



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY ROTC BATTALION
WHEATON COLLEGE
501 COLLEGE AVE
WHEATON, IL 60187



ATCC-CCI-LWC

16 March 2021

MEMORANDUM FOR RECORD

SUBJECT: 104-R Instructions for Lewis Faculty

1. The attached document is an example 104-R . A 104-R is a cadet's academic plan to complete their degree and is required for all cadets regardless of scholarship and contract status. This form is used to help cadets and the Army understand an estimated graduation date. This is critical in understanding allocated scholarship money and expected graduation date.
2. The 104-R document must be updated and signed each semester. A cadet's timeline and degree structure are not final. The document can be changed and updated as classes and semesters are completed.
3. As the cadet/student's advisor we ask that you help them in understanding their graduation path, and aid in forecasting their degree path. There is a space at the end of page 2 that requires advisor signature in order to validate that the student/cadet has discussed this with you.
4. We appreciate your aid in this process. It is the cadet's responsibility to contact the advisor and complete the form. We ask that the advisor help and validate the cadet's expectations and academic plan. Please reach out to POC if there are any questions about the process or expectations.
5. The point of contact for this memo is CPT Craig Billington at cbillington@lewisu.edu (815)766 0366.

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