



# Spring Term Commissioning: Air Force, Army and Navy

Purpose: Used by graduating ROTC students who are scheduled to be commissioned before May degrees are posted to the academic record.

### Student Instructions

- Complete Section 1 of this form 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.
- Army and Navy ROTC students: take the completed form to your college office; your college office will notify you when the form is ready for submission to your ROTC office.
- Air Force ROTC students: obtain an Air Force Memorandum of Degree Completion from the Air Force ROTC office, then take the completed form and the memorandum to your college office; your college office will notify you when the form is ready for submission to your ROTC office.
- Submit the form, memorandum and any attachments to the ROTC office.

### College Office Instructions

- For Army and Navy ROTC students: complete Section 3 of this form, then notify student that the form is ready for submission to the ROTC office.
- For Air Force ROTC students: complete the Air Force Memorandum of Degree Completion and Section 3 of this form, then notify student that the form is ready for submission to the ROTC office.

### ROTC Office

Email the complete form, letter and any attachments to [otdocs@marquette.edu](mailto:otdocs@marquette.edu).

### Section 1: Student Information

Name \_\_\_\_\_ MUID \_\_\_\_\_  
*Last name, First name, Middle name*

Former Name(s) \_\_\_\_\_

Email \_\_\_\_\_ @marquette.edu

Mailing Address \_\_\_\_\_  
*street, city, state, zip code*

College \_\_\_\_\_ ROTC Unit  Air Force  Army  Navy

### Section 2: Student Signature

In order to be commissioned on \_\_\_\_\_ before my degree is posted, I request the information below from my college office.  
*date of commission*

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

### Section 3: College Office

Based upon review of final spring grades this student has met all requirements for graduation.

Based upon review of final spring grades this student has not met all requirements for graduation.

Signature of Dean or Dean Designee \_\_\_\_\_ Date \_\_\_\_\_