



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.

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 _____ Major _____

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. Degree Conferral Date _____

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

Signature of Dean or Dean Designee _____ Date _____