

Term:		Year			
Course Number	Course Title	Credit Hours Attempt	Hours Towards Degree	Credit Hours Comp	Deviations
Total Hours					
Total credit hours completed this term towards degree:					
Total credit hours remaining for degree after term					
Remarks:					
_____		_____			
Advisor Signs for Term Re-Evaluation		Date			
Student Signature			AFROTC Reviewer Signature/Date		
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INSTRUCTIONS FOR ACADEMIC PLAN

PURPOSE: This form will be used throughout your AFROTC membership. The form gives a tentative schedule of courses required for your graduation and is used as a source document for your Date of Graduation and Date of Commissioning.

GENERAL INSTRUCTIONS: Complete the term schedules **in pencil** to facilitate correction to course load due to availability of classes. However, ***all signatures must be in ink***. Complete the form beginning in the current semester. Previous courses and semester do not need to be identified.

Block 1 - Enter Last Name, First Name, MI

Block 2 - Enter school awarding bachelors degree and detachment (Det 675)

Block 3 - Enter Academic Major

Block 4 - Institutional official (usually your academic advisor) will enter the following information:

Total credit hours *required* for degree.

Total credit hours remaining for degree: Total number of required hours which you have not yet completed. The hours you're currently taking, but have not yet completed, will be included here. All of the "hours toward degree" totals on this form added together should equal this number.

Enter the type of degree and term of completion. (i.e. a BA degree after Spring 98 term)

Signature and date.

By signing the form the institutional official is confirming that the tentative plan will result in completion of degree. The institutional official is also confirming the courses, credit hours attempted, and hours towards degree are accurate.

Block 5 - Initial AFROTC Review - This block will be completed by the AFROTC adviser after the form is completed.

Block 6 - Complete the Term, Year, Course Number, Course Title, Credit Hours Attempt, and Hours Towards Degree block for each semester. Begin with the current semester. Ensure all semesters, including summer terms, are listed up to and including the graduating term. The Hours Towards Degree column should indicate only hours that are creditable toward the indicated major. **DO NOT COMPLETE SHADED AREAS.** These sections will be completed by the AFROTC advisor during term review. Each fall semester you will need to have your university official (usually your academic advisor) sign off on this form. They will do this in the remarks section. Remember to include your AFROTC classes in your academic plan.

Example: If taking the AS100 class in the spring, for example, complete the form as follows:

Course Number	Course Title	Hrs attempted	Hrs towards Degree*
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AERO 1021	The Air Force Today	1	1
AERO 1300	Leadership Lab	0	0

* You must check with your advisor to see which AERO courses count as electives toward your degree.

Course Description and Sequencing:

Fall Classes

AERO 1011	Introduction to Aerospace Studies
AERO 2011	Evolution of Air and Space Power I
AERO 1300	AS 100 and 200 LLab
AERO 3013	Principles of Air Force Management
AERO 3100	AS 300 LLab
AERO 4013	American National Security I
AERO 4100	AS 400 LLab

Spring Classes

AERO 1021	The Air Force Today
AERO 2021	Evolution of Air and Space Power II
AERO 1300	AS 100 and 200 LLab
AERO 3023	Leadership and Org. Dynamics
AERO 3100	AS 300 LLab
AERO 4023	American National Security II
AERO 4100	AS 400 LLab

* Note, AERO 1300 is actually the course number used for AERO 3100 and AERO 4100, which are listed in the OU Course Catalog. One course number for LLab (AERO 1300) is used for easier online class management, but the material will be as described for the respective course (AS300's take AERO 3100, and AS400's take AERO 4100).

Additional Instructions for College of Arts and Sciences Majors

1. Obtain Form 48 from the detachment.
2. Get an official check sheet for your declared major and make an appointment with your departmental advisor.
3. Fill out the form based on check sheet information and meet with the departmental advisor to discuss when specific courses will be offered.
4. Have your departmental advisor sign off on the completed Academic Plan.
5. Bring the completed Academic Plan to the College of Arts and Sciences Academic Services office and leave the form with the receptionist. The receptionist will determine when the form may be picked up (after 1:00 pm on the third working day following drop off).
6. The Academic Counselor in the Academic Services will check the Academic Plan for accuracy, sign the form and place it in the "pick up file" for the student.
7. Return completed Form 48 to the detachment.