
Section C. Advanced Level Training

Introduction This section describes the Auxiliary's requirements for completion of the AUXOP program and Coast Guard "C" school attendance.

C.1. Operational Auxiliarist (AUXOP) Program In order to give variety to Auxiliarists, increase practical AUXOP relevance to Coast Guard missions, and better assist the Coast Guard to fulfill needed skill sets, the AUXOP program consists of three tiers: core courses, leadership courses, and elective credit elements. Under this program, Auxiliarists must successfully complete a minimum of seven credits from three categories of courses detailed in the following sections to receive the AUXOP designation. It also provides Auxiliarists more choices to meet program requirements, allow the pursuit of preferred focus areas, and apply credit for ICS training and expertise. Successful completion of one credit in the AUXOP program shall earn an Auxiliarist the Specialty Training ribbon. Achievement of AUXOP designation shall be recognized by award of a certificate signed by the District Commander and presentation of the AUXOP device for uniform wear.

No time limit applies to successful completion of AUXOP eligibility requirements. No course substitutions for those identified below may be applied.

- a. Auxiliarists must successfully complete the following three required core courses, each worth one credit:
 - (1) Auxiliary Weather Specialty Course (AUXWEA).
 - (2) Auxiliary Seamanship Specialty Course (AUXSEA).
 - (3) Auxiliary Communications Specialty Course (AUXCOM).
 - b. Auxiliarists must successfully complete one of the following leadership courses, each worth one credit (AUXOP credit is not applied for more than one course from this category). These courses include:
 - (1) Flotilla Leadership Course (FLC, online and classroom versions acceptable).
 - (2) Auxiliary Leadership and Management (AUXLAMS) – note: both AUXLAMS-A and AUXLAMS-B of the exportable course version must be completed for the credit.
 - (3) Auxiliary Mid-Level Officers Course (AMLOC-A for DCDR/VCDR/ DVC).
 - (4) Auxiliary Mid-Level Officers Course (AMLOC-B for DCAPT/DIRd).
 - (5) Auxiliary Senior Officers Course (ASOC).
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- c. Auxiliarists must successfully complete a combination of the following elective courses, totaling three or more credits:
- (1) Auxiliary Search Coordination and Execution Specialty Course (AUXSC&E). The Auxiliary Navigation (AUXNAV) Specialty Course is a pre-requisite for AUXSC&E - 2 credits.
 - (2) Auxiliary Navigation (AUXNAV) Specialty Course - 2 credits.
 - (3) Introduction to Marine Safety and Environmental Protection (IMSEP) - 2 credits.
 - (4) Auxiliary Patrol Specialty Course (AUXPAT) - 1 credit.
 - (5) Auxiliary Aids-to-Navigation (ATON) and Chart Updating C-school (AUX-06) - 1 credit.
 - (6) Coast Guard Incident Command System (ICS) 300 & 400 (ICS-210 cannot be used as a substitute) - 1 credit.
 - (7) Auxiliary Air Coordinator C-school (AUX-15) - 1 credit.
 - (8) Certain Coast Guard specialty ICS courses count as one credit for completion of the in-class course and one credit for completion of the corresponding PQS, for a possible total of two credits. If an in-class course is not available, then the corresponding PQS may be completed for one credit. Acceptable Coast Guard specialty ICS courses, each having its own corresponding PQS, are:
 - (a) ICS-346 (Situation Unit Leader).
 - (b) ICS-347 (Demobilization Unit Leader).
 - (c) ICS-348 (Resource Unit Leader).
 - (d) ICS-351 (Finance Section Chief).
 - (e) ICS-430 (Operations Section Chief).
 - (f) ICS-440 (Planning Section Chief).
- d. Previously canceled editions of the Auxiliary Search-and-Rescue Specialty Course (AUXSAR) and Auxiliary Administration Specialty Course (AUXMIN) are acceptable if already completed. They are worth 1 credit each and may be used on a one-for-one basis in lieu of course options listed in paragraph C.1.c above. Similarly, the past Auxiliary Navigation (AUXNAV) Specialty Course is acceptable if already completed. It is worth 2 credits and may be used in lieu of course options in paragraph C.1.c above.
- e. Additional elective courses may be added at the discretion of the Chief Director.
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C.2. Specialty Courses as Part of the AUXOP Program

Successful completion of a specialty course signifies an Auxiliarist has gained considerable knowledge in that field. The six specialty areas with associated closed-book testing are:

- a. Seamanship (AUXSEA)
 - b. Auxiliary Navigation (AUXNAV) Specialty Course
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	c. Communications (AUXCOM) d. Search Coordination and Execution (AUXSC&E) e. Patrols (AUXPAT) f. Weather (AUXWEA) There is no time limit to complete any of the specialty courses.
C.2.a. Practical Knowledge	Besides theoretical knowledge, the courses require a degree of practical knowledge. ITs should make sure to cover these practical knowledge requirements during the conduct of the course.
C.2.b. Administration of Exams	The Chief Director controls and administers specialty course examinations via the Director's office, CGI, and on-line testing. A commissioned, warrant, or petty officer of the Coast Guard or Coast Guard Reserve, any Coast Guard civilian employee or any Auxiliarist designated as an AUXOP, specifically appointed by the Director, may proctor and process the exams, including on-line exams. An Auxiliarist who has successfully completed a specialty course(s) but has not yet achieved AUXOP designation, and who has been specifically appointed by the Director, may proctor and process the exam for that course(s), including the on-line exam.
C.2.c. Requests for Exams	Requests for specialty course examinations must be submitted by a SO/FSO-MT or by the DCDR or FC to the Director. Such written requests are made to the Director containing the needed ordering information. Adequate time should be allowed for the letter request to be received and reviewed, and for examinations to be sent to an assigned proctor. Examination responses will be recorded on the machine-readable Auxiliary Operational Specialty Course Examination Answer Sheet Form (CG-4886).
C.2.d. Pass/Fail Requirements	All specialty course examinations except AUXSC&E are closed book with a minimum passing grade of 75 percent (see paragraph 8.C.2.g for AUXSC&E details). These examinations have no time limits, but must be taken in one sitting without breaks. If a student fails to attend the scheduled examination, the proctor shall return the examination envelope unopened to the Director. The student must then request the examination again. A student failing a specialty course examination may retake the examination after notification of failure of the previous examination. Procedures for ordering retake examinations are the same as for the original examination.
C.2.e. Exercises	Other than those exercises completed during classroom work, there are no separate practical demonstrations required for specialty courses.
C.2.f. AUXACN Course Completion	Successful completion of the CGI course in piloting may be substituted for the Navigation-A examination. An Auxiliarist must also pass the ACN-Part 2 examination to complete the ACN course or have previously completed AUXNAV.

C.2.g. Auxiliary
Search
Coordination and
Execution
(AUXSC&E)

This section provides policy and guidance concerning the Auxiliary Search Coordination and Execution (AUXSC&E) specialty course and the Train-the-Trainer element for this course. They were developed jointly by the Chief Director, the U.S. Coast Guard National Search and Rescue (SAR) School, and the DIR-T. It effectively sets potentially standard constructs for future Auxiliary course development.

For many years, the Auxiliary Search and Rescue (AUXSAR) specialty course had outdated information and extraneous material (e.g., search planning elements) that were much more pertinent for active duty Coast Guard members (e.g., command center controllers) instead of Auxiliary operators. With this in mind, the National SAR School re-designed the course and arranged to train an initial cadre of Auxiliary instructors. The new course was subsequently re-titled AUXSC&E. It is the first Auxiliary specialty course designed and intended to be delivered by specially trained instructors who are specifically knowledgeable of the material, the method of its instruction, and the operations that it supports.

Until otherwise directed, successful completion of the AUXSC&E course shall be entered in AUXDATA under the SEARCH AND RESCUE SPECIALTY (AUXSAR) COURSE task as a requirement for the AUXOP device.

C.2.g.(1)
Qualification to
Teach
AUXSC&E

Only Auxiliarists who meet certain criteria may serve as qualified instructors and teach the AUXSC&E course (i.e., serve as AUXSC&E Instructors). An AUXSC&E Instructor competency, distinct from the Auxiliary Instructor (IT) competency, is predicated on tasks that reflect criteria below. Auxiliarists who meet the criteria shall be recognized in AUXDATA as SEARCH COORD & EXECUTION TRAIN-THE-TRAINER.

In order to teach the AUXSC&E and the AUXSC&E Train-the-Trainer (TTT) course, Auxiliarists must meet the following criteria (i.e., have them reflected in AUXDATA as completed tasks for the AUXSC&E Instructor competency):

- (a) Successfully complete the AUXSC&E TTT course or complete both the AUXSC&E specialty course (locally convened) and the TTT course taught by an Auxiliarist who at the time of the courses was qualified as an AUXSC&E instructor.
 - (b) Is current in their qualification as an Auxiliary instructor (IT).
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- (c) Is current in their qualification as an Auxiliary coxswain, boat crew member, pilot (at any level), or air crew member. This criterion may be waived by the DIRAUX, in consultation with the DCO, but the member must have been current in the last five years if they are to serve as the lead instructor.

Additionally, any current member of the National SAR School may teach this course as requested by the Auxiliary.

C.2.g.(2)
Teaching
AUXSC&E

The AUXSC&E course is designed to be taught over a period of five full days or the equivalent thereof. AUXSC&E requires the 13218 chart for proper instruction and practical exercises. This chart is available through the Auxiliary National Supply Center (ANSC). No other charts may be substituted. Other course materials (e.g., Student Guide/Instructor Guide CDROMs, manuals and exams) will also be stocked or printed to order at ANSC. No other materials may be substituted for this course. Failure to use prescribed course materials shall constitute grounds for nullification of successful course completion.

Minimum paper-based material required for each course is the Student Guide, the abbreviated Coast Guard Addendum to the U.S. National SAR Supplement (available through ANSC), and chart. All other material may be on a CD-ROM. Orders for materials must be placed only for those students who are truly committed to successfully passing this course. Auxiliary instructors for this course must order course materials through their FC or FSO-MA. Each student's name and EMPLID must be submitted for each order submitted to ANSC, and approval shall be made by the CG-5421 Training Coordinator.

This is an intensive course of study and practice in navigation, and a strong background in navigation is necessary for successful completion. Prospective students shall complete the AUXSC&E Registration Form and submit it with the Short-Term Training Request if they desire to take the AUXSC&E TTT course, or submit it directly to the AUXSC&E instructor as part of their registration for the course. This form is necessary to convey a prospective student's navigational background, degree of completion of course prerequisites, and commitment to course completion. Successful completion of the AUXNAV Specialty Course is required before undertaking this course. Notwithstanding this requirement, the AUXSC&E instructor, upon close review and assessment of the strength of a prospective student's navigational skills (including, as necessary, direct communication with the prospective student), may authorize the prospective student to take the AUXSC&E course without prior successful completion of the AUXNAV Specialty Course. The validity and reliability of these student assessments by AUXSC&E instructors shall be monitored by the AUXSC&E Program Administrator at the National SAR School through review of all AUXSC&E exam materials.

C.2.g.(3)
Successfully
Completing
AUXSC&E

In order to successfully complete the AUXSC&E or the AUXSC&E TTT course, a student must pass an administered two-part end-of-course exam (i.e., knowledge section and performance skills/charting section). Both parts do not have to be administered on the same day, but no more than one week should separate their completion. Additionally, since the active duty Coast Guard SC&E exam is open book, so are the AUXSC&E and AUXSC&E TTT exams.

A student may directly challenge the end-of-course exams. If a student receives passing scores, the student will receive credit for successful course completion. Attempts to pass these courses are limited to not more than seven times in a 30-day period. Attempts to pass the exams are at the discretion of the test administrator. Only one written exam and one performance skill/charting exam are permitted per student per class, regional or C-school. A student must fail the written exam prior to re-taking it.

The knowledge section written exam shall be taken prior to the performance skills/charting section. It shall be administered in the same manner as all AUXOP course exams. An AUXOP proctor or an AUXSC&E qualified instructor may order the exam from their respective Director, proctor the exam, and return the exam to the Director. The Director shall make a copy and send the original written exam via express mail to the AUXSC&E Program Administrator at Coast Guard Training Center Yorktown for grading. The designated mailing address is:

Commanding Officer
ATTN: AUXSC&E Program Administrator
National SAR School, Room 229 Canfield Hall
1 U.S. Coast Guard Training Center
Yorktown, VA 23690-5001

The performance skills/charting exam shall be proctored by an AUXSC&E qualified instructor. The instructor shall send all exam materials, including answer sheets and charts, directly to the AUXSC&E Program Administrator at the above address upon course completion.

In cooperation with the review and support provided by the course instructor, the AUXSC&E Program Administrator shall provide the Director with an ANSC-7039 Workshop Mission and Attendance Report form that lists the students who successfully completed the AUXSC&E course. The Director shall make the appropriate AUXDATA competency entries and issue the appropriate course completion certificates.

Additional detailed guidance concerning AUXSC&E course and test administration is available on the Auxiliary Training Directorate web site, <http://www.cgaux.org/training/AUXOP.html>, and shall be reviewed by AUXSC&E instructors and students prior to commencement of each course.

**C.3. Coast
Guard “C”
Schools for the
Auxiliary**

“C” schools are normally conducted at Coast Guard training facilities in different parts of the country. These schools are conventionally referred to as resident courses. “C” schools that are conducted by instructors who travel to remote sites that are more local Redacted content per Presidential Executive Order No.14176 by students are conventionally referred to as road shows. The Coast Guard Training Quota Management Center (TQC) is the order issuing authority for Auxiliary “C” schools.

All “C” schools have course prerequisites. Auxiliarists, active in their mission area, who meet course prerequisites and who agree to further train Auxiliarists in their own district/division upon completion of training are eligible to apply.

The Chief Director brokers the overall arrangement and support of Auxiliary “C” schools, including all associated planning, budgeting, scheduling, and execution. The Coast Guard resources that are garnered each fiscal year (e.g., funding, quotas) are focused on Auxiliary “C” schools as they are defined by corresponding course descriptions and schedules. The Auxiliary Division’s Training Program Manager works hand-in-glove with the Auxiliary Training Directorate Chief (DIR-T) to coordinate and deliver Auxiliary “C” school training in an ongoing, dynamic year-round process. In the event that a Coast Guard program manager desires specific Auxiliary support or involvement in a Coast Guard “C” school program (i.e., schools other than those in the Auxiliary “C” school inventory), then requests for such shall be directed to and coordinated with the Auxiliary Division’s Training Program Manager who will work with DIR-T to best address them. If an Auxiliarist is initially approached with such a request by a Coast Guard program manager, then the Auxiliarist shall immediately refer them to the Auxiliary Division’s Training Program Manager.

As supported by DIR-T, Directors’ and the Chief Director’s offices, quotas for all resident and road show “C” schools are handled by TQC. TQC has extremely limited resources to handle over 50,000 annual Coast Guard and Auxiliary “C” school quotas. Further, the ability to preserve and grow Auxiliary “C” school training opportunities is critically dependent upon the conscientious efforts of all prospective Auxiliary students to ensure they attend such schools as requested. It is therefore imperative that established training policies and procedures are closely adhered to in order to maximize the training experience for all students while minimizing confusion, unnecessary staff work, and lost training quotas in the future.

C.3.a. “C”
School Policies
and Procedures

“C” School schedules are normally published at the start of the fiscal year and are periodically updated throughout the year as courses are added and dropped. School schedules, descriptions, pre-requisites, and other detailed information can be found on the Auxiliary “C” school portal site, <http://cschool.auxservices.org/>. Key “C” school considerations and requirements follow.

C.3.a.(1) “C”
School
Applications

To apply for a “C” school, Auxiliarists must submit a Short-Term Training Request Form (CG-5223), an easy-to-use, self-editing, electronic version of which is available on the Auxiliary “C” school portal site, <http://cschool.auxservices.org/>) to the Director via their FC. The STTR must arrive at the Director’s office at least eight weeks prior to the course convening date. Auxiliarists must meet all “C” school eligibility criteria in order to attend and participate in such. Without exception, only those students who have submitted STTRs and who have been subsequently issued appropriate “C” school orders shall be permitted to attend and participate in such. No Auxiliarist shall be authorized to independently observe or audit any “C” school, nor shall an Auxiliarist who desires to attend and participate in a “C” school at their own expense be authorized to do so.

The Director, working in conjunction with regional program leadership, is responsible for screening prospective students prior to registering them in the Direct Access system which the Coast Guard uses to process “C” school requests and issue travel orders. Any special circumstances or considerations must be addressed at this time. The Director will register prospective students in Direct Access no later than six weeks prior to the course convening date.

If a prospective student has any Redacted content per Presidential Executive Order No.14151 requests (e.g., Redacted content per Presidential Executive Order No.14151), unusual travel arrangements, etc), a separate sheet describing these needs must be attached to the STTR form. Prospective students are responsible for researching special circumstances prior to the issuance of orders to reduce the need for amendments to orders at a later date.

The Director will determine which STTRs will be approved for the issuance of “C” school orders. Auxiliarists are ineligible to attend if previously enrolled in any Auxiliary “C” school within the past 36 months (enrollment in any other Coast Guard “C” school does not count toward this criterion). Waivers of this policy must be submitted to the Auxiliary Division’s Training Specialist.

STTRs shall be processed through the Director’s office and into Direct Access on a first-come, first-served basis, provided all course pre-requisites are met. The course’s lead instructor may work directly with the Director to ensure that the right students are attending the right schools at the right times. This includes reconciling any pre-requisites and student scheduling considerations.

If an STTR approved by the Director has been entered in Direct Access, and a reason to remove that Auxiliarist from the class roster is discovered, then the Director will notify the Auxiliary Division's Training Specialist who will take action to remove the student from the class. If orders have already been issued, then TQC will remove the Auxiliarist from the class roster and cancel their orders.

C.3.a.(2) Travel

Travel dates for a resident course will normally be the date before the class begins and the last day of class, if the student can arrive home by midnight. If that is not possible, proof that an airline, ferry or train schedule precludes them from being home by midnight (and why) must be sent via e-mail to the lead instructor and the Director. The Director shall also determine whether or not a student lives close enough to the school site to be able to attend under terms of local travel. If so, then the Director shall advise the Auxiliary Division's Training Specialist and the student of such determination no later than six weeks prior to class convening.

TQC will issue "C" school orders via the Director approximately six weeks prior to class convening. TQC must enforce the Joint Federal Travel Regulations which notably require:

- (a) If a course ends in the afternoon, then students and instructors are expected to travel home immediately after class if they can be home by midnight (i.e., the last day of class is also the return travel day).
- (b) Students not be authorized airfare or lodging but only local mileage if their proximity to the "C" school site is:
 - 1. Within the duty station limits (permanent or temporary) and the metropolitan area around that station ordinarily served by local common carriers.
 - 2. Within a local commuting area of the duty station, the boundaries of which are determined by the official directing travel or as prescribed by local Service/Defense Agency directives.
 - 3. Within separate cities, towns, or installations adjacent to or close to each other, within which the commuting public travels during normal business hours on a daily basis.

Students shall submit their travel claims to their respective Director. Directors are responsible for reviewing students' travel claims prior to submission to the Coast Guard Personnel Service Center (PSC) for liquidation. Any amendments to orders at that point must be requested and justified by the student and submitted to the Director (e-mail is authorized). The Director shall review and endorse the request (in memo format) and forward it to the Auxiliary Division's Training Specialist who shall review, endorse, and forward it to TQC for approval and appropriate amendment of orders.

The authorized Government per diem rate (normal rate or reduced – as stated on the orders) for meals and lodging are fixed and non-negotiable. Incurring more expensive lodging or meals is the personal responsibility of the student. If students do not understand reduced rates for lodging or meals stated on their orders, then they should seek clarification from their Director as soon as they receive their orders. If students prefer to upgrade their accommodations, they should discuss such desire with the order issuing authority with the understanding that any cost in excess of the authorized lodging rate will not be reimbursed by the Coast Guard.

Extra travel days must be requested of the order issuing authority well in advance of any “C” School. The order issuing authority will contact the Chief Director. When an earlier flight is available and would preclude a traveler from needing an extra day on either end, utilizing the earlier flight is mandatory unless the traveler wishes to personally incur an extra day's expenses. This applies to Out-CONUS travel as well as In-CONUS travel. Extra travel days will not be authorized for shopping, sight-seeing, personal visits, etc.

Lodging will not be authorized for any students who live 50 miles or less from the school. If there are extenuating circumstances, those circumstances must be communicated to the order issuing authority and a waiver requested from the Chief Director. A student who wishes to drive a personal vehicle to a class must obtain authorization from the order issuing authority in writing (e-mail is authorized). They must also submit a Government Travel Request (GTR) form. This form clearly indicates how much someone will be reimbursed if they choose to drive their own vehicle. All tolls are reimbursable, but lodging and additional per diem are specifically prohibited for reimbursement per the Federal Travel Regulations (FTR).

C.3.a.(3)
Changes to
Orders

Once orders have been issued prior to the class convening date, any requests for information or changes to those orders must be resolved through the office of the student's Director and notification of such forwarded to the Auxiliary Division's Training Specialist. If the Director cannot resolve the problem, then the next step is for the student to contact the lead instructor.

If any changes need to be made to a student's orders once a “C” school is in session, then the student must notify the lead instructor who will contact the Auxiliary Division's Training Specialist for resolution.

C.3.a.(4) Role of
Lead Instructor

The lead instructor for any “C” school shall serve as spokesperson for all instructors associated with the school. Only the lead instructor shall communicate and coordinate school issues and concerns with the Auxiliary Division's Training Specialist. At no time should a lead instructor contact TQC directly. Only in clearly emergent circumstances should a student contact the Auxiliary Division's Training Specialist directly.

C.3.a.(5)
Expectations of
Students

“C” schools are intended to properly train Auxiliarists to perform the Auxiliary duty for which they have volunteered. Since each set of orders to a “C” school is a substantial Coast Guard expense, each student is expected to adhere to the rules for every “C” school they attend. Regardless of an Auxiliarist’s status or office, these expectations apply to everyone.

These are the Chief Director’s expectations for every Auxiliarist who attends any “C” school. Failure to properly abide by them may result in a wide range of consequences including lost credit for the school, non-reimbursement of travel expense claims, expulsion, and in the most severe of cases, disenrollment from the Auxiliary. These expectations are:

- (a) Follow the instructions on “C” school orders. Any deviation from the orders must be communicated in advance to the order issuing authority (usually the Director).
- (b) Students are expected to attend each day of a “C” school and be on time each day. They are also expected to stay until the end of class each day. Lateness and/or absence may result in no credit for the school, cancellation of orders, denial of travel claim, and/or disciplinary action.
- (c) “C” schools require pre-class assignments, in-class assignments, and/or post-class assignments. Students are expected to complete all assignments issued by the instructor(s), in the timeframe given by the instructor(s).
- (d) Students are expected to demonstrate the Coast Guard’s core values of Honor, Respect, and Devotion to Duty at every step of the “C” school process. This includes adherence to proper Coast Guard courtesies and protocols, proper wear of the uniform, non-cohabitation of unmarried couples on any base, and respect of military base rules whether a Coast Guard base, a DoD base, or any other type of military installation. Students who display fraudulent, belligerent, argumentative, or aggressive behavior will not be tolerated. If rental cars are assigned for a class, the authorized drivers are expected to transport their fellow students. Additionally, authorized drivers are responsible for ensuring the timely and proper return of any rental cars in accordance with the rental company’s agreement.

C.3.a.(6)
Penalties

Coast Guard “C” School programs represent formal and valuable learning opportunities that are subject to stringent resource constraints. School quotas that are not used as requested effectively jeopardize the availability of similar quotas in the future. Student commitment to successful completion is therefore held to a commensurately high level.

“C” School program penalties may be imposed whenever a student receives orders to a “C” School and then fails to attend and successfully complete the school for any reason other than one that is of an emergent nature related to own health (e.g., severe illness), family (e.g., death in the family), or work (e.g., short-notice, extended travel assignment). This includes the instructor’s termination of a student’s attendance once at a “C” School for reasons such as:

- (a) Being disruptive.
- (b) Failure to perform class assignments.
- (c) Failure to wear the proper uniform.
- (d) Failure to abide by Coast Guard or facility regulations, policies, or procedures.

Penalties stemming from “C” School matters shall normally entail revocation of “C” School orders and/or ineligibility to attend future “C” Schools. This includes denial of reimbursement of any or all aspects of associated travel claims. Revocation of “C” School orders and associated privileges may be imposed for periods of one, two, or three years. Such penalties shall be determined through consultation between the Director, Chief Director’s Training Specialist, and DIR-T with the following factors taken into consideration:

- (e) The student’s history of previous cancellations from other Auxiliary “C” Schools.
- (f) The student’s ability to have advised of their need to cancel in a more timely fashion.
- (g) The validity of the student’s reason for cancellation.
- (h) The student’s overall standing in the Auxiliary.

Notwithstanding the above, nothing precludes the Director from taking additional administrative disciplinary action pursuant to Chapter 3 of this Manual depending upon the severity of a student’s actions.

The Director shall notify the student in writing (e-mail is acceptable, copy to the DCO, DCDR, and FC) of any penalty assessment, as well as their right to appeal, within 30 calendar days. Any additional administrative disciplinary action shall be processed in accordance with Chapter 3 of this Manual.

A student may appeal a “C” School penalty in writing (e-mail is acceptable) to the Deputy Chief Director (CG-5421). Any appeal must be filed within 30 days of the penalty’s date of issuance. The standard of review shall be limited to whether the provisions of this section had been followed. The Deputy Chief Director (CG-5421) decision shall be final (e-mail is acceptable).
