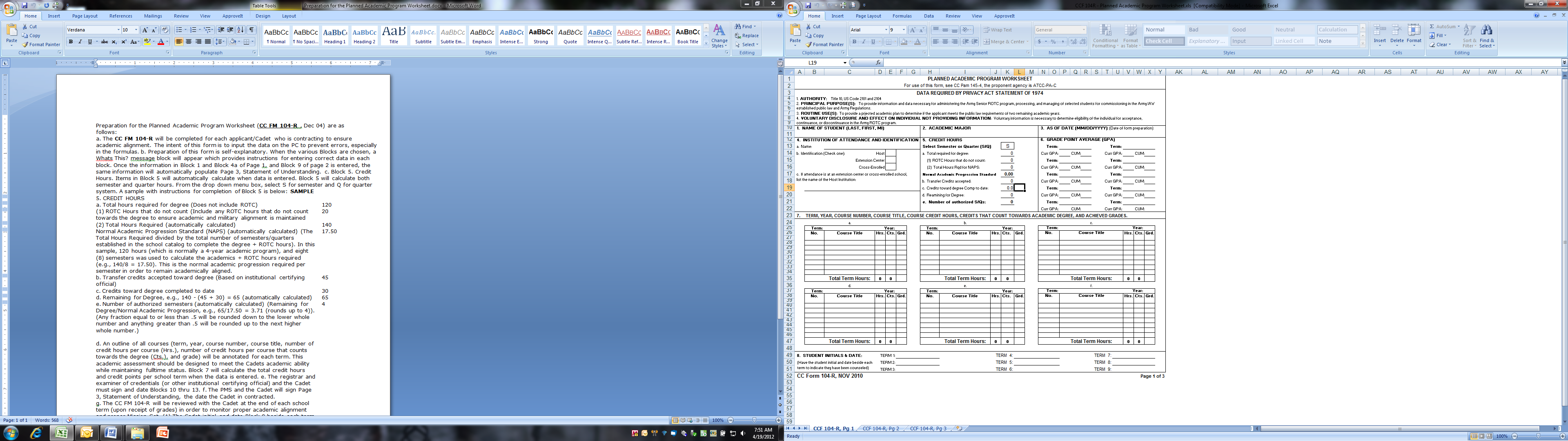
The CC FM 104-R will be completed for each applicant/Cadet who is contracting to ensure academic alignment. The intent of this form is to input the data on the PC to prevent errors, especially in the formulas. Preparation of this form is self-explanatory. When the various Blocks are chosen, a “what’s this?” message block will appear which provides instructions for entering correct data in each block.

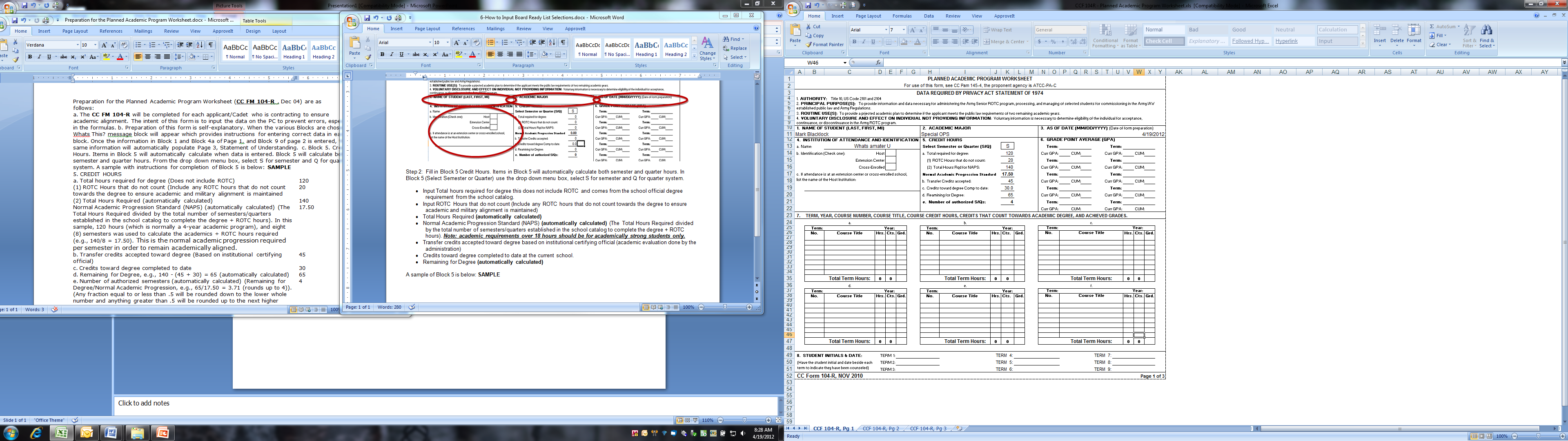
Step 1: Input the required information in Block 1 thru 4 of Page 1. The information is self explaining and will automatically fill information out in the remaining portion of the document.



Step 2: Input the required information in Block 5 Credit Hours. Items in Block 5 will automatically calculate both semester and quarter hours. In Block 5 (Select Semester or Quarter) use the drop down menu box, select S for semester and Q for quarter system.

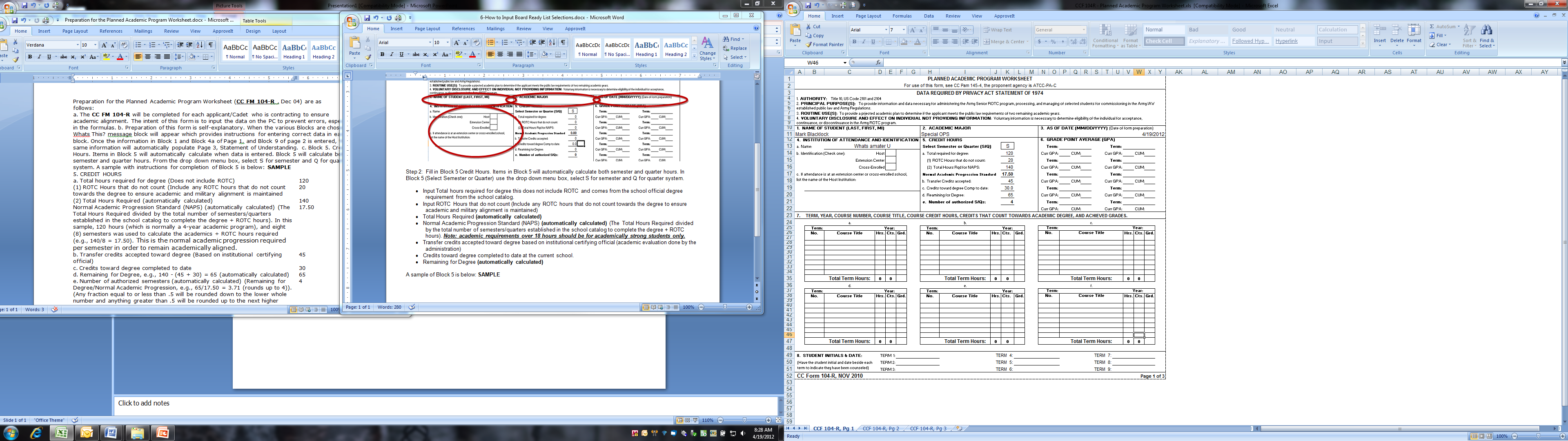
* Input Total hours required for degree this does not include ROTC and comes from the school official degree requirement from the school catalog.
* Input ROTC Hours that do not count (Include any ROTC hours that do not count towards the degree to ensure academic and military alignment is maintained)
* Total Hours Required **(automatically calculated)**
* Normal Academic Progression Standard (NAPS) **(automatically calculated)** (The Total Hours Required divided by the total number of semesters/quarters established in the school catalog to complete the degree + ROTC hours). ***Note: academic requirements over 18 hours should be for academically strong students only.***
* Transfer credits accepted toward degree based on institutional certifying official (academic evaluation done by the administration)
* Credits toward degree completed to date at the current school.
* Remaining for Degree **(automatically calculated)**

A sample of Block 5 is below: **SAMPLE**



Step 3 Input the required information in Block 7,

* Input outline of all courses (term, year, course number, course title) per semester or quarter
* Input number of credit hours per course (Hrs.)
* Input number of credit hours per course that counts towards the degree (Cts.)
* ***Each MSI will input grade when grades are released each semester or quarter.***
* This academic assessment should be designed to meet the Cadets academic ability while maintaining fulltime status.
* Block 7 will calculate the total credit hours and credit points per school term when the data is entered.
* **Note: The number of terms filled out in block 7 will not exceed the number of terms authorized from Block 5. The total number of hours from all terms filled out in block 7 on the initial form 104R must equal the number of hours in “Remaining for Degree” block from block 5.**

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Step 4. The registrar or examiner of credentials, Cadet and Professor of Military Science (PMS) must sign and date the form.

* The institutional certifying official and the Cadet must sign and date Blocks 10 thru 13.
* The PMS and the Cadet will sign Page 3, Statement of Understanding, the date the Cadet in contracted.
* If at any time one of the signing officials/cadet disagree with the academic plan then the plan must be re-worked until it is satisfactory to all individuals required to sign.

Step 5. The CC FM 104-R will be reviewed with the Cadet by the Military Science Instructor at the end of each school term (upon receipt of grades) in order to monitor proper academic alignment and proper Mission Set.

* Input the grades and GPA/CGPA in Block 6 and 7
* Obtain the cadets initials in block 8
* Post grades in Battalion Commissioning Forecast System (BCFS) in CCIMS.
* **Note: Cadet is required to produce a new CC Form 104R within 30 days (IAW CC PAM 145-4) once the form is no longer valid due to changes in the class schedules or poor academic performance.**

Step 6. The Human Resource Technician (HRT) will review the cadet’s academic alignment with the PMS at the end of each school term as a systematic approach to mitigate migration in the MS III and VI years.

* Review during MSMR process or as a end of term process
* Have cadets obtain new CC Form 104R prior to any migration.

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