The UNIVERSITY of OKLAHOMA

AIR FORCE ROTC DETACHMENT 675

OU FORM 48 v2

Completion Instructions

Audience	Det 675 cadets and academic advisors
Purpose	Build a complete, editable academic plan through declared graduation and commissioning
Update Cycle	First term, each Fall term, and whenever a substantial change occurs
Date Format	Projected Graduation and Commissioning must use MM/YYYY, such as 05/2027
File Name	Last name, First initial - Form 48; example: Moore, T - Form 48
Updated	June 22, 2026

Bottom Line

The Form 48 must stay as an editable PDF. Type names into the form fields, complete every term through graduation and commissioning, and do not digitally sign, flatten, print to PDF, or save the form as an image.

BEFORE YOU START

1. Open OU Form 48_v2 in Adobe Acrobat. Do not complete it in a browser preview.
2. If needed, download Adobe through OU: https://itsupport.ou.edu/TDClient/35/Norman/Requests/ServiceDet?ID=46&SIDs=86.
3. Gather degree-planning documents before typing into the form.
4. Confirm the declared Date of Graduation/Commissioning with Det 675 before building the plan.

Planning Sources	
OU Cadets	Use the OU checksheet for the declared major and the OU Aerospace Studies minor checksheet.
Crosstown Cadets	Use the primary school's equivalent degree plan, degree audit, or checksheet for the declared major. Still use OU's Aerospace Studies minor checksheet for AFROTC/Aerospace Studies requirements.
CIP Codes	Use OU's Degree Program Inventory to find the CIP code for the declared major: https://www.ou.edu/registrar/forms-and-resources/inventory.

IMPORTANT V2 CHANGES

- Projected Graduation and Projected Commissioning now use MM/YYYY, such as 05/2027.
- Primary Academic Institution and AFROTC Detachment are separate fields.
- Academic Major and CIP Code are separate fields.
- Accepted transfer/AP/CLEP/dual-credit coursework has its own section on page 1.
- Winter and Summer sections are for planning convenience only; AFROTC mandates full-time enrollment in Fall and Spring terms.
- Year 5 is only applicable for SAF-approved 5-year majors.
- Do not use old v1 guidance that says not to sign Block 6. In v2, Block 6 is Hrs Required.

SECTION I: ADMINISTRATIVE DATA

Top-of-Form Entries	
Block 1	Name: enter Last, First, MI.
Block 2	Primary Academic Institution: OU cadets enter The University of Oklahoma. Crosstown cadets enter the school where they are pursuing the degree.
Block 3	AFROTC Detachment: enter Det 675 or AFROTC Detachment 675.
Block 4	Academic Major: enter the declared major, such as Accounting.
Block 5	CIP Code: enter the CIP code for the declared major, such as 520301.
Block 6	Hrs Required: enter total credit hours required for the degree.
Block 7	Total Hrs Scheduled: (Auto Calculates) total hours planned on the Form 48, including accepted credit and all planned coursework through graduation. Must be greater than or equal to Block 6.
Blocks 8-9	Projected Graduation and Projected Commissioning: enter MM/YYYY, such as 05/2027. These normally match unless Det 675 directs otherwise.
Notes	Use for short clarifying items, such as approved 5-year major, study abroad, course substitution, or other degree-plan notes.

SECTION II: ACCEPTED TRANSFER CREDITS

Leave Blank If Not Applicable

Use this section only for accepted coursework or credit that counts toward the degree but was not taken as a normal planned term on the Form 48.

- List transfer credit, AP, CLEP, IB, dual-credit, concurrent enrollment, military credit, or other accepted credit used for the degree.
- For each item, enter Source Institution, Course / Exam, Accepted Degree Requirement, Hrs Sched, Hrs Comp, and Notes if needed.
- Enter transfer credit totals at the bottom of the section.
- Count applicable completed transfer/accepted hours toward the overall Total Hrs Scheduled.
- Complete the Academic Advisor Certification and AFROTC reviewer/date fields with typed names and dates when this section is used.

SECTION III: ACADEMIC PLAN / TERM REVIEW

Show every term from the cadet's current point through the declared graduation/commissioning term.

Fall and Spring Entries	
Academic Year	Calendar year for that term.
Course Number	Course prefix and number, such as ACCT 3113, AERO 3013, or AERO 1300.
Course Title	Official or recognizable course title.
Hrs Sched	Planned credit hours for that course.
Hrs Comp	Completed credit hours, if the course is already complete.
Deviation / Notes	Substitutions, repeats, prerequisites, transfer use, unusual sequencing, or other changes from the standard plan.
Semester Totals	Total scheduled and completed hours for the term.
Remarks	Term-level explanation when needed.
Re-Certification	Typed advisor name/date and AFROTC reviewer/date when reviewed.

Full-Plan Requirement

Include all coursework needed to graduate, not just the current or next semester. The form must show the full path through the final graduation/commissioning term.

- Include major requirements, general education/core requirements, electives needed to reach total hours, Aerospace Studies courses, and Leadership Laboratory.
- Use Winter and Summer sections only when those terms affect graduation timing or degree completion.
- Do not use Winter or Summer coursework to make Fall/Spring under-enrollment look acceptable. Fall and Spring full-time enrollment is required unless Det 675 approves an exception.
- Use Year 5 only for SAF-approved 5-year majors or when Det 675 directs use of a fifth academic year.

ACADEMIC ADVISOR REVIEW

After completing the full academic plan, have the academic advisor verify:

- Primary academic institution, declared major, and CIP code are correct.
- Accepted transfer/AP/CLEP/dual-credit coursework is accurately listed and counted.
- The plan satisfies degree requirements for the primary school and declared major.
- The plan includes OU Aerospace Studies minor/AFROTC requirements.
- Planned coursework supports graduation by the declared graduation date.
- Planned graduation date supports the correct Air Force commissioning fiscal year.
- Credit-hour totals are reasonable and complete.
- Transfer, repeated, substituted, waived, winter, or summer coursework is accounted for.

The advisor's review confirms that the academic plan is sound and would allow the cadet to graduate by the projected date, but it does not replace Det 675 review.

SIGNATURE AND FILE RULES

- Do not digitally sign the form.
- Type names and dates into advisor/reviewer fields.
- Do not use Adobe's digital signature tool, certificate signature tool, or Fill & Sign signature feature.
- Do not print to PDF, flatten, scan, or save the form as an image.
- Save the completed file as the original fillable PDF.

COMMON ERRORS TO AVOID

- Using the old v1 date format, such as May-27, instead of MM/YYYY.
- Putting The University of Oklahoma/ Det 675 into one field instead of separating Primary Academic Institution and AFROTC Detachment.
- Combining Academic Major and CIP Code in one field.
- Omitting accepted transfer/AP/CLEP/IB/dual-credit coursework from Section II.
- Completing only the current semester or leaving future Fall/Spring terms blank.
- Not replacing generic courses with intended course Example: Free Elective - Upper-Division should be replaced with an actual course and course number that satisfies the requirement e.g.. CLC 3323 RELIGION OF THE PHARAOHS.
- Omitting Aerospace Studies or Leadership Laboratory courses.
- Using Winter or Summer coursework to cover an unapproved Fall/Spring underload.
- Using Year 5 without a SAF-approved 5-year major or Det 675 direction.
- Digitally signing, printing to PDF, flattening, scanning, or saving the form as an image.
- Using the wrong CIP code or listing a graduation/commissioning date that conflicts with the plan.

SAVING AND SUBMITTING

5. Save the completed file as a fillable PDF in its original form.
6. Use this file name format: Last name, First initial - Form 48.

7. Example file name: Moore, T - Form 48.
8. Save the file in the AS100 folder using the link provided by Det 675.
9. Before submitting, reopen the saved PDF and verify that the fields are still editable.

FINAL CHECKLIST

Check	Before Uploading
[ ]	The form opens in Adobe Acrobat.
[ ]	Name, primary academic institution, AFROTC detachment, major, and CIP code are complete.
[ ]	Graduation and commissioning dates use MM/YYYY.
[ ]	Required hours and scheduled hours are entered. (number of Scheduled meets or exceeds required.)
[ ]	Accepted transfer/AP/CLEP/dual-credit coursework is listed in Section II or the section is blank because it does not apply.
[ ]	Every Fall and Spring term through graduation/commissioning is filled in.
[ ]	Winter and Summer sections are used only when applicable.
[ ]	Year 5 is blank unless the cadet has a SAF-approved 5-year major or Det 675 direction.
[ ]	Major, general education/core, elective, and AFROTC requirements are included.
[ ]	Semester credit-hour totals are entered.
[ ]	Academic advisor has reviewed the plan.
[ ]	Names and dates are typed where required.
[ ]	No digital signatures were used.
[ ]	The PDF was saved normally, not printed to PDF, flattened, scanned, or saved as an image.

REFERENCE LINKS

- Adobe Creative Cloud through OU: https://itsupport.ou.edu/TDClient/35/Norman/Requests/ServiceDet?ID=46&SIDs=86
- OU Checksheets: https://www.ou.edu/checksheets/alphabetical
- OU Degree Program Inventory/CIP Codes: https://www.ou.edu/registrar/forms-and-resources/inventory