## **How To Prepare a Planned Academic Worksheet (CC Form 104-R)**

The CC FM 104-R is completed for each prospect you are working into the program to ensure academic alignment. The intent of this form is to input the data on the PC to prevent errors, especially in the formulas. Preparation of this form is self-explanatory. When the various Blocks are chosen, a "what's this?" message block will appear which provides instructions for entering correct data in each block.

Step 1: Input the required information in Block 1 thru 4 of Page 1. The information is self explaining and will automatically fill information out in the remaining portion of the document.

		DATA REQUIRED BY PRIVACY ACT STATEMENT OF	1974	
1	. AUTHORITY: Title 10, US Code 2101 and 2104			
		necessary for administering the Army Senior ROTC program, processin	g, and managing of selected students for	commissioning in the Army IAW
4	stablished public law and Army Regulations.			
		mine if the applicant meets the public law requirements of two remaining		#.d414
	sontinuance, or discontinuance in the Army ROTC program.	JAL NOT PROVIDING INFORMATION: Voluntary information is	s necessary to determine eligibility or the i	idividual for acceptance,
ř	I. NAME OF STUDENT (LAST, FIRST, MI)	2. ACADEMIC MAJOR	3. AS OF DATE (MM/DD/YY	(Y) (Date of form preparation)
П			1	
Н	INSTITUTION OF ATTENDANCE AND IDENTIFICATION	ON 5. CREDIT HOURS	6. GRADE POINT AVERAGE	(GPA)
Ш	Name:	Select Semester or Quarter (S/Q)	Term:	Term:
П				
Н	Identification (Check one): Host	a. Total required for degree:0	Curr GPA: CUM:	Curr GPA: CUM:
l	Extension Center	(1) ROTC Hours that do not count: 0	Term:	Term:
П	Cross-Enrolled	(2) Total Hours Rqd for NAPS: 0	Curr GPA: CUM:	Curr GPA: CUM:
И	If attendance is at an extension center or cross-enrolled school,	Hormal Academic Progression Standard 0.00	Term:	Term:
И	st the name of the Host Institution:	b. Transfer Credits accepted: 0	Curr GPA: CUM:	Curr GPA: CUM:
П		c. Credits toward degree Comp to date: 0.0	Term:	Term:
П		d. Reamining for Degree: 0	Curr GPA: CUM:	Curr GPA: CUM:
		e. Number of authorized S/Qs:	Term:	Term:
			Curr GPA: CUM:	Curr GPA: CUM:

Step 2: Input the required information in Block 5 Credit Hours. Items in Block 5 will automatically calculate both semester and quarter hours. In Block 5 (Select Semester or Quarter) use the drop down menu box, select S for semester and Q for quarter system.

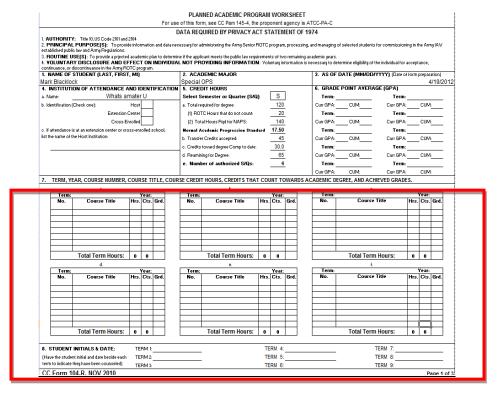
- Input Total hours required for the degree from the school official degree requirement from the school catalog. DO
   NOT include ROTC credit hours <u>IF</u> those hours do not count towards elective credit that the degree may require.
- Input ROTC Hours that do not count. If any of the hours for ROTC (all or some) do not count towards the degree requirement, input those hours here.
- Total Hours Required (automatically calculated)
- Normal Academic Progression Standard (automatically calculated). The Total Hours Required divided by the total number of semesters/quarters established in the school catalog to complete the degree + ROTC hours). <u>Note:</u> academic requirements over 18 hours should be for academically strong students only.
- Transfer credits accepted toward degree verified by an institutional certifying official.
- Credits toward degree completed to date at the current school.
- Remaining for Degree (automatically calculated). This is what NAPS on the CCIMSW scholarship application should reflect.

A sample of Block 5 is below: SAMPLE

5. CREDIT HOURS	
Select Semester or Quarter (S/Q)	S
a. Total required for degree:	120
(1) ROTC Hours that do not count:	20
(2) Total Hours Rqd for NAPS:	140
Normal Academic Progression Standard	17.50
b. Transfer Credits accepted:	45
c. Credits toward degree Comp to date:	30.0
d. Reamining for Degree:	65
e. Number of authorized S/Qs:	4

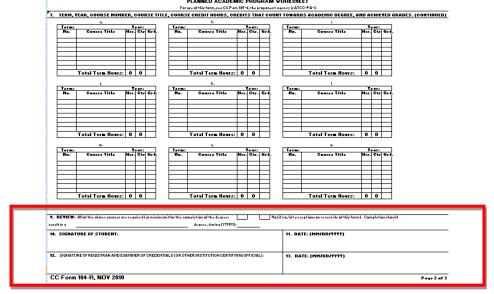
Step 3 Input the required information in Block 7,

- Input outline of all courses by semester/term and year (course number, course title and credit hours) the cadet must take to complete both the degree and ROTC, and the credit hours for each course.
- NOTES:
  - -Block 7 will calculate the total credit hours and credit points per school term when the data is entered.
  - -The number of terms filled out in block 7 should not exceed the number of terms authorized from Block 5. The total number of hours from all terms filled out in block 7 on the initial form 104R must equal the number of hours in "Remaining for Degree" block from block 5.



## Step 4.

- The Registrar or examiner of credentials and the Cadet sign and date Blocks 10 thru 13.
- The PMS and the Cadet sign Page 3, Statement of Understanding, the date the Cadet contracts.
- If at any time one of the signatories disagree with the academic plan then the plan must be re-worked until it is satisfactory to all individuals required to sign.



	PLANNED ACADEMIC PROGRAM WORKSHEET  Far use of this farm, so CC Pam 145-4, the prapanent agency is ATCC-PA-C
	STATEMENT OF UNDERSTANDING
We, the undersigned, hereby decla	re that the program outlined on the worksheet (on the reverse side of this statement) that
Cadet 0 (FULLNAME, Lart, First, MI)	is about to under take a formally structured program approved by 0 (Name of University or Callege)
designed to meet the requirments o	a degree; that the degree to be attained is the culmination of an (Type of Degree)
undergraduate college program of a	t least four years; and that the remaining credit hours shown on the worksheet are necessary either to fulfill
discipline requirements or to fulfill o	edit 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.
(Data) (MM/DD/TTTT)	(CADET SIGNATURE)
(Date) (HH/DD/TTTT)	(CADET SIGNATURE)
(Date) (HH/BB/TTTT)	(CADET SIGNATURE)
(Data) (HH/DD/TTTT)  (Data) (HH/DD/TTTT)	(CADET SIGNATURE)  (PROFESSOR OF MILITARY SCIENCE SIGNATURE)

Step 5. The CC FM 104-R will be reviewed with the Cadet by the Military Science Instructor at the end of each school term (upon receipt of grades) in order to monitor proper academic alignment and proper Mission Set.

- Input the grades and GPA/CGPA in Block 6 and 7
- · Obtain the cadets initials in block 8
- Post grades in Battalion Commissioning Forecast System (BCFS) in CCIMS.
- Note: Cadet is required to produce a new CC Form 104R within 30 days (IAW CC PAM 145-4) once the form is no longer valid due to changes in the class schedules or poor academic performance. If a revised/new 104-R is required the HRT must have the revised document in file, and update commission and graduation dates in CCIMS if appropriate

