



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
 - 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



Form Version – September 2013

Page 1 – Basic Information



every term during counseling

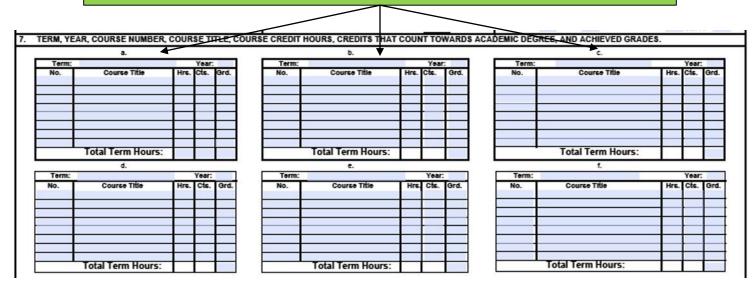
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	Majors)				
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nuance, or discontinuance in the Army ROTC	program				
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		c. Transfer Credits accepted:		Curr GPA: CUM: Curr GPA:	CGPA:
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TUDENT INITIALS & DATE:	TERM 2:		TERM 5:	TERM 8:	
			TERM 5: TERM 6:	TERM 8: TERM 9:	



Section 7 – Semester Planning



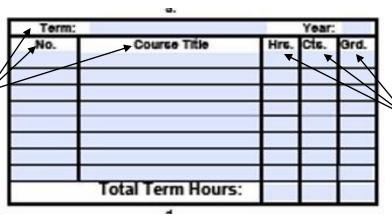
<u>Semester Plans</u> – Semesters should be laid out chronologically, from left to right; each row represents one SCHOOL year; the three boxes represent Fall, Spring and Summer semesters; ONLY Penn State courses are included (no transfer credits)



Term - Fall/Spring/Summer

No. – PSU Course Number (ex. PLSC 014)

<u>Course Title</u> – PSU Course Title



<u>Hrs.</u> – PSU Scheduled Course Hours

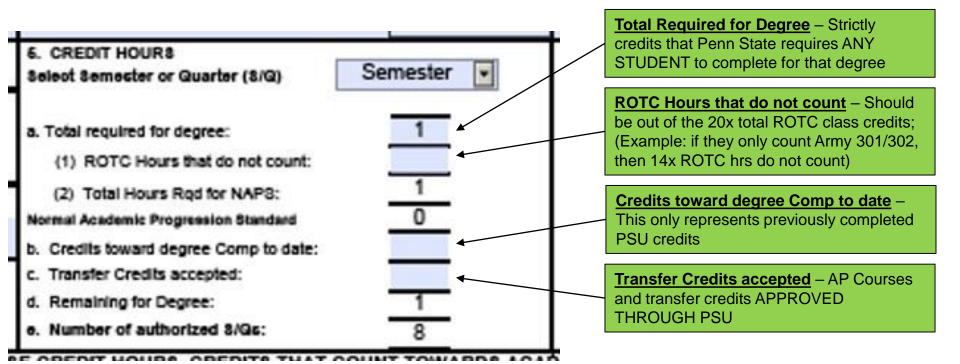
<u>Cts</u>. – Credit Hours Toward Degree; only included if it replaces something on the recommended course plan

<u>Grd.</u> – Grade; fill in once completed



Section 6 – Normal Academic Progression Standard

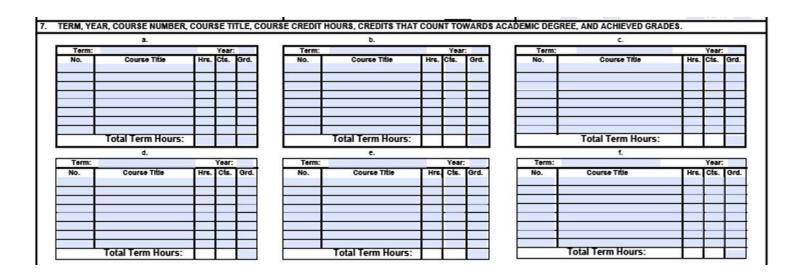


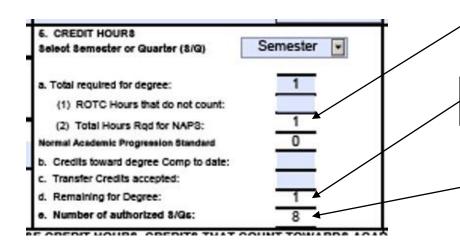




Section 6 – NAPS Checks







<u>Total Hours Rqd for NAPS</u> – Sum of 'Total required for degree' and 'ROTC Hours that do not count';

<u>Remaining for Degree</u> – Should match the total of the remaining 'Cts' columns

Number of authorized semesters – Should match remaining number of semesters, excluding ALL summer semesters



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
- 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?