Chapter 5
MEDICAL ENLISTED COMMISSIONING PROGRAM (MECP)

1. This chapter has been completely revised and should be reviewed in its entirety. Also, refer to the NAVADMIN released each year concerning application procedures and deadlines.

2. References

(a) OPNAVINST 6110.1G
(b) SECNAVINST 1120.6C
(c) SECNAVINST 1920.6B
(d) Manual of the Medical Department

3. Program Information

a. The Medical Enlisted Commissioning Program (MECP) is a Nurse Corps commissioning program specifically intended to provide an advancement pathway to a commissioned status in the Nurse Corps, U.S. Naval Reserve, on the active duty list. It is not to serve as a precursor to medical school (i.e. Uniformed Services University of Health Sciences), nor for academic programs leading to certification or licensure as a physical therapist, physician assistant, or other health care specialty. MECP provides outstanding career-motivated enlisted personnel of all ratings, who have previously attained a minimum of 30 transferable college credits, the opportunity to complete the requirements for a Bachelor of Science in Nursing (BSN) degree, and ultimately a commission in the Nurse Corps. Once the degree is completed, students are required to pass a State licensing exam to practice as a professional registered nurse.

b. MECP is available to members serving on active duty as enlisted personnel in any rating of the Regular Navy or Naval Reserve, (including the Training and Administration of the Reserve [TAR] Program), or the Marine Corps or Marine Corps Reserve (including Active Reserve (AR) Program). Reserves on Active Duty for Special Work (ADSW) or One, Two, or Three-Year Recalls and Canvasser Recruiters are not eligible for the program.

c. Selectees for the program will participate in a nationally accredited academic program leading to a baccalaureate degree in nursing. Long distance learning programs are not acceptable. When possible, the college or university must be within 50 miles of a naval activity to which the participant will be ordered, for administrative purposes, on a Permanent Change of

Station (PCS) basis. The naval activity may be a Naval Reserve Center or other naval command.

d. MECP students receive full pay and allowances for their enlisted paygrade and are eligible for advancement while in college. The student pays tuition, fees, books and other expenses incurred while participating in MECP. Navy-sponsored tuition assistance may not be used to pay for tuition but selectees may seek financial assistance from other sources including those identified later in this chapter.

e. Selectees are required to complete the requirements for a baccalaureate degree in not more than 36 consecutive calendar months and attend school on a full-time, year-round basis, beginning in the Fall semester following selection. Advanced academic standing may be granted at the discretion of the individual school; however, candidates must then complete the degree requirements in a proportionately reduced period of time.

f. Selectees dropped from MECP at any time, either for academic or administrative reasons, will be made available and issued PCS orders to a new assignment in their enlisted rating to complete their active duty service obligation.

g. Graduates from MECP must complete State licensure requirements to become a registered nurse. They are commissioned as Ensign, Nurse Corps, United States Naval Reserve, attend Officer Indoctrination School (OIS), and incur an 8-year military service obligation with a minimum of 4 years served on active duty.

4. Eligibility Requirements. To apply for MECP, applicants must meet the following requirements:

a. U.S. citizenship. Required and can not be waived. Certified copy of birth/naturalization certificate is required.

b. Age requirement. Applicants must not have reached their 35th birthday by the time of initial appointment and commissioning. The website identified in the annual NAVADMIN will specify if any age waivers will be authorized.

c. Moral character and conduct. Applicants must be of good moral character and have no court-martial conviction or civilian felony conviction. Have no conviction by civil court for misdemeanors (except minor traffic violations) during the 3 years preceding application for the program. All minor traffic

National Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE).

(3) Be able to complete any prerequisites and the requirements for a baccalaureate in nursing. Register to begin school in the fall semester following the board where member was selected, and complete degree requirements within 36 consecutive months from the date of enrollment into the MECP. Full-time student status must be maintained throughout the calendar year, including fall, winter, spring, and summer sessions. Therefore, acceptance must be to a college or university that offers classes applicable to MECP for each of those sessions.

(4) Have a cumulative Grade Point Average (GPA) of 2.5 on a 4.0 scale. Have completed a minimum of 45 quarter, or 30 semester credit hours in undergraduate courses such as english, mathematics, psychology, sociology, chemistry, biology, anatomy, physiology, nutrition and have them accepted for transfer into the nursing program to which applying. Credit hours may be a combination of traditional classroom courses, College Level Entry Program (CLEP) credit, on-line or distance learning, and military training credits, provided that the school applied to accepts the non-traditional credits.

(5) Scholastic Aptitude Test (SAT) or American College Test (ACT) will be required and only results from tests taken within the past 3 years from application due date will be accepted. A minimum score of 1000 SAT or 42 ACT is recommended.

h. Marital status and number of dependents. No restrictions.

i. Commanding Officer's Endorsement. Endorsement from member's commanding officer utilizing pages 2-15 to 2-16 of program application found in Chapter 2 of this instruction. No "By direction" signatures are authorized.

j. Waivers. Waivers of eligibility requirements are reviewed by Chief of Naval Operations (N131M5). Other than minor physical defects, waivers are normally not granted.

5. Application Submission Procedures

a. Applications are reviewed by selection boards on a competitive basis. They must be complete, concise, and accurate in every detail. Recommendations should be specific and not general in nature. Applicant's service record should be complete

violations must be listed on this application. For the purpose of this sub-paragraph, an offense involving driving under the influence of an intoxicant (DUI/DWI) is a major traffic violation and is disqualifying if within 4 years preceding 1 October of the fiscal year in which the selection is held.

d. Drug Use. A felony conviction or any record of in-service drug abuse, regardless of the date, is disqualifying for MECP. A person, who is drug or alcohol dependent, abuses drugs or alcohol, whose pre-service abuse of drugs or alcohol indicates a proclivity to continue abuse in the service, or who has a record of trafficking in a prohibited drug is ineligible for MECP.

e. Physical Qualifications. Meet the requisite Pre-commissioining/Accessioon physical standards for appointment as a Nurse Corps (NC) officer prescribed in reference (d), Chapter 15 (revised June 2001). Selectees who fail to meet these minimum physical standards for appointment may be appointed upon the recommendation of the Chief, Bureau of Medicine and Surgery and waiver of the standard(s) by the Deputy Chief of Naval Personnel (DEPCHNAVPERS) acting for the Chief of Naval Personnel (CHNAVPERS). Applicants are required to submit a pre-commissioning SF 88 or DD Form 2808 and SF 93 or DD Form 2807-1 within the last 12 months (or 18 months for those applicants deployed). Minimum physical fitness standards must be met at the time of application, while in training, and at commissioning. Failure to maintain physical standards will result in disenrollment from the program.

f. Performance record. Have a superb performance record as well as strong academic potential and be favorably recommended for appointment by the candidate's commanding officer.

g. Education and Scholastic Aptitude

(1) Be a high school graduate. High School diplomas or equivalency certificates based upon military educational experience and general equivalency diploma (GED) are acceptable if they are issued by the Department of Education of a State, Commonwealth, or Territory of the United States or the District of Columbia.

(2) Have applied for acceptance or transfer into a baccalaureate degree in a nursing program during the fiscal year in which the selection board is held at a United States college or university and its nursing school that is accredited by the

National Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE).

(3) Be able to complete any prerequisites and the requirements for a baccalaureate in nursing. Register to begin school in the fall semester following the board where member was selected, and complete degree requirements within 36 consecutive months from the date of enrollment into the MECP. Full-time student status must be maintained throughout the calendar year, including fall, winter, spring, and summer sessions. Therefore, acceptance must be to a college or university that offers classes applicable to MECP for each of those sessions.

(4) Have a cumulative Grade Point Average (GPA) of 2.5 on a 4.0 scale. Have completed a minimum of 45 quarter, or 30 semester credit hours in undergraduate courses such as english, mathematics, psychology, sociology, chemistry, biology, anatomy, physiology, nutrition and have them accepted for transfer into the nursing program to which applying. Credit hours may be a combination of traditional classroom courses, College Level Entry Program (CLEP) credit, on-line or distance learning, and military training credits, provided that the school applied to accepts the non-traditional credits.

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and up-to-date and applicant is responsible for ensuring that the forms accompanying the signed application are complete and correct. Incomplete or late applications will be returned without board action. Include an email address in the application.

b. Applicants should complete pages 2-1 to 2-14 of the Officer Programs Application form provided in Chapter 2 of this instruction and submit via applicant's chain of command. Applicant's Commanding Officer will complete the command endorsement utilizing pages 2-15 to 2-16 of the application, and include three completed interview appraisal sheets NAVCRUIT 1100/13 (2-21 of the application) and forward to: Commander, Naval Medical Education and Training Command (NAVMEDEDTRACOM) Code OG3, 8901 Wisconsin Ave, Bethesda, MD 20889-5611 no later than the application deadline date published in the annual NAVADMIN. Appendix D is provided for package order and checklist. All packages shall contain the following:

(1) Officer Programs Application.

(2) Interviewer Appraisals. Applicants Commanding Officer will attach interview appraisals and forward with application and command endorsement.

(3) Evaluations. Copies of last 5 years. (NAVPERS 1616/26 or NAVPERS 1610/2).

(4) College Transcripts. Certified copies of official academic transcripts with a raised seal for each technical school, college, and university attended. An official copy of the Sailor/Marine American Council on Education Registry Transcript (SMART) is also required. Failure to disclose complete academic transcripts or evidence of tampering in any way will result in disqualification. If the institution will not forward transcripts to the applicant, they may be sent directly to: Commander, Naval Medical Education and Training Command, Code OG3, 8901 Wisconsin Ave, Bethesda, MD 20889-5611, provided they include the applicant's full name and social security number.

(5) Testing Scores. Results from SAT or ACT test taken within the past 3 years from application due date.

(6) Letter of Acceptance. An acceptance letter to a full-time bachelor degree program in nursing from an institution accredited by the National League for Nursing Accrediting

Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE). Program is to commence in the fall semester of the year following selection and be completed within 36 months. Individuals will not be allowed to start their degrees during the spring or summer semesters. Some schools may not formally accept students into their program until certain criteria have been met. If this is the case, a provisional letter of acceptance is sufficient for application submission. However, the letter must state that the applicant will be accepted to the program upon satisfactory completion of specific course prerequisites.

(7) Academic Degree Completion Plan (see paragraph 15 of this chapter). Plan must be signed by the school of nursing advisor AND the applicant, outlining the projected program of study and completion date and documenting the number of transfer credits the school will accept.

(8) Medical Examination. Applicants are required to complete a full accession standard physical examination (addresses commissioning standards not retention standards) completed within 12 months (18 months if applicant deployed) of application deadline, or more current if a change in health status occurs. Include the Report of Physical Examination (SF 88 or DD Form 2808) and the Report of Medical History (SF 93 or DD Form 2807-1) with the application. The following must be included with the physical examination document:

(a) Results of a current chest x-ray if there is a history of pulmonary disease or smoking.

(b) Results of a current EKG.

(c) Height and weight or a determination of body fat percentage if member exceeds height/weight.

(d) All female applicants must have Papanicolaou's Stain (PAP) and Human Chronic Gonadotropin (HCG) tests results documented.

(e) Results of HIV test taken within last 18 months shall be included with the physical examination documentation.

(f) Complete eye exam, must include refraction.

(9) Proof of Birth. Certified/legible copy of Proof of Citizenship; birth certificate or certified statement signed by an official who has cited the naturalization certificate.

(10) Security Clearance. An Electronic Personnel Security Questionnaire (EPSQ) Request for Security Clearance (SF 86) is required for all applicants who do not possess a current Entrance National Agency Check (ENTNAC) or a National Agency Check (NAC). The command security manager should assist applicants in determining whether the appropriate agency check is on file with DONCAF. Applicants who do not have either a valid ENTNAC or NAC must include a completed SF 86 with the Officer Programs Application.

(11) Statement of age. The following statement must be contained under Personal Statements of the Officer Programs Application: "My date of birth is _____. Age computed to 1 October of the fiscal year in which selection board is held is _____ years, _____ months, _____ days. My projected date of graduation is _____ (Month and Year) at which time my age will be _____ years, _____ months, _____days."

(12) Detailer Contact. Applicants must forward a letter to their respective detailer or assignment officer of their intent to apply for a commission in the MECP.

c. Upon receipt of an application, the applicant's commanding officer shall:

(1) Appoint and convene a board of three officers in the grade of lieutenant or above, to include one or more Nurse Corps officers, when available, to interview and evaluate each applicant. Each board member shall complete an Interviewer's Appraisal Sheet, NAVCRUIT 1100/13 (Chapter 2) assessing the applicant's motivation, potential, attitude, and maturity. A letter of recommendation and evaluation by a Nurse Corps officer is highly recommended, particularly when a Nurse Corps officer cannot be appointed to the board. Appraisals will be forwarded with package and endorsement as outlined in paragraph 5 of this chapter.

(2) Complete the Commanding Officer's Recommendation Form (OPNAV 1420/1) provided in the Officer's Program Application. No additional cover letter by the Commanding Officer is required. Recommend only those applicants who have demonstrated continued superior performance with the potential and motivation for successfully serving as a Nurse Corps officer and the academic ability to complete a demanding college curriculum. Applications without command endorsement shall be deemed ineligible. The commanding officer's endorsement shall contain:

(a) Statement addressing any waivers requested by the applicant.

(b) Statement indicating whether or not the applicant is serving on full duty without limitation.

(c) Statement that applicant meets physical fitness and body fat percentage standards as outlined in reference (a).

(d) A typewritten, signed copy of each board member's Interviewer's Appraisal Sheet.

(3) Ensure that each MECP applicant has been counseled as to his or her financial obligation in the MECP and the extent of benefits while enrolled.

(4) Forward applications to:

Commander
Naval Medical Education and Training Command
(NAVMEDEDTRACOM) Code OG3
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

d. Acknowledgment of Receipt of Applications. NAVMEDEDTRACOM (Code OG3) will post a list of names of applications received on the website identified annually via NAVADMIN, which announces the date of the selection board.

e. Additional Correspondence. Candidates may submit certified copies of additional correspondence (e.g., transfer evaluations, awards/letters of appreciation or commendation, to reach NAVMEDEDTRACOM (Code OG3), 8901 Wisconsin Ave, Bethesda, MD 20889-5611 by 1 November. Letters to the board may be submitted at anytime until the convening date, however, all documents required for program eligibility must be postmarked no later than 1 November while initial application must be postmarked no later than 1 October.

f. Change of Address. Applicants must notify the Commander, Naval Medical Education and Training Command (Code OG3) in writing of any change in mailing address. Change of email address can be completed electronically through notification of Naval Medical Education and Training Command, Code OG3, at http://www-nshs.med.navy.mil.

6. Selection. An annual selection board convened by CHNAVPERS will consider eligible MECP applicants. The board will recommend those applicants best qualified for appointment within authorized quota limitations established by the Chief of Naval Operations (CNO). The names of those selectees will be published by NAVADMIN.

7. Withdrawal of Application or Recommendation

a. An applicant may withdraw from consideration any time prior to transfer from present duty station. A selectee desiring to withdraw should decline transfer orders and notify the Commander, Naval Medical Education and Training Command, Code OG3, 8901 Wisconsin Ave, Bethesda, MD 20889-5611. Applicants may apply to other programs, for example, STA-21. If selected for another commissioning program, applicants must advise NAVMEDEDTRACOM (Code OG3) in writing of their intent to continue to be considered for the MECP selection board no later than 1 November of the fiscal year in which the board meets.

b. Should there be a marked drop in the overall performance of the selectee or UCMJ violations prior to the selectee's transfer, the commanding officer shall immediately inform the Commander, Naval Medical Education and Training Command (Code OG3) and make a recommendation for the individual's disenrollment from the program.

8. Transfer Policy. Transfer directives/orders will be issued by the Commander, Navy Personnel Command. Commanding officers shall ensure that no person ordered to the MECP is transferred without the required obligated service.

9. Advancement in Rating. MECP students are eligible for advancement provided requirements for advancement are fulfilled. Students are encouraged to complete all requirements for advancement prior to entering the program.

10. Appointment. Upon successful completion of a baccalaureate degree in nursing the candidate will receive a permanent appointment in the grade of Ensign in the Nurse Corps, U.S. Naval Reserve, per Title 10 U.S. Code 12203 and under the guidance of reference (b). No subsequent reversion to an enlisted status is authorized. Commissioned officers must serve the minimum years active commissioned service per Title 10 U.S. Code 6323 to be eligible for retirement. Appointees incur an 8-year military service obligation upon commissioning, 4 of which must be served on active duty.

11. Officer Indoctrination School. Appointees must complete Officer Indoctrination School (OIS) and will be assigned to the next available class upon successful completion of the baccalaureate degree in nursing and commissioning.

12. Licensure

a. Nurse Corps officers must obtain and maintain a license to practice as a professional registered nurse from a State, Territory, or the District of Columbia based on the licensing examination (NCLEX-RN) provided by the National Council of State Boards of Nursing and administered by one of its member boards of nursing.

b. Appointment as a Nurse Corps officer may occur prior to licensure; however, the NCLEX-RN must be taken at the first available opportunity following completion of the baccalaureate program.

c. Obtaining and maintaining a license to practice as a professional nurse is an expense incurred by the member.

d. Officers who twice fail the licensure examination may be re-appointed through the training attrite process to a different officer community/designator to complete any incurred active duty obligation. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) may relieve an officer of incurred active duty obligation, considering the comments and recommendations of the Deputy Chief of Naval Operations (Manpower and Personnel), when such action would be in the best interest of the naval service. Officers whose active duty obligation has been waived shall either submit a voluntary resignation or be processed for administrative separation per reference (c).

e. Before appointment, applicants are required to acknowledge in writing, via a page 13 entry, that they are aware of licensure requirements.

13. Educational Program Management. The following administrative guidance applies to the educational program management:

a. Any selectee who does not desire to participate in the program must notify Commander, NAVMEDEDTRACOM (Code OG3) within 15 days of notification of selection.

b. Selectees have until 15 March of the fiscal year in which the selection board was held to submit a letter of acceptance from a U.S. college or university and its NLNAC or CCNE accredited nursing school. A final degree completion plan, signed by the University, must be submitted with the letter of acceptance showing the approved transfer credits and the expected degree completion date. Acceptance letters must be submitted to:

Commander
Naval Medical Education and Training Command
(NAVMEDEDTRACOM) Code OG3
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

The letter of acceptance must state:

(1) Accreditation status of the nursing program.

(2) Specific acceptance of the applicant to the school of nursing as well as the college/university in a course of study leading to a nursing baccalaureate degree.

(3) That the applicant has been accepted for the fall term of the fiscal year in which the application was made.

(4) That the applicant will be able to complete the baccalaureate degree program in nursing in 36 consecutive months or less.

(5) Some schools of nursing will not formally accept a student into their program until certain criteria have been met. In this case, a provisional letter of acceptance must state that the applicant will be accepted to the school of nursing upon satisfactory completion of specific prerequisite courses. Provisional letters shall be accompanied by a letter of acceptance from that college or university, along with the proposed degree completion plan, which reflects completion of prerequisites and the full course of study in nursing within 36 months or less.

c. Once NAVMEDEDTRACOM receives program letter of acceptance from the selectee, PCS orders will be issued within 5 months. Orders will be to a naval activity within 50 miles of the college or university they will attend when possible. The commanding officer or officer in charge of the naval activity to which ordered will maintain administrative jurisdiction over the candidate during the period of instruction.

d. Prior to detachment from his/her present command, (upon notification of selection) MECP student will incur a 6-year active service obligation by extending or reenlisting. Selectees are authorized to reenlist more than 1 year early if they are unable to satisfy the 6-year obligated service requirement with an extension of 48 months or less. Payment of the Selective Reenlistment Bonus (SRB) is not authorized for selectees who reenlist for the purpose of meeting the obligated service requirement. If the selectee is entitled to an Enlistment Bonus or SRB, the selectee's commanding officer must counsel the selectee individually per Department of Defense Financial Management Regulations (DOD 7000.14-R Volume 7A, July 96) Chapter 9, concerning suspension of entitlement. The commanding officer must also ensure a page 13 entry is signed acknowledging that the entitlement for a bonus will be reinstated and paid on a pro-rata basis if the member is not commissioned and returns to enlisted status in the same bonus skill rating. Upon execution of an extension, the following entry shall be made on page 1A in the service record: "Reason for extension: Training (MECP). I understand that upon admission to a college/university under this program, this extension becomes binding and may not thereafter be cancelled except as provided in the MILPERSMAN 1306-106."

e. MECP students will maintain their enlisted status and be eligible for advancement in rating under the Navy advancement system. Their Armed Forces Identification Card, DD 2N (ACT) will reflect the enlisted paygrade currently held.

f. MECP students may not use Navy-sponsored tuition assistance to pay for their tuition but may seek financial assistance from other sources including the Veteran's Education Assistance Program (VEAP), the Admiral Boorda scholarship, or the Montgomery GI Bill (MGIB), if eligible.

g. Applications of selectees will be kept by Naval Medical Education and Training Command (NAVMEDEDTRACOM Code OG3) and become part of the selectee's academic file. Non-selectee applications will not be returned to the applicant.

h. Disenrollment from MECP will be the determination of Chief of Naval Operations (N131M5), based on the recommendation of Commander, NAVMEDEDTRACOM. Reasons for disenrollment may include unsatisfactory academic performance, inability to maintain commissioning physical fitness/body fat standards, or for other reasons of unsuitability. Disenrollees shall be made available for assignment to duty in their current paygrade and rating and shall complete the terms of their enlistment. The

periods served at the college/university shall count as shore duty.

i. MECP students are not required to have an annual physical, but must pass the Physical Readiness Test as required by reference (a). Further, the commanding officer or officer in charge of the unit to which the student is assigned for administrative purposes is responsible for ensuring that each student completes the Risk Factor Screening/Physical Readiness Test Results (NAVPERS 6110/2) for each biannual test cycle.

14. Action

a. Commander, NAVMEDEDTRACOM will report to the Chief of Naval Operations (N131M5) and the Bureau of Medicine and Surgery, BUMED (M131), a minimum of twice per year, the names, last four digits of their social security numbers, administrative commands to which assigned, and expected graduation dates of all candidates. For continuity and facilitation for completion of commissioning documents, a copy of the report will be forwarded to COMNAVPERSCOM (PERS-4415V).

b. Commanding officers, Command Master Chiefs, Career Counselors, Education Service Officers, and Navy College for Achievement Advisors will ensure widest issuance of information regarding eligibility requirements and encourage eligible, interested, and qualified personnel to apply.

c. Inquiries concerning Fleet applications should be addressed to:

Commander
Naval Medical Education and Training Command
(NAVMEDEDTRACOM) Code OG3
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

d. For the most up to date MECP information, visit the MECP website at: http://nshs.med.navy.mil/mecp/mecp.htm

15. Academic Degree Plan

From: Academic Advisor for applicant
To: Commander, Naval Medical Education and Training Command, (Code OG3) 8901 Wisconsin Ave, Bethesda, MD 20889-5611

Subj: ACADEMIC DEGREE PLAN FOR *(APPLICANTS NAME/SSN)*

Quarter/Semester: /Year: 20

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours:_____

Quarter/Semester: /Year: 20

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours:_____

Quarter/Semester: /Year: 20

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours:_____

Quarter/Semester: /Year: 20

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours:_____

Quarter/Semester: /Year: 20

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours:_____

Quarter/Semester: /Year: 20

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours:_____

Enclosure (1)

Quarter/Semester: /Year: 20

COURSE	COURSE NUMBER	HOURS	TITLE**

Total Qtr./Semester Hours:_____

1. Each quarter/semester must be listed in succession. All electives must be noted. If the elective is a required technical elective, it must be specified as such. Other technical electives and all humanities electives need only be as "__# hours, humanities/other technical elective."

2. Based upon my knowledge of present course scheduling, the above courses will be offered when indicated. Completion of this plan will meet the (BSN) requirement to be issued (Mo/Yr) from (school).

3. At (school), __# credit hours is required for full-time status during ____ quarter(s)/semester(s). __# credit hours is required for full-time status during ____ quarter(s)/semester(s) during summer sessions.

_____
Academic Advisor (AA) (Print)

_____
(AA) Signature/date

_____
Title

_____
Student Signature/date

Enclosure (1)