

Academic Worksheet Plan Instructions

Cadet Command Form 104R, SEP 2013

- This is not a “do it yourself” project. Complete what you can then work with your Instructor or Mr. Sanford
- Only list classes that count towards your degree to include gen eds, Military Science and military history
- You must be enrolled full-time while in Army ROTC
- Military Science classes and the military history class must be listed
- Basic Training can waive up the first two years
- Basic Camp is for students who have 4 or 5 semester remaining
- HIS 278 (ISU) and HIS 326 (BU) are the only authorized history courses. The online course is reserved for IWU and case by case for ISU and BU.
- KNR 146 *Military Physical Conditioning* may be taken up to 4 times
- Summer classes are not listed in the summer box until the grade has been received. Until then, they are scheduled in a fall or spring box
- Advance Camp must be in the summer box between MS 221 and MS 240. Cadets can attend Advance Camp after completion of MS IV year if they were unable to attend the previous summer due to an intership.

PLANNED ACADEMIC PROGRAM WORKSHEET For use of this form, see USACC Pam 145-4, the proponent agency is ATCC-PA-C			
DATA REQUIRED BY PRIVACY ACT STATEMENT OF 1974 1. AUTHORITY: Title 10, US Code 2101 and 2104 2. PRINCIPAL PURPOSE(S): To provide information and data necessary for administering the Army Senior ROTC program, processing, and managing of selected students for commissioning in the Army IAW established public law and Army Regulations. 3. ROUTINE USE(S): To provide a projected academic plan to determine if the applicant meets the public law requirements of two remaining academic years. 4. VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary information is necessary to determine eligibility of the individual for acceptance, continuance, or discontinuance in the Army ROTC program.			
1. NAME OF STUDENT (LAST, FIRST, MI)	2. ACADEMIC MAJOR	2a. CIP CODE	3. AS OF DATE (MM/DD/YYYY) (Date of form preparation)

1. Enter last name, first name, middle initial
2. Enter your academic major
- 2a. Google your major and “CIP Code”
3. Click on the date you are creating this

4. ACADEMIC SCHOOL							
a. IDENTIFICATION (Check one):	<table border="1"> <tr> <td>Host</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Extension Center</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Cross-Enrolled</td> <td><input type="checkbox"/></td> </tr> </table>	Host	<input checked="" type="checkbox"/>	Extension Center	<input type="checkbox"/>	Cross-Enrolled	<input type="checkbox"/>
Host	<input checked="" type="checkbox"/>						
Extension Center	<input type="checkbox"/>						
Cross-Enrolled	<input type="checkbox"/>						
b. HOST SCHOOL	c. HOST FICE						
ILLINOIS STATE UNIVERSITY	001692						

4. Enter your university's name

4a. Place an "X" in the appropriate box

-Host: Illinois State University

-Extension Center: Bradley University

-Cross-Enrolled: Illinois Wesleyan University

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

5a.: Enter the number of hours required for your degree (minimums are listed below)

-ISU: 120

-BU: 124

-IWU: 128 (convert 1 unit to 4 hours)

5a.1: Enter a number between 0-21. This is only used to manipulate the number in 5.d

5a.2: This is the sum of 5a and the number entered in 5a.1.

Normal Academic Progression Standard: This number auto-populates. This is the average number of hours that should be taken each semester.

5b.: This is the sum of the Cts columns with a grade. Do not include transfer classes!

5c.: This is the number of transfer hours that have transferred in towards your overall degree requirements.

5d.: This number must match the sum of the Cts columns without a grade. Use 5a.1 to get the correct number.

5e.: This number must match the number of remaining semesters. Scholarship benefits are paid out based on this number.

8. GRADE POINT AVERAGE (GPA)			
Term:			
Curr GPA:		CUM:	
Term:			
Curr GPA:		CUM:	
Term:			
Curr GPA:		CUM:	
Term:			
Curr GPA:		CUM:	
Term:			
Curr GPA:		CUM:	
Term:			
Curr GPA:		CUM:	

Term:			
Curr GPA:		CGPA:	
Term:			
Curr GPA:		CGPA:	
Term:			
Curr GPA:		CGPA:	
Term:			
Curr GPA:		CGPA:	
Term:			
Curr GPA:		CGPA:	
Term:			
Curr GPA:		CGPA:	

1. Enter the appropriate Term (Fall, Spring, Summer)
2. Enter both your semester and cumulative GPAs
3. Transfer Students should enter "Transfer" as the term.

The overall cumulative GPA transferring in is all that needs to be recorded, not each semester.

Term: FALL		Year:		
No.	Course Title	Hrs.	Cts.	Grd.
MSC 101	INTRO TO LDRSHIP-INDV	1	1	
Total Term Hours:		1	1	

Term: SPRING		Year:		
No.	Course Title	Hrs.	Cts.	Grd.
MSC 102	INTRO TO LDRSHIP-TMWRK	1	1	
Total Term Hours:		1	1	

Term: SUMMER		Year:		
No.	Course Title	Hrs.	Cts.	Grd.
Total Term Hours:				

Term: FALL		Year:		
No.	Course Title	Hrs.	Cts.	Grd.
MSC 111	APPLIED LDRSHIP I	2	2	
Total Term Hours:		2	2	

Term: SPRING		Year:		
No.	Course Title	Hrs.	Cts.	Grd.
MSC 112	APPLIED LDRSHIP II	2	2	
Total Term Hours:		2	2	

Term: SUMMER		Year:		
No.	Course Title	Hrs.	Cts.	Grd.
Total Term Hours:				

Term: FALL		Year:		
No.	Course Title	Hrs.	Cts.	Ord.
MSC 220	ADV LDRSHIP & TACTICS I	3	3	
HS 278	U.S. MILITARY HISTORY	3	3	
Total Term Hours:		6	6	

Term: SPRING		Year:		
No.	Course Title	Hrs.	Cts.	Ord.
MSC 221	ADV LDRSHIP & TACTICS II	3	3	
Total Term Hours:		3	3	

Term: SUMMER		Year:		
No.	Course Title	Hrs.	Cts.	Ord.
ADVANCED CAMP				
Total Term Hours:				

Term: FALL		Year:		
No.	Course Title	Hrs.	Cts.	Ord.
MSC 240	ADV APPLIED LDRSHIP I	3	3	
Total Term Hours:		3	3	

Term: SPRING		Year:		
No.	Course Title	Hrs.	Cts.	Ord.
MSC 241	ADV APPLIED LDRSHIP II	3	3	
Total Term Hours:		3	3	

Term: SUMMER		Year: 2020		
No.	Course Title	Hrs.	Cts.	Ord.
Total Term Hours:				

Term:		Year:		
No.	Course Title	Hrs.	Cts.	Ord.
Total Term Hours:				

Term:		Year:		
No.	Course Title	Hrs.	Cts.	Ord.
Total Term Hours:				

Term:		Year:		
No.	Course Title	Hrs.	Cts.	Ord.
Total Term Hours:				

1. Each row represents a school year (Fall, Spring, Summer).
2. Enter the year as 4 digits with the exception of 7.a, it only allows 2 digits
3. **“No”** column: This is the 3 letter abbreviation for the class and the 3 digit class number (ex. MSC 101). Class numbers differ at all three universities and are listed at the end of these instructions. ISU’s class abbreviations are used for examples only.
4. **“Course Title”** column: Enter the title of the class. Black boxes mean too many characters, abbreviate class titles if need be. (ex. INTRO TO LDRSHIP-INV)
5. **“Hrs”** columns: This is the number of credit hours assigned to the class by the university. IWU convert 1 unit to 4 hours.
6. **“Cts”** columns: This is the number of credit hours taken that count towards your degree. In most cases this should mirror the Hrs column. All Military Science classes and the Military History class must have a number other than 0 in the Cts column. (ex. Underwater Basket Weaving is 2 credit hours but does not count towards your degree. Enter 2 in the Hrs column and 0 in the Cts column).
7. **“Grd”** column: this is the grade earned for that class.
8. **Total Term Hours** will auto-populate.

*The mandatory military history class must be listed on the 104R. HIS 278 (ISU) is only offered in the fall. HIS 326 (BU) is only offered in the spring. The online course is reserved for IWU and on a case by case basis for ISU and BU. The online course must be listed on the 104R.

*Scholarship recipients must have a Military Science or military history class listed in every box in order to receive the scholarship. MSC 287 is the Independent Study class and can be taken for 1, 2 or 3 credit hours. The PMS is the approval authority for MSC 287.

9. Transfer Students without an Associates Degree: label boxes 7a-7c as “Transfer” and enter the information for what is accepted by your academic department to include gen eds. Transfer classes are not semester specific. Box 7.d should be the first semester you’ve transferred in.

-Enter Basic Camp in box 7c if you are entering into the MS III year (MSC 220) and need credit for the first two years. Enter Basic Training in Box 7c if you completed it.

-For transfer students on the 3 year plan, enter MSC 101 and MSC 111 in the fall semester (7d) and MSC 102 and MSC 112 in the spring semester box (7e) only if you have not completed Basic Training. If you’ve completed Basic Training then only enter MSC 111 and MSC 112.

-Enter Advance Camp in the summer box between MSC 221 and MSC 240.

10. Transfer Students with an Associates Degree: Enter “Associates Degree” in box 7c. Use box 7a as the first semester you’ve transferred in.

-Enter Basic Camp in box 7c if you are entering into the MS III year (MSC 220) and do not have credit for the first two years.

-For transfer students on the 3 year plan, list MSC 101 and MSC 111 in the fall semester (7d) and MSC 102 and MSC 112 in the spring semester box (7e) only if you have not completed Basic Training. If you’ve completed Basic Training then only enter MSC 111 and MSC 112.

-Enter Advance Camp in the summer box between MSC 221 and MSC 240.

11. Traditional Students enter the required information starting in box 7a. Enter Advance Camp in the summer box between MSC 221 and MSC 240.

8. STUDENT INITIALS & DATE:	TERM 1: <input type="text"/>	TERM 4: <input type="text"/>	TERM 7: <input type="text"/>
(Have the student initial and date beside each term to indicate they have been counseled)	TERM 2: <input type="text"/>	TERM 5: <input type="text"/>	TERM 8: <input type="text"/>
	TERM 3: <input type="text"/>	TERM 6: <input type="text"/>	TERM 9: <input type="text"/>

Each term is initialed after you and your Instructor have reviewed your 104R.

9. REVIEW: All of the above courses are required (as minimum) for the completion of the degree: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no, list exceptions on reverse side of this form). Completion should result in _____ degree, during (Month, Year): _____	
10. SIGNATURE OF STUDENT: <div style="border: 1px solid black; height: 40px; width: 100%; background-color: #e6f2ff;"></div>	11. DATE: (MMDD/YYYY) <div style="border: 1px solid black; height: 40px; width: 100%; background-color: #e6f2ff;"></div>
12. SIGNATURE OF REGISTRAR AND EXAMINER OF CREDENTIALS (OR OTHER INSTITUTION CERTIFYING OFFICIAL): <div style="border: 1px solid black; height: 40px; width: 100%; background-color: #e6f2ff;"></div>	13. DATE: (MMDD/YYYY) <div style="border: 1px solid black; height: 40px; width: 100%; background-color: #e6f2ff;"></div>

1. Enter B.S. or B.A. and name of degree in box 9.
2. Enter the graduation date in the drop down box.
3. Student signs in box 10 and dates in box 11.
4. Advisor signs in box 12 and dates in box 13.

*The Advisor does not review and sign until either the Instructor or Mr. Sanford have reviewed and approved the 104R.

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

Cadet

(FULL NAME, Last, First, MI)

is about to under take a formally structured program approved by...

ILLINOIS STATE UNIVERSITY

(Name of University or College)

designed to meet the requirements of a

(Type of Degree)

degree; that the degree to be attained is the culmination of an

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.

1. Enter last name, first name and middle initial.
2. Enter correct university name if other than Illinois State University.
3. Enter same information as typed into box 9.

<div data-bbox="751 121 935 178" style="background-color: #d9e1f2; height: 40px; width: 100%;"></div> <div data-bbox="759 178 927 197">(Date) (MM/DD/YYYY)</div>	<div data-bbox="1006 121 1577 178" style="background-color: #d9e1f2; height: 40px; width: 100%;"><div data-bbox="1006 121 1070 142" style="background-color: #e67e22; color: white; padding: 2px 5px; font-size: 0.8em;">SIGN HERE</div></div> <div data-bbox="1210 178 1370 197">(CADET SIGNATURE)</div>
<div data-bbox="751 278 935 335" style="background-color: #d9e1f2; height: 40px; width: 100%;"></div> <div data-bbox="759 335 927 354">(Date) (MM/DD/YYYY)</div>	<div data-bbox="1006 278 1577 335" style="background-color: #d9e1f2; height: 40px; width: 100%;"><div data-bbox="1006 278 1070 299" style="background-color: #e67e22; color: white; padding: 2px 5px; font-size: 0.8em;">SIGN HERE</div></div> <div data-bbox="1108 335 1472 354">(PROFESSOR OF MILITARY SCIENCE SIGNATURE)</div>

1. Date and sign the same time you sign and date on page two. The PMS does not sign prior to the student and Advisor.
2. Once you and your Advisor have signed, return this to your Instructor or to Mr. Sanford if this is needed for a contract/scholarship packet.
3. Save the digital version to your computer. The 104R must be updated each semester once you are a contracted Cadet!

ILLINOIS STATE UNIVERSITY			
<u>TERM</u>	<u>CLASS</u>	<u>TITLE</u>	<u>CREDIT HRS</u>
Fall	MSC 101	Intro to LDRSHIP-Tmwrk	1
Spring	MSC 102	Intro to LDRSHIP-Indv	1
Fall	MSC 111	Applied LDRSHIP I	2
Spring	MSC 112	Applied LDRSHIP II	2
Fall	MSC 220	Adv LDRSHIP & Tactics I	3
Spring	MSC 221	Adv LDRSHIP & Tactics II	3
Fall	MSC 240	Adv Applied LDRSHIP I	3
Spring	MSC 241	Adv Applied LDRSHIP II	3
Fall	HIS 278	U.S. Military History	3
Fall/Spring	*MSC 287	Independent Study	3
Fall/Spring	**KNR 146	Military Phys Conditioning	1

*MSC 287 can only be taken with the PMS approval.

**KNR 146 is only mandatory if pursuing the Military Science Minor.
This can be taken up to 4 times regardless if pursuing the minor.

ILLINOIS WESLEYAN UNIVERSITY			
<u>TERM</u>	<u>CLASS</u>	<u>TITLE</u>	<u>CREDIT HRS</u>
Fall	ROTC 101	Intro to LDRSHIP-Tmwrk	0
Spring	ROTC 102	Intro to LDRSHIP-Indv	0
Fall	ROTC 111	Applied LDRSHIP I	0
Spring	ROTC 112	Applied LDRSHIP II	0
Fall	ROTC 220	Adv LDRSHIP & Tactics I	0
Spring	ROTC 221	Adv LDRSHIP & Tactics II	0
Fall	ROTC 240	Adv Applied LDRSHIP I	0
Spring	ROTC 241	Adv Applied LDRSHIP II	0
Fall/Spring	*ROTC 146	Physical Conditioning	0
Fall/Spring	ROTC 200	Leadership Lab	0
Fall/Spring	**ROTC 287	Independent Study	0

-Class must be registered for each semester so that they reflect on the transcripts.

-MS II-MS IV students need to register for ROTC 200 each semester.

*It is recommended that IWU students register for ROTC 146. This may provide PE elective credit which is required by the university.

** MSC 287 must be registered for in order to receive credit for the military history class.
Enter BB Mil HIS Course for the course title.

BRADLEY UNIVERSITY			
<u>TERM</u>	<u>CLASS</u>	<u>TITLE</u>	<u>CREDIT HRS</u>
Fall	MS 101	LDRSHIP & Indv Effectiveness	1
Spring	MS 102	LDRSHIP-Teamwork	1
Fall	MS 201	American LDRSHIP; Traditions & Change	2
Spring	MS 202	Land Navigation & Application	2
Fall	MS 301	Adv LDRSHIP & Tactics I	3
Spring	MS 302	Adv LDRSHIP & Tactics II	3
Fall	MS 401	Adv Applied LDRSHIP I	3
Spring	MS 402	Adv Applied LDRSHIP II	3
Fall/Spring	*MS 287	Independent Study	3
Spring	HIS 326	Modern Military Forces & Institutions: 1700 to Present	3
Fall/Spring	**MS 150	Military Phys Conditioning	0
Fall/Spring	***MS 200	Leadership Lab	0

* MSC 287 can only be taken with the PMS approval.

**MS 150 is only required if student is not enrolled in CCIM.

***MS 200 is only required for MS I students who are not enrolled in CCIM