OFFICE OF THE REGISTRAR
REQUEST FOR DISCHARGE

Last
Cadet
MECEP/ECEP

First
Citadel ID Number

Middle
Company
Class
ROTC

Official Discharge Date
Registrar

To complete the discharge process, a signature must be obtained from a representative of the offices listed below. This form must be returned to the Registrar’s Office once all signatures have been obtained.

Battalion/Company Tactical Officer (Cadets only)
Financial Aid Office
Financial Aid Accountant
Treasurer’s Office
Library
Post office
Warehouse Manager (Cadets only)
Cadet Book Store (Freshmen Cadets - Returnable Items)
Tailor Shop (Freshmen Cadets - Returnable Items)
Counseling Center (Cadets only)

No Counseling per Commandant’s Department
Recommendations Provided to Student
Recommend Documentation for Readmission

Infirmary (Cadets only)
Discharge Status

Military Supply Sergeant (Cadets only)
ROTC Department (Cadets only)
Company Sign-out Register (Cadets only)
Deputy Commandant (Cadets only)

Jenkins Hall
Jenkins Hall
Barracks
Jenkins Hall

RETURN TO THE REGISTRAR’S OFFICE - BOND HALL, ROOM 173

FOR OFFICE USE ONLY

I.D. Card Collected
Discharge Approved By:

Initials
Date

Transcript Designation
Registrar’s Office Signature

COMMENT(S):