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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 will be captured electronically. Cadre member will email the cadet and the academic advisor after advising has been accomplished in the fall
Signatures	semester-instructions will be provided; advisors do not need to sign in the spring semester

	ALL PURPOSE CHECKLIST	PAGE	1	OF	1	PAGES
	E/SUBJECT/ACTIVITY/FUNCTIONAL AREA Form 48 advising process (initial and recurring steps)	OPR		DATE		
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragra,	ph.)		YES	NO	N/A
1.1	(INITIAL STEPS) Acquire a full list of degree requirements from your institution					
1.2	Fill out Form 48 through your senior year (Reference step-by-step instructions; be as specific when putting in projected classes, even when the exact class isn't yet known)	ic as po	ossible			
1.3	Schedule appointment with your University Academic Advisor to review electronic copy of (bring degree requirements)	Form 4	48			
1.4	Make any necessary changes to the Form 48 during advising meeting					
1.5	Email advisor-approved Form 48 to the detachment Education Flight Commander (or other omember as specified)	cadre				
1.6	After getting EFC approval, you will receive an email with fields for electronic signature - Sign the Form 48 as required					
1.7	Be sure that you have saved a copy of the approved Form 48 in your personal files					
2.1	(RECURRING STEPS) No later than ONE WEEK after returning for the new semester, review your Form 48 for any - 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)	y chan	ges			
2.2	EFC will email instructions for scheduling a Form 48 review with each cadet					
2.3	When directed, schedule an appointment with EFC to review Form 48 - Be prepared to discuss updates to the form					
2.4	When directed, update/sign Form 48 as instructed					
2.5	Be sure that you have saved a copy of the approved Form 48 in your personal files					