



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

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“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

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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.

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“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).