

I ADMINISTRATIVE DATA (Shaded areas are for detachment use only)									
1. NAME (Last, First MI)			2. ACADEMIC INSTITUTION/AFROTC DETACHMENT				3. ACADEMIC MAJOR		
4. INSTITUTIONAL OFFICIAL REVIEW					5. INITIAL REVIEW				
INSTITUTION OFFICIAL'S SIGNATURE AND DATE					COMPLETION OF THIS EDUCATION PLAN SHOULD RESULT IN MY OBTAINING A DEGREE DURING				
DO NOT SIGN BLOCK 6 -- SIGNATURE REQUIRED AFTER GRADUATION									
6. I CERTIFY THAT I HAVE SUCCESSFULLY COMPLETED ALL DEGREE REQUIREMENTS & WILL GRADUATE AS STATED IN BLOCK 5.					STUDENT'S SIGNATURE		AFROTC REVIEWER'S SIGNATURE / DATE		
SIGNATURE OF CADET / DATE									
II. ACADEMIC PLAN / TERM REVIEW									
TERM:		YEAR:			TERM:		YEAR:		
COURSE NUMBER	COURSE TITLE	CREDIT HOURS ATTEMPTED	CREDIT HOURS COMPLETED	DEVIATIONS	COURSE NUMBER	COURSE TITLE	CREDIT HOURS ATTEMPTED	CREDIT HOURS COMPLETED	DEVIATIONS
TOTAL CREDIT HOURS ATTEMPTED					TOTAL CREDIT HOURS ATTEMPTED				
REMARKS: <i>University representative's signature certifies that satisfactory performance in this academic plan will result in degree indicated in block 3, by the date listed in block 5.</i>					REMARKS: <i>University representative's signature certifies that satisfactory performance in this academic plan will result in degree indicated in block 3, by the date listed in block 5.</i>				
University Advisor's Signature/Date _____					University Advisor's Signature/Date _____				
STUDENT'S SIGNATURE		AFROTC REVIEWER'S SIGNATURE / DATE			STUDENT'S SIGNATURE		AFROTC REVIEWER'S SIGNATURE / DATE		

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STEP-BY-STEP INSTRUCTIONS FOR FILLING OUT DEGREE PLAN

Block:	Comment:
1,2,3	Self explanatory
4	Initially leave blank and have signed by your university advisor in addition to the "current semester" block indicating you have an acceptable plan
5	Change the information to reflect an appropriate degree type and graduation timeline - Initially leave signature blocks blank - "transcribe" future signatures when reaccomplishing a new form 48
6	Do not Sign until all graduation requirements have been completed - Last semester senior year
Term	Type in either "Transfer Credit" or semester (FALL, SPRING, SUMMER I or SUMMER II) - All completed coursework must be annotated, including transfer credit hours - You must place "AFROTC Field Training" as a placeholder for a summer (do not rely on using that summer for classes)
Year	Self explanatory
Course Number	Type in unique identifier for course - If putting in a elective placeholder be as specific as possible
Course Title	Type in course title - abbreviations acceptable as long as understandable and unique when in conjunction with course number - If putting in a elective placeholder spell out as much as possible (ex. "Propulsion - either liquid or solid state")
Hours Attempted	Course Credit hours
Hours Completed	Not filled out until the course is completed and counts towards degree requirement - Does not count if failed - Does not count if grade is less than required for major (c-wall classes) - No course will be paid for by AFROTC twice
Deviations	Grade received in class that is insufficient performance to count toward degree (U, IN, F, or D in C-wall classes)
REMARKS	Appropriate comments annotating circumstances during the semester - Annotate plan to correct degree plan "deviations" - Annotate any AF approved Degree or Date of Commissioning/Date of Graduation (DOC/DOG) changes
	- Advisor is required to verify that the student lists all required courses needed to graduate with current major. After verification, advisor will receive an email from a cadre member with instructions for electronically signing the Institution Official Review Block and Advisor's Signature Line
Signatures	Signatures will be captured electronically. Cadre member will email the cadet and the academic advisor after advising has been accomplished in the fall semester-instructions will be provided; advisors do not need to sign in the spring semester

ALL PURPOSE CHECKLIST		PAGE 1	OF 1	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
1.1	(INITIAL STEPS) Acquire a full list of degree requirements from your institution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Fill out Form 48 through your senior year (Reference step-by-step instructions; be as specific as possible when putting in projected classes, even when the exact class isn't yet known)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Schedule appointment with your University Academic Advisor to review electronic copy of Form 48 (bring degree requirements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Make any necessary changes to the Form 48 during advising meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Email advisor-approved Form 48 to the detachment Education Flight Commander (or other cadre member as specified)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	After getting EFC approval, you will receive an email with fields for electronic signature - Sign the Form 48 as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Be sure that you have saved a copy of the approved Form 48 in your personal files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1	(RECURRING STEPS) No later than ONE WEEK after returning for the new semester, review your Form 48 for any changes - Be sure that past courses are accurately represented on the Form 48 - Look ahead to current semester (and further, if you know of upcoming changes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	EFC will email instructions for scheduling a Form 48 review with each cadet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	When directed, schedule an appointment with EFC to review Form 48 - Be prepared to discuss updates to the form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	When directed, update/sign Form 48 as instructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Be sure that you have saved a copy of the approved Form 48 in your personal files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>