



ASNUNTUCK COMMUNITY COLLEGE

GRADUATION APPLICATION INSTRUCTIONS

Asnuntuck Community College graduates students three times each academic year in August, December, and May. We celebrate our graduates receiving both Certificates and Associates Degrees at one ceremony in May.

Graduation is not automatic and it is the student's responsibility to submit this application on time and ensure that all of the graduation requirements are met – see checklist below.

APPLICATION DEADLINES

DECEMBER 2020 GRADUATES MUST APPLY BY DECEMBER 1, 2020

MAY 2021 GRADUATES MUST APPLY BY APRIL 1, 2021

AUGUST 2021 GRADUATES MUST APPLY BY AUGUST 1, 2021

If you are within four (4) credits of earning your degree and wish to walk in the May ceremony, you must submit a Graduation Ceremony Appeal Form along with your application. Approval of the Dean of Students and enrollment in your final credits during the summer term following commencement is required.

Your degree will not be awarded until all requirements are successfully fulfilled.

CANDIDATES FOR GRADUATION MUST:

- Check eligibility to graduate by logging in to Degree Works in your myCommNet account.
 - Questions after reviewing your Degree Works audit should be directed to your faculty advisor.
 - Make sure grades for all incompletes and approved exceptions are on file in the Registrar's Office.
- Have official proof of **high school completion/GED on file** in the Registrar's Office.
- Earn both a **cumulative grade point average** and **major grade point average of 2.0 or higher**.
- Earn at least **25% of program credits at Asnuntuck Community College**.
- If earning a second degree, complete a minimum of 15 credits beyond the number required for the initial degree and fulfill all requirements of the second degree.
- **Satisfy all financial obligations** (Business Office, Library, etc.)
- **Submit complete *Graduation Application*** to the Registrar's Office by deadline dates via email at:
AS-Registrar@Asnuntuck.edu
- Notify the Registrar's Office if requirements are in progress at another college.
 - Once course work is completed, you must have an official transcript sent to ACC's Admissions Office at AS-Admissions@Asnuntuck.edu along with a [Transfer Credit Application Form](#) for a transfer evaluation.

Commencement Ceremony

Thursday, May 27, 2021 – Location and time, TBA

Applicants will be notified regarding additional information concerning the ceremony (schedule, cap & gown information, etc.) in early May.

Please check college email and the Asnuntuck.edu website for additional information.

Graduates and their guests are invited to attend the Commencement Ceremony.

All degrees/certificates are distributed by mail several weeks after the ceremony.

There is no graduation fee.

The Registrar's Office notifies all graduates regarding the final result of their degree/certificate evaluation via email. Please ensure that your current email address is included on your application.



ASNUNTUCK COMMUNITY COLLEGE
GRADUATION APPLICATION FOR
DECEMBER 2020, MAY 2021, AND AUGUST 2021 GRADUATES

Please complete and return the application to the Registrar's Office at AS-Registrar@Asnuntuck.edu
THERE IS NO GRADUATION FEE

PLEASE TYPE OR PRINT YOUR NAME LEGIBLY AS IT SHOULD APPEAR ON YOUR DIPLOMA

FIRST NAME: MIDDLE: LAST NAME:

BANNER/STUDENT ID NUMBER:

PHONE: Home ADD'L PHONE: Work or Cell EMAIL:

WHAT GRADUATION ARE YOU APPLYING FOR? (check one)

- DECEMBER 30, 2020 MAY 27, 2021 AUGUST 30, 2021

If you selected December 2020, do you plan to attend the ceremony in May 2021? YES NO

If you selected May 2021, do you plan to attend the commencement ceremony? YES NO

Are you a Veteran or member of the Armed Services? YES NO

List your degree and/or certificate and code(s) below. (Refer to following page for program name and code #)

Table with 2 columns: Degree/ Certificate Title, Degree/Cert. Code

List other colleges attended and/or courses currently in progress at another college/university to complete program requirements:

NOTE: Official transcripts from other institutions must be sent to Asnuntuck Community College to allow for evaluation of transfer credits well in advance of the graduation date.

Contact the Registrar's Office if you have any questions regarding the following information: By signing this application, I give ACC permission to print my name and academic major in the commencement brochure and the local newspaper. I also consent to have my academic major announced at a graduation event, and to have my photo/image taken and possibly used by the college as part of its publicity and marketing efforts, if I choose to attend. I understand that participation in commencement ceremonies does not mean that I have graduated, and I am still obligated to complete all degree requirements to receive a diploma.

STUDENT'S SIGNATURE: DATE:

FOR OFFICE USE ONLY: SEQUENCE NUMBER USED: PROGRAM DIPLOMA PRINT

Associate Degree Programs**Program Code**

| | |
|---|---------|
| Accounting | M11MA03 |
| Business Administration (AS) | M11MA67 |
| Communications | M11MA10 |
| Communications: Broadcasting Option | M11MA11 |
| Communications Journalism Option | M11MA12 |
| Criminal Justice | M11MA29 |
| Early Childhood Education (AS) | M11MA89 |
| Engineering Science | M11MA41 |
| General Studies | M11MA47 |
| Human Services | M11MA49 |
| Liberal Arts | M12MA18 |
| Liberal Arts: Fine Arts | M12MA51 |
| Massage Therapy | M11MA19 |
| Registered Medical Assistant (AS) | M11MA37 |
| Technology Studies | M11MF11 |
| Tech Studies: Machine Technology | M11MA90 |
| Tech Studies: Electronics Technology | M11MA16 |
| Tech Studies: Electro-Mechanical Maintenance | M11MF14 |
| Tech Studies: Welding Technology. | M11MA97 |

Manufacturing Technology Certificates:**Program Code**

| | |
|--|---------|
| Advanced Mfg. Machine Technology | M13MK60 |
| Advanced Welding | M13MJ59 |
| Electronics Technology Certificate | M13MJ39 |
| Electro-Mechanical Maintenance Certificate | M13MJ91 |

Certificate Programs**Program Code**

| | |
|--|---------|
| Accounting Assistant | M13MJ22 |
| Business Administration Certificate | M13MJ42 |
| Certified Admin. Medical Office Skills | M13MK66 |
| Certified Phlebotomy Technician | M13MK62 |
| Early Childhood Education Certificate | M13MJ81 |
| Entrepreneur Certificate | M13MJ86 |
| Gerontology Certificate | M13MJ26 |
| Health Career Pathways Certificate | M13MK55 |
| Health Information Mgmt. Technician | M13MK64 |
| Human Services Management Cert. | M13MJ11 |
| Marketing Certificate | M13MJ25 |
| Office User Specialist | M13MJ14 |
| Registered Medical Assistant Cert. | M13MJ92 |
| Web Designer Certificate | M13MJ68 |

Connecticut State Colleges and Universities (CSCU)**Transfer Ticket (AA) Degrees:**

| | Program Code |
|---|---------------------|
| CSCU Transfer: Art Studies | M12MG21 |
| CSCU Transfer: Biochemistry Studies | M12MG23 |
| CSCU Transfer: Biology Studies | M12MG01 |
| CSCU Transfer: Business Studies | M12MG12 |
| CSCU Transfer: Chemistry Studies | M12MG02 |
| CSCU Transfer: Communication Studies | M12MG03 |
| CSCU Transfer: Criminology Studies | M12MG04 |
| CSCU Transfer: Early Childhood TC Studies | M11MG14 |
| CSCU Transfer: English Studies | M12MG05 |
| CSCU Transfer: History Studies | M12MG06 |
| CSCU Transfer: Math Studies | M12MG07 |
| CSCU Transfer: Physics Studies | M12MG19 |
| CSCU Transfer: Political Science Studies | M12MG08 |
| CSCU Transfer: Psychology Studies | M12MG09 |
| CSCU Transfer: Social Work Studies | M12MG10 |
| CSCU Transfer: Sociology Studies | M12MG11 |
| CSCU Transfer: Spanish Studies | M12MG20 |

