



Nittany Lion Battalion 104-R Guide



Learning Objectives



- Nittany Lion Battalion (NLB) Cadets understand how to correctly complete their 104-R
- NLB Cadets know the tools to complete their 104-R
- NLB Cadets can effectively complete their 104-R



USACC Form 104-R

Planned Academic Program Worksheet



- Uses:
 - Provides one **possible** road map from cadet's current academic position through graduation/commissioning
 - A 'contract' between:
 - Penn State – The school is saying that if the cadet completes the listed courses, they will earn a degree in the specified major
 - Cadet – The cadet is declaring their desire to pursue a specified major, and providing a pathway to achieve that goal
 - ROTC/Cadet Command – We are saying if the cadet manages to complete the listed courses in the prescribed manner, and earns a degree, we will commission them
 - All Cadets will be counseled, each semester, to either verify accuracy or address changes in academic plan
 - It is not a script, but rather a guide to ensure all requirements are met prior to commissioning
 - Incorporates AP credits, transfer credits and completed semesters into formula
 - Can only depict pursuit of ONE DEGREE; cadets can use as a tool to plan other personal goals, but those can't interfere with completion of the submitted one



USACC Form 104-R

Planned Academic Program Worksheet



- Common Issues:
 - Form version; all non-contracted cadets are REQUIRED to use the most recent version of the 104-R, currently September 2013 (Contracted cadets who do not change their majors or migrate mission sets do not need to renew it)
 - Professional Military Education (PME) Requirement unscheduled
 - Kinesiology 096/097 unscheduled or improperly scheduled
 - Military Studies Minor unfulfilled
 - **NAPS, NAPS, NAPS, NAPS, NAPS**
 - Insufficient/excessive ROTC credit hours counted toward academic major
 - 20x total ROTC credit hours
 - PME and Kinesiology classes are NOT considered ROTC courses
 - Penn State requires departments to count a minimum of 6x ROTC credit hours toward an academic degree (Several departments do not comply with this policy; we are working to rectify this)
 - AP courses and/or transfer credits not considered in planning of remaining semesters
 - General Education courses left unspecified



104-R Recommended Tools



- USACC Form 104-R
 - September 2013 version
 - PDF file only; Excel files contain incorrect NAPS formula (off by 8 credits)
- [Penn State Recommended Academic Plan](#)
 - Academic Major specific; published by departments
 - Lists required courses, by semester
- [University Bulletin](#)
 - Academic Major specific; published by departments
 - Lists elective options
- Professional Military Education (PME) Requirement and Military Studies Minor Explanation
- Cadet's Degree Audit
 - Obtained from LionPath
- College Transcripts (if any)
- Example 104-R's
 - Prior cadets
 - Pre-filled in versions (converting to .pdf)
- Calculator
- Pen
- Paper
- Patience

Section 6 – Normal Academic Progression Standard



6. CREDIT HOURS	
Select Semester or Quarter (S/Q)	Semester
a. Total required for degree:	1
(1) ROTC Hours that do not count:	1
(2) Total Hours Rqd for NAP3: Normal Academic Progression Standard	0
b. Credits toward degree Comp to date:	
c. Transfer Credits accepted:	
d. Remaining for Degree:	1
e. Number of authorized S/Qs:	8

Total Required for Degree – Strictly credits that Penn State requires ANY STUDENT to complete for that degree

ROTC Hours that do not count – Should be out of the 20x total ROTC class credits; (Example: if they only count Army 301/302, then 14x ROTC hrs do not count)

Credits toward degree Comp to date – This only represents previously completed PSU credits

Transfer Credits accepted – AP Courses and transfer credits APPROVED THROUGH PSU



Recommended 104-R Process



1. Give 104-R tools to cadet

- a. Blank Digital USACC Form 104-R (September 2013 version)
- b. Digital copy of PSU Recommended Academic Plan (Major specific)
- c. 104-R Instructions (in development)
- d. Link to University Bulletin (Major specific)
- e. Professional Military Education (PME) Requirement and Military Studies Minor Explanation
- f. Cadet's Degree Audit
- g. College Transcript
- h. Example 104-R's (if available)
- i. Let them get their own Calculator, Pen, Paper

2. Make cadets generate first draft

- a. If they didn't make a valid attempt; recycle (General education classes aren't specific, only ROTC classes on draft, etc.)
- b. Schedule a time to review it with them
- c. Have them bring all the above tools, plus a digital copy

3. Do 104-R inspection

- a. Form Version
- b. Confirm .pdf format
- c. Administrative Data
- d. PME Requirement
- e. Number of semesters correct?
- f. NAPS Confirmation
 1. Scheduled hours vs. Hours toward degree
 2. ROTC hours that do not count reflected correctly
 3. Credits remaining
- g. Class by class comparison
 1. PSU Recommended Course Schedule
 2. Draft 104-R

4. If incorrect, make cadet revise it

5. Once correct, send cadet to PSU academic adviser



Questions?