

Radford University Army ROTC
Guidance of filling out the September 2013 version of the
104-R- Planned Academic Program Worksheet.
As of 14 JAN 2015

1. **Policy**

The only version of the 104-R that is to be used is the September 2013 version. Do NOT use older versions of the form! The form must be typed. It must include as much full course information as possible. (example: CORE 101, Ess of Written & Oral Comm) Remember, this is a plan; it can be modified. More flexibility to change course selections/majors is given to freshmen and sophomores. As cadets enter their junior year of study, majors should be set in stone and course selections pretty much locked in. **Cadets should use their major's check sheet and their RU DegreeWorks Report, and the enclosed Army ROTC Course list sheet to complete their 104-R. Don't forget to include a Military History course; this is a commissioning requirement for Army ROTC.**

Contracted cadets and non-contracted scholarship cadets who want to change their major, must develop a new 104-R for their projected major **and get approval** from their Military Science Instructor **and** the Professor of Military Science **prior to** actually changing their major with the university. Contracted cadets can, however, change their individual course selections or electives freely *within* their degree, as long as doing such does not change their projected graduation date.

Non contracted cadets can modify the plan (i.e. electives *and* major) as long as doing such does not change their projected graduation date. The change in major, however, must be officially approved through the university, and a new 104-R generated and signed by the cadet, academic advisor and Military Science Instructor. Changes in major or other reasons that delay/postpone a planned graduation date may jeopardize a cadet's status in Army ROTC. Issues that cause a cadet to modify his graduation date must be brought to the attention of the Military Science Instructor and will be dealt with on a case by case basis by the Professor of Military Science.

If **any course or credit changes** are made to an academic plan from one semester to the next, by either contracted and non contracted cadets, then a **new 104-R's must be done. It must then be signed again by the cadet, an academic advisor and Military Science instructor.** If there are **NO** changes to the 104-R, then the 104-R does **not** need to be redone or resigned. Nonetheless, each semester the cadet must **update** current grades and credits in blocks 6 and 7 on the 104-R, and initial block 8 for the current term indicating that the 104-R academic plan is unchanged. It is a good idea to have it re-reviewed by an academic advisor each year; however, to make sure nothing was overlooked.

2. Step by step instructions for filling out the 104-R

- Blocks 1 and 2 and 3 are self explanatory. (Undecided majors should list their intended major).
- Blocks 2a. HRA's or instructors will complete as necessary
- Block 4. Radford University
- 4a. Check "Extension Center"
- 4b. Host school is Virginia Tech
- 4c. 003754
- Block 5. Select "Semester"
- **5a. This is a critical block** to annotate correctly as each degree/college requirement is different with the number of credits required to graduate. Requirements vary between Colleges and within Colleges depending on Majors and can range from 120 credits for majors within the College of Humanities and Behavior Sciences, for example and up to 126 credits for the School of Nursing. **Check with your academic advisor and make sure you have the exact number of credits required for your degree and list it in block 5a.** Only list the number of credits required for your degree here—do NOT include credits on this line for additional minors or double/second majors you intend to pursue. While cadets may pursue minors or double-majors, they need to fit such in their schedule or do so through summer school, they may NOT add extra semesters to the normal 4 year progression plan (5 for Nurses) except in extraordinary circumstances with prior approval from the Professor of Military Science.
- **5a(1). This is another critical block.** In general, ROTC credits aren't required for a major; however, they CAN count as free electives. **If your degree or major has free electives** (as do most majors in the College of Humanities and Behavior Sciences), then the ROTC classes can "count" towards your major, so the number entered here could be "0". Nurses don't have any free electives so the number here could be as high as 29 (26 credits for ROTC classes + 3 credits for the ROTC History requirement). So, the number of ROTC credits that don't count is 29 ROTC credits minus the number of "free or general electives" your major authorizes minus 3 History credits if one of the required ROTC history classes can be used as a core class. Again **the number of credits that "don't count" are the number of ROTC required credits that you can't fit into your regular degree plan;** i.e. they are "extra courses" you have to take.
- **5a(2).** This number auto-populates. It is the total number of credit hours you will *actually* need to take to complete both your degree *and* ROTC graduation requirements.
- **Normal Academic Progression Standard (NAPS):** this will auto-populate. **This is the number of credit hours you should take each semester to stay on track.** If you take fewer credits in a semester than indicated, you may have to take more credits the following semester, or go to summer school, to "catch-up" in order to stay on track for graduation.
- **5b.** These are the credits that you have successfully completed **AT** Radford University, to date, that count TOWARDS your major and ROTC requirements. **This number must be updated each semester.** Additional

credits towards a minor or second major should not be included here.
Don't include transfer credits here as they go in block 5c.

- **5c. Only list the transfer credits here if they COUNT TOWARDS YOUR degree.** Transfer credits accepted by Radford University, but NOT counting towards your degree should NOT be included. You can see this information in your DegreeWorks Report.
- **5d.** This will auto-populate.
- **5e. This is the number of authorized semesters remaining for your degree.** This will update each time you redo a 104-R as you update block 5b (credits completed towards your degree). In general, most degrees are to be completed in 8 semesters. Cadets majoring in Nursing may be authorized 1 to 2 additional semesters depending on degree requirements and transfer/AP credits already accepted.

SAMPLE	
5. CREDIT HOURS	
a. Total hours required for degree (most often 120 credits) (Does not include ROTC hours)	120
(1) ROTC Hours that do not count (Include any ROTC hours that do not count towards the degree to ensure academic and military science alignment is maintained. <i>This is 26 minus the number of free electives in your major)</i>	0
(2) Total hours required (automatically calculated)	120
Normal Academic Progression Standard (NAPS) (automatically calculated) (The total hours required divided by the total number of semesters established by the school catalog to complete the degree + ROTC hours) In this sample, 120 credit hours divided by 8 semesters equals 15 credits per semester. You will need to take 15 credits each semester to remain academically aligned.	15
b. Transfer credits accepted toward degree (<i>do not include classes that do not count toward your degree or ROTC.</i>)	15
c. Credits toward degree completed to date (<i>you update this each semester</i>)	30
d. Remaining for Degree (automatically calculated) (120-45)	75
e. Number of authorized semesters remaining (automatically calculated) (This is the number of semesters you have left to complete your degree. If you do not take the full number of hours/semester (NAPS) then you may need to take summer classes to stay academically aligned.)	5

- **6.** Update this block each semester from your official transcripts. Include all terms completed.
 - Term:** Indicate Spring, Fall, Wintermester, Maymester, Summer (I, II, III) and year. (Fall 2014, Spring 2015)
 - Curr GPA :** current semester Grade Point Average (from Academic Transcript).
 - CGPA:** Cumulative Grade Point Average (also on Academic Transcript)

- 7. Use one block per semester and list ALL courses you are taking have taken or are planning to take each semester. List the Semester and Year at the top of each block where it says “term.” For **Transfer credits**, list all transfer credits courses that count towards your degree together in one or two blocks. Under “term”, label that box “Transfer credits.” Do not list transfer credits that don’t count towards your degree. (The total number of the transfer credits annotated in these blocks should be the number of transfer credits you list on line 5c).

 - Block 7, under “**No.**”: list the RU course number (MSCI-111)
 - Under “**Course Title**”: list the RU course title as complete as possible, space permitting. Abbreviate course titles when necessary. For **Transfer credits**, list the Radford University course number and title that the transfer credits fulfill.
 - Under “**Hrs.**”: list credit hours (not class hours) you took, are or will be taking.
 - Under “**Cts.**”: list credits hours actually earned for the courses that count toward your degree/ROTC. This column is left blank for the current semester until grades/credits earned are posted. At the end of the semester enter the credits awarded/earned. This will be a “0” if you fail or withdraw from the course. LEAVE the credit block BLANK if the credits don’t count towards your primary degree or ROTC requirements, i.e. leave blank credits for those courses you are taking for “fun,” for a minor, or for a double major.
 - For “**Grd.**”, at the end of each semester, enter the grades you earned for all your courses. If you drop a course within the add/drop period you can draw a line through the course title and delete the course from your semester list on future updates of the form. If you will receive a “W” on your transcripts because you withdrew from the class after the add/drop period, then leave the course on your form and list “W” as the grade, and “0” as the credits earned. Deletions or withdrawals made after a 104-R was signed means a new 104-R must be done and signed the following semester! In the new 104-R, you must account for how you are going to add back any required credits that were previously dropped or withdrawn.
 - Under “**Total Term Hours**”:
 - The total of the credit hours you attempted, are currently taking, or have planned will auto-populate under “**Hrs.**” in accordance with the credits you listed for each class. “**Cts.**”: the credit hours you actually earned towards your degree and ROTC requirements will auto-populate correctly if you have accurately entered the credits earned as indicated in the explanation for **Cts.** above. (0 for failures or withdrawals, left blank for courses that don’t count towards your degree or ROTC requirements). Note that adding up the Total **Cts. completed** from each semester block will give you the number that is put on line 5b—**Credits toward degree** (and ROTC requirements) **Completed to date.**
 - “**Grd**”: enter grade point average for the semester.

Term: Fall		Year: 12			
No.	Course Title	Hrs.	Cts.	Grd.	
COMB 134	Intro to communications	3	3	B	
CORE 101	CORE 101	3	3	A	
HIST 102	world history since 1500	3	3	C	
MBCI 111	Intro to leadership in the army	2	2	A	
PHIL 112	Introduction to ethics and soci.	3	3	A	
UNIV 100	Intro to higher education	1	1	A	
Total Term Hours:		15	15		

Term: Spring		Year: 13			
No.	Course Title	Hrs.	Cts.	Grd.	
COMB 244	Teamwork and communication	3	3	B	
CORE 102	Advanced written coms	3	3	A	
MATH 114	Math and Human society	3	3	C	
MBCI 112	developing leadership I	2	2	A	
PSYC 121	introductory psychology	3	3	B	
Total Term Hours:		14	14		

Term: Fall		Year: 2013			
No.	Course Title	Hrs.	Cts.	Grd.	
COMB 231	Research methods in coms.	3	3		
CORE 102	Topics in critical inquiry	3	3		
MBCI 211	Leadership styles/theory and appl.	3	3		
SOCY 110	Introduction to Sociology	3	3		
THEA 100	Theatre Appreciation	3	3		
Total Term Hours:		15	15		

3. Get the 104-R reviewed and signed.

- **Bring a printed copy of your RU DegreeWorks report, a copy of your most current transcript (unofficial is fine), your completed 104-R, and a copy of these instructions to your academic advisor for signature at least one week prior to when the 104-R is due to your Military Science Instructor.** Sometimes advisors will require you to make an appointment or request that the 104-R and degree audit report be left with the department to review. Have your advisor approve and sign/date blocks 12 and 13 of a clean and neat copy of your 104-R
- **Submit the signed 104-R along with a copy of your DegreeWorks and current unofficial transcript to your Military Science Instructor.** Make sure you sign and date the form yourself in blocks 10 and 11 on page 2, and have filled out and signed page 3.

4. Additional Information

- Cadets may bring a draft copy of the 104-R to their military science instructor or Ms. Patty for review before taking it to get signed by the academic advisor.
- Save an electronic copy of this form to make updates easier. Also, it is in your best interest to save all hard copies of the 104-R signed by your advisors, for your own records, until you graduate. This can help justify approval of graduation requirements should the need ever arrive.
- Make sure you have taken one of the required ROTC History classes. Some of them may be used towards core credits or towards some degrees. Below are the approved classes. **YOU MUST TAKE ONE OF THE FOLLOWING!**

HIST 111 U.S. History to 1865 (May also fill core requirement)

HIST 112 U.S. History since 1865 (May also fill core requirement)

HIST 302 War in the Modern Age

HIST 303* Studies in Military History

HIST 320 The Vietnam War

HIST 361 Revolutionary America

HIST 365 Civil War and Reconstruction

*Preferred class.

You might be assigned an advisor. If not please go to the College advising center for associated with your degree.

Advising Centers:

Pre-Major Advising Center

Walker Hall, Suite 103, 540-831-5220

[Website \(https://www.radford.edu/content/premajor/home.html\)](https://www.radford.edu/content/premajor/home.html)

College of Business & Economics Advising Center

244 COBE, 540-831-5074

[Website \(http://www.radford.edu/content/cobe/cobe-advising.html/\)](http://www.radford.edu/content/cobe/cobe-advising.html/)

College of Education & Human Development Advising Center

A104 Peters Hall, 540-831-5424

[Website \(http://www.radford.edu/content/cehd-advising/home.html\)](http://www.radford.edu/content/cehd-advising/home.html)

Waldron College of Health & Human Services Advising Center

351 Waldron Hall, 540-831-7699

[Website \(http://www.radford.edu/content/wchs/home/advising.html\)](http://www.radford.edu/content/wchs/home/advising.html)

College of Humanities & Behavioral Sciences Advising Center

127 Russell Hall, 540-831-6366

[Website \(http://www.radford.edu/content/chbs-adv/home.html\)](http://www.radford.edu/content/chbs-adv/home.html)

College of Science & Technology Advising Center

163 Stuart Hall, 540-831-5601

[Website \(http://www.radford.edu/content/csat/home/advising.html\)](http://www.radford.edu/content/csat/home/advising.html)

College of Visual & Performing Arts Advising Center

241 or 240 Porterfield Hall, 540-831-6903 or 540-831-5348

[Website \(http://www.radford.edu/content/cvpa/home/advising.html/advising.htm\)](http://www.radford.edu/content/cvpa/home/advising.html/advising.htm)