



# Planned Academic Program Worksheet USACC FORM 104-R

"Train to Lead"



### What we need to start (Hopkins)

OFF

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THIS RED CONSTRUCT The Ocrite



- Blank 104-R dated SEP 2013
- Current transcript
- Degree audit worksheet and/or
- Course Catalogue Degree Requirement printout

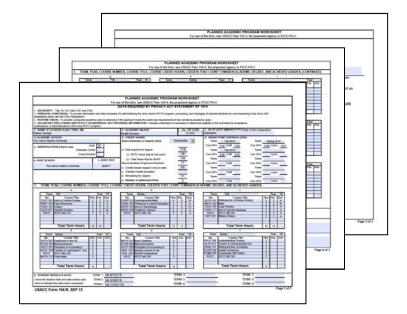
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				Physics I Lab * Intro to ICE & Seminar *		3	Physics II Lab * Digital Systems Fundamentals *	-	3	
				Gateway Computing	-	15	Comp. Modeling for ECE *	-	14	
			Fall 2 Linear Algebra/Diff Eq Chemistry 1 Mustering Electronics * Mastering Electronics La Computer Systems Funa H85-1			Science, IF science	Requirer	Computer Science, Bechelor of S creat socials, and then will need to see the Au Index or the Director of Lindergraduate that ments for the B.S. Degree	aleman M	
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-	ally swatter	W BUILDEN STIL	Co and	Fall 3 Discrete Math	e-catalogue (hu	adu/engineeri	is for Departmental Majors (Higos (1 ng fail fine-mssilential programs) ng salaing requirements bartaters	following know	Delp //www.abet.org/ #.provides.for the any Antipe base and abilitiant.	
The Company of the Co			Microprocessor Lab * Intro to Mechatronics * ICE Elective Inatical Ethics for Future LeadersIN 666.400 + EN.52 Engineering colutions in a p eminonmental, and societs	stepsen/l) The objectives o accentors also - Successful acconces or field of ones - Parsue alto	of and bachelia will be able to by stopoge to pro apply company stat. amount study in	degree programs are to train computer despined practice to the computing excloses block and techniques to another the computing seconds	Computing Decaps ing a gineri od daciptine Communic Recognize principles	complex comparing problem and apply priors and other subsect descriptions to denotity and planneds, and evaluate a comparing/simplement and of comparing subsections to the condext of and effectively in a secretly of professional com- paring subsections in the secret of professional and performance and provide the section of the performance and provide the section of the in comparing practice based on logal and all	dama. Witer to mean the program marks. wall to all	
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				** Computer System Funda Adv. Lab (FEN:520.222 is 1	of rot, out bath	wher programs	if whether pro-parsus a particular focus provide excellent preparation for essentiti a internation, and post-graduation industry	Total Crostina		12
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									Gateway Computing JAVA (or equivalent	
					of the majors in	Limputer scie	ensure a double maps program in which one issue. The computer accence requirements combination with result majors in the	EN 503 112 EN 501 220 EN 501 226	Internediate Programming Data Structures	



### What is the 104-R?



A three page document that lays out a student's academic plan. The 104-R is an ongoing document that is updated each semester as courses are completed as well as when schedules change. The 104-R is essential to mission management as it lays out the anticipated graduation date, is approved by a university official, and should clear up potential surprises in regards to failure to complete a military history course or graduate on time.







1- Name

4- School

The Johns Hopkins University University of Maryland – Baltimore County Stevenson University University of Baltimore MICA

4a- Identification

TJHU is HOST

All others are CROSS-ENROLLED

**4b-** Host School is always The Johns Hopkins University **4c-** Host Fice is 002077

1. NAME OF STUDENT (LAST, FIRST, MI) Patton, George				
4. ACADEMIC SCHOOL				
The Johns Hopkins University				
a. IDENTIFICATION (Check one):				
Extension Cen Cross-Enroll				
b. HOST SCHOOL	c. HOST FICE			
The Johns Hopkins University	002077			





0701

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2- Academic Major	2. ACADEMIC MAJOR Health Science	51.07
<b>2a-</b> CIP Code Six digit number, this can be looked up at the following:	5. CREDIT HOURS Select Semester or Quarter (S/Q)	Semester [
http://www.mhec.state.md.us/utilities/search_CIP.asp 5- Select "Semester Hours" from drop down menu 5a- Total required for degree – approximately 120, varies by degree 5a1- ROTC hours that don't count (depends on school and degree)	a. Total required for degree: (1) ROTC Hours that do not count: (2) Total Hours Rqd for NAPS: Normal Academic Progression Standard b. Credits toward degree Comp to date: c. Transfer Credits accepted:	118 18 136 17 45
	d. Remaining for Degree:	91

(this includes all MS classes and Military History, however, the

Military History will normally cover a history requirement in most majors)

**5a2-** Total hours required for NAPS = the total required for the degree plus the ROTC courses that don't count toward degree (5a + 5a1 = 5a2)

e. Number of authorized S/Qs:

5b- Credits that have already been completed at the current institution

5c- any transfer credits accepted

**5d-** remaining credits for degree

5e- Number of authorized semesters remaining

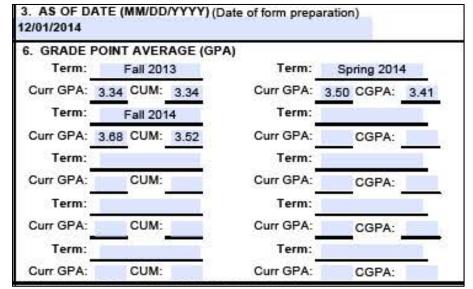
This area is the most difficult to figure out and I usually do it last, after reviewing the actual courses and major requirements. Instructors need to review the course catalogues to determine what is required for each degree (5a), most majors require 120, STEM often requires more (130-140). The ROTC hours that don't count (5a1) depends on how many "free electives" the major has. Criminal Justice often has many "free electives", Nursing has none.





#### 3-As of Date

**6-** GPA – ensure you put the proper semester. This starts with the student's first semester on campus, and does not include any work completed prior to attending (at a community college or previous school if they transferred).







**7-** Term, Year, Course Number, Course Title, Credit Hours, Credits That Count Toward Degree, and Grade This section should mirror their current transcripts, minus any transfer credits. It starts with their first semester on campus and ends at graduation. The example shows that this is an MSII student in the spring of their sophomore year – grades are shown for courses they already took, everything going forward is just the courses they plan to take. This will likely adjust somewhat and that's okay, so long as they stay within the total semesters required for their degree plan. This section continues onto page 2, the typical student will use eight total semesters.

8- Student Initial and Date - this is when they were counseled by their instructor

Term: Fa No. CLST 201 Intro	5.0					b.					C.			
Contraction of the second s	ali		Year:	13	Term:	Spring		Year:	14	Term:	Fall	26	Year:	14
	Course Title ro to Cultural Studies	Hrs.	Cts.	Grd. C+	No. DVMT101	Course Title Developmental Math	Hrs. 4	Cts.	Grd. W	No. HLTH 101	Course Title Wellness for a Diverse Society	Hrs.	Cts.	Grd. A-
	mily Resources	3	3	A-	Construction and intervent and	Writing for a Liberal Education	3	3	A-	<b>MATH 102</b>		3	3	B-
THEA 101 Acti	ting I	3	3	A	<b>GERO 101</b>	Intro to Gerontology	3	3	C+	LEGL 225	Legal Studies	3	3	A
TSEM102 Tow	wson Seminar	3	3	B-		Academic Literacy	3	3	A	COSC 111	Info & Tech for Business	3	3	A
ROTC RO	DTC MS 101	3	3	A	ROTC	ROTC MS 102	3	3	A	ROTC	ROTC MS 201	3	3	Α
									1	HIST 331	Military History	3	3	A-
	Total Term Hours:	15	15			Total Term Hours:	16	12			Total Term Hours:	18	18	2
	d.					e.				21 <del>00</del>	f			
Term: Sp	pring		Year:	15	Term:	Fall		Year:	15	Term:	Spring		Year:	16
No.	Course Title	Hrs.	Cts.	Grd.	No.	Course Title	Hrs.	Cts.	Grd.	No.	Course Title	Hrs.	Cts.	Grd.
HLTH 207 Hea	althcare inb the US	3		e. 11	<b>MATH 231</b>	Basic Statistics	3	1	2 X		Understanding Physics	3		
ECON 201 Mic	croeconomics	3			ECON 202	Macroeconomics	3	U U		HLTH 311	Chronic & Communicable Dis.	3	1	0
ACCT 201 Prin	nciples of Accounting I	3	1		ACCT 202	Principles of Accounting II	3	12-12	0	ENGL 317	Writing for Bus. & Industry	3		
EDUC 203 Tea	aching & Learning/DIV. Soc	3	3 8	2 13 	BIOL 120	Biology Lecture & Lab	4				Health Economics	3		
ROTC RO	DTC MS 202	3			PHIL 103	Ethical Perspectives	3	0 D			Community HIth Admin.	3		÷
MATH 111 Fini	nite Math	3	-	<u> </u>	ROTC	ROTC MS 301	3			ROTC	ROTC MS 302	3		8
	Total Term Hours:	18				Total Term Hours:	19			0	Total Term Hours:	18		i.





7- Continued from page 1
9- Degree awarded, including date
10/11- signature/date of student
12/13- signature/date of university official. This should be someone within their academic department.

		COUR	RSET	ITLE, O	COURSE CREDIT	HOURS, CREDITS THAT	COU	NT TON	ARDS A	CADEMIC DEG	REE, AND ACHIEVED GRAD	DES. (C	ONTI	UED
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Term:		1		16	Term:	Spring	1	Year:		Term:			Year:	
No.	Course Title	Hrs.	Cts.	Grd.	No.	Course Title	Hrs.	Cts.	Grd.	No.	Course Title	Hrs.	Cts.	Grd.
FIN 331	Principles of Finance	3		10 11	HCMN 417	LTC E6hical Problems	3			Q 77 (7)			0	
CMN 441	Legal & Ethical Issues	3			HCMN 419	LTC Administration	3		2	1			1	
CMN 413	Svs & Housing for LTC	3			HLTH 411	Hith and later maturity	3							
NGT 361	Principles of Management	3	1	1 3	MUSC 114	MUSC, Tech & Cult	3			S				
KTG 341	Principles of Marketing ROTC MS 401	3	-	-	RLST 203	Intro to Islam ROTC MS 402	3					_	-	-
ROTC	ROTC MS 401	3	-		ROTC	ROTC MS 402	3		-			-	-	-
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	Course Title	Hrs.				Course Title	Hrs.		Grd.		Course Title	Hrs.		
	Course Title	Hrs.				Course Title	Hrs.		Grd.		Course Title	Hrs.		
	Course Title	Hrs.				Course Title	Hrs.		Grd.		Course Title	Hrs.		
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	Course Title	Hrs.				Course Title	Hrs.		Grd.		Course Title	Hrs.		
	Course Title	Hrs.				Course Title	Hrs.		Grd.		Course Title	Hrs.		
		Hrs.				980109W90	Hrs.		Grd.			Hrs.		
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		Hrs.				980109W90	Hrs.		Grd.			Hrs.		
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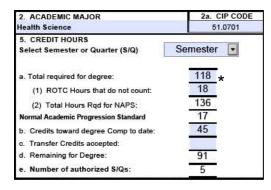
	PLANNED ACADEMIC PF For use of this form, see USACC Pam 145-		
	STATEMENT OF U	NDERSTANDING	
We, the undersigned, hereby declare	e that the program outlined on the work	sheet (on the reverse side of this stateme	ent) that
Cadet Patton, George	is about to under take a formally	structured program approved by	ns Hopkins University (Name of University or College)
designed to meet the requirments of a	Health Care Management	degree; that the degree to be attained	ed is the culmination of a
	_		
(Date) (MM/DD/YYYY)	(CADET SIGN	ATURE)	
(Date) (MM/DD/YYYY)	(PROFESSOR OF MILITARY	SCIENCE SIGNATURE)	

#### See example -



### Further Explanation (how to figure out section 5)





\*Only the blue shaded numbers are fillable, the white are automatically populated.

	a.					b.					С.			
Term:			Year	13	Term:	Spring	6 - 3	Year:	14	Term:	Fall	1	Year	: 14
No.	Course Title	Hrs.	Cts.	Grd.	No.	Course Title	Hrs.	Cts.	Grd.	No.	Course Title	Hrs.	Cts.	Gro
	Intro to Cultural Studies	3	3	C+		Developmental Math	4	0	W		Wellness for a Diverse Society	3	3	A
	Family Resources	3	3	A-		Writing for a Liberal Education	3	3	A-	MATH 102		3	3	В
	Acting I	3	3	A		Intro to Gerontology	3	3	C+		Legal Studies	3	3	A
	Towson Seminar	3	3	B-		Academic Literacy	3	3	A		Info & Tech for Business	3	3	A
ROTC	ROTC MS 101	3	3	A	ROTC	ROTC MS 102	3	3	A	ROTC	ROTC MS 201	3	3	A
									1	HIST 331	Military History	3	3	A
	Total Term Hours:	15	15		-	Total Term Hours:	16	12	0		Total Term Hours:	18	18	1
	d.	10			2	e.	10			1000	f		10	-
Term:	Spring		Year:	15	Term:	Fall		Year:	15	Term:	Spring	~ ~ ~ ~ ~	Year	: 1
No.	Course Title	Hrs.	Cts.	Grd.	No.	Course Title	Hrs.	Cts.	Grd.	No.	Course Title	Hrs.	Cts.	Gr
<b>HLTH 207</b>	Healthcare inb the US	3			<b>MATH 231</b>	Basic Statistics	3			PHYS 100	Understanding Physics	3		0
ECON 201	Microeconomics	3			ECON 202	Macroeconomics	3			HLTH 311	Chronic & Communicable Dis.	3		
ACCT 201	Principles of Accounting I	3			ACCT 202	Principles of Accounting II	3	5-22	9	ENGL 317	Writing for Bus. & Industry	3	2	18
<b>EDUC 203</b>	Teaching & Learning/DIV. Soc	3	3 8		BIOL 120	Biology Lecture & Lab	4		2 2 4		Health Economics	3		
ROTC	ROTC MS 202	3			PHIL 103	Ethical Perspectives	3	m m		HCMN 305	Community HIth Admin.	3	1	
MATH 111	Finite Math	3		( <u>8</u> ,)	ROTC	ROTC MS 301	3			ROTC	ROTC MS 302	3	-	5
-	Total Term Hours:	18				Total Term Hours:	19	1			Total Term Hours:	18		93 - 4
	g.					h.					513			
Term: Fall		Year: 16		Term	: Spring		Yea	r: 17	Term		Year:		8	
No.	Course Title	Hrs.	Cts.	Grd.	No.	Course Title	Hrs	. Cts.	Grd.	No.	Course Title	Hrs.	Cts.	Gro
FIN 331	Principles of Finance	3			HCMN 417		3						0.0	
HCMN 441	Legal & Ethical Issues	3			HCMN 419		3	3	1	1			1 3	
HCMN 413		3			HLTH 411		3				The second se			
<b>MNGT 361</b>	Principles of Management	3		12 3	MUSC 114		3			2 )	<u>i</u>	1. 11	8 8	
MKTG 341	Principles of Marketing	3			RLST 203		3							
	ROTC MS 401	3	12 1		ROTC	ROTC MS 402	3	5		3		1 1		
ROTC			1	1 A										

This slide shows how to figure out section 5 and where all the numbers come from. Using the examples above, we have a Health Science Major from Towson. The student left their credit hours (Sec 5) blank so I'll use section 7 to figure it out. Because the academic advisor signed off on this I'll assume that this will in fact meet all requirements for a degree.

First I'll add up every credit that was awarded already, and all credits planned. The student has already taken 45 credits after three semesters (7a, 7b, 7c), so that goes in 5b. They have 91 listed to take going forward (7d, 7e, 7f, 7g, 7h), so 5d must equal 91. Now I'll put in 120 into 5a to see where that leaves me. I'll adjust 5a from 120 up to about 130 in order to get 91 in 5d. If 5a must go over 130 then I need to get into the course catalogue and double check the student's work.