What's it about? The Form 48 is used by Air Force ROTC to track the academic plan of each member of the program. It's used to see when a student will graduate (which is vital for determining his/her date of commissioning into the Air Force as an officer) and (just as importantly) to help the student plan a realistic and practical course of study. In terms of the AFROTC view, a realistic and practical course of study is one that can be completed successfully while maintaining a 2.5 term and cumulative GPA, and be completed in 4 to 5 academic years.

What do I need to do? As an academic advisor, you play an important role in helping students plan their studies so that they can graduate. You are the resident expert for your department, understanding the requirements for graduation, pitfalls that the student may run into, pre-/co-requisite classes, the most challenging courses in the program and a host of other “insider info” that the cadre and staff of AFROTC have no way of maintaining a current knowledge base on. As the Form 48 is a document of that academic plan, we hope that you will help the student fill out the form and then sign it in specific places and at certain times.

What does my signature mean? The signature shows that the previous semester was completed as indicated on the Form 48 (credit was received for courses attempted). By signing the Form 48, you are verifying that, based on past semesters performance coupled with “insider info” about overall performance of students in general in that major, the prescribed course of study is still realistic and practical to accomplish by the date indicated and signed for in Block 5. The signature also indicates that you have gone over the form with the student in depth, enough to where they understand that deviating from this plan may cause adverse consequences to them completing their degree on time (Block 5). This shows us that the student is communicating with you and seeking your advice regarding his or her academic program.

Are there things I should look for? Yes! We hope that you'll look at the Form 48 to make sure that the classes a student selects (or that you help him or her select) will progress directly to the degree listed in Block 3 of the form, and that the course of study will allow the student to graduate on the date listed in Block 5. Air Force ROTC does require all students to take at least 12 credits each regular semester they're in school (with the exception of their final semester), but reviewers in our office will be looking for that. What we can't determine is if the plan allows the student to meet all his or her degree requirements. We ask for your help in doing that.

Where should I sign the Form 48? And when? When you first go over the Form 48, the only place you'll need to sign and date is Block 4 in the first section of the form. In following semesters, we ask that you only sign in the block for the term the student just completed (for example, if a student brings you a Form 48 in Spring Semester, you'd only sign off on the previous Fall Semester). This indicates to us that the student has met with you and gone over the Form 48 again to make sure that there are no needed changes or adjustments to complete the course of study on time (Block 5).

What if I have more questions? PLEASE, PLEASE, PLEASE feel free to contact us at (330)672-2182 if you have ANY questions about the Form 48 or this process.