

CHARLES RIVER BATTALION 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 |
|--------------------------------------------------------|-------------------------------------|--------------|---------------------------------------------------------------------|

- **BLOCK 1**—Self Explanatory
- **BLOCK 2**—Academic major (e.g.. Mechanical Engineering, Nursing, Psychology, etc.)
 - 2A—CIP Code—Leave blank; HRA or ROO will fill in
- **BLOCK 3**—Date of preparation of the form

BLOCK 4

| | | |
|--------------------------------|------------------|--------------------------|
| a. IDENTIFICATION (Check one): | Host | <input type="checkbox"/> |
| | Extension Center | <input type="checkbox"/> |
| | Cross-Enrolled | <input type="checkbox"/> |
| b. HOST SCHOOL | c. HOST FICE | |
| BOSTON UNIVERSITY | 002130 | |
| | | |

- **BLOCK 4**—Your School Name (Boston University, Stonehill College, Mass Maritime Academy, etc...)
 - 4a— If you are attending **BU** then check “**Host**” if you are attending **Stonehill** then check “**Extension Cen-ter**” if you are attending **any other school** check “**Cross Enrolled**”
 - 4b—The Leave Host FICE blank. HRA or ROO will complete
 - 4c—The HOST SCHOOL **BOSTON UNIVERSITY**

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:** Self populates, 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: <input style="width: 100px;" type="text" value="Spring 2013"/> | Term: <input style="width: 100px;" type="text" value="Fall 2013"/> | | |
| Curr GPA: <input style="width: 50px;" type="text" value="2.90"/> CUM: <input style="width: 50px;" type="text" value="2.90"/> | Curr GPA: <input style="width: 50px;" type="text" value="3.28"/> CGPA: <input style="width: 50px;" type="text" value="3.0"/> | | |
| Term: <input style="width: 100px;" type="text"/> | Term: <input style="width: 100px;" type="text"/> | | |
| Curr GPA: <input style="width: 50px;" type="text"/> CUM: <input style="width: 50px;" type="text"/> | Curr GPA: <input style="width: 50px;" type="text"/> CGPA: <input style="width: 50px;" type="text"/> | | |
| Term: <input style="width: 100px;" type="text"/> | Term: <input style="width: 100px;" type="text"/> | | |
| Curr GPA: <input style="width: 50px;" type="text"/> CUM: <input style="width: 50px;" type="text"/> | Curr GPA: <input style="width: 50px;" type="text"/> CGPA: <input style="width: 50px;" type="text"/> | | |
| Term: <input style="width: 100px;" type="text"/> | Term: <input style="width: 100px;" type="text"/> | | |
| Curr GPA: <input style="width: 50px;" type="text"/> CUM: <input style="width: 50px;" type="text"/> | Curr GPA: <input style="width: 50px;" type="text"/> CGPA: <input style="width: 50px;" type="text"/> | | |
| Term: <input style="width: 100px;" type="text"/> | Term: <input style="width: 100px;" type="text"/> | | |
| Curr GPA: <input style="width: 50px;" type="text"/> CUM: <input style="width: 50px;" type="text"/> | Curr GPA: <input style="width: 50px;" type="text"/> CGPA: <input style="width: 50px;" 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: FALL | | | Year: 16 | | | Term: SPRING | | | Year: 17 | | | Term: SUMMER | | | Year: 17 | | |
| No. | Course Title | Hrs. | Cts. | Grd. | No. | Course Title | Hrs. | Cts. | Grd. | No. | Course Title | Hrs. | Cts. | Grd. | | | |
| LIB101 | RANDOM STUFF BEG | 4 | 4 | B | MUS101 | MUSIC APPRECIATION | 4 | 4 | | | PLAN TO ATTEND AIRBORNE | | | | | | |
| MIL201 | FOUNDATIONS OF LDR | 2 | 0 | A | MIL202 | FOUND OF TAC LDR | 2 | 0 | | | OR OTHER TRAINING AVAILABLE | | | | | | |
| MIL203 | LEADERSHIP LAB | 1 | 1 | A | MIL204 | LEADERSHIP LAB | 1 | 1 | | | | | | | | | |
| HIS101 | DO AMERICA | 4 | 4 | A | HI284 | HISTORY OF WAR | 4 | 4 | | | | | | | | | |
| GEO101 | THIS CLASS ROCKS | 4 | 4 | C | LIB202 | SHAMALAMADINGDONG | 4 | 4 | | | | | | | | | |
| ART101 | HIGH FIVES IN HIGH ART | 4 | 4 | A | | | | | | | | | | | | | |
| Total Term Hours: | | 19 | 17 | | Total Term Hours: | | 15 | 13 | | Total Term Hours: | | | | | | | |
| d. | | | | e. | | | | | f. | | | | | | | | |
| Term: FALL | | | Year: 17 | | | Term: SPRING | | | Year: 18 | | | Term: SUMMER | | | Year: 18 | | |
| No. | Course Title | Hrs. | Cts. | Grd. | No. | Course Title | Hrs. | Cts. | Grd. | No. | Course Title | Hrs. | Cts. | Grd. | | | |
| MIL301 | TNG MGM AND WFF | 2 | 0 | | MIL302 | APP LDR IN SMALL UNIT | 2 | 0 | | | PLAN TO ATTEND ADVANCED | | | | | | |
| MIL303 | LEADERSHIP LAB | 1 | 1 | | MIL304 | LEADERSHIP LAB | 1 | 1 | | | CAMP | | | | | | |
| EX101 | BEGINNER EXAMPLE | 4 | 4 | | EX202 | EXAMPLE CLASS | 4 | 4 | | | | | | | | | |
| EX102 | JOURNEYMAN EXAMPLE | 4 | 4 | | EX203 | RAN OUT OF IDEAS FOR | 4 | 4 | | | | | | | | | |
| EX103 | MASTER EXAMPLE | 4 | 4 | | EX204 | RIDICULOUS CLASS NAMES | 4 | 4 | | | | | | | | | |
| Total Term Hours: | | 15 | 13 | | Total Term Hours: | | 15 | 13 | | Total Term Hours: | | | | | | | |

- **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. **MUST INCLUDE ROTC COURSES FOR EACH SEMESTER TO INCLUDE MILITARY HISTORY REQUIREMENT FOR GRADUATION**
 - **Term:** Fall, Spring, AND Summer. See example above for how terms are ordered.
 - **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 non-ROTC 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 without discussing with your instructor. If you would like to participate in a military school, CULP, or Project GO over the summer, please write it in the summer term so your instructor is tracking You are allowed to take summer classes as a Cadet, but you **may** not be entitled to scholarship benefits during the summer.
- Project that you will go to advance camp during the summer between your junior and senior year, and annotate this event.
- 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>Boston University</u> <small>(FULL NAME, Last, First, MI) (Name of University or College)</small> | |
| designed to meet the requirements of a <u>BA, Liberal Arts</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. | |
| _____ (Date) (MM/DD/YYYY) | _____ (CADET SIGNATURE) |
| _____ (Date) (MM/DD/YYYY) | _____ (PROFESSOR OF MILITARY SCIENCE SIGNATURE) |

- **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.