

Manchester Community College Honors College Graduation Checklist

Banner ID: _____ Date of Application: _____

Applicant's Name: _____

Major/Area of Study: _____

If you wish to graduate with Honors from MCC's Honors College, please submit the following materials one month before your graduation date:

- ☐ Unofficial MCC transcript showing at least four courses with Honors Options (12 credits minimum). Honors work should be highlighted for the review committee. **Important note:** Students must earn a **grade of B or better** in this Honors work to satisfy this requirement.
- ☐ In addition to these four courses, an unofficial MCC transcript indicating that you have completed the capstone independent study (or its equivalent), one-credit project conducted with a professor in your major area. **Important note:** Students must earn a **grade of B or better** in their Honors College capstone project.

Professor: _____

Title of project: _____

Grade for project: _____

Identified/highlighted for review committee on unofficial transcript or included letter from supervising professor indicating final grade? ☐ Yes ☐ No

- ☐ Documentation of completion of at least 20 hours of community service or civic engagement over the course of your time here at MCC.
- ☐ A reflective essay about the service experience. The essay must be at least 1250 words in length, must include at least five published sources related to this service work (documented using MLA or APA format), and must discuss what you have observed and learned from this service experience.
- ☐ Cumulative GPA of at least 3.50 upon graduation.

Please submit a complete graduation packet containing all of these materials one month prior to graduation to:

Patrick Sullivan, English Department
Manchester Community College
Great Path, P.O. Box 1046
Manchester, CT 06045-1046
Office: T-509, AST Tower
860-512-2669 • psullivan@manchestercc.edu

Thank you for submitting this material. We will be in touch soon to confirm your graduation status as an Honors College graduate of MCC!