



Commissioning-Attending External Institution: Air Force, Army and Navy

Purpose: Used by Marquette ROTC students who are enrolled in an external institution during the final semester prior to graduation and scheduled to be commissioned before final grades are submitted.

Student Instructions

- Complete Section 1, then in Section 4 provide the Course(s) Subject/Number and the Instructor using a computer.
 - a **handwritten form will not be accepted.**
 - an incomplete form will not be processed and returned to you for completion.
- Print using the 'Print Form' button.
- Complete and sign in Section 2; a digital signature is **not** acceptable .
- Scan the form and email it to your Marquette home college office and ask them to complete Section 3 and return it to you.
- When returned to you, obtain the signatures and the information requested from each course instructor in Section 4.
- Air Force ROTC students return the form to your Marquette home college office, obtain the official completion letter and any attachments needed from your college office.
- Submit the form, letter (Air Force cadets only) and any attachments to the ROTC office.

Note: attach additional forms, if enrolled in more than 3 courses.

ROTC Office

Email a copy of the completed form, letter and any attachments to the Office of the Registrar at otrdocs@marquette.edu.

Section 1: Student Information

Name _____ MUID _____
Last, First, Middle

Former Name(s) _____

Email _____ @marquette.edu

College _____ Major _____ External Institution _____

ROTC Unit Air Force Army Navy Expected graduation term Fall Spring

Section 2: Student signature

In order to be commissioned on _____ before my Fall degree is posted, I request the information below from my college and professors.
date of commission

Signature of Student _____ Date _____

Section 3: College Office

Add any specific course comments in Section 4.

Note: you must include any minimum grade a student must earn in order to earn a degree in the 'College Comments' area of Section 4.

This student will graduate at the end of the term listed above if he or she passes the courses listed below as described. Degree Conferal Date _____

This student will not graduate at the end of the term listed above.
Note: If this box is checked return this form to the ROTC office without the faculty signatures.

Signature of Dean / Dean Designee _____ Date _____

Section 4: Course Information

Instructors. Taking into consideration all coursework and the final exam for the courses below, please check the appropriate box indicating whether this student will Pass, Fail, or if this information is Unknown to you at this time.

Note: When Checking the 'Pass' box, you must consider any minimum grade required in the course, indicated by the college office (e.g. If the minimum grade is not reached, then check the 'Fail' box).

Course #1 Subj./Nbr. _____ Instructor _____ College Comments _____

Pass Fail Unknown Signature of Instructor _____ Date _____

Course #2 Subj./Nbr. _____ Instructor _____ College Comments _____

Pass Fail Unknown Signature of Instructor _____ Date _____

Course #3 Subj./Nbr. _____ Instructor _____ College Comments _____

Pass Fail Unknown Signature of Instructor _____ Date _____