

## Form 48/Academic Plan Instructions

Each of you is required to have a Form 48/Academic plan on file. The AFROTC Form 48 is prepared by the cadet and reflects a tentative schedule of all courses (including summer sessions) from program entry until commissioning. Prepare the AFROTC Form 48 in pencil; signatures must be in blue or black ink. If the course titles of electives are not known, list "Elective" and enter the number of proposed credit hours. Add actual course titles when they become known.

It is a living document and is reviewed by you, your University/College advisor, and your AFROTC professor once per semester.

Use the following instructions when completing the AFROTC Form 48:

### **Section I – Administrative Data.**

**Block 1 (Name).** Self-explanatory. (Written in pen.)

**Block 2 (Academic Institution).** Enter the institution from which the applicant or cadet will receive their degree and the AFROTC detachment they are attending. If they are both the same, only one entry is required. (Written in pencil). Can abbreviate VSU.

**Block 3 (Academic Major).** Enter one major field of study.

Cadets pursuing an initial baccalaureate degree must satisfy the commissioning requirement of completing an established baccalaureate academic program. These cadets must indicate a major and schedule courses that will satisfy program requirements in a realistic manner, while maintaining two full years in the POC. This must be the same major reflected in the AFROTC personnel data base, the AFROTC contract, and the cadet's personnel record. Minors and double majors **cannot** be reflected on the academic plan if doing so will hinder satisfying program objectives (receiving a baccalaureate degree). Leave room for the cadre to write your four digit, alphanumeric WINGS degree code. (Written in pencil.)

**Block 4 (Institutional Official Review).** Accomplished by the institution academic advisor. (Written in pen.)

**Block 5 (Initial Review).** Enter the specific degree (BA, BS, etc.) and the month and year (include fiscal year) the contracted degree is scheduled for completion. **Ensure the determined date of graduation (DOG) and DOC are realistic.** (Written in pencil.)

**Block 6.** Cadet must sign and date **ONLY after** all degree requirements have been successfully completed and graduation will occur as stated in Block 5. (Written in pen.)

**Section II – Academic Plan.** Annotate all courses planned for each term. Include summer terms, PNA, extended status, co-op, field training, and terms abroad. **NOTE:** If using the AFROTC Form 48, the shaded areas are for detachment personnel use only and will be accomplished during term reviews. (Written in pencil.)

**Term.** Enter the term designation such as fall, winter, spring, summer, and year for each academic term scheduled; e.g., spring '05. (Written in pencil.)

**Course Number.** Enter the appropriate information as listed in the school catalog. (Written in pencil.)

**Course Title.** Provide short, abbreviated course titles when possible. For example: "History and Principles of the Interpretation of the Bible" could be "Bible;" "General Psychology" could be "Gen Psy;" or "Inorganic Medical Chemistry" could be "Inorg Med Chem". (Written in pencil.)

**Credit Hours Attempted.** Enter the number of credit hours for the specific term as specified for the course in the college catalog, regardless of whether the credit hours directly apply to the major. Once the credit hours for each course are annotated, add all hours under the column "Credit Hours Attempted" and place the sum value in the "Total Credit Hours Attempted" block. (Written in pencil.)