



HOW-TO Instructions for Filling Out the USACC Form 104-R, Academic Plan

A. PURPOSE OF 104-R: The 104-R is a document used for organizing your academic plan. It is a way for cadre, staff and cadet command to monitor your degree progress, determine eligibility for scholarships/tuition assistance, and ensure academic alignment with military science courses. It is a tool to ensure you complete all required degree and Army ROTC courses to graduate and commission on time.

B. RULES & REQUIREMENTS: The CC Form 104-R is a living document, which ensures that students comply with the academic achievement standards consistent with ROTC requirements and their degree program's requirements; therefore:

1. All cadets are required to complete and update the form every semester. This will require you to visit your advisor once a semester.
2. It must include grades from all previous semesters and reviewed/signed by academic advisor.
3. ROTC only gives you time to complete ONE degree. You may pursue other degrees (ie: Minors or a Double Major), but you must do so in the time frame for your primary degree (8 semesters / 9 for STEM and certain other degrees requiring more than 120 Sem. hours).
4. Ensure you include your Military Science classes for each semester.
5. Ensure that a military history class or substitute is scheduled as part of your plan. For a list of approved history classes, visit the website: <https://www.marquette.edu/army-rotc/cadet-schedule-and-training.php>
6. You must maintain full-time student status while participating in ROTC (12-18 credits). Taking greater than 18 credits per semester must be discussed with your Instructor. Graduate students must be enrolled full time in accordance with their university's policy.
7. Some classes are only offered once a year; plan accordingly.

Prior to filling out your 104-R, find your academic degree's requirements and universities requirements for degree completion to help you fill out the form.

List of required ROTC Classes: <https://www.marquette.edu/army-rotc/cadet-schedule-and-training.php>

Marquette: <https://bulletin.marquette.edu/resources-opportunities/marquette-core-curriculum/#requirements>

UWM: <https://catalog.uwm.edu/policies/undergraduate-policies/#generaleducation>

MSOE: <https://www.msOE.edu/academics/how-we-teach/degree-structure/>

CUW: <https://catalog.cuw.edu/undergraduate/university/acad-prog/trad/core/>

UWP: <https://www.uwp.edu/learn/academicmaps/>

C. COMPLETION INSTRUCTIONS: Below are step-by-step instructions and guidelines for filling out the CC Form 104-R. Do not hesitate to seek guidance from your Instructor.



1. NAME OF STUDENT (LAST, FIRST, MI)	2. ACADEMIC MAJOR	2a. CIP CODE	3. AS OF DATE (MM/DD/YYYY) (Date of form preparation)
--------------------------------------	-------------------	--------------	---

Block 1: Fill in your name (Last, First, Middle Initial)

Block 2: Fill in your academic major (ie: Criminal Justice, Civil Engineering, etc.)

Block 2a: CIP Code = Google Search the Major’s CIP Code or go to <https://nces.ed.gov> to find it

Block 3: Fill in the date you filled out the form

4. ACADEMIC SCHOOL	
Marquette University/UWM/UWP/CUW/MSOE	
a. IDENTIFICATION (Check one):	Host <input checked="" type="checkbox"/>
	Extension Center <input type="checkbox"/>
	Cross-Enrolled <input checked="" type="checkbox"/>
b. HOST SCHOOL	c. HOST FICE
Marquette University	003863

Block 4: Fill in the school you attend (UWM, UWP, Marquette, CUW, MSOE)

Block 4a: Marquette University is the host university, all others mark “Host”

Block 4c: Host FICE = 003863

5. CREDIT HOURS	
Select Semester or Quarter (S/Q)	Semester
a. Total required for degree:	120
(1) ROTC Hours that do not count:	27
(2) Total Hours Rqd for NAPS:	147
Normal Academic Progression Standard	18
b. Credits toward degree Comp to date:	0
c. Transfer Credits accepted:	0
d. Remaining for Degree:	147
e. Number of authorized S/Qs:	8

5a. Number of credits required for degree

5a. (1) Number of ROTC hours that don’t count towards degree. ROTC is 27 credits total. Some degrees won’t count any while others count some. Talk with Academic Advisor to find out. In this example, none of the ROTC credits count

5a. (2) this populates (sum of 5a and 5a (1). This represents the number of credits needed to graduate

Normal Academic Progression Standard: average number of hours a student should take each semester to graduate on time (usually 8 semesters). 18 is the standard

Block 5b. Enter number of credits you have completed that count towards degree (not transfer)

Block 5c: Enter credit hours transferred that count towards degree

Block 5d and 5e: Values self-populate based on previous block info



6. GRADE POINT AVERAGE (GPA)			
Term: <u>Fall 2023</u>		Term: <u>Spring 2026</u>	
Curr GPA: _____	CUM: _____	Curr GPA: _____	CUM: _____
Term: <u>Spring 2024</u>		Term: <u>Fall 2026</u>	
Curr GPA: _____	CUM: _____	Curr GPA: _____	CUM: _____
Term: <u>Fall 2024</u>		Term: <u>Spring 2027</u>	
Curr GPA: _____	CUM: _____	Curr GPA: _____	CUM: _____
Term: <u>Spring 2025</u>		Term: _____	
Curr GPA: _____	CUM: _____	Curr GPA: _____	CUM: _____
Term: <u>Fall 2025</u>		Term: _____	
Curr GPA: _____	CUM: _____	Curr GPA: _____	CUM: _____

Block 6. Enter your semester and cumulative GPA for each Completed semester. This is updated every Semester. Include all summer classes that count towards your degree.

a.

Term:		Fall	Year: 2023		
No.	Course Title	Hrs.	Cts.	Grd.	
MISL 1001	Military Physical Training and Conditioning	1			
MISL 1100	Foundations of Officership	1			
POSC 2601	International Politics	3	3		
HIST 1002	Growth Est Civilizations since 1715	3	3		
ARBC 1001	Elementary Arabic	4	4		
ENGL 1001	Foundations in Rhetoric	3	3		
Total Term Hours:		15	13		

Block 7. Fill out entire academic plan for degree to include past, current, and future courses needed for degree. You will also list all of your ROTC courses

Term: Fall, Summer, Spring

Year: 2023, 2024, etc

No: Course Number in catalog

Course Title: Name of course

Hrs: Number of credit hours for the class

Cts: Credits awarded for class towards degree, NOT all

ROTC classes count towards degree. Classes with failing grade do not count

Grd: grade received for class

Total Term Hours: will self-populate

8. STUDENT INITIALS & DATE: (Have the student initial and date beside each term to indicate they have been counseled)	TERM 1: _____	TERM 4: _____	TERM 7: _____
	TERM 2: _____	TERM 5: _____	TERM 8: _____
	TERM 3: _____	TERM 6: _____	TERM 9: _____

Block 8. You will initial these black spaces each time you are counseled by your ROTC instructor. The terms refer to your semester in ROTC, not that you have been counseled on each individual term. A college sophomore who is in their third semester would initial next to term 1, term 2, and term 3 after the counseling.



9. REVIEW: All of the above courses are required (as minimum) for the completion of the degree: <table style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; text-align: center;"><input type="checkbox"/></td> <td style="width: 20px; text-align: center;">Yes</td> <td style="width: 20px; text-align: center;"><input type="checkbox"/></td> <td style="width: 20px; text-align: center;">No (if no, list exceptions on reverse side of this form).</td> </tr> </table>		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No (if no, list exceptions on reverse side of this form).
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No (if no, list exceptions on reverse side of this form).		
Completion should result in degree _____ degree, during (Month, Year):					
10. SIGNATURE OF STUDENT: Your Signature	11. DATE: (MM/DD/YYYY)				
12. SIGNATURE OF REGISTRAR AND EXAMINER OF CREDENTIALS (OR OTHER INSTITUTION CERTIFYING OFFICIAL) Your Academic Advisor's Signature	13. DATE: (MM/DD/YYYY)				

Block 9: Academic Advisor checks based on if your plan is viable. Enter the degree you are receiving with date you will receive it.

Block 10. Cadet signs and dates **Block 11.**

Block 12: Academic Advisor signs and dates **Block 13.**

PLANNED ACADEMIC PROGRAM WORKSHEET
For use of this form, see USACC Pam 145-4, the proponent agency is ATCC-PA-C

STATEMENT OF UNDERSTANDING

We, the undersigned, hereby declare that the program outlined on the worksheet (on the reverse side of this statement) that

Cadet LAST, FIRST, MI is about to under take a formally structured program approved by Name of School
(FULL NAME, Last, First, MI) (Name of University or College)

designed to meet the requirements of a Name of Degree (Business, Civil Engineering, etc) degree; that the degree to be attained is the culmination of an
(Type of Degree)

undergraduate college program of at least four years; and that the remaining credit hours shown on the worksheet are necessary either to fulfill discipline requirements or to fulfill credit hour requirements, or both, for the attainment of the degree. If the Cadet is an ROTC Scholarship participant, the scholarship will be in force for the number of semesters indicated in Block 5.

_____ (Date) (MM/DD/YYYY)	_____ (CADET SIGNATURE)
_____ (Date) (MM/DD/YYYY)	_____ (PROFESSOR OF MILITARY SCIENCE SIGNATURE)

Type appropriate info where specified, then sign and date the form when you submit your 104-R to your ROTC instructor for review. Your ROTC instructor will review, initial, and turn into the PMS for final review and signature. This form will then go into your 201-R file. Keep a copy for your records.