Life of an AFROTC Cadet: The Form 48 and other Unique Advising Challenges

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Overview

• Big Take-Aways
• Form 48 Importance
• AFROTC Form 48 Process
• How else can you help?
• How can we help you?
Big Take-Aways

• A crisis on a cadet’s part does not constitute an emergency on the advisors.
  – Cadets know WELL-IN-ADVANCE of their suspense to accomplish. EXTREME cases may cause “quick-turn” from cadet and advisor. If this occurs, expect message / call from AFROTC Instructors

• If you have any questions or feedback for the AFROTC instructors, please contact us early and often

• Cadets will be professional in nature, if not, please contact us.
  – Includes preparedness for meeting, typed up Form 48, professionalism in speech / mannerisms, etc.
  – If cadet is woefully underprepared, send away with guidance on the way forward
  – If cadet is confused on how to fill out the form, that is a lack of education on our part as AFROTC Instructors. Please give us the feedback to help our cadets and Academic advisors out
  – If cadets cannot answer a question regarding the Form 48, please call us so we can address in real time
• The USAF projects 2-3 years out on the number of officers needed
  – Projection allows for expectation management based on budget, mission sets, slots available, etc.
• Form ensures cadets are able to graduate on a valid timeline and solidify the cadet’s DoC/DoG
  – DoC/DoG (Date of Commissioning / Date of Graduation)
• Lynchpin in determining what fiscal year cadet is tied to when contracted with the USAF
  – Cadets held to graduate on that date and major repercussions if contract with USAF not held
    • Recoupment of monies paid to cadet; monetary recoupment or service in enlisted grade
The following slides have an example Form 48
The red text is what the Academic Advisor should fill out, everything in green text is filled out by either cadet or AFROTC Instructors
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term</th>
<th>Credits</th>
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<td>FALL</td>
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<tr>
<td>ENG102</td>
<td>EMCC: English Composition II</td>
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<td>FALL</td>
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<td>BIOL111</td>
<td>EMCC: Intro Biology</td>
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<td>CHEM101</td>
<td>EMCC: Fundamentals of Chemistry I</td>
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<td>HIST105</td>
<td>EMCC: History of the US</td>
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<tr>
<td>SPN101</td>
<td>SCC: Spanish I</td>
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<td>FALL</td>
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**Academic Advisor:***

Term Reevaluation Complete: ______________________ (signed after semester completed)

Signature/Date of Institution Official

Total credit hours accomplished: _______ out of _______ required for graduation

**AFROTC Instructor:***

TGPA: _______

CGPA: _______

**Academic Advisor:***

Term Reevaluation Complete: ______________________ (signed after semester completed)

Signature/Date of Institution Official

Total credit hours accomplished: _______ out of _______ required for graduation

**AFROTC Instructor:***

TGPA: _______

CGPA: _______
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<th>Credit Hours Comp.</th>
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**TOTAL CREDIT HOURS ATTEMPTED**: [ ]

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Academic Advisor fills out at conclusion of above semester:
Term Reevaluation Complete: _______________________ (signed after semester completed)
Signature/Date of Institution Official

Total credit hours: ___________ out of ___________

AFROTC Instructor fills out at conclusion of above semester:
TGPA: ________
CGPA: ________

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Academic Advisor fills out at conclusion of above semester:
Term Reevaluation Complete: _______________________ (signed after semester completed)
Signature/Date of Institution Official

Total credit hours: ___________ out of ___________

AFROTC Instructor fills out at conclusion of above semester:
TGPA: ________
CGPA: ________
• Academic road map (KSU's GPS satisfies requirement)
• Advisor Reqs:
  – Academic advisor's business card (who signed the AFROTC Form 48)
  – What is best way to set up appointment / additional re-attacks? Is it through a university advising website, phone, e-mail, or walk-in?
    • Prioritized list of preferences from advisor to set up appointment: walk-in hours, website, phone, e-mail
• Identify cadets in AFROTC (your university) who are the same major
• AFROTC Form 48:
  – Sent to AES instructor 48 hours prior to appt (to build database)
    • Save file as "LastName_Form_48_UniversityInitials_Major_#;
      "Smith_Form_48_CWRU_Mechanical_Engineering_1"
  – Re-type any changes to the AFROTC Form 48
  – Signed AFROTC Form 48 by academic advisor
  – Fill in "Total Credit Hours Attempted" in pen
  – See below for information required to be typed in the first block of the "Remarks" section and written in pen for all remaining "Remarks" blocks after first term:

**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: ________
8 Qs to ask advisor

BLUF: Questions listed below are to help start a dialogue between the cadet and advisor to ultimately manage expectations. Ask every question, but more importantly, understand intent behind the question and tweak to be most beneficial for all parties involved.

1. What is best way to set up appointment / additional re-attacks? Is it through a university advising website, phone, e-mail, or walk-in?
2. What is the most failed class for my major? What about "Top 3?" (Don't take all in same semester, did I make smart choices?)
3. Is there a "make" or "break" semester? (Are you deconflicting with life / AFROTC requirements?)
4. What is the largest pitfall for major? (Certain classes, study habits, etc)
5. Are some "critical" classes only offered during certain semesters? (Fall or Spring only?) Do my classes make sense with this info?
6. Is there a professional program I must be accepted into for major? What is the application timeline? (What is cadet's contingency plan?)
7. Would changing catalog year positively affect your DoC/DoG?
8. KSU accepts up to 16 credit hours from AFROTC- 12 upper division, 4 lower division. How are these being applied to my grad reqs?
Advisor FM 48 Cheat Sheet

- If a new AFROTC Form 48
  - Validate credits taken up to current semester, to include accepted Transfer Credit
  - Fill out information needed below
  - Sign and Date “Block 4”
- If current AFROTC Form 48
  - Validate previous semester
  - Your signature validates the classes directly above signature were completed and total credits accomplished out of degree

REMARKS: Academic Advisor's signature certifies classes listed is accurate, total and upper division credit hours required for graduation below is accurate, and cadet is on realistic academic program to graduate as listed in Block 5.

Academic Advisor's Signature / Date: ____________________________

Total credit hours accomplished: __________ out of __________ required for graduation

Upper division, major specific credit hours accomplished: __________ out of __________ required

TGPA: __________  CGPA: __________
How else can you help?

• **Understand magnitude of your role for cadets**
  – You play a huge role in the future, larger than with most other students – Date of Graduation is critical!

• **Challenge them!**
  – We hold our cadets to a high standard – you can too!

• **If something doesn’t sound/look right…**
  – PLEASE, PLEASE – CALL US!
    • Things get lost in translation - it may save everyone time to fix the issue over the phone
    • Open comm lines will help this relationship succeed

• **Priority Advising for cadets?**
  – Would help cadets, especially with our timelines on them for appts

• **Try to help them schedule around Tuesday afternoons (LLAB Day)**
  – Utilize Early Registration for contracted cadets
How else can we help?

- Questions, comments or complaints about how the system works?
- We understand you have an incredibly challenging job as well – what can we do on our end to make it easier on you?