



HOW-TO Instructions for Filling Out the USACC Form 104-R, Academic Plan

A. PURPOSE OF 104-R: The 104-R is a document used for organizing your academic plan. It is a way for cadre, staff and cadet command to monitor your degree progress, determine eligibility for scholarships/tuition assistance, and ensure academic alignment with military science courses. It is a tool to ensure you complete all required degree and Army ROTC courses to graduate and commission on time.

B. RULES & REQUIREMENTS: The CC Form 104-R is a living document, which ensures that students comply with the academic achievement standards consistent with ROTC requirements and their degree program's requirements; therefore:

1. All cadets are required to complete and update the form every semester. This will require you to visit your advisor once a semester.
2. It must include grades from all previous semesters and reviewed/signed by academic advisor.
3. ROTC only gives you time to complete ONE degree. You may pursue other degrees (ie: Minors or a Double Major), but you must do so in the time frame for your primary degree (8 semesters / 9 for STEM and certain other degrees requiring more than 120 Sem. hours).



Block 1: Fill in your name (Last, First, Middle Initial)

Block 2: Fill in your academic major (ie: Criminal Justice, Civil Engineering, etc.)

Block 2a: CIP Code = Google Search the Major's CIP Code or go to <https://nces.ed.gov> to find it

Block 3: Fill in the date you filled out the form

Block 4: Fill in the school you attend (UWM, UWP, Marquette, CUW, MSOE)

Block 4a: Marquette University is the host university, all others mark "Host"

Block 4c: Host FICE = 003863

5a. Number of credits required for degree

5a. (1) Number of ROTC hours that don't count towards degree. ROTC is 27 credits total. Some degrees won't count any while others count some. Talk with Academic Advisor to find out. In this example, none of the ROTC credits count

5a. (2) this populates (sum of 5a and 5a (1). This represents the number of credits required for degree. In this example, 40.6 (0)-8.4 (1)4 (0)2.5 (.)-8 (T)1.7 (h)-4.7 (i)0.6 (s)3.5 ()J0 Tc 0 Tw 15.185 0 Sg.7 (h)-4.7 (3.2u (m)-5.-0

