



# Fall Term Commissioning: Air Force, Army and Navy

Purpose: Used by graduating ROTC students who are scheduled to be commissioned before final grades are submitted.

## Student Instructions

- Complete Sections 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.
  - Sign the form in Section 2; a digital signature is **not** acceptable.
  - Obtain a signature at your college office indicating your degree status in Section 3.
  - Obtain the signatures and the information requested from each course instructor in Section 4.
  - Air Force ROTC students return the form to your college office and obtain the official completion letter and any attachments needed from your college office.
  - Submit the form, letter and any attachments to the ROTC office.
- Note:** attach additional forms, if enrolled in more than 5 courses.

## ROTC Office

Email the completed form, letter and any attachments to otrdocs@marquette.edu.

## Section 1: Student Information

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

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

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

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

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

## 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.  
*Note: in Section 4 it is very important to include in your comments any minimum grade a student must earn in order to earn a degree.*

- This student will graduate at the end of the term listed above if he or she passes the courses listed below as described.
- 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, please 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 \_\_\_\_\_

Course #4 Subj./Nbr. \_\_\_\_\_ Instructor \_\_\_\_\_ College Comments \_\_\_\_\_

Pass  Fail  Unknown Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_

Course #5 Subj./Nbr. \_\_\_\_\_ Instructor \_\_\_\_\_ College Comments \_\_\_\_\_

Pass  Fail  Unknown Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_