*Current as of 14 March 2014*

**AFROTC Cadet Requirements for AFROTC Form 48**:

1. Complete electronically.
2. Cadre review: Prior to changing this form in subsequent semesters, cadre must be briefed.
3. Guidance Counselor Review:
	1. Initial Review:
		1. Ensure all transfer credits accepted / applied to degree plan
		2. Sign and date Block 4:
	2. Semester Review
		1. Add up the total number of credits which apply to graduation, write number in pen on the line entered by the cadet
		2. Sign the recently completed semester validating credit was / was not received
	3. Creating a new Form 48 (after having already completed an AFROTC Form 48)
		1. Sign and Date Block 4
		2. Cadet must receive signatures for every block up to current semester
			1. For every completed semester; add up the total number of credits which apply to graduation, write in the number in pen on the line entered by the cadet.
		3. Sign the recently completed semester validating credit was / was not received.
4. Additional items to ensure are on the AFROTC Form 48.
	1. Winter / Summer school sessions.
		1. Please annotate that as its own semester.
		2. If these classes are at a different university, such as a community college “back home” or if you simply want to pay less for the credits which transfer into your college, please annotate that.
	2. Field Training.
		1. Annotate under the “Course Title” section.
			1. Typically the summer in between your sophomore and junior year.
	3. Any previous college credit courses.
		1. Enter the following phrase “XFER CRED”
			1. Use as many terms as required.
		2. Annotate the year as the first year in the AFROTC program.
		3. Identify college’s initials prior to start of the “Course Title.”
			1. A transcript from the respective college should be in the cadet’s file to ensure what.
			2. Do not “double tap” classes.
				1. Credit count and GPA.
		4. Group like colleges together.
		5. Includes AP, CLEP, Community College, or other institution transfer credits.
	4. Any terms abroad.
	5. Periods of non-attendance.
	6. Completed Status.
	7. Aerospace Studies courses.
5. Electives: If you are uncertain of which course you will use to satisfy a particular requirement, identify the requirement (i.e., Humanities Elective, EE Elective, Performing Arts Elective, etc.) and credit hours needed.
	1. At a minimum, the electives must be identified a year out from taking the course.
6. Graduate Courses: If you plan on signing up for graduate level courses, even if they are part of a dual undergraduate/graduate degree program, engage with the cadre first.
	1. Taking these courses may require approval of higher headquarters (HHQ).
	2. If you are on scholarship, the AFROTC scholarships will only cover undergraduate courses.
	3. If you are/are not on scholarship, these classes are more difficult than undergraduate courses; the cadre wants to ensure expectation management is effectively run.
7. Final Term: A cadet is NOT required to maintain full-time status their final term according to AFROTCI 36-2011: 4.32.1.4.12.
	1. Do not be afraid to take the course load you can handle instead of leaving your most difficult classes to the end of your college career where there is a higher likelihood that you may not be successfully academically.
	2. If you plan early to fewer credit hours your last semester and you fail a class / are unable to get into a class because of scheduling conflicts, this will allow an easier transition to add the additional course to your final term, instead of adding another class to an already full, final term.
8. Remarks Section: Ensure the following lines are typed in the first semester and then hand written for every semester following:

**Academic Advisor fills out at conclusion of above semester:**

**Term Reevaluation Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signed after semester completed)**

 **Signature/Date of Institution Official**

**Total credit hours accomplished: \_\_\_\_\_\_\_\_\_\_\_ out of \_\_\_\_\_\_\_\_\_\_\_ required for graduation**

**AFROTC Instructor fills out at conclusion of above semester:**

**TGPA: \_\_\_\_\_\_\_\_**

**CGPA: \_\_\_\_\_\_\_\_**