ATCC-HHI-DBS  

13 September 2011

Dear BSU Department Chair/Faculty Advisor,

1. As students at Boise State University, our Cadets are pursuing a career path as a commissioned officer in the United States Army.

2. Attached to this letter is a CC Form 104-R, Planned Academic Worksheet. The 104-R outlines the Cadet’s academic plan for graduation. Once the Cadet contracts with us, the 104-R becomes a contractual agreement between the Military Science Department and the Cadet and your Department. Please take care when completing this worksheet with your student. We ask that this worksheet be completed and that you read and understand the statement of understanding on page three and have a department chair or faculty academic advisor sign block 12 on page two.

3. When completing, please consider the following:

   a. Classes are listed the semester they are offered.

   b. It is the intent of the Military Science Department that our Cadets complete their undergraduate degree in four years; STEM Cadets, five years.

   c. If you have a program checklist, please attach it. This will help us monitor the Cadet’s progress in their degree plan through our mentorship program.

   d. This is a 3-page document, please read the statement of understanding on last page. Your signature on page two indicates you have read and understand the commitment of this plan.

4. Again, we appreciate the time you will take to ensure the 104R worksheet is complete and accurate. I cannot over state how important this academic plan is. This document sets in motion the Cadets’ scheduled financial benefit package as well as projected commissioning date for the Army.

5. Thank you for your support and assistance. If you have questions, please feel free to contact me at blainewales@boisestate.edu or 426-4173.

Sincerely,

[Signature]

BLAINE N. WALES
MAJ (P), AR
Professor of Military Science