



DEPARTMENT OF THE ARMY  
BOISE STATE UNIVERSITY DEPARTMENT OF MILITARY SCIENCE  
1910 UNIVERSITY DRIVE  
BOISE, IDAHO 83725-1930

January 15, 2019

Dear BSU Department Chair / Faculty Advisor:

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

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 Department of Military Science, the Cadet and your Department. Please take care when completing this worksheet with your student. We ask that this worksheet be completed, that you read and understand the statement of understanding on page three, and that you have a department chair or faculty academic advisor sign block 12 on page two.

When completing this form, please consider the following:

- Classes are listed the semester they are offered.
- It is our intent that our Cadets complete their undergraduate degrees in four years, with STEM Cadets completing theirs in five years.
- 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.
- This is a 3-page document. Please read the statement of understanding on last page. Your signature on page two indicates that you have read and understand the commitment of this plan.

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

Thank you for your support and assistance. If you have questions, please feel free to contact me at [johnhawbaker@boisestate.edu](mailto:johnhawbaker@boisestate.edu) or 208-426-4173.

Sincerely,

A handwritten signature in black ink, appearing to read "John J. Hawbaker".

John J. Hawbaker  
Lieutenant Colonel, U.S. Army  
Professor of Military Science