



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 reviewed 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 to submit 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 to submit 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

Scan a copy of the complete form, letter and any attachments to the Office of the Registrar @ 414-288-3242.

Section 1: Student Information

Name _____ MUID _____
Last First Middle

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 grading this student will graduate at the end of the spring term.

Based upon review of final grading this student will not graduate at the end of the spring term.

Signature of Dean or Dean Designee _____ Date _____