IN RANK

Leadership Selection. Prior to the Leadership Selection Board convening, cadets with a cumulative GPA of 3.0 or higher will provide biographical information and requests for consideration for leadership positions within the Corps of Cadets. The Band Director may also nominate cadets to compete for the position of Band Company Commander. The TACs will then review packets and select those who will attend the board. The board will consist of five members of the MMI Faculty and Staff. Upon completion of the board, the board members will rank all candidates and recommend a list of approximately five for the positions of BC, XO, and CSM to the Commandant of Cadets for review. The Commandant of Cadets will then vet the list with the Executive Vice President, the CIO (Academic Dean), the Athletic Director, and the Professor of Military Science for issues concerning academics, discipline, or inappropriate conduct or behavior. Once this is complete, the Commandant of Cadets will rank the finalists for consideration and approval by the President. When the President has approved the top three leadership positions, the remaining names will be returned to the Board where candidates will be given due consideration for the remaining leadership positions. The Board will ultimately forward recommendations to the Commandant of Cadets who will select the remaining chain of command positions.

The intent of the Board is to ensure all cadets who have a grade point average GPA of at least 3.0 and who have demonstrated leadership excellence, as evidenced by a recommendation from their company TAC officer, Commandant of Cadets, or the MMI Band Director, are provided the opportunity to compete for a leadership position within the Corps of Cadets. The comprehensive performance of a cadet over a semester or academic year will carry considerable weight when selecting the Corps of Cadets leaders.

GPA Requirement for Leadership Positions.
In order to fill a leadership position within the Corps of Cadets, cadets must maintain the minimum cumulative Grade Point Average (GPA) as required by the chart below. The company TAC Officer has the authority to grant a waiver of up to .099 for a cadet in otherwise good standing to remain in or fill a leadership position within his/her company. Any waivers of .1 and above are to be determined by the Commandant of Cadets. Example: A Platoon Sergeant has a cumulative GPA of 2.67 but the required GPA is 2.75; this can be waived by the TAC Officer. A Squad Leader with a GPA of 2.38 but the required GPA is 2.5 can only be granted a waiver by

the Commandant of Cadets. Any waivers granted must be done in the form of a written counseling and a further evaluation will be made when mid-term grades are published.

Position	**Required GPA**
Squad Leader (SL)	2.5
Organizational Commander	2.5
Platoon Leader (PL)	2.75
Platoon Sergeant (PSG)	2.75
Company Commander (CO)	3.0
Company First Sergeant (1SG)	3.0
Company Executive Officer (XO)	3.0
All HQ positions	3.0

Promotions. Company TAC officers will be authorized to promote cadets in their charge to the grade of Sergeant First Class and assign duty positions commensurate to that rank. The Commandant of Cadets will approve all promotions and duty positions from the rank of First Sergeant through Major, with the exception of the XO and CSM. The Commandant of Cadets will recommend, and the President will approve, the cadet leadership positions of BC, XO, and CSM.

Reduction in Rank. Through written counseling, company TAC officers may reduce a cadet in the rank of Sergeant First Class and below. The Commandant of Cadets is authorized to reduce all cadets in rank and position within the Corps with the exception of the BC, XO, and CSM. In these cases, the Commandant of Cadets will recommend such reduction to the President for approval.

4.8 CADET ORGANIZATIONS

Student organizations should offer their members opportunities to enhance, explore, apply, practice, and integrate knowledge and skills gained through pursuit of academic study, leader and character development. The Office of the Commandant of Cadets oversees all cadet organizations with the program administered by the Assistant Commandant for Administration and Operations. Cadet organization registrations remain valid throughout the academic year. All registration forms and information are available in the Assistant Commandant's office.

Registered cadet organizations are sanctioned school activities and must be constituted per the school's foundational tenets. These organizations must comply with all cadet regulations and must contribute to the mission of MMI. Organizational activities, on or off campus, must have staff or faculty sponsorship and be subject to regulations and monitoring by the appropriate sponsor. Registration allows cadet organizations to enjoy privileges granted by the Institution when the organization meets minimum standards for registered status.

An on-campus organization must provide a service to both MMI and the campus community. Membership in an unauthorized organization or wearing paraphernalia of an unauthorized organization on campus is prohibited. Unauthorized means the organization's charter has not

been approved and the organization is not registered with the Assistant Commandant for Administration and Operations.

Standard privileges granted to all cadet organizations completing the registration process include:

a. Use of MMI facilities for meetings,
b. Sponsorship of events,
c. Organization mailbox services,
d. Eligibility to obtain a cadet organization E-mail and website/social media account.
e. Opportunity to participate in Orientation Day activities,
f. Inclusion in the Cadet Organization Directory, and
g. Organization's photograph in the yearbook.

a. **Registration of New Organizations and Inactive Organizations.** All cadet organizations considered new, or inactive for two consecutive academic semesters, must file a completed Declaration of Intent form with the Assistant Commandant for Administration and Operations. Privileges afforded prospective cadet organizations are limited to use of MMI facilities for meetings, permission to publicize meetings for membership recruitment, and completion of the registration process. Organizations must ensure the following information is on file with the Assistant Commandant for Administration and Operations:

i. A completed proposal including the names and signatures of cadet officers, the name, telephone number(s), and signature of a full-time member of the MMI faculty or staff willing to serve as advisor/sponsor to the organization, and the signatures of at least ten currently enrolled MMI cadets interested in organizational membership;
ii. One copy of the organizational constitution and by-laws (required format available from the Assistant Commandant for Administration and Operations); and
iii. One copy of the constitution and by-laws of any related or affiliated national organization (if applicable).

b. **Withdrawal and Denial of Registration.** Once approved, organizations will maintain their status indefinitely unless revoked by order of the Commandant of Cadets or President, or at their own request. No cadet organization will be officially registered with the Commandant of Cadets' Office if the President determines organizational activities are detrimental to the mission of MMI. If the Commandant of Cadets denies registration of a new cadet organization, they will notify the President and advisor/sponsor of the organization in writing of the recommendation to deny registration. The organization denied registration may appeal to the President of MMI within five working days from the date of denial notification correspondence. The decision of the President is final. If the organization fails to appeal withdrawal of registration within the specified time period, the withdrawal decision is final. The

Commandant of Cadets reserves the right to recommend withdrawal of registration of a cadet organization for:

i. Failure to comply with regulations governing cadets and cadet organization or
ii. Loss of recognition by, or membership in, its respective national organization.

Membership in registered cadet organizations shall be open to all students of MMI without regard to race, religion, gender identification, or national origin. Registered cadet organizations must inform the MMI community of organizational membership criteria and selection processes including membership application deadlines. Selection criteria must be relevant to the goals and objectives of the organization. Organizations with selection criteria adversely impacting a particular segment of the MMI community must eliminate those criteria.

Registered cadet organizations maintaining an account outside of MMI must keep accurate records of funding sources and disbursements including the amount of income and expenditures; the means of generating funds and approving expenditures; and the purpose of expenditures. Cadet organizations must keep receipts for funds expended and must issue receipts for money collected. Members of registered cadet organizations have the right to know how organizational funds are collected and disbursed. Additionally, sources and amounts of organizational revenue expenditures are to be available as public knowledge. Organizational funds should be dispersed by use of checks rather than cash. All checks must include the signature of the advisor and one officer, preferably the president or treasurer. Solicitation and fund drives to support specific organization activities are authorized for approved cadet organizations with specific guidance. To ensure that donors are afforded tax benefits allowed under paragraph 501.c.3 of the Internal Revenue Service Tax Code, and that their gifts are properly acknowledged and credited, all fundraising activities at MMI are conducted under the supervision of the Advancement Office. All funds collected are deposited in MMI fund accounts held by the Business Office. Organizations wishing to raise funds must do so for a specific limited purpose, must have their plan approved by the Commandant of Cadets and the Vice President for Advancement, and establish a fund account with the MMI Business Office.

The primary officers of a registered cadet organization (president, vice president, secretary, treasurer, or the equivalent) must be currently enrolled cadets. Officers of cadet organizations must be in good disciplinary standing, maintain a cumulative 2.75 GPA, and exemplify good citizenship to hold office. The responsibility of verifying GPAs rests ultimately with the organization and organization advisor and can be temporarily waived by the Commandant.

The only three cadet organizations that are authorized a commander's rank (Cadet First Lieutenant, c/1LT) within the MMI Corps of Cadets are as follows:

- Honor Guard
- Swamp Fox
- MMI Knights

4.9 ADVISORS/SPONSORS

Advisors/Sponsors of registered cadet organizations should share insights and directions with cadet leaders to ensure cadet organizations promote organizational objectives and enhance the meaningfulness of organizational membership. Registered cadet organizations have the right to request a new advisor at any time according to procedures outlined in the organizational constitution and by-laws. Primary responsibilities of the organizational advisor include:

a. Overseeing all financial transactions and receiving all bank statements;
b. Ensuring officers have a minimum cumulative 2.75 GPA and are currently enrolled at MMI;
c. Providing consultation concerning membership selection procedures and responsibilities, conducting an initial overview of membership outcomes, and reviewing profiles of newly selected numbers.
d. Performing other duties deemed appropriate by the organization and outlined in the organizational constitution and by-laws.

Cadet Organization Categories. Cadet organizations provide MMI cadets with various opportunities to become involved in co-curricular and extracurricular activities and programs. Based on the purposes and objectives of the organization as stated in the constitution and by-laws of the organization, cadet organizations should fall into one of the following categories:

a. Academic. To foster the appreciation of a particular academic field or discipline among the student body.
b. Military. To support academically, to develop professionally, and/or to encourage socialization among students with a common interest in military science.
c. Political. To address political and governmental concerns and/or to promote interest in traditionally political issues at a campus, local, state, and national level.
d. Recreational/Athletic. To encourage development of skills, knowledge, or support of a particular sport or recreation/leisure activity.
e. Religious. To assist in the spiritual development of MMI cadets and/or to foster interdenominational, denominational, or specific spiritual and/or religious tenets.
f. Service. To provide philanthropic and/or altruistic service to the campus and/or community.

The following cadet organizations are currently authorized:

a. Flying Tigers
b. Honor Guard
c. Normandy Society
d. Ranger Challenge
e. Scabbard and Blade
f. Scuba Tigers
g. Swamp Fox
h. MMI Knights
i. Gaelic Club
j. Leaders Club
k. Cavalry Team
l. Free Fall Tigers
m. Swim Club
n. Officer's Christian Fellowship

4.10 FUNDRAISING AND SOLICITATION

Fundraising and solicitation for the benefit of individuals or groups not sanctioned by the Vice President for Advancement or the President is prohibited. Fundraising and solicitation activities for authorized cadet organizations must be approved in advance.

4.11 TRAINING PLAN

Those organizations that wish to conduct "cycles" for prospective members (e.g. Swamp Fox, MMI Knights) will have their training plans approved by the Commandant of Cadets and President. No cycle will be conducted without an approved training plan. Any activities imposed on prospective members outside of the approved training plan may be deemed "hazing" and subject to disciplinary action up to and including dismissal or expulsion for cadets and/or suspension for the club or activity.

4.12 SERVICE PROJECT

Each organization will be required to do at least one community service project each year. This can be an independent project or a collaboration with another club (such as the Leaders Club). All projects must be approved in advance by the Commandant of Cadets.

4.13 WEAR OF DISTINCTIVE CLUB/ORGANIZATION IDENTIFICATION

Approval. Clubs and Organizations desiring to have distinctive identification (DI) will request approval through their Sponsor to the Commandant of Cadets. The Commandant is responsible for coordinating this approval through appropriate staff offices before granting final approval. Distinctive Identification refers to all forms of club identification, to include, but not limited to patches, pins, shoulder cord/aiguillettes, stickers, digital logos, cards, etc.

Wear. Cadets may only wear/use distinctive identification so long as they are active members of the club or organization and in compliance with that organization's membership standards. Additionally, sponsors have the right and responsibility to withdraw authorization for wear of the DI from a cadet for any reason they deem appropriate. A Cadet may appeal the Sponsor's determination to the Commandant by written request outlining the circumstances of the determination and why it was not done fairly.

CHAPTER 5
MARION MILITARY INSTITUTE CADET COUNSELING AND EVALUATIONS

5.1 INTRODUCTION

The MMI Cadet Counseling and Evaluation Program is intended to support a comprehensive approach to cadet leadership and character development. Primary responsibility for the execution of the program is the Commandant of Cadets. However, the success of the program, in large part, will ultimately be determined by the Corps of Cadets itself through their individual and collective efforts to meet stated program outcomes.

The counseling and evaluation program is divided into two equally important functions. One function is designed for "on the spot" counseling and the other is designed to be an all-encompassing feedback initiative geared towards cadet self-awareness and improvement. The counseling and evaluation program is designed to be inclusive, and everyone in the Corps of Cadets will participate in the program.

5.2 PURPOSE

a. Provide cadets a formal and structured process to enhance individual growth and development through self-assessment, peer-evaluation, and feedback from TAC Officers.
b. Provide cadets a formal and structured process to counseling and feedback to promote leadership and character development, with an emphasis on honor and respect, in accordance with MMI's mission statement and motto.
c. Provide cadets a formal and structured process to conduct peer-to-peer counseling to maintain the high standards set by the Corp of Cadets and identify those cadets that are exceeding the standard and empowering cadet leaders to directly address cadet issues and actions.
d. Provide cadets a formal and structured process to assess traits within themselves and provide performance feedback as viewed through the implementation of the peer-evaluation.
e. Provide cadets with comprehensive, persistent feedback on their leadership and character development growth throughout the academic year.
f. Enhance communication skills, self-confidence, and team building.
g. Enhance decision-making, critical thinking and judgment.
h. Enhance coping skills and toleration for differences of opinion.
i. Serves as an additional tool to assess the overall effectiveness of the Character and Leadership Development program at MMI.

5.3 LEARNING OUTCOMES

a. Through self-assessments, peer-evaluations, and peer-rankings, TAC Officers will analyze, interpret, and assess information to provide feedback to promote both intra- and interpersonal skills critical to leadership and character development.

b. Cadets identify and address both opportunities and issues designed to challenge, shape, and transform individual values and beliefs which promotes leadership and character development.

5.4 "ON THE SPOT" FEEDBACK/COUNSELING PROCEDURES

a. The "On the Spot" Feedback and Counseling approach is designed to give cadets in leadership roles the opportunity to develop character and leadership skills while maintaining set standards within the MMI Corps of Cadets.
b. "On the Spot" feedback can be given to cadets that fail to meet standards or cadets that exceed MMI standards. It will also afford an opportunity to counsel the cadet on MMI standards or praise cadets that go above and beyond.
c. The primary tool for "On the Spot" Feedback and Counseling is the MMI Form 1842. Each cadet will carry this form with them at all times.
d. Cadet leadership will use the MMI Form 1842 to correct minor infractions or recognize outstanding performance. The cadet delivering the feedback and counseling will complete the MMI Form 1842 and give it to their TAC Officer for follow-up.
e. This approach is designed to empower cadet leadership in enforcing the standard and recognizing those cadets that exceed the standard. It also reinforces ethical decision-making skills by requiring cadet leadership to be mindful that the overall goal is a positive outcome, either by praising outstanding performers or raising the performance level of those that find themselves not meeting MMI standards.

MMI EXCELLENCE/DISCREPANCY REPORT

LAST NAME - FIRST NAME - MIDDLE INITIAL		C1 or C2
		Cadet Rank:
COMPANY/ORGANIZATION	PLATOON / SQUAD	
EXCELLENCE or DISCREPANCY EXHIBITED (Be Specific)		
TIME	DATE	PLACE
PRINTED NAME OF REPORTING INDIVIDUAL	SIGNATURE OF REPORTING INDIVIDUAL	
MMI Form 1842 20200519	TAC SIGNATURE:	

5.5 CADET COUNSELING AND EVALUATION PROCEDURES

a. The Cadet Counseling and Evaluation Program is a comprehensive approach to character and leadership development where each cadet is given the opportunity to gain self-awareness and insight to areas that need improvement through a series of counseling and feedback sessions.

b. Initial Counseling will be completed in a group briefing by the company TAC Officers to set expectations and review standards. C-1 Initial Counseling will occur during ITC and C-2 Initial Counseling will occur shortly after returners arrive on campus. Each Company TAC Officer will also provide an Initial Counseling session with Company Leadership to set expectations and review position/duty responsibilities.

c. Cadet Self-Assessments will be completed through the "TeamMates" website shortly after semester begins. This assessment will give each cadet the opportunity to gauge their own strengths and weakness along with goals for the school year.

d. Mid-term Feedback will be accomplished by the Company TAC Officer after mid-term grades are published and will be annotated on Cadet Self-Assessment in "TeamMates". Mid-term feedback gives the TAC's the opportunity to measure each cadet's academic, physical, character/leadership development progress to identify and address any concerns. This will normally be accomplished virtually but can be an in-person meeting at the TAC's discretion.

e. Cadet Peer-Evaluations will be completed through "TeamMates" shortly after the spring semester begins. This evaluation allows cadets to provide performance feedback to their peers and Company Leadership along with peer rankings.

f. TAC Evaluations will occur at the end of the spring and is the capstone feedback session. Each Company TAC Officer will use the "Leadership Rubric" to evaluate each Cadets' progress through MMI's four Focus Areas and give feedback for improvement. TACs will use the Cadet's Self and Peer Evals, along with Mid-term Feedback as tools to determine the leadership and character growth assessment.

Marion Military Institute Assessment Rubric
Leadership and Character Development

Grade	(4) Proficient	(3) Competent	(2) Adequate	(1) Non-Proficient
Know Yourself	• Can identify personal core values and the origin of those values and beliefs. • Can identify personality type and recognize "blind spots" associated with their personality. • Knows strengths and weaknesses and can recognize those traits during personal interactions. • Constantly pushes beyond comfort zone during the academic school year.	• Can identify personal core values and SOMEWHAT knows the origin of those values. • Can identify personality type and can SOMETIMES recognize "blind spots" associated with their personality. • Knows strengths and weaknesses and can SOMETIMES recognize those traits during personal interactions. • Has pushed beyond comfort zone during the academic school year.	• Can identify personal core values. • Can identify personality type. • Knows strengths and weaknesses. • Has pushed beyond comfort zone once or twice during the academic school year.	• Can NOT identify personal core values. • Can NOT identify personality type. • Disregards personal strengths and weaknesses. • Has remained in comfort zone during the academic school year.
Followership	• Understands the attributes of an active follower and CONSISTENTLY applies those while in the role of a follower. • Can voice an opposing opinion in a respectful tone when in the role of a follower. • Considered an OUTSTANDING follower.	• Understands the attributes of an active follower and SOMETIMES applies those while in the role of a follower. • Can SOMETIMES voice an opposing opinion in a respectful tone when in the role of a follower. • Considered an EXCELLENT follower.	• Understands the attributes of an active follower but is SOMETIMES a PASSIVE follower. • Does NOT voice an opposing opinion when in disagreement with the leader. • Considered a GOOD follower.	• Does NOT understand the attributes of an active follower and is a PASSIVE follower. • Voices opposing opinions in a disrespectful tone when in the role of a follower. • Considered a BAD follower.
Ethical Decision Making	• Understands and can CONSISTENTLY identify the situational nuances in making ethical decisions. • Constantly makes ethical decisions based on personal core values. • Has NO Penalty Hours from unethical decision making.	• Understands and can SOMETIMES identify the situational nuances in making ethical decisions. • Mostly makes ethical decisions based on personal core values. • Has 0-5 Penalty Hours from unethical decision making.	• Understands there are situational nuances in making ethical decisions. • SOMETIMES makes ethical decisions based on personal core values. • Has 5-20 Penalty Hours from unethical decision making.	• Does NOT understand there are situational nuances in making ethical decisions. • Does NOT make ethical decisions based on personal core values. • Has >20 Penalty Hours from unethical decision making.
Leading Others	• Can CONSISTENTLY influence followers to complete assigned tasks. • Can CLEARLY communicate instructions to followers. • Consistently acts in a SELFLESS manner while in a leadership position. • Has COMMENDABLY held a leadership position at MMI.	• Can influence followers to complete assigned tasks on MOST occasions. • Can communicate instructions to followers on MOST occasions. • Acts in a SELFLESS manner while in a leadership position on MOST occasions. • Has SUCCESSFULLY held a leadership position at MMI.	• Can SOMETIMES influence followers to complete assigned tasks. • Can SOMETIMES communicate instructions to followers. • SOMETIMES acts in a SELFLESS manner while in a leadership position. • Has held a leadership position at MMI.	• Can NOT influence followers to complete assigned tasks. • Can NOT communicate instructions to followers. • Does NOT act in a SELFLESS manner while in a leadership position. • Has been relieved of a leadership position at MMI.

CHAPTER 6
UNIFORMS AND PERSONAL APPEARANCE

6.1 DISCUSSION

MMI cadets enjoy a reputation for high standards of personal appearance and demeanor. All cadets are expected to maintain this reputation on and off campus. Cadets on pass or leave within the city of Marion will wear appropriate civilian attire unless participating in an official school event (Uniform will be determined by MMI Official in charge of the event) or attending a local church service (C Ops). Cadets who visit local eating establishments, places of business, and private residences are expected to adhere to these standards at all times.

Cadets scheduled for physical therapy, or other types of medical appointments of a physical nature will be authorized to travel to and from the medical facility in the Class E uniform. Cadets are not authorized to patronize facilities or seek services other than those specific to their medical needs when in the Class E uniform.

Uniforms will be clean and pressed each day, and shoes will always be buff shined with sole dressing applied as necessary. Uniforms must be kept pressed, clean, and hemmed to provide a proper fit at all times. Unserviceable (spotted, torn, or badly worn) uniforms will be replaced. Regular cleaning will help preserve the life of the fabric and reduce unsightly stains and odors. The service cap and garrison cap should be brushed regularly to remove dirt and lint. Remove spots promptly with soap and water. All covers should be cleaned regularly. Keys, key chains, lanyards, or electronic devices will not be attached to the uniform on the belt, belt loop, or waistband of any cadet uniform (except during ITC when Name Badge is worn around the recruit's neck). Additionally, any lanyard, key chain, or similar item will be concealed from view on any cadet uniform or appropriate civilian attire when on duty.

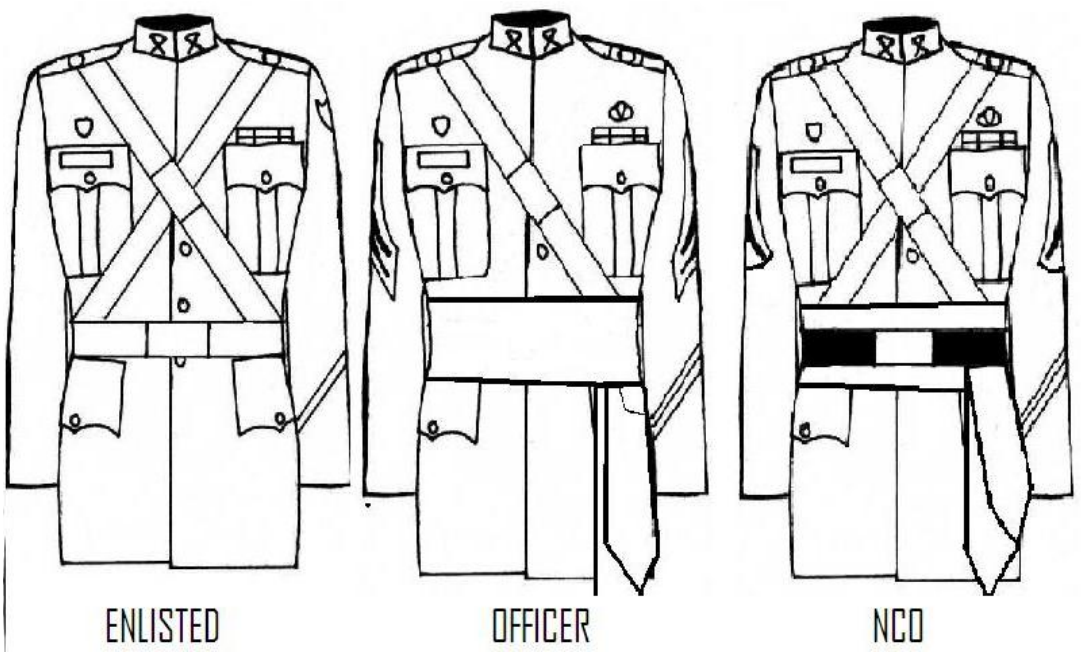
Male cadets will be clean-shaven at all times while on campus or in uniform including weekends. Specifically, Cadets must be clean-shaven when signing in and out. Cadets are not granted a grace period to shave upon return to campus. Goatees, mustaches, and beards are not authorized. Any variation must be verified by medical documents from a dermatologist, not a general medical doctor and confirmed by a Cadet Health Center nurse. Tuition includes the cost of two haircuts per month at the cadet barbershop. See the Civilian Clothes section of this Manual for more information.

Uniforms are required on campus at all times. Wearing undergarments (e.g., tee-shirts issued for wear with military uniforms) as outer garments is prohibited.

6.2 COMPOSITION AND PURPOSE

With the exception of the Class E and Operational Camouflage Pattern (OCP), all uniforms require the wearing of black oxford leather dress shoes (Corfam ® shoes with class A and B's only), black dress socks, white crew neck tee-shirts, and black web belt. Exceptions are discussed below.

a. **Class A Dress Uniform.** The Class A uniform is the formal dress uniform and is authorized for year-round wear. It is worn for all parades and many of the formal functions which occur on and off campus. It consists of the Class A jacket with mandarin collar secured about the neck and either black (for winter wear) or white (for summer wear) dress trousers; commonly referred to as Black or White Ducs. Care should be taken to ensure undergarments are modest and do not show through white trousers. A single white parade belt or sash will be worn with the jacket for all occasions unless otherwise directed by the Commandant of Cadets. Service caps, gloves, and swords (as applicable) will be worn with the Class A uniform for all parades. The campaign cover is authorized for company first sergeants. Berets can be authorized when the wearing of the service cap is impractical such as when carrying certain musical instruments.



b. **Class B Semi-Dress Uniform.** The Class B uniform is less formal than the Class A uniform, but more formal than the Class C duty uniform. The Class B uniform consists of black dress trousers and white short-sleeve shirt (summer) or black long-sleeve shirt (winter). The black four-in-hand tie (males) or neck tab (females) is worn with the black shirt. The service cap is the standard cover when wearing the Class B uniform (the garrison cap can be authorized as an exception by the Commandant of Cadets).

c. **Class C Duty Uniform**

i. Class C (Standard). The Class C uniform including all variations is the standard duty uniform. The Class C uniform consists of the gray short sleeve shirt and gray trousers. The garrison cap, beret, and campaign covers are authorized for wear with the Class C uniform. This is the duty uniform for summer wear. Black leather oxford shoes are the only

authorized shoes with this uniform. (Corfams ® are only allowed with class A and B's).

ii. Class C Midnight. Class C Midnight uniform is the same as the Class C but with the long sleeve black shirt in lieu of the short sleeve gray shirt. Class C Midnight is the duty uniform during the winter months and is worn with the black four-in-hand tie (males) or black neck tab (females). The black four-in-hand tie will be tucked into the shirt between the third and fourth button from the collar. Black leather oxford shoes are the only authorized shoes with this uniform. (Corfams ® are only allowed with class A and B's).

iii. Class C Optional. The Class C Optional or "C Ops" uniform is the same as the Class C but with the navy-blue polo shirt. No ornamentation is worn on this uniform. All cadets wear this uniform after 1600 on any given academic day, at any time during the weekend while on campus, or when attending a church service in the city of Marion. The Class C Optional polo shirt is authorized for wear with appropriate civilian attire (see 6.6). Black leather oxford shoes are the only authorized shoes with this uniform. (Corfams ® are only allowed with class A and B's). This uniform is the prescribed uniform for attending church services within the cities of Marion.

d. **Class E (Athletic Uniform).** Class E uniform consists of a company tee-shirt, black shorts, athletic shoes, and white socks. During winter months the gray MMI sweatpants, gray MMI sweatshirt, watch cap, and gloves may be added to the uniform, as directed by the chain of command. A reflective belt is mandatory when conducting PT outdoors.

Class E is required for PT or PE classes, intramurals, individual sports, jogging or running including off campus, and otherwise as permitted by the Commandant of Cadets. No part of the Class E uniform is authorized for wear in any academic, administrative, or dining areas, nor is it authorized to be worn in any establishment off campus. The Class E uniform is not an authorized uniform to be worn to MMI Athletic Events, to include athletic events that are held in the IAC. Class E uniform must be worn to the gym, Fitness Center, and for PT only.

Cadets will wear a complete uniform to and from all MMI-sponsored activities. Swimsuits for both male and female cadets must be conservative and in good taste, and tee-shirts and shorts are to be worn over them when not in/around the pool. Cadets playing sports or lifting weights on the MMI campus will wear a complete Class E uniform.

Cadets will wear a complete Class E uniform (T-shirt and shorts), with the appropriate undergarments and shower shoes, when going to and from the shower.

(Cadets are strongly encouraged to purchase an additional Class E uniform for this purpose).

e. **Gym / Running Uniform** – While conducting personal workout sessions, cadets are authorized to wear physical fitness attire that is not defined as part of the Class E uniform (above). Athletic wear is to be clean, without holes and/or rips/tears, and worn in good taste. Wear of this uniform is to be worn in the same manner as the Class E uniform. This uniform may ONLY be worn:

- From the barracks to and from the gym
- To and from the stadium
- While running
- While working out in the gym
- While working out/running at the stadium outside of regular PT/PE sessions

The following are not authorized for wear as part of this uniform:

- Dirty or soiled clothing
- Sleeveless shirts, tank-tops, or spaghetti strap shirts
- Cutoff sleeves and/or shorts
- Any clothing with vulgar language or suggestive graphics
- Any clothing with graphics or language referencing illegal drugs or firearms
- Leggings
- Spandex (unless worn under shorts or t-shirt)
- Shorts without a liner (must be worn with underwear if no liner)
- Shorts that are not at least mid-thigh in length (shorts may NOT be rolled up higher than mid-thigh)
- Any headgear (excluding headphones) or beanies
- Any part of any MMI uniform not meant as athletic or PT gear (i.e. – white t-shirt). OCP brown t-shirt may ONLY be worn as part of the OCP uniform in the gym when the cadet removes their OCP top to workout)
- Any clothing with hand-drawn words, graphics, symbols, etc.

f. **Athletics.** Athletic teams with changing areas and lockers will wear a complete cadet uniform or designated team practice uniform to and from the changing facility. Teams without locker facilities (i.e., tennis, baseball, and softball) will wear appropriate practice clothing directly to and from the practice fields. Teams will wear an approved travel uniform to and from games. The Athletic Director will designate the uniform with concurrence from the Commandant of Cadets. Cadet trainers, managers, and statisticians will also travel in the same uniform. Civilian attire will not be worn to and from athletic events without the approval of the Commandant of Cadets or the Athletic Director.

g. **Organizational Modifications**. Organizations such as the Swamp Fox or MMI Knights Precision Drill Team may be authorized by the Commandant of Cadets to wear unique variations of uniforms. Unique uniform articles and approved wear will be outlined in organizational charters.

h. **Operational Camouflage Pattern (OCP)/Tactical Uniform.**

All MMI cadets are issued a complete OCP uniform upon in-processing. Recruits may not "opt out" of any uniform item.

Contracted ECP cadets are issued their OCP uniform by the Army ROTC Detachment. These cadets will also be issued MMI's OCP fleece and parka.

The OCP consists of camouflage blouse and trousers, patrol cap, coyote brown tee-shirt, desert tan Army combat boots, tan nylon web belt, and green or black socks. Cadets may wear the OCP when prescribed by the Professor of Military Science (PMS) or the Commandant of Cadets. OCPs and tactical uniforms are not considered appropriate for social or official functions off campus such as memorial services and funerals. These uniforms are issued for wear as utility field training uniforms and are not intended as all-purpose uniforms when other uniforms are more appropriate.

No tactical uniform is to be worn off campus in the town of Marion for any reason unless directed by the Professor of Military Science or the Commandant of Cadets. Cadets participating in the National Guard or Reserves may wear their tactical uniforms
when traveling to and from drill assemblies. In this circumstance a cadet may make a quick fuel or food stop but the stop should generally last less than 15 minutes.

Tactical Uniform (OCP or service equivalent) sleeves will not be rolled up at any time
unless directed to do so by staff or faculty for the accomplishment of a specific task. Once the task is completed, sleeves will be immediately rolled down. This policy has been approved by all service components.

i. **Modified OCP (Bs & Ts)**. The uniform consists of the OCP trousers and company tee shirts. It is authorized for special purposes as directed by the Commandant of Cadets.

j. **Program Variations to general MMI OCP wear regulations -**

LEP Cadets:

- Flag: Corps of Cadets Flag
- Unit Patch: MMI
- Service Tape: MMI

Contracted ECP Cadets:
- Flag: Full Color US Flag
- Unit Patch: Army ROTC
- Service Tape: US Army

AFROTC: Follows AFROTC Regulations
- Flag: Subdued US Flag
- Unit Patch: AFROTC (left) & Det (right) or MMI (left)
- Service Tape: US Air Force

Sponsored SAP:
- Flag:
    - USMA: Full Color US Flag
    - USAFA: Full Color or AF Subdued (at own expense)
    - USNA: Full Color or Navy Subdued (at own expense). May wear 1st Navy Jack Flag on left shoulder above MMI patch with accepted appointment.
    - USCGA: Are enlisted members and will wear appropriate service uniform equivalent.
    - USMMA: Full Color US Flag
- Unit Patch: MMI (except CGAS)
- Service Tape: MMI or
    - USMA: US Army (at own expense)
    - USAFA: US Air Force (at own expense)
    - USNA: US Navy (at own expense)
    - USCGA: IAW service regulations

Self-Sponsored SAP:
- Flag: Corps of Cadets Flag
- Unit Patch: MMI
- Service Tape: MMI

Naval ROTC Prep:
- Flag: Corps of Cadets. May wear Navy Subdued when they accept a NROTC Scholarship (at own expense)
- Unit Patch: MMI. May wear 1st Navy Jack above MMI patch once they accept a NROTC Scholarship (at own expense)
- Service Tape: MMI. May wear US Navy tape once they accept a NROTC Scholarship.

PLC: MARPAT uniform may be worn by PLC Cadets, IAW service regulations, at their expense once they have completed contracting with the USMC Officer Selection Office and have a current PFT that meets the minimum requirements for entry into the PLC Basic Course.

1st Responder and Aviation Cadets:

- Follow uniform guidance for their program (LEP, ECP, SAP).
- May wear the corresponding program shoulder patch on their right sleeve under the flag (except PLC wearing MARPAT)

Headgear: All cadets will wear MMI issued headgear with the following exceptions:

- AFROTC may wear AFROTC issued headgear (at own expense)
- Contracted PLC may wear USMC headgear along with MARPAT (at own expense)

Alterations to the OCP Uniform. The Army's camouflage uniform will be loose fitting and comfortable; ***alterations to make them formfitting are not authorized***. Items should be fitted loosely enough to allow for some shrinkage without rendering the garment unusable. Cadets who have formfitting uniforms, or other unauthorized alterations, will be required to replace their uniforms at their own expense.

Reference:

AR 700-84

7–1. Special measurement clothing. Special measurement clothing items are manufactured to the specific measurements of a particular person. These items are authorized only for Soldiers who cannot be properly fitted with standard tariff sizes or by authorized alterations.

13–8. Unauthorized alterations

Alterations will not be made if they -

a. Cause a material change from the approved concept of fit of the garment.

14–18. Unauthorized alterations. Commanders will not permit unauthorized alterations to personal clothing. Authorized alterations are identified in tables 13–1 and 13–2. Replacement for items that have undergone unauthorized alterations, such as formfitting, pegging, or tapering, will be replaced at the expense of the Soldiers involved.

6.3 OVER-GARMENTS

The black jacket is authorized for wear with any duty uniform (except combat) and includes rank insignia. The zipper must be zipped up at least two-thirds of the way to the top and may be worn as a civilian garment with rank insignia removed. The pockets of the jacket will not be used to keep hands warm when it is cold, use gloves for that purpose.

The Parka will be carried when there is a threat of rain for all uniforms except OCPs or equivalent. When it is raining the Parka will be worn. The Battalion Commander is responsible for the decision for the Corps to carry Parkas.

6.4 HEADGEAR

a. **Service Cap.** The service cap is the proper headgear for all parades and formal occasions requiring the wear of the Class A uniform - unless modified by the Commandant of Cadets. On days of inclement weather, the service cap will be required and the black cape liner put on when the Corps is carrying raincoats. It may be worn with the Class B or Class C uniform as prescribed by the Commandant of Cadets. Officers wear a gold-colored band, NCOs (E-5 and above) wear a silver-colored band, and all others wear a black band. Personnel wear the service cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground. The service cap will fit snugly and comfortably around the largest part of the head without bulging or distortion from the intended shape of the headgear and without excessive gaps. The cap is worn centered on the forehead in a straight line with the nose, with the front lower portion of the cap approximately 1 inch above the eyebrows (approximately the width of the first two fingers).

b. **Garrison Cap.** Authorized for wear with the Class B, C, and C optional uniforms. The junior enlisted cover has no piping on it and is solid black. The cadet NCO and cadet officer covers have silver or gold piping, respectively. This cover may be worn with the Class A uniform only when directed by the Commandant of Cadets. The garrison cap is worn with the front vertical crease of the cap centered on the forehead in a straight line with the nose, with the front lower portion of the cap approximately 1 inch above the eyebrows (approximately the width of the first two fingers). The cap is placed on the head in such a manner that the front and rear vertical creases and the top edge of the crown form unbroken lines in the silhouette, and the ridge of the cap is parallel to the ground while standing at attention. Personnel will not crush or shape the crown of the cap to form peaks at the top front or top rear of the cap.

c. **Beret.** Authorized for wear during organizational events for Honor Guard, Swamp Fox, MMI Knights, Ranger Challenge, and Scabbard and Blade members. The beret will be worn squarely on the forehead with the organizational insignia (patch) centered above the left eye approximately 1 inch above the eyebrow. Scabbard and Blade members will wear their cadet rank centered on the beret flash. Berets are authorized to be worn with the Class C uniform and ACUs only. Exceptions to this policy may be granted to the MMI Knights precision drill team and the tuba players in the band.

d. **Campaign Cover.** Worn only by company First Sergeants and the CSM. This cover may be worn with the Class A, B, C, and C optional uniforms. The campaign cover may be worn for parades with the Commandant of Cadets' authorization.

e. **Patrol Cap.** The patrol cap is worn with the OCP. It will be worn two inches above the bridge of the nose and parallel with the ground. Personnel wear the patrol cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground. The patrol cap will fit snugly and comfortably around the largest part of the head without bulging or distortion from the intended shape of the headgear and without excessive gaps. The cap is worn centered on the forehead in a straight line with the nose, with the front lower portion of the cap approximately 1 inch above the eyebrows (approximately the width of the first two fingers). No rolling of, blocking, or alterations to the cap are authorized. The cap is worn so that no hair is visible on the forehead beneath the cap. The nametape will be worn centered on the hook-and-loop pads on the back of the patrol cap. Subdued pin-on grade insignia is worn centered on the front of the headgear left to right and top to bottom.

f. **Air Force Baseball Style Cap.** The baseball style cap is worn with the OCP and is authorized for Cadets enrolled in AFROTC, or are either sponsored or self-sponsored Air Force

6.5 DEVICES

Insignia of Grade (Rank) – Cadet rank devices include:

a. Officer
   i. Cadet Lieutenant Colonel – Two diamonds
   ii. Cadet Major – One diamond
   iii. Cadet Captain – Three discs
   iv. Cadet First Lieutenant – Two discs
   v. Cadet Second Lieutenant – One disc

b. Enlisted
   i. Cadet Command Sergeant Major – Three chevrons above three bars with a star encircled in a wreath between the chevrons and bars
   ii. Cadet First Sergeant – Three chevrons above three bars with a diamond between the chevrons and bars
   iii. Cadet Master Sergeant – Three chevrons above three bars
   iv. Cadet Sergeant First Class – Three chevrons above two bars
   v. Cadet Staff Sergeant – Three chevrons above one bar
   vi. Cadet Sergeant – Three chevrons
   vii. Cadet Corporal – Two chevrons
   viii. Cadet Private First Class – One chevron above one bar
   ix. Cadet Private – One chevron
   x. Cadet Basic – No insignia of grade is worn

c. Officer/Senior NCO Rank – Sewn on the sleeves of Class A Dress Uniforms or worn on Class B and C uniforms on the wearer's right collar, 1" from the tip of the collar to the bottom edge of the device, centered on a line drawn

from the collar tip that bisects the collar's edges. When worn with the OCP, the hook and loop (a.k.a. Velcro) or pin-on rank will be centered on the chest of the blouse. Organizational device on left?

d. Junior Enlisted Rank – Worn 1" from the tip of each collar to the bottom edge of the rank device, centered on a line drawn from the collar tip that bisects the collar's edges. When worn on Class A uniform epaulettes, the device will be 1/8" from the shoulder seam to its bottom edge. The top of the device should be nearest the wearer's neck. When worn with the OCP, the hook and loop (a.k.a. Velcro) or pin-on rank will be centered on the chest of the blouse.

e. Honor Council Star – Honor Council Past and Current members (to include CHROS), may wear a gold star ¼" above the right pocket flap and centered.

Marion Infantry Crossed Rifles. Worn on Class A Dress Uniform 1" from center of collar to leading edge and centered top to bottom. Also, worn on Class B and C uniforms for officers on the wearer's left collar, 1" from the tip of the collar to the bottom edge of the device, centered on a line drawn from the collar tip that bisects the collar's edges.

Company Tabs. Worn centered on the epaulettes of all cadets in Class A, B, and C (less C (Ops)) uniforms. These are color-coded by company and include the metal Marion Crest centered with the top of the device nearest the wearer's neck.

Marion Crest. Metal Marion Crests are worn by all cadets in Class A, B, and C (less C (Ops)) uniforms centered on the Company Tabs with the top nearest the wearer's neck. It is also worn on the wearer's left side of the garrison cap, 1" from the leading edge of the cover and 1" from the bottom edge to the edge of the Crest. A large cloth version is sewn on the campus jacket 5" below the shoulder seam and centered between the zipper and side seam.

Nametag. Worn at the top of the right pocket flap and centered left to right. Nametags are worn on Class A, B, and C (less C (Ops)) uniforms, as well as on the OCPs right chest strip when no name tape has been provided.

Name Tape. Worn on OCPs right chest strip.

U.S. Army Name Tape. Worn by contracted Early Commissioning Program (ECP) and sponsored United States Military Academy (USMA) cadets on the OCPs left chest strip.

U.S. Air Force Name Tape. Worn by cadets enrolled in the AFROTC program and sponsored U.S. Air Force Academy (USAFA) cadets on the OCPs left chest strip.

MMI Tape. Worn by non-ECP cadets on OCPs left chest strip.

U.S. Army Cadet Command Shoulder Sleeve Insignia. Worn by contracted ECP cadets on the OCPs left sleeve pocket.

MMI Shoulder Sleeve Insignia. Orange and black patches are sewn 1-1/4" below the shoulder seam on the left sleeve of enlisted and junior NCO cadets' Class A Dress Uniforms. Subdued patches are worn by non-ECP and cadets on the OCPs left sleeve pocket.

Flag Patches. Worn by all cadets on the right sleeve pocket flap of the OCP. Cadets contracted with a federal uniformed service (ECP, ROTC, PLC, Sponsored SAP and CGAS) will wear the United States Flag. All others (LEP, non-sponsored SAP) will wear the MMI Flag.

AFROTC Patches. Worn by cadets enrolled in the AFROTC program. Cadets are authorized to wear the University of Alabama, Detachment 10 patch centered, below the U.S. flag patch. The AFROTC patch will be worn, centered on the left sleeve. AFROTC patches will be worn as a pair and only if the U.S. Air Force Name Tape is also worn.

Badges (e.g., Airborne Wings, Air Assault Wings, Combat Patch). Authorized for wear on Class A, B, and C (less C (Ops)) uniforms 1/4" above ribbons and centered if earned and documentation is provided. Subdued badges are worn 1/8" above the left pocket and centered on ACUs.

***Fáinne* Pins.** Worn by the Gaelic Club cadets on Class A, B, and C (less C (Ops)) uniforms 1/4" above ribbons and centered.

Types of Pins:

- Silver *Fáinne*- Worn by the Gaelic Club cadets who have a basic ability in speaking Irish. Fáinne Airgid
- Gold *Fáinne*- Worn by the Gaelic Club cadets who are fluent in speaking Irish. Fáinne Óir
- Original Seanfháinne (Gold) available to those who prefer it. Fáinne Mór Óir (literally, "Large Gold Fáinne")

SAP Pins. Worn by sponsored scholarship SAP cadets on Class A, B, and C (less C (Ops)) uniforms 1/4" above ribbons and centered.

Flying Tiger Solo Pin. Worn on Class A, B, C (less C Ops) uniforms ¼" above right pocket flap and centered or 1/8" above ribbons if worn.

SCUBA Tiger Pin. Worn on Class A, B, C (less C Ops) uniforms ¼" above right pocket flap and centered or 1/8" above ribbons if worn.

1st Responder Pin. Worn on Class A, B, C (less C Ops) uniforms ¼" above right pocket flap and centered or 1/8" above ribbons if worn.

Ribbons/Awards. Ribbons are worn on Class A, B, and C (less C (Ops)) uniforms. They are awarded to cadets for various reasons including membership on sports teams or cadet organizations, and outstanding achievement. They are worn in accordance with the order of precedence chart. ROTC awards will be worn 1/8" above the left pocket flap and centered.

MMI awards will be worn 1/8" above the left pocket flap and centered below any ROTC ribbons. Medals may be worn beneath cadet ribbons on the pocket flap.

Prior Service Ribbons/other awards. Cadets may not mix military decorations/ribbons with ROTC or school ribbons. Cadets have the choice to wear service military ribbons or ROTC and school ribbons, but they may not wear both. Boy Scout, including Eagle Scout, other non-Armed Forces individual awards, and Junior ROTC awards are not authorized.

Organizational Insignia. Swamp Fox, Honor Guard, and MMI Knight Precision Drill Team members may wear their unit distinction insignia centered on the left pocket of the Class A uniform. It is not worn on the pocket of any other uniform.

Regimental Unit Insignia (Army). Worn on Class A, B, C (less C (Ops)) uniforms 1/4" above right pocket flap and centered or 1/8" above the ribbons if worn.

Ranger Challenge Tab. Worn on left shoulder of the Class A, B, C (less C (Ops)), and ACU 1/2" below the shoulder seam.

Honor Guard Tab. Worn on left shoulder of the Class A, B, C (less C (Ops)), and ACU 1/2" below the shoulder seam.

Army Physical Fitness Training Badge. Awarded by Army ROTC will be worn as prescribed in AR 670-1. It is authorized only as a cloth badge and will be worn on the Class E uniform centered on the left side, above the breast of the PT tee-shirt or sweatshirt. The PFT badge will not be worn on any other cadet uniform.

Shoulder Cords/Aiguillettes. Worn on Class A, B, or C (less C (Ops)) uniforms at the shoulder and around the arm to recognize members of organizations of special honor. Membership in such organizations is highly selective and indicates outstanding achievement, service, and/or skill. Only one cord may be worn on each shoulder at any given time and the shoulder cord of the highest precedence will be worn on the right shoulder. Cadets eligible for two or more cords will wear the next highest-ranking cord on the left shoulder. Members of Band Company, current Honor Company, and MMI Knights will wear their unit's shoulder cord on the right shoulder at all times. The next highest precedent shoulder cord may be worn on the left shoulder subject to their respective sponsor's approval. Order of precedence and color include:

a. U.S. Army Infantry	Infantry Blue
b. Honor Company	Orange and Black
c. Band Company	Yellow
d. Phi Theta Kappa	Gold
e. Scabbard and Blade	Blue and Red
f. MMI Knights	White
g. Honor Guard	Maroon and White
h. Shooting Club	Tan

Wear. Cadets may only wear/use distinctive identification so long as they are active members of the club or organization and in compliance with that organization's membership standards. Additionally, sponsors have the right and responsibility to withdraw authorization for wear of the DI from a cadet for any reason they deem appropriate. A Cadet may appeal the Sponsor's determination to the Commandant by written request outlining the circumstances of the determination and why it was not done fairly.

6.6 CIVILIAN CLOTHES

Cadets represent the school on or off campus. Therefore, Cadets are expected to maintain MMI standards, at all times, while enrolled in the school.

Cadets will wear the prescribed uniform of the day while on campus, unless granted a specific exemption by the Commandant of Cadets.

Cadets will wear Appropriate Civilian Attire (ACA) while signing in/out at the Guard House and while they are ***on leave/pass.***

City of Marion: Cadets may wear ACA when ***on leave/pass in the City of Marion***. Examples include when going to a local restaurant, food or convenience store, etc. Cadets **will wear the prescribed uniform** for all school-related events in Marion (such as B's & T's during community service events). Cadets will ***wear "C-Ops"*** uniform while attending any church service in Marion.

Male cadets are to be clean-shaven and have proper haircuts when signing in and out. Cadets wearing civilian clothing may only go from the barracks to the Guard House and parking lot (or return) and must be changed into a proper uniform within fifteen minutes of returning to campus.

Authorized civilian attire for males consists of a collared dress or polo shirt (no tee-shirts), slacks or shorts (no cutoffs), blue jeans, or khaki pants. Jackets and pullovers are allowed but are not to be worn in lieu of polo shirt. Any outer garment should not display wording and/or graphics prejudicial to the good order and discipline of the Corps. If a cadet's clothing is considered not in keeping with MMI dress standards, the cadet will not be permitted to wear the clothing when departing or returning to campus. Females must wear similar apparel. The acceptable hem line for all shorts, skirts, and dresses requires that when the arms are extended downward, the hemline will be no higher than the ends of the extended fingertips pressed against the side of the torso. Leather sandals and open toe shoes are acceptable for wear with appropriate civilian attire, only if approved by the cadet's TAC Officer. Shower shoes, flip flops, slides, crocs, or any footwear similar to these styles are not permitted for wear by either males or females outside the barracks, in the gym, any MMI facility (minus in the barracks), or when representing MMI (athletes, conferences, field trips).

Athletic suits or jogging suits are not acceptable for wear off campus except when traveling as part of an MMI athletic team and the suit is considered the official school uniform for the event.

All clothes should be clean and wrinkle free. There can be no holes or frayed items. Pants should be pulled up on the hips. Shirts will be tucked into the pants as appropriate. Nails should be trimmed and clean. Females may paint their nails, but nail color must be complimentary to the skin tone (i.e., approximately the same color as the skin or clear).

The Commandant of Cadets reserves the right to refuse any cadet from officially departing campus if it is deemed the cadet is not adhering to both the letter and intent of the MMI dress code. Cadets departing campus not in compliance with policies outlined above will be held accountable through appropriate disciplinary action(s) upon returning to campus.

6.7 MISCELLANEOUS

Shirt Stays. Shirt stays will be used with Class A, B, and C (standard and midnight) uniforms. Shirt stays are used to keep a sharp, professional appearance to the uniform shirt.

Single White parade belt with brass plate will be worn with the Class A Jacket for all parades unless otherwise directed by the Commandant of Cadets.

Maroon OG Sash. Officers and senior NCOs will wear the maroon Officer of the Guard (OG) sash when in Class A uniforms. The sash will originate at the left hip and be wrapped around the back until it returns to the left hip and is secured. The hanging ends of the wrap will not exceed the knee when worn. The officers' parade webbing will be secured under the sash and bear the officer's sword and scabbard. NCOs wear the black sword belt over the OG sash and bear the sword and scabbard.

Black Uniform Belts. Worn with the tip showing to the wearer's left. When worn properly, the tip will be aligned such that the tip is at the end of the back of the buckle and no cloth is showing between the tip and buckle.

Trouser length. Trousers length will be tailored so as to touch shoelaces, but no higher than the top of the heel in back. Trousers must be pulled up on the hips at all times.

Shoes. Will be kept properly buff shined and in good repair; rubber heels, corfam or leather; smooth finish; and plain toe. Socks must be calf high and black for all service uniforms except Class E which requires white.

Boots. Will be coyote brown, Army-issue combat boots. The pants must be bloused above the third eyelet of the boot. All laces, after being tied, will be tucked into the boot neatly so that no part of the lace is visible. Tactical uniforms worn by other services will include the prescribed boots.

6.8 APPEARANCE AND GROOMING POLICIES

Cadets will present a professional image at all times and will continue to set the example in military presence, both on and off duty while enrolled at MMI. A vital ingredient of the MMI's strength and disciplined effectiveness is the pride and self-discipline that Cadets bring to MMI

through a conservative military image. It is the responsibility of cadet commanders to ensure that personnel within their command present a neat and Cadet-like appearance at all times.

The MMI uniform regulations for standards of personal appearance and grooming are as specific as is practicable in order to establish the parameters with which Cadets must comply. Portions of this policy are punitive. Violation of the specific prohibitions and requirements set forth in this chapter may result in adverse administrative action and/or charges under the provisions of the MMI Disciplinary process.

See MMI Standard Operating Procedure: Appearance and Grooming Standards for detailed information.

6.9 EYEGLASSES, SUNGLASSES, AND CONTACT LENSES

a. Eyeglasses and Sunglasses.

(1) Conservative civilian prescription eyeglasses are authorized for wear with all uniforms.

(2) Conservative prescription and nonprescription sunglasses are authorized for wear when on campus, except while indoors. Individuals who are required by medical authorities to wear sunglasses for medical reasons, other than refractive error, may wear them, except when health or safety considerations apply. Only the Commandant may authorize sunglasses in formations, or field environments (Leadership Training Complex etc.) or off campus, as appropriate.

(3) Eyeglasses or sunglasses that are trendy or have lenses or frames with conspicuous initials, designs, or other adornments are not authorized for wear. Frames will be black, brown or green (matching OCP colors). Cadets may not wear lenses with extreme or trendy colors, which include, but are not limited to, red, yellow, blue, purple, bright green, or orange. Lens colors must be traditional gray, brown, or dark green shades. Cadets will not wear lenses or frames that are so large or so small that they detract from the appearance of the uniform. Cadets will not attach chains or ribbons to eyeglasses. Eyeglass restraints (to include bands) are authorized when required for safety purposes. Cadets will not hang eyeglasses or eyeglass cases on the uniform and may not let glasses hang from eyeglass restraints down the front or back of the uniform. Glasses may not be worn on top of the head or brim of the cap at any time.

(4) Cadets are authorized to wear ballistic spectacle eye protection issued by a military service, including lens colors or logos that do not comply with paragraph 6.9a(3), above, in garrison or field environments unless otherwise directed by their TAC or Commandant of Cadets. Cadets must be able to verify that the glasses in question were issued to them and are authorized by their specific branch of service.

(5) AI glasses in any form are not permitted to be worn on campus at any time.

b. Restrictions on contact lenses. Tinted or colored contact lenses are not authorized for wear with the uniform. The only exception is for opaque lenses that are prescribed medically for eye injuries. Clear lenses that have designs on them that change the contour of the iris are not

authorized for wear with the uniform. Contact lenses may be restricted by the Commandant of Cadets for safety or mission requirements.

CHAPTER 7
BARRACKS STANDARD OPERATING PROCEDURES

7.1 GENERAL

To be eligible for occupancy in a barracks, a cadet must be enrolled as a full-time student at MMI. Cadets who withdraw from MMI, who are dismissed from MMI, or who drop below full-time status must vacate their rooms within 24 hours. Exceptions to these policies must be submitted to the Commandant of Cadets in writing. Rooms are assigned by the Commandant of Cadets' Office and subsequent room changes will not be made without authority from such and documented on a Room Change Request Form.

Lights are to remain on in common areas such as hallways and dayrooms at all times.

7.2 BARRACKS GUESTS

Prospective students and friends of current cadets are encouraged to visit campus. A guest must be escorted by a resident who is responsible for the conduct, dress and parking of the guest at all times. Guests are not allowed to stay overnight on campus.

Barracks guests include:

a. Cadets. Cadets are students who are currently enrolled full-time at MMI.
b. Non-Cadets. Non-cadets are individuals who are not currently enrolled as fulltime students at MMI and includes Other College students, parents, and family members. These visitors are required to sign in at the Guard House upon arriving on campus regardless of gender and must sign out upon departure.

Cadet Visitors

Visitation: Cadets of the same gender can visit each other's rooms when invited and escorted. However, there are prohibitions on visitation by cadets of the opposite gender. Specifically, opposite-gender cadets can only visit a cadet's room and/or dayroom when invited and escorted during the following times:

Day	Visitation Times	Notes
Monday, Tuesday, Wednesday, Thursday	1000-1430 & 1830-2130	AMCQ and PMCQ rules apply
Friday	1000-1430 & 1830-Taps	
Saturday	1000-Taps	
Sunday and Holidays	1000-2130	PMCQ rules apply

Requirements: Cadets must leave room doors open at all times when cadets of the opposite gender are present. Guests are not allowed to use restrooms designated for the opposite gender even with a "guard" posted. At no time can opposite-gender visitors be left unattended.

Non-Cadet Visitors

Visitation: Non-Cadet guests can visit cadet rooms when invited and escorted by a cadet.

Visitation Times: Non-Cadet guests may only visit between 1000-1730 daily.

Requirements:

- All guests are required to sign in/out at the Guard House along with their cadet escort upon arrival on campus.
- All guest vehicles must be identified on the sign-in sheet and parked in visitor parking (in front of the Administration Building). Any vehicles not registered and/or not parked in visitor parking will be ticketed, booted or towed. No guest vehicles may remain on campus after 1730. Cadet escorts are responsible for their guests, any tickets written for guest vehicles or other fines (booting/towing) may be assessed to the Cadet Escort's account.
- Cadets must leave room doors open at all times when guests of the opposite gender are present. Guests are not allowed to use restrooms designated for the opposite gender even with a "guard" posted. At no time can opposite-gender visitors be left unattended.

7.3 BARRACKS MOVE-IN

When moving into the barracks, cadets must:

a. Report to their barrack's TAC after receiving their room assignment and room key from the Commandant of Cadets' Office;
b. Obtain a Cadet Room Condition Report from the TAC;
c. Check their rooms, documenting all damage to the room and furniture, prior to signing the Cadet Room Condition Report. It is the cadet's responsibility to ensure all damage is noted; and
d. Return the completed Cadet Room Condition Report to the Commandant of Cadets' Office.

NOTE: Cadets must complete a new Cadet Room Condition Report each time they change rooms.

7.4 BARRACKS MOVE-OUT

At the end of the Fall Semester, cadets who are not returning to MMI must complete the checkout process. Everyone must check out of his/her room at the end of the Spring Semester. When moving out of the barracks, cadets must:

a. Obtain an Out-Processing Form from the Assistant Commandant for Operations and Administration;
b. Check out with their TAC prior to the closing of the barracks;
c. Have their TACs sign the Cadet Room Condition Report noting damages; and
d. Turn their room key and completed Cadet Room Condition Report into the Assistant Commandant for Operations and Administration. If a key is not

turned in, a lock cylinder change is required for the room and minimum charge of $50 will be assessed.

A date and time will be set for both non-graduating and graduating cadets to clear the barracks. Rooms must be left clean with trash removed, floors swept, and closets and drawers clear of debris. A fee of $75 will be assessed for rooms not cleaned or failure to submit Out-Processing Forms. Damage caused by willful acts of negligence or misconduct will be charged to the cadet's account.

7.5 BARRACKS CLOSINGS

All barracks are closed during holiday breaks when school is not in session. Cadets will be notified of closing dates and times and must make arrangements to stay elsewhere. Cadets may leave their belongings in their room between the Fall and Spring Semesters only if the cadet is returning to MMI for the Spring Semester. All belongings must be removed at the end of the Spring Semester. During the break between Fall and Spring Semesters, it is advisable to remove valuables. **MMI cannot be responsible for any lost or stolen objects.** If a cadet's belongings are left in his/her room and that cadet decides not to return to school, he/she must return and clear school within 72 hours or a room cleaning charge of $75 will be assessed**. If the items are not claimed within 72 hours or arrangements are not made, the items will be considered abandoned property.**

7.6 BULLETIN BOARDS

Each company will have an official bulletin board (location determined by the company commander). Company bulletin boards are for the display of essential information and must be read daily. Posted information is considered disseminated. Failure to read the bulletin board is not an acceptable excuse. Space not designated may be used for other materials deemed appropriate by the company commander. Items will be secured at all four corners, unless the reverse side must be read, but will not hang over the edges of the board.

The electronic bulletin boards will display information of a general nature important to the entire Corps of Cadets such as the calendar, upcoming events, speakers etc. Individual companies can establish customized information only for display in their company if desired. Clubs and Organizations can use the EBBs to advertise their upcoming events. Contact the Assistant Commandant in the Guard House for additional information.

7.7 ELECTRICAL APPLIANCES

The capability of the electrical system in the barracks is limited. Overloading these systems can present fire and safety hazards. All electrical equipment must be kept in safe operating condition. The following electrical appliances are **NOT** permitted in cadet rooms and will be confiscated when found:

a. "Open element" appliances such as boilers, space heaters, ovens, fry daddy, kerosene heaters, microwave ovens.

b. Sun lamps
c. Halogen lamps
d. Christmas or other decorative lights
e. Refrigerators – Exceptions include **ONLY** the BC, XO, S-3, Honor Council Chair, BSM, Company Commanders, Company XOs, Company First Sergeants, Platoon Leaders, and Platoon Sergeants. Removal from one of these positions will result in the forfeiture of this privilege.
f. Televisions/Monitors over 26"

Note: Coffee pots/makers are allowed, but they must remain unplugged when not in use.

Cadets are authorized to have computers in their rooms. See Computer Use Policy section of this Manual for more details. All cadets are authorized radios and stereos of compact size meaning the item is small enough to fit on the cadet's desk and still allow ample room for studying. These devices may be used for entertainment only during limited periods daily. Volume will be low enough so as not to create a disturbance. Cadets should not be able to hear the sound in the neighboring rooms, hallway, or outside of the building. Abuse of this privilege will result in confiscation of the device.

7.8 FIRE SAFETY PROCEDURES (SEE ALSO THE FIRE AND SAFETY SOP)

Explosives, firearms, and fireworks are strictly forbidden anywhere on campus. Any substances that have the potential to cause fire or explosions are prohibited inside the barracks. A power strip with a surge protector should be used to protect electronic equipment. Adequate safety lighting must be provided at social events, and access to exits and fire extinguishers must not be obstructed. Natural Christmas trees are not allowed. Open flames such as candles, incense, and Bunsen burners are prohibited.

When using a portable fire extinguisher, remember the "**PASS**" procedures:

a. **P**ull the pin.
b. **A**im the extinguisher hose (or nozzle) at the base of the fire.
c. **S**queeze the lever above the handle. Releasing the lever will stop the discharge.
d. **S**weep from side to side, moving carefully toward the fire. Keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. If the fire re-ignites, repeat the process.

If the fire does not begin to go out immediately, the cadet(s) must leave the area at once.

Safety Equipment. Tampering with fire equipment or fire alarms is taken seriously, is a violation of local and state ordinances, and is a Category II offense. Charges may be filed against anyone found tampering with fire safety equipment or sounding false alarms.

Fire Drills. All persons living in the barracks are required to participate in fire drills and evacuate the building through the exit routes posted on each floor. The purpose of the fire drill is

to acquaint residents with a rapid and orderly means of exit during an emergency. Sounding a false alarm is a serious offense. Cadets who falsely pull fire alarms will be subject to severe disciplinary action.

Safety Tips. Do not take any chances with fires. Immediately pull the fire alarm and then call the OC. If you are in a room and the fire alarm has sounded, do not open the door until you check for smoke around the door cracks and feel the surface on the door. If it is hot, do not open it. If the door seems cool, open it cautiously with your body braced solidly against it. If in-rushing heated air is not detected, proceed rapidly to a clear exit, closing all doors behind you. If the door is hot, do not open the door. Seal up the cracks around the door with sheets, towels, or other. The door can hold back harmful heat and smoke. Hang a sheet out the window to signal rescuers. Open the window slightly to let fresh air in and smoke-filled air out.

If trying to escape through a smoke-filled room or corridor, proceed as follows:

a. Move to the nearest exit in a crouching position to avoid rising heat and smoke.
b. Place a towel or other cloth over head and face. Breathing through the towel will help cool the air and filter debris.
c. Take short breaths, breathing through the nose. Avoid gulping large amounts of smoke into your lungs.
d. Cover your body with something that can easily be discarded if it catches fire such as a wool blanket.
e. Remain calm.
f. Never re-enter a building to save possessions.

Practice safety with electricity. Never overload the outlet. Most importantly, do not tamper with smoke detectors.

7.9 INSPECTIONS

Meeting standards for room cleanliness and orderliness is fundamental to good order and discipline. Rooms will be inspected daily by the TACs and cadet chain of command. Rooms will be prepared for inspection prior to 0800, subject to inspection each morning from 0800-1200, and must be maintained in a neat manner afterward. Cadets who do not meet the standards for room inspection will not have afternoon privileges until standards are met. Cadets' rooms that fail inspection will be re-inspected by the chain of command. On open weekends, the CDO will inspect the rooms of the cadets on campus to ensure the daily standards are maintained.

7.10 KEYS AND LOCKOUTS

All key exchanges will be handled in the Guardhouse. Cadets will be issued one room key. If it is lost or stolen the cadet should report it to the Assistant Commandant for Operations and Administration. The cadet will be issued a new key, and a charge will be assessed. The charge for the first lost key is $25. A second lost key is $35. The issue of the third key for the room will require a lock cylinder change and a $50 charge will be assessed. This is a security measure.

Even though keys are not marked with room number or barracks, there is still a possibility that someone can find a missing key and determine which room it unlocks. A cadet should contact their TAC in the event that they are locked out of the room. If the TAC cannot be located, the cadet should report to the Commandant of Cadets' Office/OC for assistance.

7.11 LATE LIGHTS

Late Lights is the time period between Taps and midnight. Only desk lamps and computers may be on during this time in cadets' rooms. This period is reserved solely for academic studying and requires permission from the company TAC or company commander. No other function is allowed during this time period and in all cases, all room lights must be turned out by midnight. Lights are to remain on in common areas such as hallways and dayrooms at all times.

7.12 PETS

Cadets are strictly forbidden from keeping any pets on campus.

7.13 REPAIRS AND MAINTENANCE

Cadets who become aware of repair or maintenance requirements in their barracks should report the deficiencies to their Company Barracks NCO. The company representative will prepare a work order and submit it to the TAC for action through the Commandant of Cadets' Office. Requirements for emergency repairs should be reported directly to the Commandant of Cadets' Office. Examples of emergency requirements are no air conditioning, heat, power, or hot water.

Cadets are responsible for the condition of their assigned room's furnishings and shall be charged for all damages, cleaning costs, and/or losses incurred to MMI property. Each cadet may also be required to share equally with other barracks residents in the expense of repair or replacement of property in common areas such as hallways, latrines, or dayrooms when it is determined to be impossible to place liabilities for expenses upon an individual. Accounts will be billed for all damages.

7.14 RESPONSIBILITY FOR CADET PROPERTY

This responsibility lies with YOU! Cadets must lock their doors when not in their rooms. Although precautions are taken to maintain adequate security, MMI cannot be held responsible for any articles that are lost, stolen, damaged, misplaced, or abandoned. Security must begin with the cadet. Use your footlocker for an additional layer of security. Cadets are encouraged to purchase rental insurance for their belongings if they are not covered under another policy.

7.15 ROOM CHANGE

A Room Change Request Form and a Cadet Room Condition Report must be submitted to the Commandant of Cadets' Office before a room change can be effected. A new room key will be issued upon return of the old room key. Charges will apply for lost keys.

7.16 ROOM STANDARD OPERATING PROCEDURE (SOP)

The purpose of this SOP is to provide guidance for the display and storage of all uniforms, civilian clothes, footlockers, and other personal items located in each cadet's room. Cadet rooms will be inspection-ready daily and during formal inspections to ensure compliance with this SOP.

Rooms will be standardized to the extent possible. However, since each barracks and some individual rooms are designed differently, each company commander may recommend SOP modifications to the Commandant of Cadets. Cadets may not reorganize or remove furniture or use other rooms for storage or other purposes without the express approval of the Commandant of Cadets' Office.

The barracks storage rooms are to be utilized for storage of excess property. These rooms, however, are a service to the cadet and MMI does not accept any responsibility for loss or damage to items that are stored. The storage room must present a neat appearance and will be inspected during daily and formal inspections.

a. Closet Display Arrangements (Folded Items):

i. Folding a towel or pillowcase:
   1. Fold item in thirds, by width
   2. Fold in half, lengthwise
   3. Fold in thirds, lengthwise
   4. Smooth (closed) edges will be aligned with the front of the shelf

ii. Folding a bath cloth:
   1. Fold bath cloth in half
   2. Fold in half again
   3. Smooth (closed) edges will be aligned with the front of the shelf

iii. Folding a sheet:
   1. Fold sheet in half by width
   2. Fold in half again by width
   3. Fold in thirds, lengthwise
   4. Fold in half by width
   5. Fold in half, lengthwise
   6. Smooth (closed) edges will be aligned with the front of the shelf

iv. Folding a blanket:
   1. Fold blanket in half, by width
   2. Fold in half, lengthwise
   3. Fold it in thirds, lengthwise
   4. Smooth (closed) edges will be aligned with the front of the shelf

b. Shelves Above Hanging Arrangements. No type of bags will be displayed. Miscellaneous items will be placed in no more than four boxes each of which must not exceed 18" long by 12" wide by 12" high.

c. **<u>Shelf Arrangements (Except Trustees Hall)</u>.** Shelves A and B are located above the hanging arrangements. Personal items will be boxed and placed here. Barracks with extra shelves will be used for personal items but must be neatly arranged and aligned to the left and front. Shirts and pants will be folded neatly with the company logo facing up and centered in the fold. Garrison cap will be displayed lengthwise on the shelf opening to right, school crest facing up.

Shelf Arrangements (Except Trustees Hall)



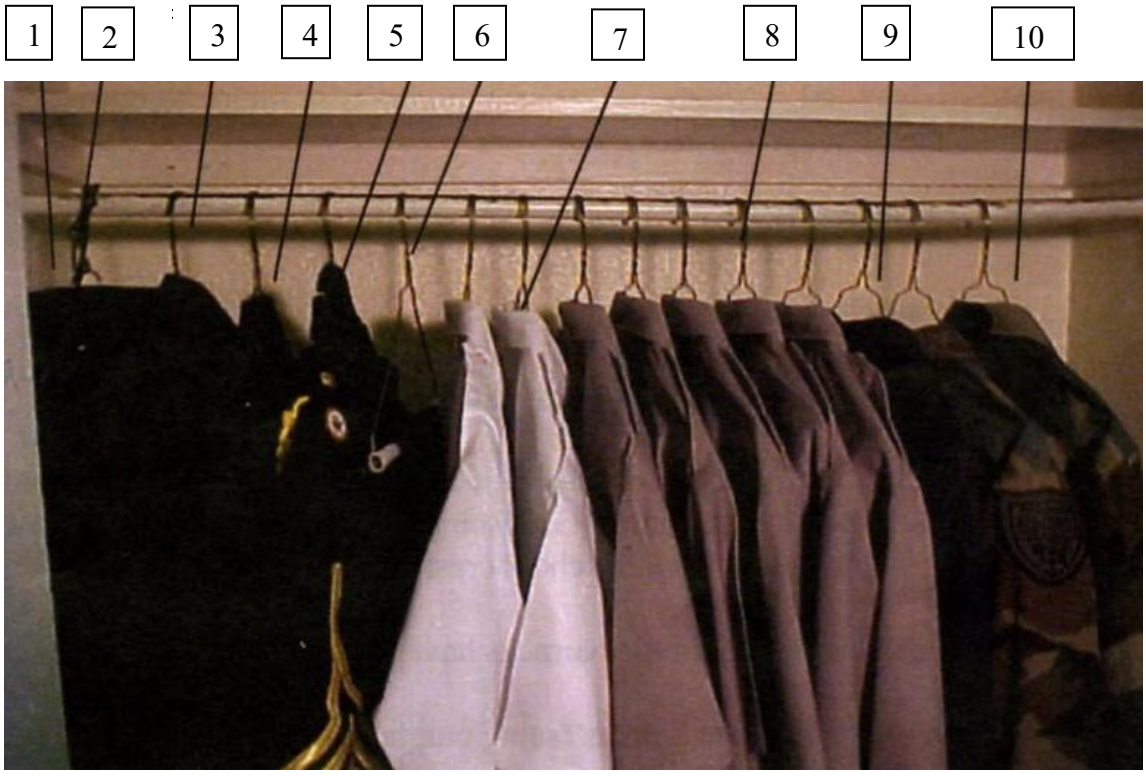
(1) Sheets and then pillowcases aligned to the left and front.
(2) Towels and then washcloths aligned to the left and front. Extra sheets are in back.
(3) Four toilet articles in descending height order aligned to the left and front. Shaving kits are in back.
(4) Company Tee-shirts, PT shorts, and garrison cap aligned to the left and front.
(5) Winter PT shirt and then pants aligned to the left and front.
(6) Leather dress shoes aligned with the front and facing outward with the laces tucked inside. Toes will be "on the line," facing out.

Shelf Arrangements (Trustees Hall)



(1) Sheets and then pillowcases aligned to the left and front. Boxed personal items aligned to the left and to the rear.
(2) Towels, washcloths, winter PT shirt and winter PT pants, respectively, equally spaced and aligned to the left and front.
(3) Hanging uniforms. Follow "Hanging Arrangements" below for exact order.
(4) Shoes aligned with the front and facing outward. Laces are tucked inside. Extra shoes will be displayed on the floor beneath the bunks. Toes will be "on the line," facing out.
(5) Four toilet articles in descending height order aligned to the left and front. Shaving kits are in back.
(6) Company Tee-shirts, PT shorts, and garrison cap aligned to the left and front.
(7) Drawers for personal items.

d. <u>Hanging Arrangements</u>. Hanging items will be hung from left to right in the order listed below. Items with buttons or zippers should be secured.



(1) Bathrobe and house coat (optional) may be hung between the wall and the civilian suit bag
(2) Civilian clothes in suit bag (no more than 4" thick)
(3) Campus jacket
(4) Class A jacket
(5) Black shirts with black trousers (one shirt and trouser per hanger)
(6) Extra black trousers (one per hanger)
(7) White shirts and white trousers (one shirt and trouser per hanger)
(8) Gray shirts and gray trousers (one shirt and one trouser per hanger)
(9) Class C Optional shirts
(10) ACU/Tactical Uniforms with the jacket on the end (and optional uniforms)

e. <u>Beds</u>

i. Beds will be kept tight during inspections and morning hours.
ii. Only MMI-issued blankets will be displayed. Extra blankets will be folded and placed with the other personal items.
iii. Beds will be made only with plain white sheets and pillowcases.
iv. The cadet using the top bunk will place his/her head toward the window.

v. The head of the bottom bunk will be under the feet of the cadet in the top bunk.

vi. If authorized, swords will be displayed on the bed with the handle 12 inches below the six-inch white sheet collar, the tip toward the foot of the bunk, and the "sharp edge" toward the wall. The belt will be laid out flat, across the bunk between the sword and the six-inch white collar.

vii. Military footwear will be displayed under the side of the bunk closest to the owner's pillow, shined, and serviceable, laces tucked in, toes facing out, and "on the line" (i.e., flush with the edge of the bed).

viii. Clothes or other items will NOT be placed under the mattresses.

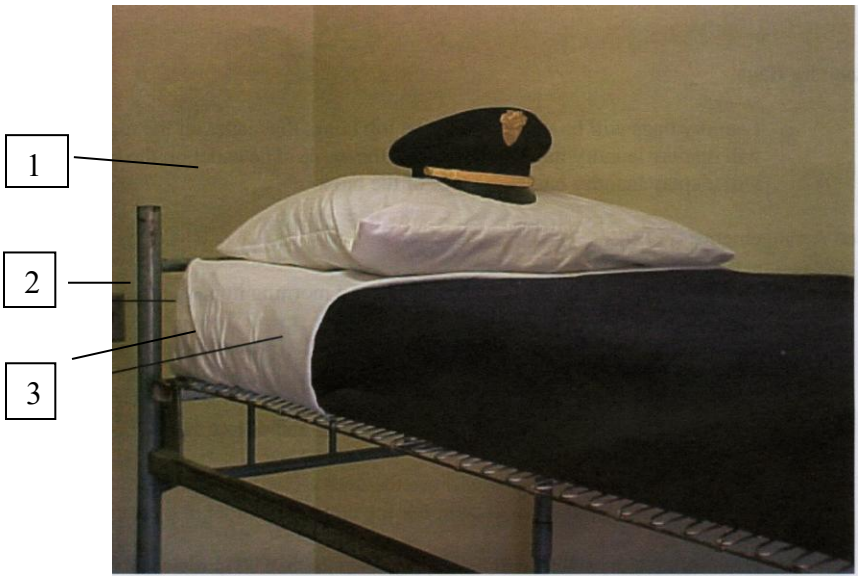
ix. TA 50 gear will be kept stored in the duffle bag and underneath the bottom bunk on the end nearest the cadet's shoes.

x. The six-inch white sheet collar will be displayed daily.

xi. Service cap centered on the pillow and facing the foot of the bunk.

xii. Laundry bags will hang from the top bunk at the end nearest the cadet's head.

xiii. Footlockers will be placed on the floor at the foot of the owner's bed. Underwear and socks will be neatly folded and placed at the bottom of the footlocker. No dirty clothes will be kept in footlockers. Footlockers are required to be locked when the owner is not in the room.



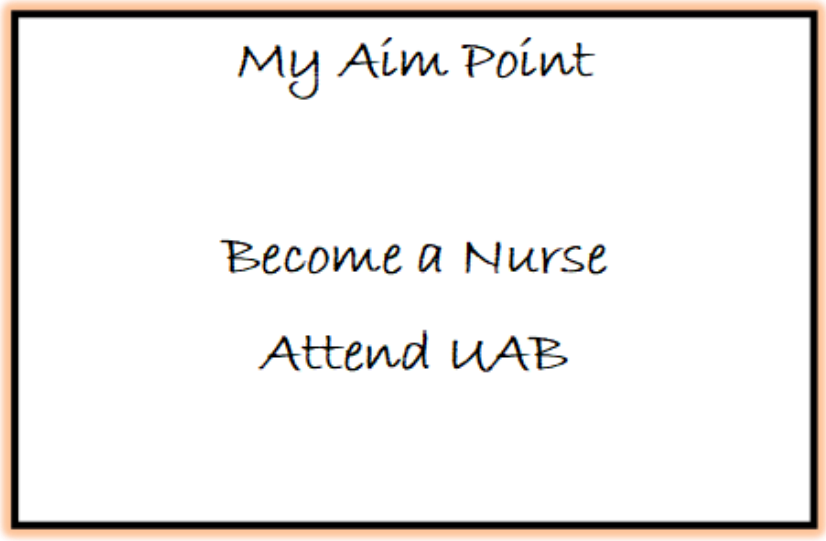
(1) Pillows will be centered, just touching the head of the bed frame, and have the open end toward the wall.

(2) Hospital corners will be folded at 45-degree angles on bottom sheets at the head and on blankets at the foot of the bed.

(3) A six-inch collar for the top sheet and blanket will begin 12 inches from the bed frame at the head of the bed.

f. Desk Arrangement

i. The cadet using the top bunk will use the desk closest to the window.
ii. The chair will be placed under the desk during inspection and when not in use.
iii. The top of the desk and any shelves will be clean and dusted.
iv. Books will be displayed in descending order of height on shelves with the tallest toward the left side. Other items displayed on the shelves will be neat and present an uncluttered appearance. All will be aligned with the front edge of the shelf. Tacks, taps, nails, or screws will not be used to secure items to the desk or shelves. Tacks may be used in areas where cork board is provided.
v. Aim Point Card. All Cadets will post their Aim Point Card on the center of their desk, under the shelve so that it can be easily seen. The one mandatory element of the Aim Point Card is a simple statement of the Cadet's military, education, employment or life goal after MMI. This can take many forms such as; attend West Point, become a commissioned officer, Attend Alabama/Auburn/Troy and major in business, play in a D1 program, enlist in the military, start my own business, become a doctor, or it can simply read "figure out my life goal". The card can also show intermediate goals. The card can be written in ink or pencil and can be updated as necessary by the Cadet. The card can be (tastefully) embellished as desired. The intent of this card is to provide the Cadet with a daily reminder and motivation of their purpose here at MMI and show others where they are taking themselves.



g. **Walls and Decorations**. Wall hangings will not be affixed with nails or screws. When hanging fixtures, every effort must be made to protect the wall and the paint. Displayed items must:

i. Be in good taste.
ii. Not be disrespectful toward another person or group of people.
iii. Not be of a pornographic nature.
iv. Not promote alcohol or illegal drugs.
v. Not be obscene or offensive.

"If there is any doubt, don't put it out!"

h. **Daily Inspection Order**

i. Rooms will be prepared for inspection on school days from 0800-1200.
ii. Clothing and personal items will be neatly displayed. Beds will be made, and desks straightened and clean.
iii. Trash cans will be emptied daily, cleaned, and displayed upside down.
iv. Floors will be swept daily and rooms dusted. Sinks and mirrors (if furnished) will be cleaned daily.
v. When the room is unoccupied, lights and electrical appliances will be off, windows closed, and doors locked.
vi. Window shades will be left at half-mast from 0800-1430 on academic days.

i. **Vacation or Extended Leave**. When leaving on vacation or extended leave (school closings, see section 3.5), all electrical items will be unplugged, windows closed and locked, window shades left closed, and electronic equipment off the floor.

CHAPTER 8
CADET DISCIPLINARY AND GOOD CONDUCT INCENTIVE PROGRAMS

8.1 GENERAL

The preservation of freedom of discussion, inquiry, and expression is possible only in an environment where the privileges of citizenship are protected and the obligations of citizenship are understood. By enrolling in MMI, a cadet neither loses the rights nor escapes the duties of citizenship but conducts his/her personal life in the context of mutual regard for the rights, property, and privileges of others. Therefore, cadets are required to demonstrate respect for the law, institutional rules, regulations, standards, and policies for the necessity of orderly conduct.

The sole purpose of consequences or sanctions is to bring about behavior acceptable to society, the Institution, and advance the maturation and growth of individuals through the reinforcement of the concepts of accountability and responsibility. MMI demands a higher level of good order and discipline than civilian schools. To create an environment in which cadets may learn and grow, MMI has set forth its expectations of acceptable behavior and descriptions of unacceptable behavior. Those cadets who do not conform to accepted standards of conduct are subject to disciplinary action. Since MMI's mission is to produce men and women of character, all means available will be used to retain cadets who truly wish to live up to this standard. Only as a last resort will MMI suspend, dismiss, or expel cadets who refuse to uphold the MMI standards.

The President has designated the Commandant of Cadets to be responsible for the administration and operation of the Cadet Disciplinary System. As a general rule, when a cadet has a concern about the action of a particular individual or department, the grievance should initially be directed to the person(s) responsible for that individual or department or their TAC. If the cadet is not "satisfied" with the process, regardless of the outcome, grievances should be brought to the attention of the Commandant of Cadets, the CIO (Academic Dean) or the Executive Vice President. In all cases, grievances should first be handled at the lowest level possible in the chain of command.

To ensure compliance with the rules, the disciplinary system must be known and understood. There are three categories of infractions. Category I infractions are typically minor in nature, Category II infractions are more serious, while Category III infractions are considered extremely serious and generally warrant dismissal or expulsion. Punishments fit the categories and may include written counseling, loss of privileges, penalty hours, restrictions, reduction in rank, loss of scholarships, and in extreme cases, dismissal, or expulsion.

The Alabama State Legislature recognizes the unique character of MMI (Act. 2006-230) and gives the President authority to impose reasonable disciplinary standards for infractions inconsistent with the good order and discipline and values of the institute.

8.2 CATEGORIES OF OFFENSES

a. **Category I Offenses** – Minor breach of rules. TAC adjudicated. These include, but are not limited to:

i. Absent accountability formation (3 Demerits)
ii. Absent Penalty Hours (7)
iii. Absent Restricted formation (3). Note: If a cadet misses more than two (2) restricted formations over the weekend period (the weekend period is defined as Friday through Sunday) they will automatically receive a Category II DO for Absent Without Leave (AWOL).
iv. Amnesty Lot Violations (see 15.7 "Motor Vehicles"; Amnesty Lot for list of penalties for each amnesty lot violation.
v. Body piercing(s), excessive jewelry, and faddish hair styles and cuts that do not comply with MMI grooming standards. (3)
vi. Breaking or not adhering to medical profile (5)
vii. Conduct unbecoming of a cadet (7)
viii. Dereliction of duty (improperly executing responsibilities) (5)
ix. Failure to follow instructions (FFI) – written or verbal (7)
x. Failure to register Privately Owned Vehicle (POV) (5)
xi. Failure to Render Honors to the Flag (5)
xii. Failure to resolve a conflict as a cadet leader (5)
xiii. Failure to shave prior to 0800; morning of not night prior (3)
xiv. Failure to prepare room for an SMI (7)
xv. Failure to sign in or out on leave/liberty (3)
xvi. Improper use of all social media including the Internet and blogs (7)
xvii. Late returning from pass or leave (5)
xviii. Located in an off-limits area (5)
xix. Misuse of a mobile device (telephone, pad, etc.) (3)
xx. Neglect of duty (Guard duty, CDO, BDO, or event tasking; 5)
xxi. Out of barracks after Taps (On campus 3)
xxii. Out of uniform (3)
xxiii. Possession of unauthorized electrical device (television, microwave, refrigerator) (5)
xxiv. Presenting an unkept appearance (i.e. – uniform not ironed, soiled uniform, shoes not clean/shined, etc.) (2)
xxv. Room does not meet daily appearance standards (5)
xxvi. Signing another cadet in or out of campus – Honor Council referral
xxvii. Tardy to formation (Tardy is defined as arriving after accountability has been reported to the Platoon Sergeant from the Squad Leaders) (2)
xxviii. Use or possession of tobacco is strictly prohibited – MMI is a tobacco free campus including use of electronic cigarettes/vaping (7)
xxix. Visitation of a non-academic focus during PMCQ (5)
xxx. Wearing inappropriate rank insignia or awards (3)

Penalties for accumulation of demerits will be as follows:

1. First Offense of Accumulation of 15 Demerits – Delinquency Order for Category II offense Pattern of Misconduct (1st offense) 10 Penalty Hours.
2. Second Offense – DO for Category II offense Pattern of Misconduct (2nd offense) 15 Penalty Hours.
3. Third Offense – DO for Category II offense Pattern of Misconduct (3rd offense). 20 Penalty Hours
4. Fourth Offense – Hearing for Category III Offense Pattern of Misconduct (4th offense) with Deputy Commandant of Cadets. 20 Penalty Hours
5. Fifth Offense – Dismissal Hearing for Category III Offense Refusal to Conform to the Rules and Regulations of Marion Military Institute. Dismissal or if a Suspended Dismissal, 20 Penalty Hours.

The above penalties are for a cadet who receives all of their offenses in one School Year (SY). If the cadet is a mid-year cadet (one who starts in the Spring Semester), then the SY for those cadets is defined as the Spring semester of one SY and the Fall semester of the next SY. At the end of each SY, cadets will have two (2) of their offenses for accumulation of demerits dropped. For example, if a cadet ends the SY with four (4) offenses of this nature they will begin the next SY with already having two (2) of these offenses on record. This means the first offense in the next SY would be their third (3rd) offense.

Earning Demerit Credits – Cadets may earn up to 8 Demerit Credits (removal of demerits given to the cadet) each Semester. Demerit Credits may be earned by volunteering for things such as donating blood for Red Cross Blood Drive, passing out candy during Trunk or Treat, or any other voluntary event that is deemed worthy of awarding Demerits Credit by the Commandant of Cadets. A cadet will receive 5 Demerit Credits for the first qualifying event they participate in and 3 Demerit Credits for a second event. Cadets are highly encouraged to continue volunteering for qualifying events during the semester but will no longer receive Demerit Credits.

b. **Category II Offenses** – TAC Adjudicated. Significant to very serious offense or breach of regulations. These include, but are not limited to:

   i. Absent Without Leave (AWOL) (10 PH)***
   ii. Attitude detrimental to the good order and discipline of the Corps (10 PH)***
   iii. Breaking restriction (10 PH)***
   iv. Communicating a threat (20 PH)***
   v. Conduct unbecoming a cadet (under serious circumstances) (20 PH)***
   vi. Direct disobedience of orders (20 PH)***
   vii. Disrespect to faculty, staff, cadet officer, or cadet non-commissioned officer (10 PH)***

viii. Falsifying forms (Honor referral 20 PH)***
ix. Fraternization** (10 PH)***
x. Gambling (10 PH)***
xi. Illegal possession or use of alcohol (20 PH)***
    a. First Offense. $50.00 fine
    b. Second Offense. $100.00 fine
    c. Third Offense – penalty is elevated to a Category III Offense.
xii. In another cadet's room without authorization (10 PH)***
xiii. Insubordination (10 PH)
xiv. Membership or participation in an unauthorized organization (10 PH)***
xv. Possession or use of false identification (Honor referral – 20 PH)***
xvi. Unauthorized visitation/physical contact (10 PH)***
xvii. Unauthorized recording (audio or video) where a reasonable expectation of privacy can be expected (10 PH)***
xviii. Failure to adhere to MMI Student Parking regulations
xix. Pattern of Misconduct for Category I offenses (Pattern of Misconduct is defined as accumulating 15 demerits (not dependent on number of violations)
xx. Conduct Unbecoming a Cadet – Academic Responsibilities

**Relationships between cadets are prohibited if they:

1. Compromise, or appear to compromise, the integrity or supervisory authority of the chain of command;
2. Cause actual or perceived partiality or unfairness;
3. Involve, or appear to involve, the improper use of rank or position for personal gain;
4. Are, or appear to be, exploitative or coercive in nature;
5. Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission; or
6. Are in the direct chain of command.

Category II penalties for infractions will include a delinquency order plus any of the following as deemed appropriate:

1. Counseling
2. Reduction in rank
3. Penalty Hours
4. Restriction to campus
5. Referral to local law enforcement authorities
6. Dismissal or expulsion
7. Any combination of the above

*** These are general punishments depending on extenuating or mitigating circumstances. Punishments could be more or less severe.

Category II penalties for infractions will generally take the following form:

1. First Offense – Delinquency Order, penalty hours, reduction in rank (if applicable), and restriction to campus.
2. Second Offense – Same as first offense
3. Third Offense – Delinquency Order from either the Deputy Commandant or Commandant of Cadets, increased penalty hours, reduction in rank (if applicable), restriction to campus, and possible dismissal (suspended dismissal minimum).
4. Fourth Offense – Dismissal from Marion Military Institute

c. **Category III Offenses** – Commandant Adjudicated. These offenses are considered extremely serious and will generally warrant dismissal consideration.

i. Assault (of a sexual nature or otherwise)
ii. Breaking into another cadet's room
iii. Harassment (of a sexual nature, stalking, or otherwise)
iv. Hazing (or failure to report such)
v. Possession of drug paraphernalia including synthetic urine
vi. Possession of firearms, weapons, or explosives
vii. Use of racial slurs including drawings and gestures
viii. Use, possession, or sale of illegal drugs or controlled substances
ix. Pattern of Misconduct (Accumulation of demerits – 3rd offense)
x. Use, possession, sale of an intoxicant or provision of an intoxicant to a minor
    a. Third Offense - $200.00 fine, 56 PH and referral for dismissal.
    b. Provision of intoxicant to a minor - $200.00 fine, 56 PH, referral for dismissal and consideration to refer to law enforcement authorities.
xi. Vandalism/theft of school property. Will also include a fine of at least the cost of replacing/repairing the damage, to include labor.
xii. Theft of personal or public property
xiii. Pattern of misconduct (3 or more Delinquency Orders)
xiv. Honor Code Violations
xv. Refusal to conform to the rules and regulations of Marion Military Institute

Category III penalties for infractions will include a delinquency order plus any of the following as deemed appropriate:

1. Counseling
2. Reduction in rank

3. Penalty Hours (10-56 PH) **
4. Restriction to campus
5. Referral to local law enforcement authorities
6. Dismissal or expulsion
7. Any combination of the above

**These are general punishments depending on extenuating or mitigating circumstances. Punishments could be more or less severe.

d. **Unexcused Class Absence Corrective Action Policy**

Premise: In keeping with MMI's philosophy of Truth, Honor, Service along with our focus on Academic, Leadership, and Character Development, this policy will serve to reinforce the concept that a Cadet's "place of duty" is in the classroom or other cadet development activity. Having unexcused absences is an indication of a lack of self-discipline and adherence to MMI's standards and rules.

Policy: "Conduct Unbecoming a Cadet – Academic Requirements" is a progressive offense –

- 1st offense (DO) will be 15 Penalty Hours (PH)
- 2nd is 20
- 3rd is 25
- 4th offense is a Category III offense, "Pattern of Misconduct" which carries consideration for a dismissal hearing.

1. Corrective action: Sanctions are as follows:

A. Classes that meet three (3) times a week:
   i. 1st unexcused absence = Warning
   ii. 2nd unexcused absence = Restriction to campus for the weekend
   iii. 3rd unexcused absence = Restriction to campus for a week
   iv. 4th unexcused absence = DO for Conduct Unbecoming a Cadet – Academic Requirements (1st offense – 15 PH…)

B. Classes that meet twice (2) a week:
   i. 1st = warning
   ii. 2nd = Restriction to campus for a week

iii. 3rd = DO for Conduct Unbecoming a Cadet – Academic Requirements

C. Classes that meet once (1) a week:
   i. 1st = Restriction to campus for a week
   ii. 2nd = DO for Conduct Unbecoming a Cadet – Academic Requirements

2. Thursday – Wednesday Monitoring Week: If a cadet would receive two (2) unexcused absences in a monitoring week for the same class (monitoring week will be Thursday – Wednesday), the cadet will serve the harshest penalty first. The same would apply if a cadet received two (2) punitive (more than a warning) unexcused absences, but in different courses, during the monitoring week.

3. Athletes**:**

   A. Athletes will be excused from restriction when participating in scheduled off campus competitions. However, they will resume attending restricted formations when they return to campus.
   B. Athletes can continue to participate in on-campus competitions and practices while under restriction.
   C. Athletes are responsible for informing their TAC Officer if they will miss any restricted formation due to an off-campus competition, or because they have a scheduled on-campus practice or competition, BEFORE they miss the formation. Failure to do so may result in further disciplinary measures.

e. **Procedures for offenses leading to dismissal or expulsion – see MMI SOP: Dismissal Procedures** for detailed information.

f. To appeal against a Category 2 or 3 Code of Conduct violation the Cadet will follow these instructions.

1. **Appeal in Writing**. All appeals will be typed and submitted to the appellate authority in hard copy. The Cadet has 72 hours, from the time of the hearing, in which to submit the appeal.

2. **Basis for Appeal**. Appeals are not a re-litigation of the hearing. Appeals should address only the following points (if they apply).

   a. **New Evidence**. Cadet should include copies or a description of any "new" evidence that wasn't used, considered, or available at the hearing that has bearing on the case at hand.

   b. **Policy was not followed**. Cadet should include evidence that MMI's Code of Conduct policy was not followed.

   c. **Proof of Bias**. Cadet should include evidence that proves bias on the part of the decision maker.

3. **Appellate Authority will make Determination**. There is no in-person hearing as the appellate authority will consider the Cadet's submission and any supporting evidence and render a determination as quickly as possible. The appellate authority may also request additional information to assist in the determination – this request may go to the Cadet and/or the decision maker.

4. **The Appellate Authority Determination is Final**. Once the appellate authority has decided it is final. Any penalties assessed will be enforced from that point.

8.3 REPORTING

There are several types of reports that can be submitted to document cadet behavior. Signing a report does not in and of itself constitute agreement, but rather an acknowledgement that documentation was received. In a case where a cadet refuses to sign the report, as applicable, the reporter should have another person sign as a witness. All reports become part of the cadet's permanent disciplinary record.

a) **Administrative Performance Reports**. Class absences, guard reports, Cadet Health Clinic reports, etc., are forwarded directly to the Commandant of Cadets' Office for processing.

b) **MMI Form 1842**, are used for both positive and corrective behavior. This form is normally used for documenting minor infractions, typically Category I offenses and may be submitted by TACs or cadet leaders.

c) **Delinquency Orders (DO)** are normally reserved for the most serious infractions, typically Category II & III offenses although they can be used to document repeated Category I offenses. These are issued by the Commandant of Cadets or his designee (TACs, Deputy Commandant, or Deputy Director of Center for Leadership).

8.4 DISCIPLINARY OPTIONS

1. **Penalty Hours (PH).** PH rosters are announced on Monday, Wednesday, and Friday of each week by the c/CSM. Cadets who believe a report to be incorrect should speak with their TAC for verification. Each Friday the list will reflect which cadets are restricted to campus for the upcoming weekend. Cadets receiving PHs on a Friday will be held accountable beginning on Monday of the following week.

    a. **Restriction.** Cadets are restricted to campus until PHs are served. Mandatory PH marching will be conducted on Wednesday from 1500-1800, Friday from 1500-1800, and Saturday from 0800-1800. Unless engaged in other school functions (e.g., varsity athletics games/matches) or excused by the Commandant of Cadets (e.g., military drill), cadets are to report at 1500 on Wednesday, 1500 on Friday, and 0800 on Saturday and continue to do so until all hours are served. Restricted cadets will have formation on weekdays when there is drive-out liberty and weekends. Cadets who do not satisfy PH requirements risk being dismissed. Additionally, graduating cadets will not be allowed to participate in the graduation ceremony if they have outstanding PHs.

    Restricted Formation Schedule

SUNDAY	0750	1250		
MONDAY	1450	1900		
TUESDAY	NONE			
WEDNESDAY	1450	1900		
THURSDAY	NONE			
FRIDAY	1450	1900	2130	
SATURDAY	0750	1250	1900	2130

    b. **Participation in Varsity Athletics or Organizations**. Participation in athletics (practice) and cadet organizations (such as MMI Knights, Honor Guard, Ranger Challenge, etc.) is prohibited (on days PH are served) until all PHs are marched. Additionally, at the discretion of the Commandant of Cadets, cadets may be prohibited from participating in athletic games/matches, special events, etc.

    c. **Getting Credit for PHs.** Cadets will be awarded credit for penalty hours marched by the Weekend/Duty TAC Officer.

d. **Uniform for PHs.** Uniform is prescribed by the Commandant of Cadets. CDOs will inspect restricted cadets 15 minutes prior to the PH formation ensuring all cadets are in proper uniform.

e. **Conduct of PH tours.** Cadets will form up in front of the Chapel five minutes before the time designated. Accountability will be taken and an inspection will be conducted. Cadets will then be marched to the penalty area. PH marching will commence at the top of the hour. Breaks will be taken ten minutes prior to the top of the hour. PHs must be marched in full-hour increments. The Weekend/Duty TAC may alter these times based on weather conditions. No credit will be given for periods lasting less than a full hour except in the case of extenuating circumstances.

f. **No Credit for PHs.** No cell phones or any electronic devices are authorized during Penalty Hours, use will result in an additional penalty hour being awarded. Additionally, the Weekend/Duty TAC may not verify PHs tours marched if the marchers are not acting in a disciplined and orderly fashion or are demonstrating poor conduct. Any cadet who shows up 30 minutes or more late will not be afforded the opportunity to march and will receive demerits for missing Penalty Hours.

g. **Alternative Penalty Hours.** Alternative forms of Penalty Hours (i.e., physical/manual labor) will only be awarded for activities approved by a TAC Officer and the Commandant of Cadets. This is an exception to the rule and cadets should plan to march their penalty hours.

h. **Demerits.** Demerits are given to cadets who commit Category I offenses. A cadet may find out how many demerits they have accumulated by asking their TAC Officer. If a cadet feels like they have received the demerits in error, they must see their TAC Officer. The TAC Officer's decision is final, and demerits cannot be appealed to a higher authority. A cadet's total demerits only reset at the end of the school year (SY).

i. **Restriction.** Cadets can be restricted to campus for having PHs, medical issues as determined by medical personnel, or when directed to do so by the Commandant of Cadets. Restricted cadets are restricted to the limits of the campus and must be in their room by 2300 on weekends. They must also report to the Guard House for all

scheduled formations and may not depart campus unless authorized by the Commandant of Cadets. Breach of policies concerning cadet restriction may result in a delinquency order or other disciplinary action.

j. **Reduction in Rank.** The Commandant of Cadets is authorized to reduce the rank of any cadet with the Corps of Cadets with the exception of the battalion commander, executive officer, and battalion sergeant major. The President must approve the reduction in rank and removal of cadets serving in these positions. Once a reduction has been adjudicated, a cadet has ten days to change the rank insignia on all uniforms. Wearing of unwarranted rank insignia after reduction is a Category I offense.

2. **Dismissals/Expulsions**

a. *Dismissal* occurs, when in the best interest of the cadet and the college, a cadet is removed for at least the remainder of the semester. The admissions committee will consider readmission once all stipulations have been met.

b. *Expulsion* is the most severe sanction and is imposed for the most serious offenses. An expelled cadet may not apply for readmission.

c. Dismissal and expulsions are the most serious because, among other implications, they can result in loss of scholarships, forfeiture of Title IV federal financial aid, and possible documentation of inappropriate conduct on your Institutional record.

3. **Referral to Law Enforcement Agencies (LEA).** The Institute fully supports all local, state, and federal laws. Violators of these are subject to referral to law enforcement authorities for prosecution. Other disciplinary actions such as dismissal or expulsion may be applied, as well.

8.5 WITHDRAWAL

Cadets may withdraw at their own discretion at any time. However, a cadet who withdraws while disciplinary action is pending is subject to disciplinary action at that time and continued disciplinary review should he/she ever desire to re-enroll. The cadet's departure may be recorded as dismissal or expulsion at the discretion of the President.

8.6 READMISSION

Cadets who are expelled cannot apply for readmission to MMI. However, cadets who are dismissed, including those who withdraw while awaiting final adjudication of an incident that would have resulted in dismissal, **may** be afforded the opportunity to apply for readmission as follows:

i. If dismissal was alcohol-or-drug related, the cadet in question must complete an MMI approved alcohol-or-drug rehabilitation program. The program must be completed at the cadet's expense prior to readmission, and a certificate of completion must be provided;
ii. Clear all balances with the Business Department;
iii. Write a letter to the Commandant of Cadets explaining why he/she will be successful with a second chance and specifically what actions have been taken to change his/her behavior;
iv. Be interviewed by a member of the Commandant of Cadets' staff. The interview may be conducted by phone
v. Be interviewed by the Commandant of Cadets, which can be conducted by phone, if the initial interviewer is satisfied;
vi. Complete all paperwork required by the school for readmission;
vii. Be readmitted by the Admissions Committee; and
viii. Serve all remaining PH/SHs.
ix. Be subject to periodic and random drug testing, if dismissal was drug-related.

8.7 OUTSTANDING CONDUCT INCENTIVE PROGRAM

A. Intent. Good conduct, which is above and beyond what is reasonably expected of a cadet, merits acknowledgement and, in some cases, an appropriate gesture of appreciation. To this end, MMI has a system where any staff or faculty member may submit an Outstanding Conduct Report on any cadet who they feel has exhibited conduct or accomplished an action that they feel went above and beyond what would generally be expected.

B. Criteria. There will be no specified criteria that has to be met. Each individual staff or faculty member will decide based on their own perception if a cadet warrants this positive acknowledgement.

C. Procedure.

1) Report Action. The staff or faculty member will only need to send an email to the Commandant. This email should describe the action. There is no requirement to justify the request, only to describe what happened and that the reporter feels that the action in question exceeds what is normally expected of a cadet in similar circumstances. Tips:
    - Be sincere
    - Be specific

2) Commandant evaluates the action and ensures the cadet is appropriately recognized. Not all recommendations will merit a separate recognition.
3) Incentive. In general, a cadet may be recommended for a singular but very impactful or important action, but most likely, cadets will be recommended after having demonstrated above average conduct after multiple recommendations. This incentive will normally take the form of extended leave. Example.
4) Action. Cadet commits a laudable action which is observed by a staff or faculty member.
5) Recommendation. The staff or faculty members sends the Commandant an email outlining the action and why it was considered "above and beyond".
6) Evaluation. Commandant will evaluate the recommendation and determine if the cadet will be recognized for the singular action.
7) Log. The recommendation will be logged to record all laudatory recommendations for each cadet.
8) Recognition. The Commandant will establish criteria for the award of incentives (i.e., extended leave/pass for every X number of laudatory reports.

8.8 OUTSTANDING ACADEMIC ACHIEVEMENT

A. Intent. To reward outstanding academic achievement.

B. Criteria. Cadets who receive a 3.75 GPA or higher on their mid-term report will receive an incentive.

C. Procedure. The Deputy Commandant for Cadet Services will obtain the list of qualifying cadets from the Registrar as soon as all grades are posted. Eligible cadets will be recognized in formation.

D. Incentive. The incentive is the choice of either a dinner pass or extended leave. Cadets may use the dinner pass on Monday, Tuesday or Thursday or have an extended leave (may return on Sunday no later than 2130). For the dinner pass the cadet may take one friend along with them. Neither the cadet nor the guest may be on restriction at the time the incentive is used. This incentive is not an excuse to miss any mandatory cadet activities, athletic or academic requirements - to include Guard Duty. All incentives remain at the discretion of the Commandant.

CHAPTER 9
MARION MILITARY INSTITUTE GRIEVANCE PROCEDURES FOR COMPLAINTS OF TITLE IX SEXUAL HARASSMENT

9.1 POLICY STATEMENT

Marion Military Institute (the College) is committed to creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, the Jeanne Clery Campus Safety Act, and the Violence Against Women Act (VAWA). Sexual harassment and retaliation under these Procedures will not be tolerated by the College and is grounds for disciplinary action, up to and including, permanent dismissal from the College and/or termination of employment.

The College has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator.

9.2 PURPOSE

The College takes all reported sexual harassment seriously. The College will promptly take action against any individuals within its control who are found responsible for violating these Procedures. Additionally, reported sexual harassment that does not meet the definitions and jurisdiction of these Procedures will be referred for review under the Student Code of Conduct, or the Employee Policy, whichever may be applicable.

9.3 JURISDICTION AND APPLICATION OF THESE PROCEDURES

These Procedures apply to sexual harassment occurring under the College's education program or activity. Conduct that occurs under the College's education program or activity includes but is not limited to conduct that occurs in a building owned or controlled by the College or by a student organization that is officially recognized by the College and where the College exercises control over the Respondent at the time the alleged conduct occurs. A Complainant may only file a formal complaint if the Complainant is participating or attempting to participate in the College's education program or activity. These Procedures do not cover conduct that occurs outside of the United States.

If the alleged conduct does not meet the definition of sexual harassment under these Procedures, the College will provide supportive measures when reasonably available and when possible take prompt action to provide for the safety and well-being of the Complainant and the broader campus community.

9.4 TITLE IX COORDINATOR

The College's Title IX Coordinator is the person designated by the College who is responsible for coordinating the College's compliance with its obligations under Title IX. The Title IX Coordinator is responsible for the administrative response to complaints of sexual harassment. The Title IX Coordinator is available to discuss the grievance process, coordinate supportive measures, explain the College's policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Assistant Title IX Coordinators to facilitate any of these responsibilities.

Any member of the College's community may contact the Title IX Coordinator with questions. The Title IX Coordinator and Assistant Title IX Coordinator(s) contact information is as follows:

Carmon Fields
Title IX Coordinator
1101 Washington Street, Marion, AL 36756
334-683-2368
cfields@marionmilitary.edu

Dawn Curtis
Deputy Title IX Coordinator
1101 Washington Street, Marion, AL 36756
334-683-2350
dcurtis@marionmilitary.edu

In addition to the Title IX Coordinator and Assistant Title IX Coordinator(s), the Title IX staff may include Investigators, Hearing Decisionmakers, Appellate Decisionmakers, Advisors, and Informal Resolution Facilitators who have roles in the formal grievance process, which are detailed in these Procedures.

The Title IX Coordinator, Assistant Title IX Coordinator(s), Investigators, Hearing Decisionmakers, Appellate Decisionmakers, Advisors, if applicable, and Informal Resolution Facilitators will receive annual training in compliance with Title IX. All administrators in these roles will not rely on sex stereotypes and will provide impartial investigations and adjudications of complaints of sexual harassment. All materials used to train these administrators will be available on the College's Title IX website for inspection by members of the public in accordance with Title IX regulations.

Conflict of Interest

The Title IX Coordinator, Assistant Title IX Coordinator(s), Investigators, Decisionmakers, Appellate Decisionmakers, and Informal Resolution Facilitators shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. Whether bias exists requires examination of the particular facts

of a situation. A determination of bias must be based on an objective evaluation of the available facts (i.e., whether a reasonable person would believe bias exists).

Any person exercising investigative or decision-making authority under these Procedures who believes they may have a potential conflict of interest or bias that would prevent them from impartially exercising their authority, must disclose the potential conflict/bias to the Title IX Coordinator as soon as practicable after it is discovered. Arrangements will then be made to designate a conflict/bias free alternative in the case at issue.

If the Complainant or the Respondent believes the Title IX Coordinator has a conflict of interest or bias, such objection should be made to the President as soon as practicable after the potential conflict or bias is discovered. If the President determines that the objection is reasonable, the Title IX Coordinator will be replaced with a conflict/bias free Assistant Title IX Coordinator.

If the objection as to a conflict or bias is made with respect to an Investigator, such objection should be reported to the Title IX Coordinator as soon as practicable after the potential conflict or bias is discovered. If the Title IX Coordinator determines that the objection is reasonable, the Investigator will be replaced with a conflict/bias free alternative Investigator.

If the objection as to a conflict or bias is made with respect to a Hearing Decisionmaker or Appellate Decisionmaker, such objection must be reported to the Title IX Coordinator before the scheduled hearing or appeal decision. If the Title IX Coordinator determines that the objection is reasonable, the challenged person will be replaced with a conflict/bias free alternative Hearing Decisionmaker or Appellate Decisionmaker.

The decision of the Title IX Coordinator or President (in objections to the Title IX Coordinator), regarding an objection will be final.

Knowledge of or acquaintance with the Complainant, Respondent, or witnesses in a matter; awareness of a matter; participation as a consequence of one's official role in events surrounding a matter; and/or participation in the investigation process prior to the formal disciplinary process does not automatically result in the finding of a disqualifying conflict; however, such factors may be considered in determining whether a conflict exists.

The mere fact that a certain number of findings under these Procedures result in determinations of responsibility, or non-responsibility, does not necessarily indicate or imply bias on the part of Title IX personnel.

9.5 DEFINITIONS

Actual Knowledge: notice of sexual harassment allegations to the Title IX Coordinator or any Official with Authority, except that actual knowledge is not met when the only individual with actual knowledge is the Respondent

Business Day: any weekday not designated by the College as a holiday or administrative closure day. When calculating a time period of business days specified in these Procedures, the business day of the event that triggers a time period is excluded

Complainant: an individual who is alleged to be the victim of conduct that could constitute sexual harassment

Confidential Employee: an individual identified by the institution who will not report any information about an incident to the Title IX Coordinator without the Complainant's permission.

Consent: must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

Disciplinary Sanctions: consequences imposed on a Respondent following a determination under Title IX that the Respondent violated the College's prohibition on sexual harassment

Education Program or Activity: locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which the sexual harassment occurs; includes conduct that occurs on College property, during any College activity, or in any building owned or controlled by the College or by a student organization that is officially recognized by the College

Formal Complaint: a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the College investigate the allegation of sexual harassment

Incapacitation: An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

Official with Authority: an individual who has the authority to institute corrective measures and is required to report sexual harassment to the Title IX Coordinator to initiate the College's response to the sexual harassment allegations. The College's Officials with Authority include the following positions at the College: Title IX Coordinator and Assistant Title IX Coordinator(s); President of the College, all Vice Presidents/Deans.

Party: a Complainant or Respondent

Relevant: related to the allegations of sexual harassment under investigation as part of the grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sexual harassment occurred, and evidence is relevant when it may aid a Hearing Decisionmaker or Appellate Decisionmaker in determining whether the alleged sexual harassment occurred

Remedies: measures designed to restore or preserve equal access to the College's education program or activity; remedies may include, but are not limited to, the same individualized services as supportive measures, however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent

Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment

Responsible Reporting Official: any individual who is employed by the College and not deemed to be a Confidential Employee or Official with Authority. Responsible Reporting Officials are mandated by the College to report sexual harassment to the Title IX Coordinator promptly upon receiving a report of sexual harassment.

Retaliation: intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or these Procedures.

Nothing in this definition precludes a College from requiring an employee or other person authorized by a College to provide aid, benefit, or service under the College's education program or activity to participate as a witness in, or otherwise assist with, an investigation, proceeding, or hearing.

Student: a person who has gained admission

Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Such measures are designed to restore or preserve equal access to the College's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

9.6 PROHIBITED CONDUCT

Under Title IX, Prohibited Conduct includes sexual harassment, sexual assault, dating violence, domestic violence, and stalking as defined below.

To the extent that federal or state laws addressing conduct that could be deemed Prohibited Conduct are created or amended, engaging in such conduct shall be considered a violation of these Procedures even if the definitions below have not been updated to reflect the most recent additions to or changes in law.

Sexual Harassment: conduct on the basis of sex that satisfies one or more of the following:

(1) An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (quid pro quo sexual harassment);

(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity (hostile environment sexual harassment)

A severe, pervasive, and objectively offensive assessment includes, but is not limited to, a consideration of the following:

(i) the frequency of the offensive conduct;

(ii) the nature of the unwelcome sexual act or words, such as whether the harassment was physical, verbal or both;

(iii) Whether the harassment was an offensive utterance, and;

(iv) the number of victims involved and the relationship between the parties including, but not limited to, the ages of the harasser and the victim; and

In evaluating whether conduct is severe, pervasive, and objectively offensive, the College will look at the totality of the circumstances, expectations, and relationships.

(3) Sexual Assault, Dating Violence, Domestic Violence or Stalking as defined in these Procedures.

Sexual Assault: an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system and the Summary Reporting System User Manual of the Federal Bureau of Investigation as used in the Clery Act

Sex Offenses— Any sexual act directed against another person, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent

i. *Nonconsensual sexual intercourse (Rape)*— Penetration, regardless of how slight (or an attempt to commit the same), of the vagina or anus with any body part or object, or oral penetration by a sex organ of another individual, or by a sex-related object.

This definition covers cases where the Complainant cannot provide consent due to temporary or permanent mental or physical incapacity (including resulting from drugs or alcohol) or due to age. Physical resistance by the Complainant is not required to establish lack of consent.

ii. *Nonconsensual sexual contact (Fondling)*— The intentional touching (or an attempt to commit the same) of the clothed or unclothed genitals, buttocks, groin, breasts, or other body parts of the Complainant by the Respondent without the consent of the Complainant for the purpose of sexual degradation, sexual gratification, or sexual humiliation; or

The intentional touching by the Complainant of the Respondent's clothed or unclothed genitals, buttocks, groin, breasts, or other body parts, without consent of the Complainant for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

This offense includes instances where the Complainant is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

iii. *Incest*—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

iv. *Statutory Rape*—Sexual intercourse with a person who is under the statutory age of consent

Dating Violence: violence committed by a person—

(i) who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and

(ii) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship,
- The type of relationship,
- The frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence: felony or misdemeanor crimes of violence committed by a person who:

- Is a current or former spouse or intimate partner of the Complainant under the family or domestic violence laws of the jurisdiction of the College or a person similarly situated to a spouse of the Complainant,
- shares a child in common with the Complainant,
- is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- commits acts against a youth or young adult Complainant who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(i) fear for the person's safety or the safety of others; or

(ii) suffer substantial emotional distress.

Course of Conduct means two or more acts, including, but not limited to, acts in which the individual directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

Reasonable Person means a reasonable person under similar circumstances and with similar identities to the Complainant.

Substantial Emotional Distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

9.7 REPORTING PROCEDURES

A report of sexual harassment can be made to the persons below in person (during business hours) or by mail, telephone, or by email using the contact information below at any time, including during non-business hours. A report of sexual harassment can also be made by completing the online reporting form at https://marionmilitary.my.salesforce-

sites.com/inquiry/TargetX_Base__InquiryForm#?formId=a0BKa0000098g6CMAQ&formType=general& .

(1) Reporting to the Title IX Coordinator: Reports of sexual harassment may be made to the Title IX Coordinator in any of the following ways, by anyone, at any time: email, phone, online form, mail. Reports may be made to the Title IX Coordinator in person in the Administrative Building. After an incident of sexual harassment has been reported to the Title IX Coordinator, the Title IX Coordinator will promptly offer supportive measures to the Complainant, regardless of whether the Complainant was the reporter of the Sexual Harassment.

(2) Reporting to Officials with Authority: If Officials with Authority are notified of sexual harassment, they shall promptly report such sexual harassment to the Title IX Coordinator who will take immediate action under this Procedure. The College's Officials with Authority include the following positions at the College: Title IX Coordinator and Assistant Title IX Coordinator(s); President of the College, all Vice Presidents/Deans.

(3) Reporting to Responsible Reporting Officials: MMI employees who are not Confidential Employees or Officials with Authority are mandated by the College to the report alleged sexual harassment to the Title IX Coordinator promptly upon receiving a report of sexual harassment.

(4) Reporting to Confidential Employees: Reports of sexual harassment made to Confidential Employees are considered confidential reports and will not be reported to the Title IX Coordinator without the Complainant's permission and will not constitute actual notice to the College. The College's Confidential Employees include the following positions at the College: School Nurse, Counselor, and Clergy.

(5) Anonymous Reporting: Anonymous reports may be made by telephone, in writing or electronically to the Title IX Coordinator. A decision to remain anonymous, however, may greatly limit the College's ability to stop the alleged conduct, collect evidence, or take action against parties accused of violating this Procedure.

(6) Reporting to Local Law Enforcement: Reports of sexual harassment may be filed with local law enforcement agencies. The Title IX Coordinator can assist with contacting law enforcement agencies. Law enforcement investigations are separate and distinct from the College's investigations.

Mandatory Reporting under Alabama Law: Alabama law imposes a mandatory duty on all College employees to immediately report all incidences of known or suspected child abuse. Such reports must be made to the College's Safety & Security Department. The College also encourages students, volunteers, and representatives (as well as third-party vendors and their employees, representatives, or volunteers that contract for use of

College facilities with responsibilities that involve interaction with children) to report (verbally and in writing) known or suspected child abuse to the College's Safety & Security Department. Sexual abuse is one element of the more comprehensive term "abuse" under Alabama law. For child protection purposes, a child is any person under 18 years of age or any individual under 19 years of age who is in need of protective services and does not qualify for adult protective services under Chapter 9 of Title 38 in Alabama Law. A freshman student, a "dual enrolled" high school student, or a summer camp participant, among others, may fall into the category of a "child."

Consolidation of Complaints

The College may consolidate complaints of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against another party, when the allegations of sexual harassment arise out of the same facts or circumstances. When more than one Complainant or more than one Respondent is involved, references below to a party, Complainant, or Respondent include the plural, as applicable.

The College will not consolidate complaints if consolidation would violate the Family Educational Rights and Privacy Act (FERPA). Consolidation would not violate FERPA when the College obtains prior written consent from parties to the disclosure of their educational records.

Amnesty for Students

The College strongly encourages students to report incidents violating the policy related to discrimination, harassment, sexual harassment, and related inappropriate conduct. The College's primary concern is the safety of the members of the college community, and it encourages behavior that demonstrates care and concern for members of the community. Accordingly, the College reserves the right to provide a reprieve from disciplinary actions for Complainants and other individuals who exhibit responsible and proactive behavior in reporting sexual harassment or other prohibited conduct or for students acting as a witness during the formal grievance procedures. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

9.8 SUPPORTIVE MEASURES

Supportive measures may vary depending on what the College deems to be reasonably available. These measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment. Complainants are eligible for supportive measures at the time their identity is known to the Title IX Coordinator. Respondents are eligible for supportive measures at the time that notice of an alleged complaint has been given.

Supportive measures cannot unreasonably burden either party and must be designed to protect the safety of the parties or the College's educational environment, or to provide support during the College's grievance procedures or during the informal resolution process. The College will not impose such measures for punitive or disciplinary reasons.

The College may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process or the College may continue them beyond that point.

The College will not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity.

If the party is a student with disabilities, The Title IX Coordinator may consult, as appropriate, with the individual or office that the College has designated to provide support to students with disabilities to determine how to comply with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, in the implementation of supportive measures.

9.9 EMERGENCY REMOVALS AND ADMINISTRATIVE LEAVE

The College may remove a Respondent from the College's education program or activity on an emergency basis, provided that the College undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health and safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision to the Title IX Coordinator in writing within three (3) business days following the removal.

The College may place a non-student employee Respondent on administrative leave from employment responsibilities during the pendency of the College's grievance procedures.

Any challenges to an emergency removal should be sent to the Title IX Coordinator in writing within three (3) business days of the notification to the Respondent of the emergency removal. The Respondent should state the reasons for the challenge and any supporting documentation. The Title IX Coordinator will forward all documentation to the President to render a decision within five (5) business days. The President will notify both parties in writing of the decision.

9.10 INITIAL EVALUATION & COMPLAINT DISMISSALS

Initial Evaluation

When a report has been made, the Title IX Coordinator will contact the Complainant for an initial discussion to provide information of their rights and options, availability of supportive measures, consideration of the Complainant's wishes with respect to supportive measures,

explanation of the policy and grievance procedures and the process for filing a Formal Complaint.

During the initial discussion with the Complainant, the Title IX Coordinator will gather facts that will enable the Title IX Coordinator to evaluate the allegations and make a determination on whether to dismiss the complaint or investigate the complaint. A Formal Complaint must contain an allegation of sexual harassment against a Respondent, a request for the College to investigate the allegation, and be signed by the Complainant or the Title IX Coordinator. A Complainant may only file a formal complaint if the Complainant is participating or attempting to participate in the College's education program or activity.

In limited circumstances, if a Complainant does not sign a Formal Complaint, the Title IX Coordinator may sign a Formal Complaint. To make a fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:

(i) the Complainant's request not to proceed with initiation of a complaint;
(ii) the Complainant's reasonable safety concerns regarding initiation of a complaint;
(iii) The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
(iv) The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
(v) The age and relationship of the parties, including whether the Respondent is an employee of the College;
(vi) The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
(vii) The availability of evidence to assist in a Decisionmaker in determining whether sex discrimination occurred; and
(viii) Whether the College could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

Mandatory Complaint Dismissals

The Title IX Coordinator will dismiss a Formal Complaint for purposes of sexual harassment if:

(1) The conduct alleged in the Formal Complaint would not constitute sexual harassment as defined in these Procedures, even if proved;

(2) The conduct alleged did not occur in the College's education program or activity; or

(3) The conduct alleged in the Formal Complaint did not occur against a person in the United States.

Permissive Complaint Dismissals

The Title IX Coordinator may dismiss a Formal Complaint or any allegation within the Formal Complaint, if at any time during the investigation or hearing:

(1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations in the Formal Complaint;
(2) The Respondent is no longer enrolled in the College; or
(3) Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations within the Formal Complaint.

Upon dismissal, the Title IX Coordinator will promptly notify the Complainant in writing of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, then the Title IX Coordinator will notify the parties simultaneously in writing.

The Title IX Coordinator will notify the Complainant that a dismissal may be appealed on the basis outlined in Section M of these Procedures. If dismissal occurs after the Respondent has been notified of the allegations, then the Title IX Coordinator will also notify the Respondent that the dismissal may be appealed on the same basis. If a dismissal is appealed, the College will follow the procedures outlined in Section M of these Procedures.

When a complaint is dismissed, the College will, at a minimum:

(1) Offer supportive measures to the Complainant as appropriate;

(2) If the Respondent has been notified of the allegations, offer supportive measures to the Respondent as appropriate; and

(3) Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sexual harassment does not continue or recur within the College's education program or activity.

9.11. COMPLAINT INVESTIGATION

The College will treat Complainants and Respondents equitably.

The College presumes that the Respondent is not responsible for the alleged sex-based harassment until a determination is made at the conclusion of its grievance procedures.

It is the goal of the College to complete investigations in a prompt timeframe. Any timeframes or deadlines may be extended when necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of parties and/or witnesses, account for College breaks or

vacations, and the complexity of the investigation or severity and extent of the alleged conduct. The Title IX Coordinator will notify both parties in writing of any College delays.

If a Complainant or Respondent shall request a delay in the investigation or extension of any timeframes, the party must notify the Title IX Coordinator in writing as soon as practicable stating the requested new timeframe and reason for the delay or extension. The Title IX Coordinator will notify the party in writing of the denial or both parties in writing of the approval within three (3) business days of notification of the request. Any delays or extension will apply equally to both parties.

All requests will be on a case-by-case basis for good cause.

Parties have the opportunity to be accompanied to any meeting or proceeding by one (1) Advisor of their choice, who may be, but is not required to be, an attorney.

- The College will not limit the choice or presence of the Advisor for the Complainant or Respondent in any meeting or proceeding. Both parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available. However, the College has the right to remove any Advisor who does not adhere to the College's policies and procedures.
- The College cannot guarantee equal advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide an attorney to advise that party.
- If a party requests that all communication be made through their attorney Advisor instead of to the party, the College will agree to copy both the party and their Advisor on all communications.
- Advisors should help the parties to prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak for the party unless given specific permission to do so.
- The parties are expected to ask and respond to questions on their own behalf throughout the grievance process. Although the Advisor generally may not speak for the party, the Advisor may consult with the party, either privately as needed, or by conferring or passing notes during any meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Parties have the opportunity to have one (1) support person of their choice, a person other than the Advisor, present during any meeting or proceeding.

Written Notice of Allegations

Upon receipt of a Formal Complaint, the Title IX Coordinator will notify the parties in writing of the following with sufficient time for the parties to prepare a response before any initial interview:

(1) Notice of the party's rights and options

(2) Notice of the College's grievance process

(3) Notice of the College's informal resolution process and options

(4) Notice of the allegations of sexual harassment including: the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the incident, if known

(5) Notice that the Respondent is presumed not responsible of the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process

(6) Notice that the parties may have an Advisor of their choice, who may be, but is not required to be an attorney, and that the Advisor may inspect and review evidence

(7) Notice of the College's Student Code of Conduct provision that prohibits knowingly making false statements or knowingly submitting false information during the grievance process

If, in the course of an investigation, the College decides to investigate additional allegations of sexual harassment by the Respondent toward the Complainant that are not included in the written notice or that are included in a consolidated complaint, the Title IX Coordinator will provide written notice of the additional allegations to the parties.

Investigation

The College will conduct an investigation following a Formal Complaint and Notice of Allegations. The Title IX Coordinator will assign an Investigator(s) to conduct the investigation. During all meetings and interviews the parties may be accompanied by an Advisor of their choice, which can be, but is not required to be an attorney. During the investigation stage of the grievance process, the Advisor's role is limited to assisting, advising, and/ or supporting a Complainant or Respondent. An Advisor is not permitted to speak for or on behalf of a Complainant or Respondent or appear in lieu of a Complainant or Respondent during the investigation phase of the grievance process.

Each party will be provided an equal opportunity to provide information to the Investigator and present witnesses for the Investigator to interview. The information provided by the parties can include inculpatory and exculpatory evidence. The witnesses can include both fact witnesses and expert witnesses.

Each party will be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence upon which the College does not intend to rely upon in reaching a determination regarding responsibility. This review includes inculpatory and

exculpatory evidence that is obtained by a party, witness, or other source. Each party and their Advisor (if any) will be provided an electronic copy of the evidence for inspection and review. The parties will have ten (10) business days to review and submit a written response to the Investigator. The Investigator will consider the written responses prior to completing an investigative report. All evidence provided during the inspection and review phase will be available at any hearing for the parties to use during the hearing, including for purposes of cross examination.

Following the opportunity to inspect and review evidence directly related to the allegations raised in the Formal Complaint, the Investigator will create an investigative report that fairly summarizes relevant evidence obtained during the investigation.

At least ten (10) business days prior to a hearing, the Investigator will provide each party and the party's Advisor (if any) an electronic copy of the investigative report that includes the parties' review and written response, if any.

9.12 HEARING

After the investigation, the College will provide for a live hearing for all Formal Complaints of sexual harassment that have not been dismissed or resolved by informal resolution. At the request of either party, or at the discretion of the Title IX Coordinator, the College will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Hearing Decisionmaker and parties to simultaneously see and hear the other party or witness answering questions.

The Hearing Decisionmaker(s) will be appointed by the College and will not be the Title IX Coordinator or Investigator. The Hearing Decisionmaker(s) will be trained, impartial, and without a conflict of interest. The Hearing Decisionmaker(s) may be a panel of three (3) College employees with one panel member serving as a chairperson, or a single Hearing Decisionmaker or an external individual designated by the College.

Either party may challenge the appointment of a Hearing Decisionmaker, based on conflict of interest or bias, in writing to the Title IX Coordinator, no less than five (5) business days prior to the scheduled hearing.

The College will create an audio or audiovisual recording of all live hearings and make the recording available to the parties for inspection or review.

The Hearing Decisionmaker will serve as the hearing process facilitator to coordinate the hearing, including, but not limited to, coordination and scheduling of the hearing; the logistics of physical or virtual rooms for parties and/or witnesses, including separation of the parties; ensuring all technology is working appropriately; ensuring the parties have access to electronic documents during the hearing; distributing materials; etc. The Hearing Decisionmaker may invite the parties and their advisors, separately, to a meeting prior to the

hearing to review the hearing process for the purpose of ensuring a smooth hearing. This meeting is separate from the pre-hearing conference discussed below.

Participants at the hearing include the Hearing Decisionmaker(s) serving as the hearing facilitator, the Title IX Coordinator, the Investigator(s) who conducted the investigation, the parties, advisors to the parties, witnesses and anyone providing authorized accommodations. Any witnesses scheduled to participate in the hearing must have been first interviewed by the Investigator(s) or have provided a written statement or answered questions from the Investigator in writing.

Advisor's Role at the Hearing

Each party must have an Advisor present at the hearing. The Advisor's role is limited to supporting, advising, and assisting the party during the hearing and conducting questioning (cross-examination) of participants. Advisors are required to follow rules of decorum enforced by the Hearing Decisionmaker(s). Failure to follow the rules of decorum by an Advisor may result in removal of an Advisor from the hearing. If a party does not have an Advisor present at the live hearing, the College will appoint the party with an Advisor without fee or charge.

Pre-Hearing Conference

The Hearing Decisionmaker(s) may hold a pre-hearing conference. In order to streamline the hearing process, the Hearing Decisionmaker(s) may request the submission of questions prior to the hearing through electronic submission and/or a pre-hearing conference. During the pre-hearing conference, parties and their advisors will be asked to submit, in writing, any questions they wish to ask during the live hearing so that the Hearing Decisionmaker(s) can be prepared to respond to relevancy at the hearing. The Hearing Decisionmaker(s) may allow for the pre-hearing submission of questions regardless of whether a pre-hearing conference occurs.

This conference does not preclude an Advisor from asking additional questions live during the hearing.

At the pre-hearing conference, the Hearing Decisionmaker(s) may also hear arguments regarding the relevance of the evidence identified in the investigation report as relevant or not relevant, and/or directly related to the allegations.

Hearing Process

The hearing process will proceed as follows:

(1) Notice of Hearing: After the investigative report has been completed and at least ten (10) business days prior to the date set for the hearing, the parties and their advisors (if any) will be provided with a Notice of the Hearing. The Notice will include the date, time, location,

name of the Hearing Decisionmaker(s), names of all participants in the hearing, and the location (virtual or in person) of the hearing.

(2) Opening Statement: Each party will have the opportunity to present an opening statement, no more than five (5) minutes, to the Hearing Decisionmaker(s).

(3) Review of Hearing Procedures, Formal Complaint, and Notice of Allegations by Hearing Decisionmaker(s).

(4) Questioning of Parties and Witnesses: The College will provide a process that enables the Hearing Decisionmaker(s) to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sexual harassment.

The Hearing Decisionmaker(s) will ask initial questions of the participants at the hearing.

After the Hearing Decisionmaker(s) asks questions of a participant, each party's Advisor will be permitted to ask relevant questions and follow up questions orally, directly, and in real time of the participant. The parties are never permitted to ask questions of participants directly. The questioning of participants by Advisors will be conducted in the following manner:

(i) a question is asked by an Advisor

(ii) Before the participant answers the question, the Hearing Decisionmaker(s) determines whether the question is relevant

(iii) If the question is determined to be relevant by the Hearing Decisionmaker(s) the participant answers the question

(iv) If the question is determined not to be relevant by the Hearing Decisionmaker(s), the Hearing Decisionmaker(s) must explain the decision to exclude a question as not relevant.

Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The Hearing Decisionmaker(s) will give a party an opportunity to clarify or revise a question that the Hearing Decisionmaker(s) determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked by party's Advisor.

Evidence and Questions Excluded

Sexual Predisposition or Prior Sexual Behavior of the Complainant: Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Privileged Information: No person will be required to disclose information protected under a legally recognized privilege. The Hearing Decisionmaker(s) must not allow into evidence or rely upon any questions or evidence that may require or seek disclosure of such information, unless the person holding the privilege has waived the privilege. This includes information protected by the attorney-client privilege.

Medical Records: Evidence or records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, are not permitted to be used during a hearing unless the party provides voluntary, written permission to do so for the grievance process within these Procedures.

The Hearing Decisionmaker(s) may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The Hearing Decisionmaker(s), however, will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

(5) Closing Statements: Each party will have the opportunity to present a closing statement, no more than five (5) minutes, to the Hearing Decisionmaker(s).

Determination Whether Sexual Harassment Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the Hearing Decisionmaker(s) will deliberate in private and will:

(1) Use the preponderance of the evidence standard of proof to determine whether sexual harassment occurred. This means that the Hearing Decisionmaker(s) will decide whether it is more likely than not based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s). The standard of proof requires the Hearing Decisionmaker(s) to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the Hearing Decisionmaker(s) is not persuaded under the applicable standard by the evidence that sexual harassment occurred, whatever the quantity of the evidence is, the Hearing Decisionmaker(s) will not determine that sexual harassment occurred.

(2) Notify the parties simultaneously in writing of the determination whether sexual harassment occurred under Title IX including:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

- Findings of fact supporting the determination;
- Conclusions regarding the application of the Procedure to the facts;
- A statement of, and rationale for, the result of each allegation, including a determination regarding responsibility, any disciplinary sanctions that the College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant; and
- The procedures and permissible bases for the Complainant and Respondent to appeal.

The Hearing Decisionmaker(s) will send the written notification of hearing outcome to both parties within fourteen (14) business days of the conclusion of the hearing.
The College will not impose disciplinary sanctions on a Respondent for sexual harassment prohibited by Title IX unless there is a determination at the conclusion of the Title IX grievance procedures that the Respondent engaged in prohibited sexual harassment.
If there is a determination that sexual harassment occurred, as appropriate, the Title IX Coordinator will:

- Coordinate the provision and implementation of remedies to a Complainant and other people the College identifies as having had equal access to the College's education program or activity limited or denied by sexual harassment;
- Coordinate the imposition of any disciplinary sanctions on a Respondent, including notification to the Complainant of any such disciplinary sanctions; and
- Take other appropriate prompt and effective steps to ensure that sexual harassment does not continue or recur within the College's education program or activity.

The College shall not discipline a party, witness, or others participating in the Title IX grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sexual harassment occurred.

<u>Sanctions</u>

Factors considered by the Hearing Decisionmaker(s) when determining sanctions and responsive actions may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Hearing Decisionmaker(s)

The sanctions will be implemented upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

- Reprimand
- Required Counseling
- Probation
- Suspension
- Expulsion
- Withholding Diploma
- Revocation of Degree
- Reduction in Rank
- Penalty Hours
- Restriction to Campus
- Other Actions: In addition to, or in place of, the above sanctions, the College may assign any other sanctions as deemed appropriate.

Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an employee who has engaged in sex-based harassment include:

- Verbal or Written Warning
- Performance Improvement Plan/Management Process
- Enhanced Supervision, Observation, or Review
- Required Counseling
- Required Training or Education
- Probation
- Denial of Pay Increase/Pay Grade
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Transfer
- Shift or schedule adjustments
- Reassignment
- Delay of (or referral for delay of) Tenure Track Progress
- Assignment to New Supervisor
- Restriction of Stipends, Research, and/or Professional Development Resources
- Suspension/Administrative Leave with Pay
- Suspension/Administrative Leave without Pay
- Termination

- Other Actions: In addition to or in place of the above sanctions/responsive actions, the College may assign any other responsive actions as deemed appropriate.

9.13 APPEALS

The College will offer an appeal from a dismissal of a Formal Complaint or determination whether sexual harassment occurred on the following bases:

(1) Procedural irregularity that affected the outcome of the matter;

(2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter;

(3) The Title IX Coordinator, Investigator, or Hearing Decisionmaker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; or

(4) Sanctions were disproportionate to the policy violation(s).

If either party wishes to appeal a dismissal of a Formal Complaint or determination whether sexual harassment occurred, the party must submit an appeal in writing to the Title IX Coordinator within three (3) business days of receiving written notification of the hearing determination. The party requesting the appeal should state the basis for the appeal and any supporting documentation.

If a party appeals a dismissal of a Formal Complaint or determination whether sexual harassment occurred, the Title IX Coordinator will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the Respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the Appellate Decisionmaker for the appeal is not the same person as the Hearing Decisionmaker(s) that reached the determination regarding responsibility or dismissal of the Formal Complaint, the Investigator or the Title IX Coordinator;
- Ensure that the Appellate Decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the non-appealing party with five (5) business days from receipt of the notification of appeal to submit a written statement in support of the outcome of the determination whether sexual harassment occurred or dismissal of the Formal Complaint;

The written determination on responsibility and sanctions, if applicable, are postponed until the decision on the appeal is sent to the parties. Supportive measures will remain in place during the appeal period.

The Appellate Decisionmaker will issue a written decision describing the result of the appeal and the rationale for the result which can be one of the following: (1) affirm the determination of the Hearing Decisionmaker(s) and affirm the disciplinary sanctions and remedies, if applicable (2) affirm the determination of the Hearing Decisionmaker(s) regarding the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable (3) remand the process back to the hearing stage for the Hearing Decisionmaker(s) to remedy any procedural irregularity or consider any new evidence (4) reverse the Hearing Decisionmaker(s)' determination of the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable or (5) affirm or amend the sanctions and/or remedies outlined in the determination
The Appellate Decisionmaker will notify both parties in writing of their decision within fourteen (14) business days of receipt of the appeal.

The determination regarding responsibility becomes final on the date that the College provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

At the conclusion of the appeals process, employee Respondents will receive all rights, if applicable and if any, which are granted by either their contract or the Alabama Students First Act in the event any disciplinary sanction is proposed.

9.14 INFORMAL RESOLUTION

In lieu of resolving a complaint through the College's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. Informal resolution does not involve an investigation, adjudication hearing, or disciplinary action against a Respondent and is not appropriate for all forms of conduct under these Procedures. Informal resolution is not an option for sexual harassment incidents involving a student Complainant and an employee Respondent. Both parties must voluntarily agree in writing to participate in the informal resolution process.

The Title IX Coordinator will inform the parties in writing of the informal resolution process it offers. The College will not offer informal resolution to resolve a complaint when such a process would conflict with Federal, State, or local law. Before the initiation of an informal resolution process, the Title IX Coordinator will explain in writing to the parties:

- The allegations;
- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;

- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information the College will maintain and whether and how the College could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed.

Informal resolution will be facilitated by Informal Resolution Facilitators. The time frame for completion of informal resolution may vary, but the College will seek to complete the process within a prompt timeframe.

The College retains the discretion to determine which cases are appropriate for informal resolution. The College may gather information necessary through interviewing individuals and other evidence gathering to determine if the case is appropriate for informal resolution. Factors the College will consider when determining whether a report of Prohibited Conduct is suitable for informal resolution include, but are not limited to, the following:

- The nature of the alleged offense;
- The dynamics of power or control commonly associated with the alleged offense and/or with the parties involved;
- The Respondent's prior known conduct;
- Whether there would be a continuing safety threat to the campus community after resolution of the specific report of Prohibited Conduct;
- Whether multiple parties are involved;
- Whether the resolution proposed is designed to eliminate, prevent, and address the reported Prohibited Conduct; and
- Any other factor deemed relevant by the Title IX Coordinator in the interest of overall campus safety or safety of the parties involved.

Informal resolution may result in the following remedies: establishing supportive measures; conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; the Respondent is willing to accept responsibility for violating Policy and is willing to agree to actions that will be enforced similarly to sanctions; and any other remedy that can be tailored to the involved individuals to achieve the goals of these Procedures.

Informal resolution may also include restorative principles that are designed to allow a Respondent to accept responsibility for misconduct and acknowledge harm to the Complainant or to the College community. Informal resolution may also include mediation.

Participation in informal resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation at any time, including if informal resolution

is unsuccessful at resolving the report. Similarly, a Complainant may request to end an investigation and pursue informal resolution at any time if the Respondent also consents to informal resolution. In addition, either party may request supportive measures regardless of whether any particular course of action is sought.

The College may also decide to proceed with a formal investigation and withdraw its approval for the informal resolution at any time during the process. If additional potential policy violations are revealed during the informal resolution process, the College may withdraw its approval for the process and proceed with a formal investigation or the College, with the consent of the parties, may continue the informal resolution process and resolve the additional potential policy violations.

Information disclosed by any party during the informal resolution process will not be considered during a subsequent investigation or adjudication hearing.

Because the outcome of informal resolution process is mutually developed and agreed upon by the parties, an appeal of the process and its result is not permitted.

9.15 CONFIDENTIALITY AND PRIVACY

The College will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

9.16 RETALIATION

Neither the College nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or these Procedures or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures.

Alleged acts of Retaliation will be referred to the Title IX Coordinator and may be investigated and resolved under the respective Student Code of Conduct or Employee Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this Policy.

Charging an individual with a Student Code of Conduct/Employee Policy violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute Retaliation prohibited under these Procedures.

9.17 FREEDOM OF SPEECH AND ACADEMIC FREEDOM

Freedom of speech and principles of academic freedom are central to the mission of the College. Constitutionally protected expression cannot be considered sexual harassment under these Procedures. To establish a violation of Title IX, the harassment must be subjectively and objectively offensive and so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity.

9.18 RECORDS RETENTION

The College will maintain all of the documentation related to reports of sex discrimination and sexual harassment, the grievance process, and information resolution process for seven (7) years in accordance with state and federal records laws and requirements. The documentation of all records is private and confidential to the extent possible under law. Student records of the grievance process are disciplinary records under the Family Education Rights and Privacy Act (FERPA). Employee records of the grievance process are subject to the Freedom of Information Act (FOIA) and applicable state laws and included in the employee's official employment record.

Reference: ACCS Board of Trustees Policy-800.01-Sex-based-Harassment-Complaints.pdf

CHAPTER 10
HAZING POLICY

10.1 GENERAL

Hazing has been determined to be counterproductive and will not be tolerated at MMI. Additionally, hazing is a violation of Alabama state law. Therefore, this policy will be strictly adhered to by all Cadets, Faculty and Staff.

10.2 ALABAMA HAZING LAW

Hazing is defined as follows:

a. Any willful action taken or situation created, whether on or off MMI premises, which recklessly or intentionally endangers the mental or physical health of any cadet, or
b. Any willful act on or off of the college premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or
c. Any willful act to seriously offer, threaten, or attempt to do physical violence to any cadet of MMI or any assault upon any such cadets made for the purpose of committing any of the acts, or producing any of the results to such cadet as defined in this section.
d. The term hazing as defined in this section does not include customary athletic events or appropriate group PT and is limited to those actions taken and situations created in connection with initiation into or affiliation with any campus organization.

No person shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other person perpetrating any form of hazing.

No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing or willfully acquiesce in the commission of such offense, or fail to report any information concerning the practice of hazing through the chain of command to the President. Failure to report will be considered a serious offense resulting in appropriate consequences.

Any person who shall commit the offense of hazing is subject to the charge of misdemeanor under Alabama law.

10.3 MMI HAZING DEFINITION

Hazing is any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against anyone, that endangers the mental or physical health or safety of a cadet for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include cadets at MMI. In some cases, hazing can occur outside of this definition. The term includes but is not limited to:

a. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity.
b. Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the cadet to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the cadet.
c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the cadet to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the cadet.
d. Any activity that intimidates or threatens the cadet with ostracism, that subjects the cadet to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the cadet or discourages the cadet from entering or remaining a MMI cadet, or that may reasonably be expected to cause a cadet to leave the Institute or organization rather than submit to acts described herein.
e. Any activity of personal servitude.
f. Any activity that induces, causes, or requires the cadet to perform a duty or task that involves a violation of the law or MMI rules and policies.
g. Any of the following additional MMI-specific definitions:
    i. Misuse of authority by virtue of one's cadet rank or leadership position;
    ii. Any form of physical bondage of a cadet; "road trips"; or taking a cadet to an outlying area and dropping him/her off;
    iii. Any form of "training" not approved by the Commandant; or any training not documented on the current training schedule;
    iv. Any additional requirements to "cresting" not in the Cadet Manual; and
    v. Any additional physical activity that exceeds approved training "standards" as defined in the organization or activity's approved training plan.

10.4 COMMITTING HAZING

Cadets commit an offense if they:

a. Engage in hazing;
b. Solicit, encourage, direct, aid, or attempt to aid another in engaging in hazing;
c. Intentionally, knowingly, or recklessly permit hazing to occur;
d. Have firsthand knowledge of the planning of a specific hazing incident; or
e. Have firsthand knowledge that a specific hazing incident occurred and knowingly fail to report it to the Commandant of Cadets or other appropriate Institute official.

10.5 PENALTY

If found guilty of hazing, cadets will be subjected to Institutional disciplinary action up to and including expulsion, in addition to, or regardless of, any penalty imposed by LEA. Additionally, campus organizations can be found guilty of hazing if they condone or encourage hazing or if an officer or any combination of members, pledges/tryouts, or alumni of the organization commits or assists in the commission of hazing.

10.6 REPORTING

Any person who reports a specific hazing incident to appropriate officials is protected from civil or criminal liability for reporting, but not for involvement. Also, reporting in bad faith or with malice nullifies protection by this section. Failure to report knowledge of hazing in a timely manner to the chain of command will be considered a Category II or III offense resulting in appropriate sanctions. All incidents or rumors of incidents of hazing will be reported to the President via the Commandant of Cadets. Any faculty or staff member may receive a report.

10.7 FACTS ABOUT HAZING

Hazing is not just a problem for fraternities and sororities. Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools, and other types of clubs and organizations.

Hazing is more than foolish pranks that sometimes go awry. Hazing is an act of power and control over others; it is victimization. Hazing is premeditated and NOT accidental. Hazing is abusive, degrading, and often life-threatening. **Even if someone agrees to participate in an activity, it is still considered hazing.** In states that have laws against hazing, consent of the victim cannot be used as a defense in a civil suit. Even if a person agrees to participate in a potentially hazardous action, the person or person(s) committing the act (of hazing) will generally be held responsible. Regardless of intent, hazing is never acceptable. Hazing in no way teaches respect or develops discipline. Respect must be earned – not taught. Not unlike other forms of victimization, hazing breeds mistrust, apathy, and alienation.

Hazing simply will not be tolerated at MMI!

CHAPTER 11
ALCOHOL, TOBACCO AND OTHER DRUG AWARENESS PROGRAM

11.1 ALCOHOL AND DRUG POLICY/DRUG-FREE CAMPUS AND WORKPLACE POLICY

In compliance with the Drug Free Schools and Communities Act of 1989, Marion Military Institute has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by cadets. The faculty, staff, and administration of MMI are firmly committed to the safety and health of our cadets. The influence of alcohol and other drugs in the workplace and school are detrimental to the Institute's ability to provide a healthy learning environment. Therefore, the importation, distribution, sale, purchase, use, or possession of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana, or any other illegal or controlled substance is strictly prohibited. If a party exhibits behavior that would cause the faculty, staff, or administration to believe or witness distribution or use of an illegal substance or alcohol, appropriate action will be taken. These sanctions may include dismissal or expulsion.

Cadets are hereby notified of the Institute's intention to enforce this policy through testing and/or search.

11.2 COUNSELING SERVICES

In-house counseling is available through the Counseling Office. All cadets may be assured that protection of their privacy in any session will be considered a primary concern of the Counseling Office.

11.3 DRUG-FREE CAMPUS AND WORKPLACE POLICY

MMI is committed to providing a drug-free campus and workplace environment. As an institution of higher education, MMI has established a drug awareness program to educate cadets concerning the dangers of drug and alcohol abuse. All cadets are prohibited from importing, manufacturing, distributing, dispensing, possessing or using illicit drugs and alcohol on the MMI campus or as part of any school related activity.

MMI will impose sanctions (consistent with local, state, and federal law) upon cadets who violate the standards of conduct set forth in this policy. Such sanctions may include dismissal and/or expulsion. In some alcohol related incidents, cadets may be required to complete a rehabilitation program and provide documentation of program completion.

11.4 DRUG TESTING

All cadets are subject to drug testing and must sign an agreement of compliance with the MMI testing policy. Drug tests may be random or individual. Random procedures will be used to select individuals from the Corps of Cadets for drug testing. ***Individual testing may also be directed whenever circumstances indicate possible use of illegal substances***. MMI reserves the right to test in the form of a urinalysis test, a hair follicle test, or any test recommended by an independent source. Any willful attempt to evade directives concerning a hair follicle drug test by shaving, cutting or altering hair, head or body, in any way unless hair loss is a result of a diagnosed medical condition, will be considered a refusal to test and is grounds for dismissal or expulsion. Substituting or attempting to substitute synthetic or another cadet's urine will be considered an attempt to cheat the test and will be grounds for dismissal or expulsion.

In accordance with the testing agreement, an inconclusive or negative result on a urinalysis test may be tested again by an independent source unless the cadet admits to drug use. The second test may be in the form of a hair follicle test or any other test recommended by an independent source. Tests determined to be positive by an independent testing laboratory will result in dismissal. Cadets dismissed under the provisions of this program may be allowed apply for reinstatement once they have successfully completed a rehabilitation program prior to reapplying for readmission and meet other criteria as set forth by the Commandant of Cadets.

Alcohol Testing. As with drug testing, MMI reserves the right to administer alcohol screening tests when appropriate. This screening may be conducted by a field breathalyzer or other certified field test.

Please note the testing agreement on next page.

11.5 ALCOHOL RELATED INCIDENTS

Cadets will be charged with being in violation of this regulation if they remain in a room or place where they are aware that alcoholic beverages are present or being used unlawfully or irresponsibly by a cadet. The only way a cadet may relieve himself/herself of this charge is to leave the room or place as soon as he is aware of the presence of alcoholic beverages. Violation of this paragraph of the regulations may or may not be considered an "alcohol related" offence depending on the circumstances of the case involved.

11.6 SMOKING, VAPING, E-CIGARETTES

Smoking, use of e-cigarettes, vaping or the use of tobacco-related (including "smokeless" dip, chew, etc.) products are prohibited anywhere on campus. Cadets caught using or in possession of vaping devices (e-cigarettes, JUUL, etc.) may be referred to immediate drug testing. Cadets are strongly reminded that tampering of any smoke or fire detection or alarm device is a federal offense and puts all cadets, staff and faculty members at risk of life and limb. Any infraction will be dealt with severely. If caught in possession of or using these devices, cadets may be referred to immediate drug testing.

OFFICE OF THE COMMANDANT
MARION MILITARY INSTITUTE
MARION, ALABAMA

DRUG, ALCOHOL, AND SUBSTANCE ABUSE SCREENING PARTICIPATION FORM/ NOTICE OF FEDERAL/ SCHOOL STUDENT FINANCIAL AID PENALTIES

I understand that my enrollment as a student at Marion Military Institute and a member of the Marion Military Institute (MMI) Corps of Cadets is contingent upon practicing and participating in a Drug-Free lifestyle. I acknowledge that information pertaining to the Institute's *Drug and Alcohol Awareness Program* as well as policies and procedures pertaining to the use, possession or sale of illegal or controlled substances can be referenced in Chapter 11 of the *MMI Cadet Manual***.** I also understand that additional information concerning MMI's drug and alcohol policies can be referenced through the Cadet Health Center as well as section 3.2 of MMI's *Faculty and Staff Handbook*.

Commensurate with MMI policies and procedures pertaining to the use, possession, or sale of illegal or unauthorized drugs or use of alcohol, I hereby consent to participate in drug/alcohol screening or testing as directed by MMI's President, Senior Vice President and Commandant of Cadets, or any other designated representative(s) of the Institute. Drug and alcohol screening and testing may include, but is not limited to, saliva, urinalysis and/or hair follicle samples. I understand that a positive finding results in immediate dismissal from Marion Military Institute's Corps of Cadets as specified in **Chapter 8** of the *MMI Cadet Manual* and possible loss of any school sponsored scholarships.

I also acknowledge that a criminal conviction for any offense, during a period of enrollment for which I receive Title IV, HEA program funds, under any federal or state law involving the possession, use, or sale of illegal drugs may result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (see HEA sec. 484r (1); (20 U.S.C. 1091r(1).

_____ _____
PRINT FULL NAME SIGNATURE

DOB: _____
(Month, Day, Year)

11.7 EDUCATIONAL OBJECTIVES

Annually, cadets receive a formal drug and alcohol education seminar including the administrative and legal repercussions associated with the possession or use of unauthorized drugs and alcohol. Drug education shall include the annual distribution of information about types and possible effects of drugs; legal sanctions under local, state, and federal law; and available counseling services.

Legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drug and alcohol beverages may include:

a. Possession, use, or distribution of alcoholic beverages
    i. It is unlawful for persons under 21 years of age to purchase, consume, possess, or transfer alcoholic beverages within the State of Alabama.
    ii. Public intoxication, driving under the influence of alcohol, or the unlicensed sale of alcoholic beverage is also unlawful.
b. Possession of controlled or illicit drugs
    i. Possession of a small amount of marijuana for personal use is a misdemeanor.
    ii. Possession of marijuana for other than personal use, or a second conviction for personal use only, is a felony.
    iii. Possession of more than 2.2 pounds of marijuana is considered "drug trafficking" and is a felony.
c. Sale of controlled or illicit drugs.
    i. Sale of any controlled substance (e.g., Adderall, Ritalin) is a felony.
    ii. Sale or distribution, even for no charge, of a controlled substance by a person over the age of 18 is a felony.
    iii. Sale of large amounts of drugs is considered "drug trafficking" and is a felony.
    iv. Sale or distribution (even for no charge) of a controlled substance within three miles of any school (including college) is a felony and is punishable by a mandatory sentence of five years in addition to the penalties for the offenses listed above.

CHAPTER 12
SAFETY AND SECURITY

12.1 SAFETY AND SECURITY PROCEDURES

Comprehensive Safety and Security Procedures and information can be found in the **Safety and Security SOP**.

12.2 DEFACING OR DESTROYING PROPERTY

Any cadet who defaces or destroys property belonging to MMI or another cadet will be held financially responsible for the damage and will face disciplinary action including possible dismissal or expulsion.

This includes any attempt to carve or otherwise mark in a permanent fashion the façade of the Chapel or any other structure on MMI. As historical landmarks, the intentional vandalism of these structures will automatically impose the strictest penalties and hefty fines.

12.3 FIREARMS, KNIVES, AMMUNITION, OR OTHER WEAPONS

Cadets are not authorized to bring any ammunition or weapons of any type, whether operative or not on campus. Such weapons include, but are not limited to handguns, rifles, knives (of any size), steel tip darts, clubs, spear guns, air pistols or rifles, "nun chucks," slingshots, bows and arrows, crossbows, paintball guns, and other weapons. Prohibited weapons will be confiscated and retained by the Commandant of Cadets' Office. Possession or storage is a Category III offense.

ACCS Policy 511.01: Firearms on Campus, dated December 14, 2022 provides guidelines for exceptions to this policy regarding pistols and firearms legal for use for hunting in Alabama.
Policies and Procedures - Alabama Community College System (accs.edu)

12.4 FIREWORKS OR EXPLOSIVES

The possession or use of fireworks or explosives of any kind, to include chemical reaction devices (such as MRE bombs) are strictly prohibited and a federal offense. Disciplinary actions may include dismissal or expulsion.

12.5 FIRES OR BOMB THREATS

The cadet or person discovering the fire will:

a. Activate fire alarm!
b. Alert all occupants of the building by shouting, "FIRE! FIRE! FIRE!"
c. Notify the Marion Fire Department at 334-683-6271 or 911.
d. Report the fire or bomb threat to the Commandant of Cadets' Office during normal hours or to the OC after hours by the fastest means available.

e. Attempt to extinguish small fires but ensure the Commandant of Cadets' Office or OC is informed immediately.

The Cadet Guard Duty Personnel will:

a. Notify the OC at 334-292-9690. If the Night OC cannot be located, he/she will notify the Marion Fire Department at 334-683-6271 or 911.
b. Notify the Commandant of Cadets or the Assistant Commandant of Cadets. If unavailable notify the Superintendent of Buildings and Grounds at extension 367 during normal working hours and after duty hours at 334-247-2664.
c. Ensure that cadets are evacuating the building and taking roll.

Senior Cadet present will:

a. Evacuate the barracks.
b. Have occupants fall-in for accurate roll call.
c. Have windows closed if possible.
d. Continue to conduct accountability of cadets.

The Corps of Cadets will:

a. Fall-in, answer roll, and proceed quietly and orderly to the designated holding area in the best interest of safety.
b. Refrain from tampering with, damaging, emptying, or moving fire extinguishers or fire safety devices. The penalty for this offense will be severe due to its criticality.
c. Know the evacuation procedures posted on each bulletin board.

12.6 FIRE DRILLS

Mandatory fire drills will be held periodically. Fire drills must be coordinated and made a matter of record. The Commandant of Cadets or designated representative will:

a. Maintain a record of fire drills held during the school year;
b. Coordinate fire prevention and evacuation plans with building supervisors; and
c. Work directly with the Executive Vice President, the CIO (Academic Dean), and the CHC (Cadet Health Center) relative to the procedures and timings of the fire drills.

After notification, the Battalion Commander will form the cadets in the designated areas. The Battalion S-2, along with Commandant's Staff, will act as point of contact for fire drills and for fire extinguisher inspections.

12.7 INSPECTIONS AND SEARCHES AND USE OF SURVEILLANCE CAMERAS

Rooms, vehicles, and persons are subject to inspection or search by appropriate school authorities. Rooms and their contents will be inspected on a frequent and recurring basis to ensure the maintenance of high standards of cleanliness and neatness at all times. Locks on

footlockers are authorized to provide security for personal belongings. All possessions are subject to inspection by the Commandant of Cadets or appointed representatives.

MMI employs a safety and security camera surveillance system. MMI is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a safety and security camera system. The surveillance of public areas is intended to deter crime, assist in protecting the safety and property of the MMI community and the enforcement of the college's policies and procedures.

To ensure the protection of individual privacy rights in accordance with the college's core values and state and federal laws, MMI's policy is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records. The purpose of this policy is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security. The existence of this policy does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week. The college supports the use of video cameras on campus as a means to monitor and maintain a safe campus for students, employees and guests, while respecting the privacy rights of our Cadets, faculty and staff.

Marion Military Institute Camera Policy
Marion Military Institute is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a safety and security camera system. The surveillance of public areas is intended to deter crime, assist in protecting the safety and property of the MMI community and the enforcement of the college's policies and procedures. This policy addresses the college's safety and security needs while respecting and preserving individual privacy.

12.8 OFF-LIMITS AREAS

Cadets may not enter any off-limits area at any time. Certain off-campus establishments and areas are subject to being declared "Off Limits" as circumstances dictate. A listing of these locations will be updated periodically.

Off-Campus, Off Limits Areas:

a. The Cahaba River (unless on an MMI sponsored activity with a MMI staff or faculty member present)
b. Oakmulgee Creek (Hwy 14)
c. The area in the vicinity of the Sprott bridge and State Highway 14
d. The alleyway between Jefferson and Green Streets behind the businesses fronting Washington Street in the city of Marion
e. The Marion water tower
f. The "Hill" (off Thompson Street)

g. Barton's Beach (unless on an MMI sponsored activity with an MMI staff or faculty member present)
h. Junior Food Store Marion (next to the Marion Car Wash on Highway 14)
i. "My Club" 418 Washington Street Marion
j. Any night clubs in the Perry, Hale, Bibb and Dallas County areas
k. Any vacant residential or commercial structure.

On-Campus, Off Limits Areas:

a. Mechanical rooms, boiler rooms, storage rooms, and the attics and roofs of all buildings
b. Kitchen and dining facility except during meals or while on official duty
c. Offices and faculty quarters, except when present for an official event
d. Any cadet's room when the occupant is absent
e. Technology/computer control centers
f. The MMI administration building, staff and faculty offices, after hours unless accompanied by MMI faculty or staff member
g. Behind the gym or at the softball field, golf course, football field, or baseball field unless a spectator or participant in an authorized student activity after duty hours
h. Rappel tower/LRC/Obstacle Course without the supervision of MMI staff
i. Swamp fox facilities without appropriate supervision
j. Any MMI facility where the intent for the facility is to be locked and/or secured
k. In the swimming pool without authorization and a MMI-authorized, certified lifeguard is on duty.

12.9 SELLING AND SOLICITATION ON CAMPUS

Cadets are prohibited from selling personal property, merchandise, or services. Vendors are prohibited on campus unless approved by the Vice President for Finance and Business Affairs and/or the Commandant of Cadets, as applicable.

12.10 SEVERE WEATHER PROCEDURES

West Alabama is subject to severe electrical storms, hurricanes, and tornadoes. In those cases when it may become necessary to vacate the campus, the Commandant of Cadets will confer with the President and issue explicit instructions to the Corps of Cadets relative to safety procedures. See the **Safety and Security SOP** for detailed information.

CHAPTER 13
ACADEMICS

13.1 ATTENDANCE AND TARDIES

Class Attendance
Cadets are expected to attend every class meeting. Attendance is considered a contract with obligated appointments and specific expectations of attendance. In the event that a cadet must miss class due to a school-sponsored activity, the cadet is advised to meet with the instructor prior to the absence to arrange completion of missed work. If a cadet reaches the point of having 4 or more unexcused absences in a course that meets 3 days per week, 3 or more unexcused absences in a course that meets 2 days per week, 2 or more unexcused absences in a course that meets one day per week, the cadet is subject to being administratively withdrawn from the course and receiving the grade of "F" for the course.

Tardy Policy
Any student who is more than 15 minutes late to class shall be marked with an unexcused absence from class, unless the instructor has an alternate tardy policy posted on the course syllabus. Cadets who have been dismissed from a class due to accumulated unexcused absences may appeal the dismissal to an Academic Board, composed of faculty members and a representative of the Office of the Commandant of Cadets. The appeal must be presented in writing to the Chief Instructional Officer (CIO) and submitted within one calendar week following the last unexcused absence. The decision of the Academic Board is final. Nonattendance does not constitute a withdrawal from class or from the college. Marion Military Institute has procedures in place that must be followed in the event that a student must leave the college during the semester. Ceasing to attend and not following these procedures will result in a grade of "F" for each of the cadet's courses.

13.2 ACADEMIC GRIEVANCES

A cadet may file academic grievances against a faculty member, administrator, or staff member. Written complaints should be filed as soon as possible after the alleged action took place and should be submitted to the CIO (Academic Dean). Actions on complaints will be taken in accordance with the Faculty and Staff Handbook.

13.3 ADVISORS

At the start of the school year, each cadet will be assigned an academic advisor. Conferences are arranged for cadets throughout each semester and attendance is mandatory. Each cadet is urged to make the maximum use of the advisor and to seek help from other faculty or staff members regarding academic, leadership, or personal problems.

13.4 CLASS CONDUCT

Proper protocol within the classroom will be observed at all times. If a cadet is dismissed from a class for misconduct, he/she must report directly to the Commandant of Cadets who will then

assess the situation and take appropriate disciplinary action. The TAC, faulty advisor, instructor, counseling office, and the CIO (Academic Dean) will be notified of the action taken.

13.5 CLASSIFICATION OF CADETS

C1----------College Freshman----------(High school graduate)
C2----------College Sophomore----------(Completion of at least 30 credit hours)

13.6 WITHDRAWAL FROM SCHOOL

Cadets may withdraw at their own discretion at any time. However, a cadet withdrawn while disciplinary action is pending is subject to continued disciplinary review. The cadet's departure may be recorded as dismissal or expulsion at the discretion of the President.

Cadets who wish to withdraw from school must report to the Commandant of Cadets' Office to be issued an out-processing form. Cadets will then take the form to each office listed as applicable for signature. A room inventory condition form will be issued and signed by the TAC when moving out of the barracks. Once a representative at every office listed has signed the out-processing form, the out-processing form, survey questionnaire, cadet room condition report, student ID, and room key must be turned in to the Commandant of Cadets' Office. All charges will continue until out-processing is complete. MMI's refund policy, governed by the Alabama State Board of Education, is clearly outlined on the MMI Website. The Business Office can answer individual questions. Out-processing must be completed before any refunds, documentation, or transcripts will be released.

13.7 LIBRARY

The mission of Baer Memorial Library is to provide quality resources to support the curriculum; expert services to support Marion Military Institute cadets, faculty, and staff; and an environment where lifelong learning is encouraged and where cadets can meet their educational, informational, and socialization needs.

MMI cadets are allowed to use the Baer Memorial Library whenever it is open. All MMI rules and regulations apply. Additionally, any policies and procedures established by the library staff will be adhered to:

- Water is allowed in closed bottles. Please, no food.
- No materials may be removed without proper check out procedures.
- Uniform of the day is to be worn during daytime hours. Class C may be worn after 1600. No PT clothing is allowed.
- Computers are to be used solely for research. Settings are not to be changed. Computer use is a privilege that can be revoked.
- Cadet use of the classrooms and meeting rooms requires supervision by a school employee.

- A printer, copier, and fax machine are available for cadets to use. Printouts and copies are $.10. Copyright restrictions apply.
- Books removed from shelves should be left on tables or in designated places.
- Reference books and audiovisual materials cannot be checked out.
- Reserve books and materials are housed in a staff-only area and must be requested from a library staff member. They cannot be checked out and must be returned to a library staff member.

In order to check out library materials, cadets must show valid identification. Cadets are expected to return library materials when due so others may use them. Failure to return library materials may result in restriction to campus. Resources available include books, DVDs/videos, and periodicals. JSTOR, an online library of academic research, is also available. It includes scholarly journal articles, books, and more. An online catalog is located on the main library website and can be accessed through the MMI main webpage.

Normal Library hours:

0730-2130 – Monday - Thursday
0730-1400 – Friday
Closed - Saturday
1830-2130 – Sunday

CHAPTER 14
CUSTOMS AND ETIQUETTE

14.1 INTRODUCTION

Customs and Courtesies are very important in a military career as is knowledge of common etiquette when pursuing a business career. This chapter does not contain all the rules of etiquette or military customs and courtesies, but it provides an introduction. Being conscious of good manners will provide a level of comfort and confidence in any social environment. A cadet will meet thousands of people during his/her lifetime. The impression made upon them depends very much on the cadet's social conduct in all aspects including politeness, dress, respect for seniors, table manners, courtesy, and correct correspondence. It is, therefore, in the cadet's best interest to become familiar with these social customs.

14.2 TITLES

In a military environment, each member has a military grade which becomes their title by force of regulation and custom:

a. Titles of Officers. Lieutenants are officially addressed as "Lieutenant." The terms "First" and "Second" are generally used only in written correspondence. Other commissioned officers are addressed by their title. In non-official correspondence and conversation, Brigadier Generals, Major Generals, and Lieutenant Generals are addressed as "General." Under the same conditions, Lieutenant Colonels are referred to as "Colonel." Chaplains are addressed as "Chaplain." Frequently, senior officers will address juniors by their name. However, this in no way gives the junior the privilege of referring to the senior in any way other than by his/her proper title.
b. Titles of Non-Commissioned Officers. Non-Commissioned officers are addressed by their titles. Sergeant Major and First Sergeant are addressed as "Sergeant Major" and "First Sergeant," respectively. All other sergeants are referred to simply as "Sergeant."
c. Titles of Cadets. Cadets are referred to as "Cadet (followed by Cadet rank and last name)," or simply as "Mister" or "Miss."
d. Use of "Sir" or "Ma'am." In addressing a military senior, a cadet uses the word "Sir" or "Ma'am". In the military, however, the matter of who says "Sir" or "Ma'am" to whom is clearly defined. As a general rule, "Sir" or "Ma'am" is used in speaking either officially or socially to any senior. "Yes" or "No" should not be used in speaking to a superior without including "Sir" or "Ma'am." On the other hand, "Sir" or "Ma'am" should not be said with every other breath to the point of annoyance.

14.3 PLACE OF HONOR

An ancient military custom dictates that juniors should always walk or sit to the left of seniors. For centuries men fought with swords, and because most men are right-handed, the heaviest fighting occurred on the right. The right of a battle line was the post of honor. When a senior walks or sits to the right, he/she is symbolically filling the post of honor.

14.4 SALUTING

Since antiquity, men of arms have rendered some form of salute as an exchange of greeting. In the age of chivalry, it was common that knights were mounted and wore steel armor which completely covered their body. When two friendly knights met, it was the custom for each to raise his visor and expose his face to the other. This demonstration of respect was executed with the right hand. It was a significant gesture as it exposed the features and also removed the right hand (the sword hand) from the vicinity of the weapon.

Since MMI is a military school, saluting is an important feature of our military traditions and customs. A smart and proud salute indicates both the attitude and the degree of self-discipline and proficiency of the individual.

How to salute. The proper hand salute is rendered by raising the right hand smartly until the tip of the forefinger touches the headdress just above and slightly to the right of the right eye. The fingers are lined tightly together, and the thumb lies snugly along the side of the hand. The hand, wrist, and forearm are aligned straight from the fingertips to the elbow. The upper arm (elbow to shoulder) should be horizontal (parallel to the ground).

When rendering the hand salute, turn the head and eyes toward the person or flag being saluted. Bring the hand to the correct position in one motion, without any preparatory movement. Hold the salute until the person being saluted drops his/her hand, then bring the hand directly down to its natural position at the side. Do not slap the leg or move the hand out to the side. Any flourish in executing the salute is improper.

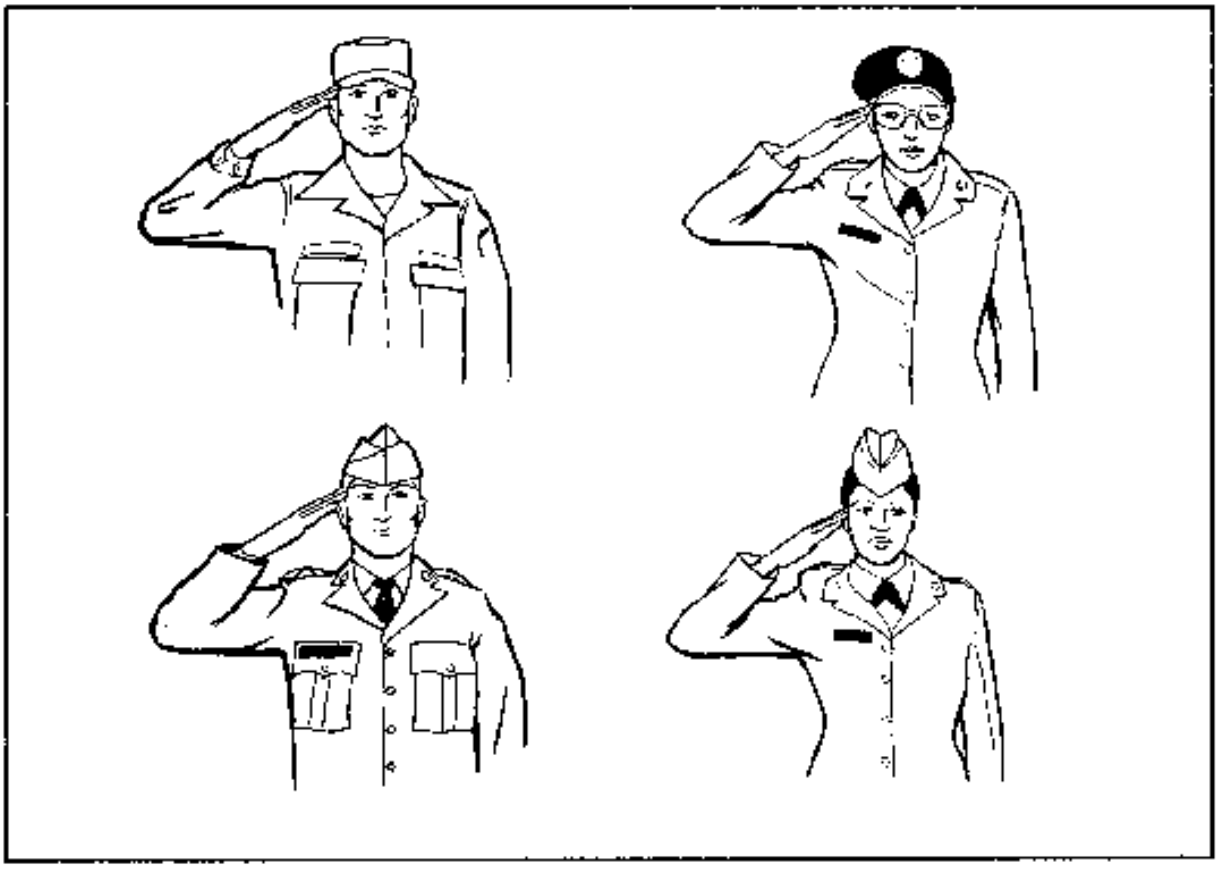


Figure 3-5. Hand Salute

When to salute

a. All personnel in uniform salute when they meet and recognize persons (even out of uniform) entitled to the salute, except on public conveyances or in public places (e.g., depot, theater, air terminal, restaurant, or building). Recognition distance is saluting distance, except when walking toward an officer, in which case the salute is rendered six paces from the senior officer.
b. Salute when "The National Anthem," "To the Colors," or "Hail to the Chief" are played. If in an automobile, dismount, come to "Attention," and salute toward the flag or the sound of music if the Colors are not visible.
c. When uncased National Colors or Standard passes within six paces.
d. On ceremonial occasions.
e. In all official greetings with an officer senior to oneself.
f. At Reveille and Retreat.
g. During the rendering of honors.

NOTE: When in a formation, only the unit's leader salutes.
NOTE: If the right hand is burdened by carrying something, switch the item to the left hand and then salute. If the right hand/arm is unusable (e.g., broken), left-handed salutes are permitted.

Where to Salute

a. Outdoors – salutes are always exchanged between individuals and groups.
b. Indoors – only when required to report to someone of higher rank.

NOTE: Members of the Naval Service (i.e., Navy, Marine Corps, or Coast Guard) do not salute when uncovered (no hat) even if saluted first.

Whom to Salute

a. The subordinate is required to initiate the salute to all officers of superior rank.
b. **Cadets will salute all faculty and staff members awarded the rank of officer.**
c. Officers of the military of all nations.
d. Accompanying the hand salute with an appropriate greeting such as, "Good morning, sir" is expected.

NOTE: Only one salute is rendered if the senior remains in the area. However, conversations begin and end with a salute.

When Not to Salute

a. When at work or engaged in PT.
b. Indoors, except when reporting.
c. When a salute is obviously inappropriate (creates an unsafe situation)
d. When in a formation, unless in charge of the unit.

14.5 CLASSROOM REPORTING PROCEDURES

The following reporting procedure is optional for all MMI instructors.
A cadet section leader may be appointed for each class to check absentees, assure the classroom is policed after class, and assist the instructor in getting cadets to their seats. At the beginning of class, the section leader comes to attention and calls: "Section, Attention!" Then he/she salutes the instructor and reports "Sir (Ma'am), Section _____, all present", or "_____ cadets absent," as appropriate. The instructor returns the salute and gives the command, "Take seats." At the end of class, the instructor calls "Section leader, take charge of your section," and may give other directions, such as for rearranging the desks. The section leader stands at attention and calls, "Section, Attention," salutes the instructor, and directs the section to police the room assuring it is ready for the next class.

When reporting to senior personnel, the following procedures apply:

a. When reporting indoors, the cadet knocks firmly three times at the officer's door and enters when directed.
b. The cadet approaches within two steps of the center of the officer's desk, halts, salutes and reports.
c. While holding the salute, the cadet states, "Sir/Ma'am, Cadet (last name) reporting as ordered."

d. The cadet will drop the salute when returned by the officer.
e. When reporting outdoors, the cadet will rapidly move to the vicinity of the officer, salute and report as described above.
f. When reporting to a non-commissioned officer, the procedure will be as described above, but without saluting. Come to parade rest

14.6 INSTRUCTION AND COMMANDS

When in a classroom after the beginning of class and after normal reports are rendered, cadets continue their class work without interruption when a senior officer enters. The same is true in an outdoor training situation when a senior officer approaches.

When a faculty officer or senior cadet officer enters a cadet room or approaches a group outside, the first cadet to notice the visitor will assume the position of attention and call, "Room (Group) Attention!" Similarly, when a faculty officer or other inspector enters the barracks, the first cadet to notice will assume the position of attention and call "Barracks, Attention!" This command will not be given for a cadet officer except for scheduled inspections. The phrase "Officer in the Hall" will not be used normally. A barracks will not be called to attention during AMCQ or PMCQ.

When outside the normal classroom environment, a cadet should come to parade rest when talking with or answering an officer or a more senior cadet officer.

Prior to giving commands to a unit or a group of individuals, the leader should first assume the position of attention. A reminder concerning courtesy and consideration of others – leaders should normally place their units so that they are not facing the sun while receiving training outside. Also, avoid the need for cadets to remain at attention for extended periods of time.

14.7 RECEPTIONS/ CONFERENCES

Receptions vary greatly in form, ranging from a very small gathering in a home or garden to a very large gathering at a club ballroom, but regardless of the form, the rules of etiquette differ very little.

To receptions, balls, dinners, or other social occasions, ensure you arrive at the appointed time.

Upon arrival immediately pay respect to the host and hostess. Greet them with an expression such as, "Good evening, Colonel (Mrs.) Austin. You are so kind to have invited me" or "Thank you for inviting me."

Conversations at a reception should be light and of short duration. Remember, the reception is a place for lighthearted conversation and entertainment, and not for solving world or work issues. At a reception, it is most discourteous to associate exclusively with one's friends. When it is desired to leave one group to greet other friends, simply say, "Excuse me," and depart.

The duration of stay at a reception depends upon its size and type. At larger receptions, one should remain for approximately forty-five minutes. At smaller receptions, one may remain for an extended period. Proper etiquette is just as important in leaving a reception room as in entering. Departing a reception should be timely and brief. If standing, merely go to the host and hostess, present your thanks, and depart. Guests should not leave prior to the departure of the guest of honor or senior member present.

14.8 INTRODUCTIONS

Introductions should be very simple and straightforward. First, when introducing men, present the junior to the senior and mention first the name of the senior followed by the name of the junior. For example, "Colonel Brady, may I present Lieutenant Colonel Walker?" Second, when introducing people of equal rank or seniority, it does not matter whose name is given first. For instance, "Major Grant, this is Major Grace." However, in some instances although the two officers may hold the same rank, one may hold a senior position thereby rating seniority.

A third rule is to present gentleman to ladies, except when the President, heads of foreign government, royalty, or members of the clergy are involved. It is proper in such a case to present the lady to the dignitary. However, when in doubt, always present the gentleman to the lady. A gentleman will never object to being introduced to a lady. When making the introduction, always mention the name of the lady first. For example, "Ms. Gomez may I present Sergeant James?" A fourth rule is that a young lady is always presented to a senior lady first, then to the other ladies present in descending order of seniority. If men are present, they are presented to the young lady in descending order of seniority. Introductions in large groups are usually the easiest. Merely state the name of the new arrival and then the names of the others in the order they are standing or sitting.

When being introduced, look directly into the face of the person being met and offer an appropriate greeting followed by his/her name. Adding the name of the person to the greeting will aid in remembering the individual. Only if a lady offers her hand should a gentleman shake hands with her, and then with a light to moderate grip. When gentlemen are introduced to one another, the handshake is mandatory.

When outdoors, gentlemen should remove their glove before shaking hands provided it does not delay the greeting. In the latter case, use of the phrase "Excuse my glove" would be appropriate. Ladies are not expected to remove their gloves if they choose to shake hands.

Remember, never rush the introduction. Speak slowly and distinctly. Never take the lady to the gentleman to be presented, but instead the gentleman to the lady. Do not present seniors to juniors. Female members of the Armed Forces are introduced according to rank rather than gender.

No one enjoys his/her name being forgotten or mispronounced. If you cannot remember a name and it is your responsibility to make the introduction, simply apologize to the person and ask for the name again. Remembering requires self-discipline and effort and will serve to make a good impression upon new acquaintances.

14.9 INVITATIONS AND RESPONSES

Every invitation deserves the courtesy of a prompt reply. "R.S.V.P." means that response is necessary whether the intent is to accept the invitation or to decline it. "Regrets Only" means that you need not respond unless you intend to decline the invitation.

CHAPTER 15
GENERAL INFORMATION

15.1 AWARDS

Awards generally take the form of certificates, ribbons, medals, and promotions. Positive written counseling is awarded for exceptional behavior. Decorations are awarded in recognition of, and as a reward for, outstanding performance. Awards will be worn by authorized personnel in the manner prescribed.

Throughout the year, cadets will receive various awards from numerous organizations, both external and internal to the campus community. An awards assembly is held annually. A list of those awards, medals, and certificates is provided below.

Academic Achievement and Citizenship

a. President's List. At the end of each grading period cadets enrolled in at least 12 credit hours of college-level coursework and who earn a 4.0 grade point average are selected.

b. Academic Dean's List. At the end of each grading period cadets enrolled in at least 12 credit hours of college-level coursework and who earn between a 3.50 and a 3.99 grade point average are selected.

c. Commandant of Cadets' List. At the end of each grading period, the Commandant of Cadets' Office will publish a list of all cadets who have received no penalty hours or encountered any adverse disciplinary actions. Those cadets will receive a semester rating of "excellent" and are authorized to wear the Commandant of Cadets' Citizenship Ribbon.

Awards for Conspicuous Leadership and Overall Performance

d. Academic Awards. Academic Awards are selected by the various academic departments and based solely on academic accomplishments. These include Highest Scholastic Average, Second Highest Scholastic Average, and subject-area awards.

- The *Carl F. Arnold Award for Academic Excellence* is presented at commencement to the graduate with the highest scholastic average for the freshman and sophomore years at MMI.
- The *Hugh McNeil Byrd Sword* is presented to a cadet in the band, chorus, or theater.

e. Commandant's Awards.

- The President's Award is provided by the Association of Military Colleges and Schools and is awarded annually to the best all-around college cadet. Cadets are selected by a vote of the staff and faculty. Criteria include: leadership, conduct, and participation in campus activities. To be considered, a cadet must be in good academic standing and have received no penalty hours.

- The *Arthur F. Wilkerson, III Saber* is presented to the Cadet Battalion Commander during Alumni Weekend.
- The *Douglas MacArthur Cadet of the Year Medal* is awarded to an outstanding cadet who excels in academics, military, and extra-curricular activities.
- The *Commandant of Cadets' Medal for Best Citizenship* is presented to cadets who receive a rating of excellence for both semesters during an academic year.
- The *Commandant of Cadets' Medal for Leadership* is awarded to cadets in key leadership positions that demonstrate exceptional performance. The award is presented to one officer and one cadet NCO per company.
- The *Eugene C. Crawford Award* is presented to the cadet who demonstrates compassion for his/her fellow cadets and is dedicated to the improvement of MMI.
- The *Non-Commissioned Officer Award* is presented to the cadet who displays the highest traits of leadership among cadet NCOs.
- The *O. Ashley Richardson Overall Top Cadet Award* is presented to the cadet who displays the highest traits of leadership among cadet officers.
- The *Best All-Around Cadet Award* is presented annually to the cadet who has excelled in academic endeavors, extracurricular activities, and leadership responsibilities.
- The *TAC Officer's Exemplary Leadership Award* is presented by the TAC Officers to a cadet in each company who during the past year exemplified the finest qualities of leadership and service to his/her company and the MMI Corps of Cadets.

f. **ROTC Awards**. The Professor of Military Science designates distinguished Military Cadets. Criteria for selection are outstanding leadership and high moral character, and academically in the top 50% of their year group and in the upper one-third of their military class.

- The *Retired Officers Association (TROA) Medal* is presented to the cadet who exemplifies the values of TROA.
- The *George C. Marshall Award* is awarded to a sophomore in a senior leadership position.
- The *Daughters of the American Revolution Award*
- The *Sons of the American Revolution Award*
- The *Association of the United States Army (AUSA) Award*
- The *National Sojourners Award*
- The *Reserve Officers Association Medal*
- The *Society of War of 1812 Medal* is presented to a C2 cadet
- The *Society of American Veterans of WWII Award*
- The *United States Automobile Association (USAA) Spirit Award* is presented to a C2 cadet who has displayed the best spirit.
- The *Military Order of World Wars Medal*
- The *Veterans of Foreign Wars Medal*
- The *Superior Cadet Medal* is awarded to one cadet in each Military Science level (total of four).

15.2 COMPUTER USE POLICY

General. The Information Technology Department (IT) provides cadets with numerous notifications throughout the academic year. These notifications are distributed by e-mail to all cadets. These notifications contain important operational and administrative updates. Please note that cadets are held accountable for all information contained within e-mails transmitted to them via their student e-mail accounts. All cadets must fully understand the administrative requirements as well as the operational functions required to access your MMI e-mail account. If you encounter problems and cannot access your account, notify your chain of command and the IT department immediately. **All cadets are responsible for accessing their MMI account daily**.

The library is equipped with computers to access the internet as well as the MMI e-mail account. In addition, all barracks rooms are equipped with wireless internet access. Cadets are encouraged to bring a computer with adequate computer power and Wi-Fi capabilities for academic coursework, as well as for communicating with family and friends by e-mail. **Computer Monitors should not exceed 24 inches in size.**

Specifics to the computer use policy include:

- **E-mail is an official means for communication within MMI**. Therefore, MMI has the right to send communications to cadets via e-mail and the right to expect those communications will be received and read in a timely fashion.
- Information Technology Services will assign each cadet an official MMI e-mail address to which the Institute will send e-mail communications. This official address will be the address listed in MMI's Enterprise Directory for the cadet.
- A cadet may have e-mail electronically redirected from his/her official address to another e-mail address at his/her own risk. MMI will not be responsible for the handling of e-mail by outside vendors or by departmental servers. Having e-mail redirected does not absolve a student from the responsibilities associated with communication sent to his/her official e-mail address.
- **Students are expected to check official e-mail addresses daily** to stay current with MMI communications since certain communications may be time critical.
- In general, e-mail is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security. Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of e-mail, including use for sensitive or confidential information, will be consistent with FERPA. E-mail should not be the sole method for notification of any legal action.

User Expectations. MMI provides computing resources and worldwide network access to members of the MMI electronic community for legitimate academic and administrative pursuits to communicate, access knowledge, and retrieve and disseminate information. All members of

the MMI community (faculty, staff, cadets, and authorized guests) sharing these resources share the rights and responsibilities for their use.

MMI bears the responsibility and has the authority to allocate or otherwise limit access to computer and network resources to ensure their most effective and economical use. Such limitations may include restriction on streaming and other social networking sites during academic and other designated study or "quiet" hours such as PMCQ.

Computer users should have no expectation of privacy in material sent, received, or stored by them on or over MMI computing systems or networks.

Legal Concerns. For legal purposes, all network usage is monitored and electronically stored. As a result, MMI may examine electronic information stored on or passing over its equipment or networks to ensure:

a. Security and operating performance of its computer systems and networks;
b. MMI's policies are enforced;
c. Compliance with federal, state, or local laws where examination is approved in advance by the President, the Executive Vice President, the CIO, or the Commandant of Cadets and there is reasonable suspicion that a law or MMI policy has been violated and examination is appropriate to investigate the apparent violation; or
d. Compliance with federal, state or local laws.

To avoid criminal or civil liability, users shall:

a. Avoid any activity that impairs the operation of computers, terminals, peripherals, or networks;
b. Avoid any acts or omissions that might subject them or MMI to criminal penalties or to civil liability;
c. Be aware that, if any other state or federal law makes them or MMI criminally or civilly liable for certain conduct, the law still applies even if not specifically described herein. If state or federal law prescribes consequences for particular conduct, the user and MMI may suffer those consequences even if violations are not described herein;
d. Be aware that, under law, they may be required to reimburse MMI for any amount of money paid to another because of injury caused by user conduct; and
e. Not install switches, hubs, routers, wireless access points, or any other active or passive network device other than a personal workstation, printer, or a file, print, or applications server.

System Protection. Network management and protection applications are in place to enforce computer policies and maximize bandwidth usage among all users. It is the cadet's responsibility to ensure his/her computer has the latest security updates and anti-virus protection. Microsoft Security Essentials (http://windows.microsoft.com/en-us/windows/security-essentials-download)

and AVG Free (http://www.avg.com/us-en/download.prd-afh-free) are freeware and can be downloaded for no charge.

Use of Networks. Networks are a form of property controlled by agreements between providers and users. Furthermore, public networks are regulated and violating a federal, state, or local regulation may bring criminal or civil penalties.

Improper Use of the Internet and Blogs. Use of vile, crude, and vulgar language and/or lewd pictures is considered "Conduct Unbecoming a Cadet." Likewise, lewd, crude, and vulgar criticism of other cadets, faculty, or staff will be considered "Conduct Unbecoming a Cadet" and subject to appropriate disciplinary action.

Use of Software. Computer software is a form of intellectual property controlled by licenses that spell out clearly how it may be used and distributed. License provisions regulating the use and distribution of computer software must be strictly followed. Use or distribution of software in violation of license provisions may subject the violator to criminal and civil penalties, as well as to civil liability to the licenser.

Security. MMI treats electronically stored information, including personal files, as confidential. Misuse of campus e-mail, the Internet, or networks may be subject to criminal, civil, and/or college sanctions. Under state law, no one may use, transmit, change, or delete another user's files or software without permission, or introduce destructive software such as programs known as computer viruses, Trojan horses, or worms, into any computer, computer system, or network.

By connecting to the MMI network and logging on with a valid ID and password, users understand and agree to abide by these guidelines.

15.3 SOCIAL NETWORK POLICY

Social network sites such as Facebook, Instagram, Vine, Twitter, Snap Chat, Google +, Yik Yac and other digital platforms and distribution mechanisms facilitate students' communication with friends, teammates, other students, and more. Participation in such networks has both positive appeal and potentially negative consequences. It is important that MMI cadets be aware of these consequences and exercise appropriate caution if they choose to participate.

In general, cadets are not restricted by MMI from using any on-line social network sites and digital platforms. However, their usage is monitored. This document outlines minimum standards for cadet participation in social media platforms. Additional restrictions may apply to varsity athletes.

Cadets must understand that any content made public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state, local, and MMI laws, rules, regulations, and policies. It is incumbent upon cadets to be aware of these rules. Ignorance does not excuse cadets from compliance.

Facebook and similar sites are hosted outside the MMI server. Violations of school policy (e.g., harassing language, alcohol or drug policy violations, etc.) or evidence of such violations in the content of on-line social networks or digital platforms are subject to investigation and sanction under the cadet disciplinary system, as well as law enforcement agencies. These sites are monitored periodically by various MMI faculty, staff, and administrative personnel.
The following guidelines are intended to provide the framework for cadets to conduct themselves safely and responsibly in an online environment. Cadets should:

a. Be careful how much and what kind of identifying information is posted on on-line social network sites or twitter feed or comments. Virtually anyone can access a cadet's page and posts. Discretion must be used in adding friends or followers, especially those who are unknown. It is unwise to make available information such as full date of birth, social security number, address, dorm room number, cell phone numbers, class schedules, bank account information, or details about daily routines. All can facilitate identity theft or stalking. Facebook and other sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, the information becomes the property of the website.

b. Be aware that potential current and future employers often access information placed on on-line social network sites. Cadets should think about any information posted on-line potentially providing an image of you to a prospective employer. The information posted is considered public information. Cadets should protect themselves by maintaining a self-image that they can be proud of for years to come.

c. Be aware that sites are monitored by many people.

d. Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in e-mails.

e. Not have a false sense of security about their rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where cadets can say and do whatever they want without repercussions.

Certain conduct is prohibited. Cadets must remember that they are representatives. First and foremost, cadets represent their families. Cadets also represent MMI and even though some cadets will not seek military service, all cadets represent the military. When others find out cadets attend a military school, they will associate them with the military so the conduct of a cadet may very easily influence public perception of the armed forces. It is important that cadets

recognize the power of public media domains and the potentially negative image they can portray about cadets, faculty, staff, administration, alumni, the college, and the community.

The following acts are prohibited in posts or tweets, as well as reposts or retweets:

a. No vulgar or offensive language

b. No vulgar or offensive images

c. No negative complaints or malicious posts about or towards another cadet, school organization, or member of the faculty, staff, or administration.

d. No posts involving or picturing "suggested" use of alcohol, tobacco, illegal drugs, or firearms of any kind

Cadets are expected to understand and will sign a statement acknowledging they know, understand, and will follow the standards pertaining to social networks.

15.4 STUDENT COMPLAINTS AGAINST FACULTY OR STAFF

The purpose of this procedure is to provide a means for resolving legitimate complaints. A complaint is defined as a grievance that cannot be resolved informally. A student may file a complaint against a member of the MMI faculty or staff. Prior to a formal written complaint, students are encouraged to discuss the matter with the faculty or staff member's direct supervisor to attempt to resolve the grievance informally. If the grievance cannot be resolved informally or to the student's satisfaction, the student may file a formal written complaint. All formal complaints must be filed with the MMI Director of Human Resources, located in the Administrative Building, within five (5) business days from the date the incident occurred. A written formal complaint must include the following:

1. Student name, physical campus address, cell phone number, and email address;
2. The name of the faculty or staff member against whom the complaint is being filed;
3. The facts on which the complaint is based, including dates, times, and witnesses;
4. A summary of what has been done in an attempt to resolve the situation;
5. The resolution requested.

Written complaints will be received by the Director of Human Resources, who will review the complaint and discuss it with the student and appropriate department(s). The Director of Human Resources may designate a college official to respond to the student. Absent extenuating circumstances, the Director of Human Resources, or designee, will provide a written response to the student within fourteen (14) calendar days from the time the written formal complaint is received.

15.5 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The CIO (Academic Dean) and the Registrar are the custodians of a cadet's academic record. The permanent academic record is defined as all completed coursework, grades, and grade point averages. The cadet's academic records paper file will include, at a minimum, the cadet's application for admission, college entrance examination scores, high school transcript, and transcripts from other colleges attended (if applicable). A cadet's request for the release of any academic record information must be in writing. All academic records are kept in accordance with policies set for by the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, which is also known as the Buckley Amendment.

Per FERPA, the College may release "Directory Information" as defined by MMI, unless the cadet informs the Registrar, in writing, that he or she wishes that the information not be disclosed. Directory information, as defined by MMI, includes the cadet's name, addresses (home, mailing, campus, email), telephone numbers, class level, previous institutions attended, awards, honors (including Dean's List and President's List), degrees conferred (including dates), dates of attendance, names of parents, past and present participation in officially recognized sports and activities, physical factors (e.g., height and weight of athletes), and date and place of birth. A written request to withhold Directory Information must be filed with the Office of the Registrar by the third week of the semester.

Additional information regarding student rights under FERPA may be found on the U.S. Department of Education's website: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

15.6 FINANCIAL AID

MMI endeavors to provide higher education for its cadets and to assist those who have insufficient financial resources for the pursuit of their studies at MMI. The office of Financial Aid is located in the Administration Building for assistance to cadets.

15.7 FINANCIAL RESPONSIBILITY FOR EDUCATIONAL COSTS

Cadets are expected to be financially responsible. Financial obligations take effect on the first day of classes. If notice of withdrawal is received prior to this date, a full refund of tuition and fees will be made with the exception of the application fee and the room deposit which are non-refundable. If a cadet withdraws or is dismissed after this date, *MMI must follow the Tuition Refund policy 803.02 issued by the State Board of Education.* Additionally, if a cadet fails to clear MMI, the cadet may be subject to clearing charges, damage charges, cleaning charges, lost items (e.g., keys), and/or collection fees.

15.8 MOTOR VEHICLES

General. Operating vehicles on campus is a privilege, as such, this authorization can be revoked, suspended or limited at any time for infractions of MMI rules. Motorcycles, motorbikes and motor scooters are not permitted on campus. Only the legal owner or operator (registered with

MMI) of the vehicle is allowed to drive on campus. Cadets are forbidden to loan or allow other cadets to borrow/operate their vehicles at any time.

Registration. All cadet vehicles must be registered with the MMI Police Department within 24 hours of arrival on campus. Required documents for registration are a valid driver's license and name of registered owners and mandatory liability insurance in accordance with State of Alabama law. Unregistered vehicles will have a wheel locking device applied until the vehicle is properly registered and a $25.00 fine will be assessed. Once registered, a $20.00 registration fee will be added to the cadet's account.

Parking. Cadet parking is located in the large lot directly in front of Buildings and Grounds at the end of Hannah Street. This is the ONLY authorized cadet parking (some leadership cadets will park in the Lovelace Lot). Short term parking (less than 30 mins) by the barracks is only allowed on moving days. The Cadet Lot is secured during hours when cadets are to be on campus. In an emergency or other authorized exception, Cadets can contact the OC who will unlock the gate to allow Cadets into or out of the lot. These exceptions will be noted in the OC log.

Amnesty Lot. Cadets who arrive after the gates to Cadet Parking are locked will park in the "Amnesty Lot" – the area along the exterior fence to the right of the gate. Cadets will park "nose in" to the fence in order to maximize parking space and efficiency in retrieving vehicles. Cadets are directed to return their vehicles to the parking lot as soon as possible the NEXT day in order to avoid additional penalties. If the Amnesty Lot is full, cadets will park at the Golf Course parking area. Double-parking or parking in a "non-parking" spot in the Amnesty Lot will result in a parking violation and be ticketed.

Parking in the Amnesty Lot shields cadets from receiving monetary tickets, however, if their late arrival is not excused, they will be subject to counseling, warning, demerits, or being awarded penalty hours by their TAC. If a cadet has returned to campus for accountability on time but failed to have their vehicle in the student lot on time, they are still subject to the below penalties.

The following is a general guideline for late returns, TACs have the discretion to make the penalties more or less severe given the specific circumstances.

- 1st offense - Warning
- 2nd offense - 3 Demerits
- 3rd offense - 5 Demerits
- 4th offense - 7 Demerits
- 5th offense - Loss of parking privileges on campus for 1 semester (if all 5 were within same semester OR 7 in two semesters OR 10 total in 3 semesters plus)

Failure to return vehicle from amnesty lot to student parking lot prior to 1200 the following day will result in the cadet receiving 5 demerits for failure to follow instructions (all cadet vehicles must be parked in parking lot for which they have a sticker for at all times)."

Searches - By registering your vehicle on campus you have granted consent to search by MMI personnel. MMI will only search a vehicle for issues of safety, security, or possible infractions

of MMI rules, regulations or policy. MMI will only search if there is probable cause or reasonable suspicion of an infraction.

Violations - Unauthorized parking will be cited, fined, and a wheel locking device may be attached based on the violation. Parking citations are issued by the Transportation Officer who is the authority on all parking issues. Multiple violations of MMI's parking rules and any unsafe operation of a motor vehicle will be referred to the Commandant of Cadets for appropriate disciplinary action.

Parking Fees and Penalties.

a**.** Parking Fee: $50.00 per semester.
b. Parking Decal: $5.00 – Replacement Decal, $10.00
c. Parking fines: **1st**= $25.00
2nd= $35.00
3rd = $50.00
4th=Disciplinary Action
d. Wheel locking device removal fee (in addition to violation): $25.00

Wheel Locking Devices. A "boot" may be placed on a vehicle for infractions of MMI rules and regulations. This can include both parking/driving infractions as well as general disciplinary violations. Vehicles can only be booted by order of the Transportation Officer or the Commandant of Cadets. The Transportation Officer is the only person authorized to remove boots. MMI accepts no responsibility for any loss or damage to vehicles caused by misuse of the vehicle while booted or by any attempt by unauthorized personnel to remove boots illegally.

Driving on Campus. The speed limit on campus is 15 MPH except for Wilkerson Drive where the posted speed limit is 10 MPH. Drivers should exercise caution and decrease speed during periods of limited visibility, darkness, inclement weather, or when pedestrians are present. Cadets returning to campus, cadets will proceed directly to their assigned parking area before signing in at the Guard House. Cadets will sign out at the Guard House, then go to the lot.

Disabled Vehicles. In the event of a mechanical failure, the vehicle's registered operator must report the situation to the Transportation Officer and make arrangements to have the vehicle removed as soon as possible.

Driving Infractions.

a. **Reporting.** Any cadet, faculty or staff member can report reckless driving or other infractions to the Transportation Officer. The Transportation Officer is the only staff member authorized to write tickets. The Commandant is the only person authorized to excuse any violation.
b. **Penalties.** Penalties can include monetary fines, loss of vehicle privileges, disciplinary action, impounding or towing of the vehicle from campus. Only the Commandant or President can authorize towing. In the event a vehicle is towed, the registered driver is responsible for all costs. Additionally, the following fines may be assessed for each violation:
- Speeding * $10.00 (2nd $20, 3rd $30, 4th $40)

- Running Stop Sign $10.00 (2nd $20, 3rd $30, 4th $40)
- Reckless Driving $25.00 (2nd $50, 3rd $75, 4th $100)
- Excessive Noise* $25.00 (and possible loss of vehicle privileges)

*This is left to the discretion of the Transportation Officer, OC or Commandant. Excessive noise is disrespectful and therefore prohibited. Sound Systems in vehicles should be maintained at a volume that doesn't cause a distraction to staff, faculty and cadets on campus. Additionally, loud and obnoxious exhaust systems are considered excessive and will not be permitted. Failure to comply may result in formal disciplinary action through the Commandant of Cadets.

MMI Transportation (Emergencies). In emergency transportation situations, cadets will use MMI transportation assets at all times. A Cadet's TAC officer, OC, or the Nurse can make exceptions to this rule. Exceptions can be made provided the cadet who drives will not miss any of his/her assigned duties. This includes class, Penalty/Study Hall hours, PT, Guard Duty, or any other assigned duty. The driving cadet should not depart prior to 0600 and must return to campus by 2200.

Transportation Office - Located in the Maintenance Building on Hanna Street, (334) 683-2326 or (334) 683-2355 office, (334) 292-0288 cell.

Liability. MMI is not responsible for any theft or acts of vandalism to private vehicles. Owners are encouraged to obtain comprehensive insurance to cover these.

15.9 RESERVE AND NATIONAL GUARD DRILL PERIODS

Cadets participating in military drill periods must have leave requests validated through the Office of the Commandant of Cadets. All cadets must be prepared to provide documented evidence concerning National Guard and Reserve drill periods. Permission to miss academic classes must be granted by the CIO.

If possible, it is requested that cadets provide a signed copy of their unit's drill schedule or a letter from their **commander** to the Commandant of Cadets and the ARNG/USAR Liaison in the ROTC Department within the first week of reporting to campus**. Lying or deceit related to drill requirements is considered an honor and integrity violation and will be treated as a Category II offense and referred to the Honor Council.**

Cadets who request a medical examination to enter the Armed Forces or to undergo any other military testing or processing must present official documentation from MMI's Military Science Department or a Department of Defense representative.

15.10 RESERVE OFFICERS TRAINING CORPS (ROTC)

Both Army and Air Force ROTC are offered. MS I and II (basic) are required courses for all cadets except those enrolled in Air Force ROTC. MS III and IV (advanced) are offered to contracted ECP cadets.

15.11 BOOKSTORE

The Tiger's Den Bookstore offers textbooks, supplies, health care products, uniform care products, and personal hygiene products, as well as an assortment of memorabilia.

Textbook Purchases. Cadets may purchase books anytime throughout the semester during regular bookstore hours. Books and supplies may be charged to cadet financial aid if authorized by the Financial Aid Office. All tuition and fees, however, must be satisfied before credit may be awarded for the procurement of textbooks or supplies through the Office of Financial Aid. Charging textbooks and supplies utilizing financial aid will be limited to specific posted dates. Textbooks not being used the following semester will be quickly sent back. Therefore, cadets are encouraged not to procrastinate concerning purchasing required textbooks.

Bookstore Buyback. During final exam days, the Bookstore will buy back specific textbooks. Textbooks considered for buyback is at the discretion of Director of Auxiliary Services. Textbooks that are no longer being used or are damaged will not be eligible for buyback. Textbooks sold with access codes that have to be replaced in order to be resold will not be eligible for buyback. Cadets may sell textbooks back to the Bookstore for up to 50% of their purchase price.

Textbook Refunds. Full refunds will be given for new textbooks only if they are returned in unused condition before the Drop/Add date. Purchased used books are refunded at the purchase price. Receipts are required for all refunds. A refund credit will be issued to the cadet's account and may be applied to a future purchase of books and supplies. A refund check will be issued by the Business Office for any unused credit.

Athletic Scholarship Book Policy. Cadets on athletic scholarships receiving textbooks must return them at the end of the semester during final exams. This includes all textbooks, study guides, and solutions manuals. Cadets not complying will be placed on bookstore processing hold list. Transcripts, registration, grades and cadet payments may be held until all financial obligations are satisfied. The cadet must pay for any textbooks not returned.

15.12 CADET HEALTH CENTER (CHC)

Director of Health Services: Kelly McLaughlin, RN
Phone: 334-683-2378
Email: kmclaughlin@marionmilitary.edu

MMI utilizes Magnus Health for student health record management. Cadets are required to complete all tasks in Magnus prior to arriving on campus. Cadets needing assistance with Magnus or other health-related concerns should email the Director of Health Services.

Immunizations/Cadet Medical History and Physical

Immunization requirements and physical forms can be found here, Health Center - Marion

Military Institute, and in the Magnus Health Portal. Cadets must upload their most recent immunization records, as well as a current physical, to Magnus Health prior to arriving on campus. Failure to provide required documentation may delay medical clearance.

Insurance

Cadets are responsible for all costs associated with medical care. Cadets must upload health insurance information to their Magnus Health Portal and are encouraged to keep a copy of insurance information. Prior to arrival, cadets should review their insurance policy to ensure coverage when needed. Medical expenses may include, but are not limited to, ambulance transportation, emergency room or urgent care visits, physician or specialist appointments, diagnostic testing, prescription medications, and hospital services. The Cadet Health Center (CHC) may require cadets to seek outside medical evaluation or treatment when deemed necessary based on the cadet's illness, injury, or overall well-being. Any charges not covered by insurance, including deductibles, copayments, or services considered out-of-network, are the responsibility of the cadet and/or parent or guardian. In situations where insurance information is not available at the time services are rendered, providers may require payment as a self-pay patient until insurance coverage can be verified.

Hours of Operation

The Cadet Health Center is available for cadet appointments Monday through Friday, 0700 1600. In the event of illness or injury outside of routine CHC hours, Campus Security should be notified. The Security Officer will contact the nurse on call for consultation. In emergencies, EMS will be called prior to notifying the nurse on call. For non-emergent situations in which the nurse determines a cadet must be seen at a hospital, transportation arrangements will be made.

Sick Call and Appointments

Sick Call hours are daily from 0700–0800. Cadets who are unable to attend early morning physical training (PT) or classes must call the CHC at 334-683-2378 during Sick Call to schedule an appointment. Cadets who fail to do so will not be excused from missed classes or PT.

Cadets must call the CHC as soon as possible if they become ill and are unable to attend classes.

Medical Leave

Cadets requiring leave from campus for medical appointments must submit a medical leave form. Cadet Leave Request - Marion Military Institute

- For local appointments, cadets should request leave beginning 15 minutes prior to the appointment and allow up to three hours total for the appointment and local pharmacy visit.
- For out-of-town appointments, leave should include sufficient travel time in addition to the three-hour appointment allowance.

Cadets requiring campus transportation must submit a transportation request and are responsible for any associated fees. The CHC does not coordinate transportation. Transportation - Marion Military Institute.

Overnight medical leave is approved on a case-by-case basis. When possible, cadets are encouraged to schedule overnight appointments on Monday mornings or Friday afternoons to minimize missed classes.

Routine appointments (e.g., dental, vision, annual physicals) should be scheduled during school breaks whenever possible.

Cadets must provide documentation of their medical appointment within 24 hours. Failure to provide documentation may result in the leave being voided.

Profiles

If a cadet is unable to participate at full duty, a profile will be issued by the CHC based on the recommendation of a licensed medical provider or at the discretion of the CHC.
Profiles will outline participation limitations for formations, drills, and other campus activities on a case-by-case basis. Profiles will be distributed via email to the cadet and TAC Officer and documented in Magnus Health.

Emotional Support and Service Animals.

General. Emotional Support Animals (ESAs) and Service Animals are permitted in the barracks as accommodation for Cadets with disabilities. ESAs are restricted to barracks and designated outdoor areas, not other campus facilities. Service Animals are permitted in areas normally frequented by cadets and staff. Cadets must follow specific procedures, including providing documentation from a mental health professional and adhering to MMI policies regarding animal behavior and cleanliness.

Summary of Key Points:

ESA vs. Service Animal. ESAs are animals that provide emotional support, while service animals are trained to perform specific tasks for individuals with disabilities.

Accommodation, Not a Right. Cadets must request ESA/SA accommodation through MMI's Director of Counseling and Academic Accommodation and provide documentation to support the need for an ESA.

Deadlines for Application. Application for an ESA/SA must be submitted to the MMI Counselor NLT May 1 for the Fall Semester and October 1 for the Spring Semester. The MMI Counselor may make exceptions in individual cases after consultation with the Commandant of Cadets.

Restricted to Housing. ESAs are permitted in the barracks of the Cadet, but not generally in academic buildings, administrative offices, libraries, dining facility, QM, or other public indoor areas. MMI will indicate specific outdoor areas for the animal to exercise and relieve themselves. The Cadet is responsible for cleaning up after their ESA/SA.

MMI Policies Apply. Cadets with ESA/SAs must adhere to all MMI policies, including those related to animal behavior, health, and cleanliness.

Behavior. ESA/SAs must be well-behaved and not pose a threat to the health and safety of others or cause property damage.

Cleanliness. Cadets are responsible for cleaning up after their ESA/SAs, including waste management, in shared spaces.

Consequences for Violations. Violations of ESA/SA policies can result in warnings, disciplinary action, fines, or removal of the animal from campus.

Emergency Contacts. Cadets must provide emergency contact information to the Commandant's Office in case of an emergency where they cannot care for the animal.

Leash Law. All ESA/SAs must be kept on a leash or other approved restraints when outside of the Cadet's room. ESA/SAs are not permitted to roam free in any building or any outdoor location on campus.

See our website SOP for the full policy and for detailed information and instructions for applications.

15.13 CHURCH ATTENDANCE AND SPIRITUAL DEVELOPMENT

Religious practice is encouraged for all cadets. In Marion there are several churches of various denominations. In addition, MMI hosts a mid-week Catholic mass on campus. Cadets desiring to go to Sunday school or mid-week services are allowed to do so, but transportation is not provided. Uniform for Sunday church service in Marion will be Class "C ops" uniform or more formal.

15.14 PERSONAL COUNSELING

Many cadets find themselves navigating new challenges and experiences during their time at MMI. The MMI Counselor is available to provide support and assistance with a variety of personal, emotional, and professional concerns.

In-person counseling is available Tuesday and Thursday from 0800–1700. Cadets can make an appointment on the Marion Military Institute website, under Cadet Links.

For assistance on Monday, Wednesday, or Friday, please contact Mrs. Crawford at **kcrawford@marionmilitary.edu**.

UWill – 24/7 Virtual Counseling

Marion Military Institute also partners with UWill, a service that provides confidential, virtual counseling sessions with licensed counselors 24 hours a day, 7 days a week. This is a free service available to all MMI cadets.

Cadets can access UWill at uwill.com. If you are using UWill for the first time, you will need to register using your Marion Military Institute student email address.

For emergencies, contact the Officer-in-Charge (OIC).

15.15 DINING HALL

Proper etiquette and table manners are expected at all times of those who eat in the Dining Hall. The senior cadet at the table will be responsible for the conduct of those cadets seated at that table. Only fruit may be taken out of the dining facility. Personal water bottles and containers are not allowed in the Dining Hall. Cadets are not allowed to fill personal containers with beverages from the Dining Hall. Complaints about food or service should be made through the cadet chain of command and company TAC officer.

The uniform of the day will be worn by cadets inside the Dining Hall. Generally, cadet activities will be concluded so as to provide participants sufficient time to shower and dress in appropriate uniform before the start of the next meal. In the event unusual circumstances exist, consideration will be given to extension of the serving period time. Arrangements for time extension must be coordinated through the Commandant of Cadets' Office and Dining Facility Supervisor.

All meals are served cafeteria style. Cadets will move through the lines and proceed directly to their table upon arrival in the Dining Hall. Faculty and Staff Sponsors of Cadet organizations or activities may coordinate with the Dining Hall Supervisor for use of the dining facility meeting room for special meetings and events. Family members are welcome to eat in the Dining Hall with their cadet for a fee.

15.16 GOLF

The MMI Golf Course is considered part of the campus and all rules and regulations apply. Cadets who rent golf carts must operate them in a responsible manner at all times. Joyriding in areas other than the cart paths is prohibited. If caught, cadets will be banned from renting a golf cart for the remainder of the school year. Cadets participating in golf (and not on the golf team) may wear either a school uniform or MMI issued physical training uniform.

15.17 FOOD DELIVERIES

MMI supports local businesses and encourages cadets to shop locally whenever possible. For safety and security purposes all food deliveries made to cadets on campus must be delivered to the Guard House. The cadet calling in the delivery must come to the Guard House to pay the vendor and pick up the delivery. At no time will a delivery person enter the barracks. **Deliveries are not permitted during PMCQ.** PMCQ is dedicated for studying and academic preparation.

15.18 RECREATIONAL FACILITIES

Cadets are encouraged to use on-campus recreational facilities. The Ireland Center including gymnasium and pool, the Tiger's Den Student Center located in the Quartermaster (QM), the MMI Golf Course, the Fitness Center located in the Alumni Gymnasium, the track located at the football stadium, and various fields are available for cadet use at no charge.

15.19 TRANSPORTATION

MMI provides shuttle service to and from the local transportation hubs; airports, bus, and train stations, and medical facilities in Birmingham, and Selma for a fee. Cadets will be charged to ride the shuttle bus during school holiday breaks. The shuttle schedule is available on the website and electronic bulletin boards. Email notifications are sent out before registration.

15.20 OFF-CAMPUS EMPLOYMENT

Cadets desiring off-campus employment must receive permission from both the CIO (Academic Dean) and the Commandant of Cadets. Application will be made in writing through the Commandant of Cadets. The written approval will be maintained on file in the Commandant of Cadets' Office. Academic standing and disciplinary record will be strongly considered. **Employment is no excuse for missing required events.**

15.21 TELEPHONES

All Cadets are authorized, but not required, to have cell phones, therefore, possession of a cell phone on campus is a privilege. While MMI strongly encourages Cadets to maintain contact with their family and friends it also promotes positive personal interaction between cadets (face to face discussions). MMI does not assume responsibility for personal property of cadets and is not liable for any damaged, lost, or stolen personal property.

The demands placed on a Cadet's time during a normal duty day do not allow for Cadets to spend time socializing on their phones. The following represents certain restrictions placed on the use of phones on campus.

Cellular telephones:

- Are prohibited, and should not be visible, in classes, library, chapel, dining facility, leadership training complex, formations or any other formal cadet activity (i.e., penalty hour or study hall), unless specifically permitted for that event.
- Cannot be used between Taps and First Call (2200-0600)

- Cadets should keep telephone use in the barracks to a minimum and respect other cadets during PMCQ (1930-2130). No use in common areas (hallways, laundry rooms, day rooms, latrines).
- Cadets can use phones outdoors on campus (if not otherwise prohibited, see first bullet) as long as they are not actively walking. Cadets may stop, take/respond to the call/text, put the phone away and continue walking.
- Cadets may also use phones in established outdoor seating areas such as the QM patio, picnic tables near Trustees, Rane and Lovelace as well as the volleyball pit area, as long as it doesn't cause any disturbance to classes or other cadet activities.
- Cell phones can be used in the Alumni Gym, but ringers must be muted and earphones/buds must be used to listen to music etc.
- Cadets in certain leadership positions can use their phones for official purposes when required (such as in the dining facility).
- Cadets will put their phones down if addressed by a staff, faculty member or Cadet Cadre and address them in a professional and courteous manner.
- Infractions of these rules will result in a minimum 2 PH for "unauthorized use of a phone" and possible confiscation of the phone by faculty or staff.
- Any staff or faculty member who confiscates a Cadet's cell phone is responsible for securing the phone until it is returned to the Cadet.

15.22 VOTING

Cadets who are at least 18 years old and U.S. citizens are encouraged to register and vote. Cadets may register locally at the Board of Registrars, Perry County Court House 0800-1630, Monday through Friday. Residents of other states should register in their hometowns and vote by absentee ballot. On Election Day, MMI will provide transportation to the local poll.

15.23 DUMMY RIFLE

If a dummy rifle is lost, the cadet must report to the Battalion S-4 within 24 hours of loss of accountability of the dummy rifle. A fee will be assessed to the cadet's account for the loss.

15.24 TERMINOLOGY, ACRONYMS, AND ABBREVIATIONS

Cadet, Military, and School Terminology, Acronyms, and Abbreviations include:

ACA	Appropriate Civilian Attire
AMCQ	Morning Call to Quarters (Quiet time for study use)
ARNG	Army National Guard
AWOL	Absent Without Leave
BC	Battalion Commander
BDO	Battalion Duty Officer (Cadet)
BSM	Battalion Sergeant Major (Cadet)
C1	First Year Cadet
C2	Second Year Cadet
CDO	Company Duty Officer (Cadet)
CHC	Cadet Health Center

CIO	Chief Instructional Officer (Academic Dean)
COL	Colonel
CPL	Corporal
CPR	Cardiopulmonary Resuscitation
CPT	Captain
CRT	Campus Response Team
CSL	Coordinator for Student Leadership Programs
CSM	Command Sergeant Major (Cadet)
DO	Delinquency Order
DRC	Dinner Roll Call
ECP	Early Commissioning Program
FFI	Failure to Follow Instructions
GPA	Grade Point Average
ITC	Intensive Training Cycle
LEA	Law Enforcement Agencies
LRC	Lunch Roll Call
LT	Lieutenant
LTC	Lieutenant Colonel
MAJ	Major
ML	Medical Leave
MRE	Meal, Ready to Eat
MS	Military Science
MSG	Master Sergeant
NCO	Non-Commissioned Officer
NCOIC	Non-Commissioned Officer in Charge (Second ranking cadet for Guard Duty)
NET	No Earlier Than
NLT	No Later Than
OC	Officer in Charge (Staff Member)
OG	Officer of the Guard
PDA	Public Display of Affection
PHs	Penalty Hours (Also known as Penalty Tours)
PI	Preliminary Inquiry
PMCQ	Evening Call to Quarters (Mandatory study time for all cadets)
PMS	Professor of Military Science
POV	Privately Owned Vehicle
PT	Physical Training
QM	Quartermaster (Grill, Barbershop, recreational area – located in the basement of Murfee Hall)
ROTC	Reserve Officers Training Corps
SAP	Service Academy Program
SGM	Sergeant Major
SGT	Sergeant
SH	Study Hall
SMI	Saturday Morning Inspection
SOP	Standard Operating Procedure

SSG	Staff Sergeant
TAC	Trainer, Advisor, Counselor (a.k.a. Tactical Officer) (Staff Member)
WD	Weekend Duty (Guard Duty Friday – Sunday)
WDB	Weekend Duty Briefing (Guard Duty)
WDF	Weekend Duty Formation (Guard Duty)
XO	Executive Officer

APPENDIX A
NEW CADET TRAINING

A.1 INTENSIVE TRAINING CYCLE (ITC)

The purpose of the Intensive Training Cycle (ITC) is to successfully transition incoming students into the MMI Corps of Cadets. The ITC is normally conducted within a three-week period at the beginning of the school term. New cadets arrive on campus approximately one week before the commencement of the academic term. During the initial week of the training cycle cadets engage in confidence and team-building skills such as rappelling (basic military mountaineering techniques) tactical team sports, PT, and military marches. Additionally, cadets are introduced to military drill and ceremonies, military courtesy, proper wear and care of uniforms, and other requirements commensurate with cadet life.

During this initial week, many cadets will also be required to complete academic testing. All new cadets will meet with their academic advisors, receive books and supplies, and ensure all other academic requirements are satisfied before classes begin. The emphasis during the final two weeks of the cycle is to reinforce training conducted during week one as well as to prepare the Corps of Cadets for the Cresting Ceremony and Parade. Throughout the training cycle the MMI motto of "Truth, Honor, Service" is reinforced throughout the Corps of Cadets.

The Cresting Parade and awarding of the MMI Crest serves as the culminating events of the ITC. Upon completion of the ITC, a "recruit" is then referred to as a "cadet" and is entitled to all cadet privileges. A cadet must remember that the post-ITC experience continues to be characterized by challenges, but this challenge is increasingly easier to bear since the cadet is developing greater self-confidence, self-discipline, and teamwork.

With few exceptions, during the ITC all recruits assume the cadet rank of private. Upon completion of the ITC newly inducted cadets are eligible for immediate promotion to the rank of private first class.

A.2 REQUIREMENTS

To become a cadet, a student must successfully accomplish all requirements on the ITC Checklist including memorizing the Honor Pledge, Alma Mater, and the Cadet Creed. The ITC lasts at least three weeks and until the student is crested, he/she has no leave privileges unless specifically approved by the Commandant of Cadets under emergency situations.

Recruits will not walk on grass. Recruits will carry their backpack in their left hand during the ITC Cycle. Other requirements may be imposed as approved by the senior TAC Officer or Commandant of Cadets.

A.3 CADET

"Cadet" is the traditional term for students who have completed the ITC and earned their MMI Crests. Cadets have all the privileges and responsibilities of the Corps of Cadets.

A.4 INTENSIVE TRAINING CYCLE (ITC) CHECKLIST

Recruit's Name: _____

Company: _____ Student Number: _____ Room Number: _____

		Date Completed	Approved By
All uniforms issued and properly fitted		_____	_____
Knows how to set up uniforms		_____	_____
All books issued or ordered		_____	_____
Room set up according to SOP		_____	_____
Knows location of all classrooms		_____	_____
Understands rank structure		_____	_____
Can recite the Honor Code		_____	_____
Can recite the alma mater		_____	_____
Can recite the MMI motto		_____	_____
Can recite Anti-Drug Pledge		_____	_____
Can recite the Mission		_____	_____
Knows the year MMI was founded		_____	_____
Knowledgeable of the Campus Security Administers		_____	_____
Knows basic drill:	Attention	_____	_____
	Parade Rest	_____	_____
	Left Face	_____	_____
	Right Face	_____	_____
	About Face	_____	_____
	Hand Salute	_____	_____
	Column Right	_____	_____
	Column Left	_____	_____
	Eyes Right	_____	_____
Knows the Campus Emergency Action Plan		_____	_____
Received academic counseling		_____	_____
Received initial cadet counseling		_____	_____
Understands class absence policy		_____	_____
Understands the hazing policy/ Title IX		_____	_____
Understands the Honor Code		_____	_____
Understands the Drug/Alcohol Policy		_____	_____
Understands the Penalty Hour removal process		_____	_____
Understands the pass/leave policy		_____	_____
Understands vehicle usage policy		_____	_____
Understands PMCQ policy		_____	_____
Understands laundry policy		_____	_____
Understands auxiliary services available		_____	_____
Understands Severe Weather Plan		_____	_____
Understands Penalty Hour procedures		_____	_____

Understands IT/security camera policies _____ _____
Understands social media use policy _____ _____
Cadet e-mail is operational _____ _____

I certify that the cadet named has accomplished all the assigned tasks required for orientation and is recommended to wear the MMI Crest and be recognized as a member of the Corps of Cadets.

	Last Name	Signature
Cadet Squad Leader	_____	_____
Cadet Platoon Leader	_____	_____
Cadet First Sergeant	_____	_____
Cadet Company Commander	_____	_____
Trainer, Advisor, Counselor (TAC)	_____	_____

GRACE

For the food we are about to receive, we give thanks. We are grateful for our school, our families, and our Nation. We honor the men and women in uniform who guard our freedom and protect us from harm every day. Let us be dedicated to truth, honor, and service.

MOTTO

Truth, Honor, and Service

ALMA MATER

We hail the Corps of Marion
Who stand with us today.
Each faithful, true and loyal one
will join us as we pray.
For all of those
who left these doors
in peaceful days
or troubled wars,
We hail the Corps of Marion
who stand with us today.

-*Major Richard M. Inlow*