

AFROTC FORM 48: Academic Plan

The Form 48 will be given to you during inprocessing. Please ask a cadre member if you require another copy.

The academic plan is designed to ensure each applicant meets graduation and program completion requirements in a realistic manner, while maintaining two years in the POC; and, within an established fiscal year of commissioning. Although your academic advisor and AS instructor can assist you in completing this form, you are ultimately responsible for its completion. You should understand your own academic abilities and plan your course-load to match them. Also, since the Form 48 is our source document to determine when a student is projected to graduate and guides the cadet and cadre to that graduation, it is a very important document.

This form should be completed initially during your first semester in ROTC and signed by you, your college academic advisor and AS instructor. You will need to retrieve it each subsequent semester to review and update it, and sign it along with your college academic advisor and AS instructor.

More specifically, HSSP cadets must complete this by the end of their first term or face administrative action. This will include the 3-year scholarship freshmen who will not activate scholarships until the beginning of their sophomore year. Non-scholarship cadets interested in competing for a scholarship must have it completed prior to being nominated. Sophomore cadets wishing to compete for an enrollment allocation must complete it by the end of their fall term.

ADMINISTRATIVE DATA (USE BLUE OR BLACK INK TO COMPLETE THIS SECTION)

NAME: Self Explanatory

ACADEMIC INSTITUTION/DET #: Enter the college/university you attend full-time and the AFROTC Detachment's number. (i.e. University of Houston, 003)

ACADEMIC MAJOR: Enter one academic major of study in which you plan to graduate. For those pursuing a dual major, this should be the technical major if your secondary is not, i.e. Computer Science and Business as a dual major should enter Computer Science. If you have any inclination that you might drop a major, enter the one that you are most apt to complete. This is important because only 1 major will become your contracted major. We are not concerned whether you complete a second degree as that is not a requirement for ROTC; it is actually a concern if adding these courses may hinder your GPA or completion of your first major. More information regarding double majors and minors will be given below. Lastly, this does not necessarily mean that you have declared a major with your school, just that it is your planned major or major required by your scholarship if you have received one.

INITIAL REVIEW: Enter the degree designation (Bachelor of "Arts" or "Science") and the month/year in which you will graduate. (i.e. May 20XX) Ensure the date of graduation is realistic; many technical majors take 4.5 to 5 years to complete.

UPON INITIAL COMPLETION, YOU, YOUR INSTRUCTOR, AND YOUR ACADEMIC ADVISOR SIGN AND DATE IN THIS BLOCK AND THE CURRENT TERM'S REVIEW, DO NOT SIGN FOR PAST OR FUTURE SEMESTERS. ALL SIGNATURES MUST BE IN BLUE OR BLACK INK

FINAL CERTIFICATION: ***DO NOT SIGN!*** This block will be signed just prior to commissioning.

General Guidelines: ANY PLANNED CHANGES TO YOUR ACADEMIC MAJOR, COLLEGE, OR DATE OF GRADUATION MUST BE REPORTED IMMEDIATELY TO THE CADRE. IN ALL INSTANCES, THE COMMANDER OR HQ AFROTC APPROVAL IS REQUIRED PRIOR TO YOU MAKING THE CHANGE OFFICIAL WITH YOUR COLLEGE.

In these instances, to initiate the request you are required to complete a new AFROTC Form 48 that reflects the requested action. You should begin with the current term and then complete each additional term to graduation.

ACADEMIC PLAN/TERM REVIEW (THESE SECTIONS MUST BE COMPLETED IN PENCIL)

This section is used to list your academic plan, semester by semester, through commissioning. Previously completed credits and terms do not need to be written in. Begin with the term that you entered ROTC.

Minors and double majors **cannot** be reflected on the academic plan if doing so will hinder satisfying program objectives (receiving a baccalaureate degree). Cadets are authorized to pursue a double major or obtain a minor only upon the Dets' receipt of an academic plan signed by an academic advisor establishing a valid date of commission for one major. Once this is complete, the cadet may add additional hours to already existing certified academic plan to meet the requirements of a minor or a second major. Adding additional hours must not place the cadet at risk of taking too many hours a term or require additional terms in extended status; or, change the already established commissioning date.

TERM: and **YEAR:** Label each block using the semester time and year, i.e., Fall 2024, not Term 1. You must complete a separate section for each semester through your projected commissioning date. Include planned summer or winter terms, periods of non-attendance, terms abroad, and extended status. You must, at a minimum, enter a summer term after your AS200 year and enter "Field Training" in the course block. The intent is to show the priority of this requirement and that it takes precedence over other courses during that time.

Course Number and Course Title: List **IN PENCIL**, all courses that you plan to take during the semester. Include all planned courses to include elective courses or online courses. Provide the catalog number (i.e. AFSC 1201) and abbreviated course titles. For example: "General Psychology" could be "Gen Psyc;" or "Inorganic Medical Chemistry" could be "Inorg Med Chem"

If you do not know which specific core course or elective you will take during future terms, enter as best you can a description of the area that you plan to take "Phys-Ed Elective", "300-Level Math" or "400-Level Chemistry", etc., in the course title column and the anticipated number of credit hours for the course. You may enter "Elective" if the course is truly unknown. Add actual course titles when they become known

Plan Cr/Hr: must be completed for each course. Enter the number of credit hours for the course as specified for the course in the college catalog.

Comp Cr/Hr: is written in during the term review, to close out the previous semester. This will reflect those credits actually received. As an example, you may have planned 14.5 cr/hrs and begun the semester as such, but you ended up dropping a 3 cr/hr course and therefore only completed 11.5 cr/hrs. You would enter a zero in the applicable block and write in a short note on what caused the deviation such as "Dropped" "Incomplete" or "Failed Course"

Total credit hours: Sum each column. AFROTC requires cadets to be full-time students. The number of attempted credit hours required for full-time student status during any term is the minimum number specified in the institutional catalog. If the institution does not specify a full-time enrollment, HQ AFROTC specifies a minimum of **12** hours for undergraduate level courses and **9** hours for graduate level courses, including AFROTC courses. The only time this does not apply is during your last term prior to commissioning.

TERM REVIEW AND RECERTIFICATION REQUIREMENTS

During each term, you are responsible to check out your form 48 from the NCO office, review your future terms for completeness and make any known changes, update the previous term with any deviations or comments such as failed or dropped courses, and update and sign the current term with your college academic advisor and your AS instructor. Lastly, you will be responsible to ensure it is returned to your personnel records.

ADDITIONAL REQUIREMENTS

1. HSSP Non-Technical Scholarship cadets must complete courses in addition to their degree to satisfy ROTC requirements. We will provide you with the Academic Plan for Foreign Language or Technical Requirements (See Figure 3.6 in AFROTCI 36-2011) to supplement the AFROTC Form 48. These additions are as follows:
I understand that as a scholarship recipient I am required to take and pass 4 semesters of the same foreign language course work or 24 semester-36 quarter hours of mathematics and/or physical sciences. I understand that I must maintain at least a "C-" or the institutional equivalent in each course. I also understand that failure to accomplish this requirement prior to commissioning could result in loss of my scholarship and/or disenrollment from the AFROTC program. If disenrolled, I may have to repay my scholarship or be called to serve on active duty in my enlisted grade for a period of two years. In order to fulfill this requirement, I plan to take the following courses:

*Note that this version was effective 20 September 2011.

