

How To Prepare a Planned Academic Worksheet (CC Form 104-R)

The CC FM 104-R is completed for each prospect you are working into the program to ensure academic alignment. The intent of this form is to input the data on the PC to prevent errors, especially in the formulas. Preparation of this form is self-explanatory. When the various Blocks are chosen, a “what’s this?” message block will appear which provides instructions for entering correct data in each block.

Step 1: Input the required information in Block 1 thru 4 of Page 1. The information is self explaining and will automatically fill information out in the remaining portion of the document.

DATA REQUIRED BY PRIVACY ACT STATEMENT OF 1974		
1. AUTHORITY: Title 10, US Code 2101 and 2104 2. PRINCIPAL PURPOSE(S): To provide information and data necessary for administering the Army Senior ROTC program, processing, and managing of selected students for commissioning in the Army IAW established public law and Army Regulations. 3. ROUTINE USE(S): To provide a projected academic plan to determine if the applicant meets the public law requirements of two remaining academic years. 4. VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary information is necessary to determine eligibility of the individual for acceptance, continuance, or discontinuance in the Army ROTC program.		
1. NAME OF STUDENT (LAST, FIRST, MI)	2. ACADEMIC MAJOR	3. AS OF DATE (MM/DD/YYYY) (Date of form preparation)
4. INSTITUTION OF ATTENDANCE AND IDENTIFICATION Name: _____ Identification (Check one): Host <input type="checkbox"/> Extension Center <input type="checkbox"/> Cross-Enrolled <input type="checkbox"/> If attendance is at an extension center or cross-enrolled school, list the name of the Host Institution: _____	5. CREDIT HOURS Select Semester or Quarter (S/Q) <input type="text" value="S"/> a. Total required for degree: _____ 0 (1) ROTC Hours that do not count: _____ 0 (2) Total Hours Rqd for NAPS: _____ 0 Normal Academic Progression Standard _____ 0.00 b. Transfer Credits accepted: _____ 0 c. Credits toward degree Comp to date: _____ 0.0 <input type="text"/> d. Remaining for Degree: _____ 0 e. Number of authorized S/Qs: _____ 0	6. GRADE POINT AVERAGE (GPA) Term: _____ Term: _____ Curr GPA: _____ CUM: _____ Curr GPA: _____ CUM: _____ Term: _____ Term: _____ Curr GPA: _____ CUM: _____ Curr GPA: _____ CUM: _____ Term: _____ Term: _____ Curr GPA: _____ CUM: _____ Curr GPA: _____ CUM: _____ Term: _____ Term: _____ Curr GPA: _____ CUM: _____ Curr GPA: _____ CUM: _____ Term: _____ Term: _____ Curr GPA: _____ CUM: _____ Curr GPA: _____ CUM: _____

Step 2: Input the required information in Block 5 Credit Hours. Items in Block 5 will automatically calculate both semester and quarter hours. In Block 5 (Select Semester or Quarter) use the drop down menu box, select S for semester and Q for quarter system.

- Input Total hours required for the degree from the school official degree requirement from the school catalog. DO NOT include ROTC credit hours **IF** those hours do not count towards elective credit that the degree may require.
- Input ROTC Hours that do not count. If any of the hours for ROTC (all or some) do not count towards the degree requirement, input those hours here.
- Total Hours Required (automatically calculated)
- Normal Academic Progression Standard (automatically calculated). The Total Hours Required divided by the total number of semesters/quarters established in the school catalog to complete the degree + ROTC hours). **Note: academic requirements over 18 hours should be for academically strong students only.**
- Transfer credits accepted toward degree verified by an institutional certifying official.
- Credits toward degree completed to date at the current school.
- Remaining for Degree (automatically calculated). **This is what NAPS on the CCIMSW scholarship application should reflect.**

A sample of Block 5 is below: **SAMPLE**

5. CREDIT HOURS	
Select Semester or Quarter (S/Q)	<input type="text" value="S"/>
a. Total required for degree:	120
(1) ROTC Hours that do not count:	20
(2) Total Hours Rqd for NAPS:	140
Normal Academic Progression Standard	17.50
b. Transfer Credits accepted:	45
c. Credits toward degree Comp to date:	30.0
d. Remaining for Degree:	65
e. Number of authorized S/Qs:	4

