



# 104-R

## Planned Academic Program Worksheet



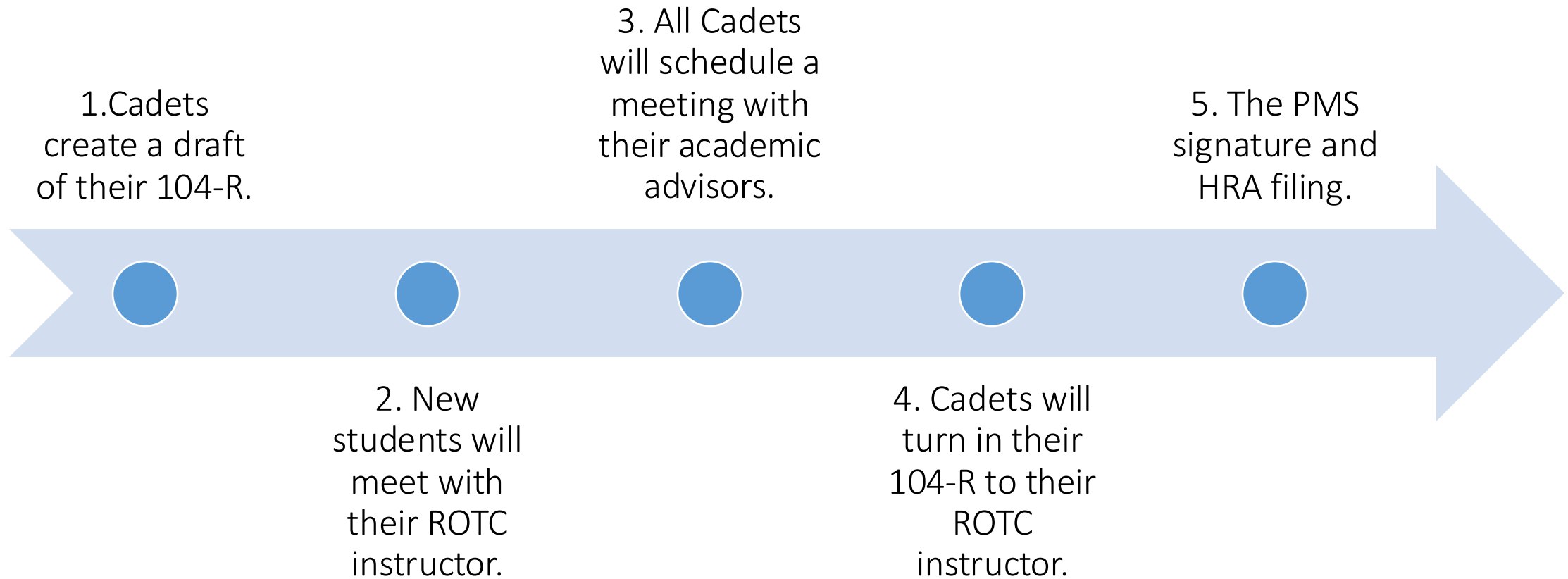
# Purpose

- Organize your academic plan, ensuring you have all courses needed to graduate with your major, and all ROTC classes to commission
- Allows Cadre and Staff to monitor your degree progress, determine your eligibility potential scholarships, contracting, additionally opportunities such as military schools and internships, and remaining active in the program.
- This is a tool to track all of your course and ROTC requirements



# Workflow

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# 1. Creating Draft 104-R



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- You will need to download Adobe Acrobat Reader.
- Include all courses for academic major
  - If you are joining ROTC any time after your first semester, include your previous classes
  - If you have accepted transfer credits, include them in box 11o.
    - Write the course title followed by (T), include credits accepted
- Cadets who will be enrolled in ROTC for 8 semesters are required to complete 27 MISL credits.
  - Required curriculum: [Cadet Schedule and Training // Army ROTC // Marquette University](#)
- Boxes 9 and 11 must be in chronological order.
  - If you are taking more than 7 courses in any given semester, the extra course are to go in the very next box.
- **Further instructions to complete this form start on slide 9.**



## 2. New Students meet with ROTC Instructors



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- ROTC instructors will review the 104-R with the Cadet
  - Ensuring that the form is filled out properly
  - Ensuring that the total number of credits are accounted for
  - Giving guidance of what to discuss with their academic advisors
    - How many ROTC credits count towards your degree as elective classes
    - Which elective classes are most beneficial to your future goals
    - When to take specific classes
    - Is it possible to have a lighter academic load during MSIII (junior) year to be able to give more time to get ready for Cadet Summer Training in between MSIII and MSIV years



### 3. All Cadets meet with Academic Advisors



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- Each Semester, every Cadet will meet with their academic advisor.
- Academic advisors are to look over the academic plans, advise on taking alternate classes if previously selected classes are no longer available, or Cadet changes course of study.
- Academic advisors are to ensure all academic requirements are being met or accounted for on the plan.
- Academic advisors are to sign the 104-R after verifying requirements are accounted for.



## 4. Cadets turn in 104-R to ROTC Instructors



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- After getting advisor's signature, Cadets must sign their own 104-R and turn it into their ROTC instructor
- ROTC Instructors will complete a final review before turning in 104-Rs to the Professor of Military Science (PMS) for their signature.



## 5. PMS Signature and HRA Filing



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- Once 104-R is signed by academic advisor, Cadet, completeness is verified by the ROTC instructor, the PMS will sign and validate the form.
- The PMS will turn in 104-Rs to the HRA for them to be put into each Cadets' file.
- 104-Rs will be uploaded when a Cadet contracts, and if on scholarship to Army Ignited to validate their funding for the semester.





# 104-R Draft

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- 104-R form can be found on our website under enrollment documents.
  - [Enrollment Documents // Army ROTC // Marquette University](#)
  - All required ROTC classes have already been input to this form. This is set up for someone starting in the fall of their freshman year.
- You must add in all of your academic classes. You can find required classes on your university's bulletin or catalog website
  - Your advisor may provide you with an academic plan, you can also use that to create your 104-R.
  - Marquette: <https://bulletin.marquette.edu/resources-opportunities/marquette-core-curriculum/#requirements-text>
  - UWM: <https://catalog.uwm.edu/policies/undergraduate-policies/#general-education-text>
  - 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/>

# 104-R Draft: Boxes 1-4, 6-8

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DATA REQUIRED BY PRIVACY ACT STATEMENT OF 1974																																				
<b>AUTHORITY:</b> <b>PRINCIPAL PURPOSE:</b>		Title 10, US Code § 2101 and 2104 and 2107 and 2107a. To provide information and data necessary for administering Army Senior ROTC program, processing, and managing of selected students for commissioning in the Army IAW established public law and Army Regulations.																																		
<b>ROUTINES USE(S):</b> <b>VOLUNTARY DISCLOSURE:</b>		To provide a projected academic plan to determine if the applicant meets the public law requirements of two remaining academic years. Voluntary information is necessary to determine eligibility of the individual for acceptance, continuance, or discontinuance in the Army ROTC program.																																		
Reset Form	1. NAME OF STUDENT (LAST, FIRST, MI)	Cadet ID	2. ACADEMIC MAJOR	2a. CIP CODE	3. AS OF DATE (MM/DD/YYYY) (Date of form preparation)																															
	4. Type of Degree Currently Pursuing		5. CREDIT HOURS Select Semester or Quarter 0		6. GRADE POINT AVERAGE (GPA) <table border="1"> <tr> <td>Term:</td> <td></td> <td>Term:</td> <td></td> </tr> <tr> <td>Curr GPA:</td> <td>CGPA:</td> <td>Curr GPA:</td> <td>CGPA:</td> </tr> <tr> <td>Term:</td> <td></td> <td>Term:</td> <td></td> </tr> <tr> <td>Curr GPA:</td> <td>CGPA:</td> <td>Curr GPA:</td> <td>CGPA:</td> </tr> <tr> <td>Term:</td> <td></td> <td>Term:</td> <td></td> </tr> <tr> <td>Curr GPA:</td> <td>CGPA:</td> <td>Curr GPA:</td> <td>CGPA:</td> </tr> <tr> <td>Term:</td> <td></td> <td>Term:</td> <td></td> </tr> <tr> <td>Curr GPA:</td> <td>CGPA:</td> <td>Curr GPA:</td> <td>CGPA:</td> </tr> </table>	Term:		Term:		Curr GPA:	CGPA:	Curr GPA:	CGPA:	Term:		Term:		Curr GPA:	CGPA:	Curr GPA:	CGPA:	Term:		Term:		Curr GPA:	CGPA:	Curr GPA:	CGPA:	Term:		Term:		Curr GPA:	CGPA:	Curr GPA:
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7. a. Bde 3rd		b. HOST SCHOOL Marquette University		c. ACADEMIC SCHOOL 																																
8. ACADEMIC SCHOOL IDENTIFICATION (Check one):		a. Total Required for degree: (1) ROTC Hours that do not count: (2) Total Hours Rqd for degree: 0 Number of Required Hrs per Term: b. Credits toward degree Comp to date: c. Transfer Credits accepted: d. Remaining for Degree: 0 e. Number of Authorized S/Qs:																																		

## Boxes to fill out

1. Name  
Cadet ID – Skip
2. Academic Major
- 2a. - Skip
3. Date of preparation
4. Degree pursuing – Bachelor's

Box 5. covered on next slide

6. Term: Fall or Spring and the year. "Curr GPA" is the GPA for that semester. "CGPA" is your cumulative GPA. Both can be found on your unofficial transcripts after each semester.

7. Academic school – The university you are attending.

8. If you go to Marquette, select "HOST" if you go to UWM, UWP, CUW, MSOE select "Cross-town" Oshkosh and fox valley schools select "Extension Unit"

5. CREDIT HOURS

Select Semester or Quarter

0

a. Total Required for degree:

(1) ROTC Hours that do not count:

(2) Total Hours Rqd for degree:

0

Number of Required Hrs per Term:

b. Credits toward degree Comp to date:

c. Transfer Credits accepted:

d. Remaining for Degree:

0

e. Number of Authorized S/Qs:

- **Top box is a drop down** – select "Semester, 4-year" unless you plan to graduate in 5 years.
- **A.** How many credits are required for your degree
- **A(1).** ROTC credits that DO NOT count as elective credits towards your degree.
- **A(2).** Total of A and A(1). This is the total number of credits your need on this plan (in boxes 9 and 11)
- **Numer of Required Hrs per Term:** Will automatically calculate the average number of credit hours you must take each semester
- **B.** Update each semester with the number of credits completed to date
- **C.** How many transfer credits has your university accepted. (These must be written out in box 11)
- **D.** Will automatically calculate how many more credits you need for your degree
- **E.** This will calculate how many semesters you have left



# 104-R Draft: Box 9 and 11



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Term: <input type="text"/>		Year: <input type="text"/>		
No.	Course Title	Hrs.	DL?	Grd.
MISL 1001	Military PT/ Lab 1	1		
MISL 1100	Foundations of Officership	1		
	<b>Total Term Hours:</b>	<b>2</b>	<b>0</b>	

- **Term:** Fall, Winter, Spring, Summer or transfer credits
- Year
- **No.:** Course number to include the department identifier
  - EX: ENGL (dept. ID) 1001 (class number)
- **Course Title:** What the class is called
- **Hrs:** Credits for the class
- **DL?:** Distant Learning, is this an online class. 50% or more of your classes must be in person.
- **Grd:** At the end of each semester, you must input the grade that you earned for each class.
  - If you fail a class or withdrawal, change the credit hours for that class to 0.



# 104-R Draft: Box 9 and 11

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- **Your academic plan must be in chronological order.**
  - If you are taking more than 7 classes in any given semester, you must add your 8th+ class(es) in the following box. This will require you to shift everything to the right.
- If you are joining ROTC after the fall of your freshman year, add all previous classes you had taken prior to joining the program.

11. TERM, YEAR, COURSE NUMBER (No.), COURSE TITLE, COURSE CREDIT HOURS (Hrs), ACHIEVED GRADES (Grd), AND DISTANCE LEARNING (DL). (CONTINUED)

g. Term: Year:

No.	Course Title	Hrs.	DL?	Grd.
MISL 4001	Military PT/ Lab 7	1		
MISL 410C	Officership	2		
Total Term Hours:		3	0	

h. Term: Year:

No.	Course Title	Hrs.	DL?	Grd.
MISL 4002	Military PT/ Lab 8	1		
MISL 420C	Leadership and Management	2		
Total Term Hours:		3	1	

i. Term: Year:

No.	Course Title	Hrs.	DL?	Grd.
Total Term Hours:		0	0	

j. Term: Year:

No.	Course Title	Hrs.	DL?	Grd.
Total Term Hours:		0	0	

k. Term: Year:

No.	Course Title	Hrs.	DL?	Grd.
Total Term Hours:		0	0	

l. Term: Year:

No.	Course Title	Hrs.	DL?	Grd.
Total Term Hours:		0	0	

m. Term: Year:

No.	Course Title	Hrs.	DL?	Grd.
Total Term Hours:		0	0	

n. Term: Year:

No.	Course Title	Hrs.	DL?	Grd.
Total Term Hours:		0	0	

o. Term: Transfer Year:

No.	Course Title	Hrs.	DL?	Grd.
	English (T)	3		
	Language (T)	3		
	Science (T)	3		
	History (T)	3		
Total Term Hours:		12	0	

- Transfer credits can be listed in box 11o.
- For the term, select "Transfer"
- Write the course title, or title listed on your college transcripts, followed by (T)
- List the number of credit hours accepted per class

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10. STUDENT INITIALS & DATE: (Have the student initial and date beside each term they have completed to indicate they have been counseled.) TERM 1: TERM 2: TERM 3: TERM 4: TERM 5: TERM 6: TERM 7: TERM 8: TERM 9: TERM 10: TERM 11: TERM 12:																																																																											

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PREVIOUS EDITIONS ARE OBSOLETE

Page 1 of 3

10: Type your initials and date next to the corresponding term you are in.  
Ex: First semester, term 1

PLANNED ACADEMIC PROGRAM WORKSHEET										OMB Control Number: 0702-XXXX OMB Expiration Date: XX/XX/XXXX	
For use of this form, see USACC Pam 145-4, the proponent agency is ATCC-PAS											
11. TERM, YEAR, COURSE NUMBER (No.), COURSE TITLE, COURSE CREDIT HOURS (Hrs), ACHIEVED GRADES (Grd), AND DISTANCE LEARNING (DL). (CONTINUED)											
g. Term: _____ Year: _____			h. Term: _____ Year: _____			i. Term: _____ Year: _____					
No.	Course Title	Hrs.	DL?	Grd.	No.	Course Title	Hrs.	DL?	Grd.	No.	Course Title
MISL 4001	Military PT/ Lab 7	1			MISL 4002	Military PT/ Lab 8	1				
MISL 4100	Officership	2			MISL 4200	Leadership and Management	2				
Total Term Hours:		3	0		Total Term Hours:		3	1		Total Term Hours: 0 0	
j. Term: _____ Year: _____			k. Term: _____ Year: _____			l. Term: _____ Year: _____					
No.	Course Title	Hrs.	DL?	Grd.	No.	Course Title	Hrs.	DL?	Grd.	No.	Course Title
Total Term Hours:		0	0		Total Term Hours:		0	0		Total Term Hours: 0 0	
m. Term: _____ Year: _____			n. Term: _____ Year: _____			o. Term: _____ Year: _____					
No.	Course Title	Hrs.	DL?	Grd.	No.	Course Title	Hrs.	DL?	Grd.	No.	Course Title
Total Term Hours:		0	0		Total Term Hours:		0	0		Total Term Hours: 0 0	
12. REVIEW: All of the above courses are required (as minimum) for the completion of the degree: <input type="radio"/> Yes <input type="radio"/> No (if no, list exceptions on reverse of this form).											
Completion should result in a (Degree Type)				(Academic Discipline)				Completion Date (Month, Year)			
13. SIGNATURE OF STUDENT:						14. DATE: (MM/DD/YYYY)					
15. SIGNATURE OF REGISTRAR AND EXAMINER OF CREDENTIALS OR ROTC ADVISOR (OR OTHER INSTITUTION CERTIFYING OFFICIAL):						16. DATE: (MM/DD/YYYY)					

- 12: Once verified by your advisor, check "Yes" you have all required classes. Degree type and Academic Discipline will auto-populate from boxes 2 and 4.
- 13/ 14: You sign and date
- 15/16: Your academic advisor signs and dates





<b>PLANNED ACADEMIC PROGRAM WORKSHEET</b> <small>For use of this form, see USACC Pam 145-4, the proponent agency is ATCC-PAS</small>		<small>OMB Control Number: 0702-XXXX OMB Expiration Date: XX/XX/XXXX</small>
<b>STATEMENT OF UNDERSTANDING</b>		
<p>We, the undersigned, hereby declare that the program outlined on the worksheet (on the reverse side of this statement) that</p> <p>Cadet <u>John, Doe</u> is about to under take a formally structured program approved by <u>UNIV OF WISCONSIN-MILWAUKEE</u></p> <p style="text-align: center;"><small>(FULL NAME, Last, First, MI)</small> <span style="margin-left: 150px;"><small>(Name of University or College)</small></span></p> <p>designed to meet the requirements of a <u>Bachelors</u> degree; that the degree to be attained is the culmination of an</p> <p style="text-align: center;"><small>(Type of Degree)</small></p> <p>undergraduate college program of at least four years or graduate degree program of no more than two 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.</p> <p>IAW USACC Pam 145-4, the worksheet must be reviewed annually (at a minimum) for each contracted Cadet and revised, as necessary. The worksheet must be authenticated by an appropriate school academic official (academic advisor/counselor) when completed or revised. The PMS will review the worksheet with the Cadet each school term to monitor alignment/mission set and academic progress. This review will be noted on Cadet counseling records.</p> <p>Any changes to this degree plan, adding/dropping classes, or change of major must first be discussed/approved with the PMS.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div><div style="text-align: center;"><small>(Date) (MM/DD/YYYY)</small></div></div><div style="width: 50%;"><div style="border-bottom: 1px solid black; height: 30px; margin-bottom: 5px;"></div><div style="text-align: center;"><small>(CADET SIGNATURE)</small></div></div></div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div><div style="text-align: center;"><small>(Date) (MM/DD/YYYY)</small></div></div><div style="width: 50%;"><div style="border-bottom: 1px solid black; height: 30px; margin-bottom: 5px;"></div><div style="text-align: center;"><small>(PROFESSOR OF MILITARY SCIENCE SIGNATURE)</small></div></div></div>		
<div style="display: flex; justify-content: space-between;"><div>USACC Form 104-R, JULY 2025</div><div>PREVIOUS EDITIONS ARE OBSOLETE</div><div>Page 3 of 3</div></div>		

- Page 3: Name, University, Degree type will auto-populate from boxes 1, 4, and 7
- You sign and date and then turn into your ROTC instructor.
- Once your ROTC instructor confirms everything is correct, they will turn it into the PMS for their signature.
- After the PMS signs, they will turn it into the HRA to be filed.



Golden Eagle Battalion



# Questions?

Contact your ROTC Instructor.