

ARMY ROTC

104-R Instructions

The 104-R is your academic plan to complete your degree and is required for all students competing for a scholarship and all contracted Cadets regardless of scholarship status. This must be updated every semester with grades from the previous semester and any changes in your coursework. This instruction is broken down block by block.

BLOCKS 1-3

1. NAME OF STUDENT (LAST, FIRST, MI) Smith, John, D	2. ACADEMIC MAJOR Global Studies	2a. CIP CODE	3. AS OF DATE (MM/DD/YYYY) (Date of form preparation) 01/21/2014
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- **BLOCK 1**—Self Explanatory
- **BLOCK 2**—Academic major (e.g., Mechanical Engineering, Nursing, Psychology, etc.)
 - 2A—CIP Code—Get this from Enrollment and Scholarship Officer
- **BLOCK 3**—Date of preparation of the form

BLOCK 4

4. ACADEMIC SCHOOL University of Delaware		
a. IDENTIFICATION (Check one):		Host <input checked="" type="checkbox"/>
		Extension Center <input type="checkbox"/>
		Cross-Enrolled <input type="checkbox"/>
b. HOST FICE 002565	c. HOST SCHOOL University of Delaware	

- **BLOCK 4**—Your School Name (University of Delaware, Delaware State University, Wilmington University, Lincoln University)
 - 4a— If you are attending UD, choose Host. If you are attending a partner school, choose Cross-Enrolled.
 - 4b—The HOST FICE is 001502 for all schools
 - 4c—The HOST SCHOOL self populates and should read University of Delaware

BLOCK 5

5. CREDIT HOURS	
Select Semester or Quarter (S/Q)	Semester ▼
a. Total required for degree:	<u>120</u>
(1) ROTC Hours that do not count:	<u>5</u>
(2) Total Hours Rqd for NAPS:	<u>125</u>
Normal Academic Progression Standard	<u>16</u>
b. Credits toward degree Comp to date:	<u>30</u>
c. Transfer Credits accepted:	<u>0</u>
d. Remaining for Degree:	<u>95</u>
e. Number of authorized S/Qs:	<u>6</u>

- **BLOCK 5—CREDIT HOURS:** Select the drop down to display Semester
 - **5a— Total Required for degree:** This is the total hours required to earn your degree without Military Science classes. This is **120 hours for most degree programs**. There are programs such as engineering that require more hours to earn a degree. For graduate students this may be between 36-48 hours.
 - **5A(1)—ROTC Hours that do not count:** This is how many hours of Military Science courses do NOT count towards your degree. Most Liberal Arts degrees will accept most Military Science classes towards electives built into the degree program. Others, such as engineering programs, do not have as many elective credits built in, so this number will be higher. **This is determined by your advisor.**
 - **5A(2) - Total Hours Rqd for NAPS:** Self populates, this is the sum of total required for degree and ROTC hours that do not count.
 - **Normal Academic Progression Standard:** Self populates, this is the average number of hours, per semester, a student should be taking every semester.
 - **5b— Credits toward degree Comp to date:** This is the number of hours you have completed at your college the day you are completing this form. *THIS DOES NOT INCLUDE TRANSFER CREDITS TO INCLUDE AP CLASSES IN HIGH SCHOOL.* So, per the example, this person has completed two semesters taking 15 hours each to total 30 credit hours completed. These are credits completed toward the degree you are seeking. If you changed your major and have classes that do not count toward your new degree then they do not count here.
 - **5c—Transfer Credits accepted:** These are credits that the University has accepted *TOWARD YOUR DEGREE*, not just any and all transfer credits. This includes AP classes taken in high school.
 - **5d—Remaining for Degree:** This is how many hours you have left to complete your degree and commission
 - **5e—Number of authorized S/Qs (Semesters/Quarters):** This is the number of semesters you have to obtain your degree. This number determines the length of scholarship you are eligible for (i.e. 2-year, 2.5-year, 3-year, etc.)

BLOCK 6

6. GRADE POINT AVERAGE (GPA)			
Term: <u>Spring 2013</u>	Term: <u>Fall 2013</u>		
Curr GPA: <u>2.90</u> CUM: <u>2.90</u>	Curr GPA: <u>3.28</u> CGPA: <u>3.0</u>		
Term: <input type="text"/>	Term: <input type="text"/>		
Curr GPA: <input type="text"/> CUM: <input type="text"/>	Curr GPA: <input type="text"/> CGPA: <input type="text"/>		
Term: <input type="text"/>	Term: <input type="text"/>		
Curr GPA: <input type="text"/> CUM: <input type="text"/>	Curr GPA: <input type="text"/> CGPA: <input type="text"/>		
Term: <input type="text"/>	Term: <input type="text"/>		
Curr GPA: <input type="text"/> CUM: <input type="text"/>	Curr GPA: <input type="text"/> CGPA: <input type="text"/>		
Term: <input type="text"/>	Term: <input type="text"/>		
Curr GPA: <input type="text"/> CUM: <input type="text"/>	Curr GPA: <input type="text"/> CGPA: <input type="text"/>		

- **BLOCK 6—GRADE POINT AVERAGE:** This is your GPA for every term you have been in college.
 - **Term:** Fall, Spring, or Summer followed by the year taken.
 - **Curr GPA:** The GPA awarded for THAT TERM ONLY
 - **CUM:** Your cumulative GPA based on all college hours taken based on your University transcripts.

BLOCK 7

7. TERM, YEAR, COURSE NUMBER, COURSE TITLE, COURSE CREDIT HOURS, CREDITS THAT COUNT TOWARDS ACADEMIC DEGREE, AND ACHIEVED GRADES.

a.					b.					c.																			
Term: Spring		Year: 13			Term: Fall		Year: 13			Term: Spring		Year: 14																	
No.	Course Title	Hrs.	Cts.	Grd.	No.	Course Title	Hrs.	Cts.	Grd.	No.	Course Title	Hrs.	Cts.	Grd.															
102	MLSC	1	0	A	121	HIST	3	3	A-	202	MLSC	2	0																
102L	MLSC Lab	0	0	P	203	GERM	3	3	B-	202L	MLSC Lab	0	0																
101	MATH	3	3	C	150	ENGL	3	3	A-	180X	POLS	3	3																
100X	NUTR	3	3	B+	109	GEOL	3	3	B-	151	ENGL	3	3																
101	BIOS	3	3	C-	201	MLSC	2		A	204	GERM	3	3																
101L	BIOS Lab	1	1	B	201L	MLSC Lab	1		P	328	HIST	3	3																
181	PSYCH	4	4	B						303	HIST	3	3																
Total Term Hours:					Total Term Hours:					Total Term Hours:																			
15					14					15					12					17					15				

d.					e.					f.									
Term: Fall		Year: 14			Term: Spring		Year: 15			Term: Fall		Year: 15							
No.	Course Title	Hrs.	Cts.	Grd.	No.	Course Title	Hrs.	Cts.	Grd.	No.	Course Title	Hrs.	Cts.	Grd.					
301	MLSC	3	3		302	MLSC	3	3		401	MLSC	3	3						
301L	MLSC Lab	0	0		302L	MLSC Lab	0	0		401L	MLSC Lab	0	0						
339	HIST	3	3		304	GERM	3	3		301	GERM	3	3						
303	GERM	3	3		245	CLAS	3	3		361	POLS	3	3						
263	POLS	3	3		326	HIST	3	3		181	RELG	3	3						
353	ANTH	3	3		288	POLS	3	3		100	GEOL	3	3						
					395	GLST (Summer)	3	3		218	STAT	3	3						
Total Term Hours:					Total Term Hours:					Total Term Hours:									
15					15					18					18				

- BLOCK 7**—This block covers your entire academic plan for your degree to include courses you have taken and courses you must take to earn your degree. *PLEASE SEE THE ENROLLMENT AND SCHOLARSHIP OFFICER (MR. LAKE) FOR THE MILITARY SCIENCE COURSES THAT WILL BE PLACED IN THIS BLOCK.*
 - Term:** Fall, Spring, or Summer
 - Year:** The year the class was/is going to be taken *LAST TWO DIGITS ONLY*
 - No. (column):** This is the course number (i.e. 101, 102, 201, etc.)
 - Course Title (column):** This is the course prefix and does not have to include the full title of the course
 - Hrs. (column):** This is the number of hours of the class consists of according to the University
 - Cts. (column):** This is the number of credits that are awarded for the class taken. ROTC hours that do not count are a good example of hours taken but no credits awarded. Other cases include classes that were taken but resulted in a failing grade.
 - Grd. (column):** This is the grade you received for that class; this will be blank if it is in the future.
 - Total term hours:** This is the total number of hours and credits by block. This is self-populating.

IMPORTANT THINGS TO REMEMBER ABOUT BLOCK 7

- The only courses/credits/hours that should be in this block are the ones that COUNT TOWARD THE DEGREE YOU ARE SEEKING.
- The number of hours you have taken toward your degree in Block 7 should match the “credits toward degree complete to date” in Block 5 as should the “remaining for degree” numbers match.
- Each block represents one semester. **If you have transfer credits, put them in the first block (block 7a) along with grades.**
- If you have taken summer classes, put them in the summer term. You should not anticipate taking summer classes while participating in ROTC so do not plan summer classes on the 104-R. You are allowed to take summer classes as a Cadet, but you **may** not be entitled to scholarship benefits during the summer.
- The numbers in this block do not self populate to anywhere else in this form (i.e. this will not populate “Credits toward degree complete to date” in Block 5).

BLOCK 8

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

- BLOCK 8**—Each term, beginning with TERM 1, should be initialed up to your current term when you receive your counseling from your instructor every semester. For example, a college sophomore has taken two college terms and is currently in their third term, so, they would initial Term 1, 2, and 3 upon counseling from their instructor.

BLOCKS 9-12

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 BA Global Studies degree, during (Month, Year): DEC 2016	
10. SIGNATURE OF STUDENT:	11. DATE: (MM/DD/YYYY)
12. SIGNATURE OF REGISTRAR AND EXAMINER OF CREDENTIALS (OR OTHER INSTITUTION CERTIFYING OFFICIAL):	13. DATE: (MM/DD/YYYY)

- **BLOCK 9**—Should check the “YES” box, only check ‘NO’ if there are additional requirements for the degree. This should indicate your degree to include degree type (i.e. BA, BS, MS, MA, etc.) and your graduation month and year (must type this in a MMM YYYY format as the drop box defaults to an error).
- **BLOCK 10**—Student signature and date (**BLOCK 11**). This can be digitally signed.
- **BLOCK 12**—Your ADVISOR’S Signature and date (**BLOCK 13**). This can be digitally signed.

PAGE 3

PLANNED ACADEMIC PROGRAM WORKSHEET <small>For use of this form, see USACC Pam 145-4, the proponent agency is ATCC-PA-C</small>	
STATEMENT OF UNDERSTANDING	
We, the undersigned, hereby declare that the program outlined on the worksheet (on the reverse side of this statement) that Cadet <u>Smith, John, D</u> is about to under take a formally structured program approved by <u>University of Delaware</u> <small>(FULL NAME, Last, First, MI)</small> <small>(Name of University or College)</small>	
designed to meet the requirements of a <u>BA, Global Studies</u> degree; that the degree to be attained is the culmination of an <small>(Type of Degree)</small>	
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.	
_____ <small>(Date) (MM/DD/YYYY)</small>	_____ <small>(CADET SIGNATURE)</small>
_____ <small>(Date) (MM/DD/YYYY)</small>	_____ <small>(PROFESSOR OF MILITARY SCIENCE SIGNATURE)</small>

- **PAGE 3—Statement of Understanding:** This should include your name (as shown), university, degree to include type (BA, BS, MA, MS, etc.) along with your signature in the “Cadet Signature” block. This completes the 104-R.