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UPDATE is edited by
 Lila Guillet
 Commencement Coordinator
 and Assistant to the
 Provost and the Academic Dean



From the Desk of the Provost

It is budget time again in Connecticut. Once again higher education is faced with the threat of budget cuts. We had a chance to showcase some of our students in front of the appropriations committee a few weeks ago. They did an excellent job of advocating for continued and increased funding for Charter Oak. There testimonies are included in this issue of the Update.

Many of you who had Josi Zendzian as your academic advisor know that she retired at the beginning of 2016 and moved to sunny Florida.

We just completed the search for her replacement. We were fortunate to have a number of highly qualified candidates and the position is now filled. Susan Graham-Handley begins working on March 4th. Later in this issue of Update, you will see her brief biography. She comes with years of experience working with adult students.

We just wrapped up our Breakthrough Models Initiative grant with which we developed an online tool so current and future students can assess their potential for receiving credit for prior learning. To view videos, use the tool and have the results sent to your academic advisor, go to www.charteroak.edu/pla and click on the top "Alternate Ways to Earn Credit" tab. Also, if you are considering using one of our many options for prior learning assessment, we do have scholarship funds available. To apply, log into the Acorn portal and view the "Student Forms" section.

We continue to look at ways we can add new support services for our students. Our latest service provides additional career services support. Ashley Zennis, one of our academic advisors, has a strong background in career services and she will be offering resume writing, interviewing skills, letter writing, etc. To learn more about these services and how to schedule assistance, see the article on page 5.

We are in the process of conducting our 10 Year Self-Evaluation for the renewal of our regional accreditation. The visit from our regional accrediting association team doesn't come until November; however, at least 4 months before then, we have to provide a 100 page evaluation looking at everything from governance, to teaching, to student services, to financial resources. Once we have a draft ready, we will put it up on our website for comments from students.

We are also starting a study of our library resources. As part of that process, we will be sending a survey to you, our students, to see if what we offer meets your needs or if additional resources are needed. We will also be asking how much you use the service. In addition, we will be surveying our faculty. We try not to have our students complete too many surveys, but we need, want, and value your opinions. Your opinions are key to helping us improve our teaching and our services. I want to thank all of you who take the time to complete a survey or conduct evaluations of our faculty.

Have a great semester!

Sincerely,

Shirley M. Adams, Ph.D.



Commencement Singer

For the past several years, we have had a member or members of our graduating class sing the National Anthem to open the ceremony.

The ceremony is scheduled for Sunday, June 5th on the campus of Central Connecticut State University beginning at 1:30 p.m. The ceremony concludes between 3:30 and 4:00 p.m. If you would like more information or if you would like to audition, please contact Lila Guillet at lguillet@charteroak.edu. Arrangements can be made for those students who are unable to audition in person.

If you are chosen, your cap and gown will be provided free of charge!



News from the Academic Counseling Office



The Academic Counseling Office welcomes you to follow our new blog! You'll find some information about college happenings, reminders about deadlines, and get an opportunity to know the advisors a little better. We'll be updating the blog regularly, so check it often!

<http://cosc-academiccounseling.tumblr.com>



Graduation News



Commencement Is June 5, 2016

Are you planning to complete your degree in May?

You Won't Be Invited Unless You Apply!

To apply, you must log into ACORN with your username/password. Select the "student" tab and look for the blue link "Graduation" to the left. Then progress through to complete the application & pay the graduation fee. We only accept the online graduation applications with payment for students seeking to apply for graduation.



DEADLINE to apply is February 28th





Cap and Gown Order Information

AVOID the \$25 Late Fee!

Order your cap and gown by April 18, 2016

ALL GRADUATION "LINKS" WILL BE AVAILABLE ON MARCH 7, 2016

If you wish to participate in Charter Oak's annual graduation ceremony, you must purchase a cap, gown and tassel.

To order the cap, gown and tassel package OR just a tassel, it must be done online no later than **MONDAY, APRIL 18, 2016**. Your cap and gown will be sent directly to Charter Oak. You will receive an e-mail in May on where and when to pick up your cap and gown on graduation day. If you order only a tassel, it will be mailed to you after the ceremony. Go to:

- <http://CharterOak.edu/Graduation>
- Select and complete the form and click "Jump to Secure Payment Form" at the bottom of the page.

After you complete the payment, you will be able to print or email your receipt and your cap and gown order will be complete.

To order your cap, gown and tassel package and pay by check:

- Go to <http://CharterOak.edu/Graduation>
- Select the link Cap & Gown Order Print & Mail
- Complete the Name and Address Block (w/phone number and student I.D. number)
- Indicate approximate number of guests
- Height and Weight (to insure a proper fitting gown)
- If you choose to pay by check, please make check payable to Charter Oak State College. Mail the check and measurement/order form to:

Charter Oak State College
Attn: Lila Guillet
55 Paul Manafort Drive, New Britain, CT 06053
no later than MONDAY, APRIL 18, 2016

If you are **not planning on attending the ceremony**, you can order a tassel for \$10.00. Please

check "Tassel Only" on the order form and enclose a check for \$10.00. It will be mailed to you after the ceremony.

More information can be found on our website at: <http://CharterOak.edu/Graduation>

More answers to your questions can be found on our website at:

<https://www.charteroak.edu/graduation/questions.cfm>



2016 Senior Legacy Fund

The Senior Legacy Fund unites the Charter Oak State College senior class in a fundraising effort. All donations are part of the Charter Oak State College Foundation Annual Fund and are used to support Charter Oak State College students through grants and scholarships.

Why participate?

Donating to the Senior Legacy Fund allows the graduating class of 2016 the opportunity to say "Thanks!" to an institution that has made a lasting impact on their lives.

What will you get for your gift?

For a minimum contribution of \$20.16 to the Senior Legacy Fund, students, their parents and other family members and friends will have an opportunity to place a tribute in the back of the commencement program book. Often there are people in the graduate's life who wish to congratulate them for their accomplishment. An example might be, "Congratulations, Mom! We love you. Ann and Dan."

While the minimum gift to place a tribute ad will be \$20.16, larger gifts will be accepted and appreciated.

The form is included as the last page of the UPDATE.



From the Desk of the Academic Dean

Emily G. Lewis, Ph.D.

Every spring semester, the Connecticut Board of Regents (BOR) asks the ConnSCU Community to identify a faculty member for the BOR Adjunct Faculty Award. The BOR wants each institution to nominate a faculty member who 1) challenges students and stimulates their intellectual growth; 2) has exceptional communication skills, 3) is accessible to students, and 4) responds appropriately to students' needs. The nominee must have letters from students explaining their experience interacting with the faculty member as a part of the nomination packet. For the 2015-2016 academic year, Charter Oak nominated Dr. Beverly Wall, one of our IDS 101 Cornerstone instructors who is also a member of the History and Humanities faculty committee and the Academic Council. I want to thank the students that wrote letters of recommendation for Dr. Wall.

In my years of working in higher education, I have found that students often put off sending an email about a faculty member that was supportive, accessible, and took extra time to provide assistance. I would like to encourage you to take a moment to send me an email about that extraordinary Charter Oak faculty member. I would like to begin highlighting those faculty members in the Student Newsletters. You can email your comments to elewis1@charteroak.edu. I look forward to reading your thoughts about Charter Oak State College faculty.



From the Office of Institutional Effectiveness

Charter Oak State College has a long history of listening to its students and revising processes and services to meet current needs. In order to help us continue this tradition, we ask current students and alumni to take a few moments to reply to confidential surveys. While the summary results are shared with the Administration and Staff, individual responses are not shared. Any personally

identifiable information provided is removed prior to Reporting and is only visible to the research team.

If you have any questions about survey administration at Charter Oak State College, please contact Cris Dittrich, Research Associate for the office of Institutional Effectiveness, at cdittrich@charteroak.edu.

Course Evaluation Survey Results Update

Students' overall ratings of their courses and instructors were positive this past Fall 2015 term: 82% of students rated the overall effectiveness of their instructor as "High" or "Very High," and 85% of students rated the overall effectiveness of their course as "High" or "Very High."

The Office of Institutional Effectiveness would like to thank students for continuing to make the online course evaluation system a success. The purpose of course evaluation at our institution is to provide:

- 1) information for the individual faculty member to use in assessing his/her instruction,
- 2) data that may assist in making curricular and course content decisions,
- 3) data that will assist in improving the online delivery system, and
- 4) the student body with a voice in developing and maintaining an effective faculty and curriculum.

The insights that students provide play a significant role in helping Charter Oak continue to enhance its courses while preserving the things that the school does best. We would like to remind students that the Office of Institutional Effectiveness will email links to the online course evaluation survey during the final weeks of instruction in each term.

New Student Survey Results Update

Charter Oak State College is interested in a student's experience going through the admissions process and becoming a student. In the survey, students were asked to respond to questions regarding multiple office and online resources. Twenty one questions are asked regarding experiences with the offices of admissions, financial aid, business, registrar, and academic counseling. Eight questions are asked regarding online resources and blackboard.

The New Student Survey was sent out at the end of January 2016 and was open for one month. A total of 437 students were contacted for the survey and 50 students responded for a response rate of 11%. When asked if it was easy to contact COSC offices by

phone or email, 83% of students who attempted to contact the COSC offices agreed. When asked if useful information was provided by COSC offices, 81% of students who contacted COSC offices agreed. These two inquiries related to the Financial Aid Office, Business Office, Registrar's Office, and the Admissions and Academic Counselors separately. Email is the most frequently used form of contact between COSC students and staff.

Student News and Services

Present your best self to current and future employers with a résumé critique and/or mock interview.

Students and alumni are invited to schedule a free individual session with **Ashley Zennis, Certified Professional Résumé Writer and Academic Counselor.**

Critiques can be done in person or via email. Mock interviews can be done in person, as well as via phone or videoconferencing.

Call or email to schedule an appointment—evening appointments are available.

Contact Ashley Zennis at (860) 515-3852 or Azennis@charteroak.edu

We invite you to visit our new Career Services web page!

<https://www.charteroak.edu/career-services/>

On this page, you will find links to career assessments, occupational databases, job search websites, interview tips, résumé writing information and much more!

Meet Our New Staff Member

Academic Counseling is happy to welcome Susan Graham-Handley to the department. She has been employed at the University of Connecticut, most recently at the Waterbury campus, as an academic counselor. Her caseload was largely, adult students. Susan will be working with the students formerly advised by Josi Zendzian. We are glad to have Susan onboard!

Check your E-Mail Reminder



Please check your Charter Oak e-mail even in terms when you are not taking courses with us. This is how we communicate with you about ALL Charter Oak events and announcements, including registration and billing.



Reminder Graduation Dates and Deadlines!

Charter Oak awards degrees three times a year (on May 31, August 31, and December 31). Diplomas will also be issued three times a year, 4-6 weeks after the May, August and December conferral dates.

Please note that your degree **will not be awarded** if you have an outstanding balance on your account. To receive your diploma, you must also have completed your financial aid exit interview (if applicable). If you have any questions, please contact Paul Morganti, Associate Registrar, at pmorganti@charteroak.edu

Criteria for Letters Confirming Your Graduation

We receive a number of requests from students asking that a letter be sent to a college or to an employer verifying the date of their graduation. We are more than happy to honor this request. However, you should **not make the request unless the following criteria have ALL been met:**

1. Your concentration has been **approved**.
2. You have submitted your graduation application and survey (see deadlines for submission).
3. You have completed **all** academic requirements (contact your academic counselor).
4. **All** of your transcripts have been **received** by Charter Oak.
5. **All** fees have been paid (including the graduation fee).
6. **All financial aid requirements** have been completed.

When you have met the above criteria, requests should be made in writing to the Associate Registrar, Paul Morganti, 55 Paul J. Manafort Drive, New Britain, CT 06053, or by email to pmorganti@charteroak.edu. The request should include the name, title and address of the recipient.

Undergraduate Program News

Enroll in Summer [and Fall] 2016 courses beginning April 1st

The last day to register for Summer Term 1 and Session 1 courses is **Wednesday, May 18 at 4 p.m.**

Last day to register for Summer Term 2 courses is Wednesday, June 15 at 4 p.m.

Only payment at time of registration will secure a "seat" in your course. We recommend that you register early to avoid being closed out of the course you want.

To view a listing of summer and fall courses click on <https://acorn.charteroak.edu/ics/>

Please check the academic calendar for other important dates



New 2016 Course Offerings

Spring 2016:

ENG 306 Understanding Culture Through Literature

ENG 302 Survey of Literature

Summer 2016:

MKT 350 Digital Marketing and Communication in a Global Environment

Open Education Resource (OER) Courses:

HRM 310 Human Resource Management

HRM 312 Employment Law

MAT 105 Statistics

CRJ 360 Homeland Security and Criminal Justice

To view course description please visit

<http://www.charteroak.edu/catalog/current/courses/index.cfm>

Student Testimonies

With impending budget cuts to Higher Education in Connecticut, Charter Oak State College was well represented at the State Capitol in Hartford on February 10th. We called upon three students to speak on behalf of preserving the College's budget by preparing and delivering testimony to the Appropriations Committee. Their remarks were well-received and elicited positive comments from committee members and from representatives from other Colleges. Matt Battista, Linda West and Eric White spoke eloquently and their testimony follows.

Eric White—COSC Student

Good evening and thank you Senator Beth Bye, Representative Toni Walker, and committee members for giving me the chance to address you today. My name is Eric White. I am 30 years old and I live in Hartford. I am here to represent Charter Oak State College and tell you about my experience at the school and how it has been helpful in my academic career and the completion of my Bachelor's degree.

Prior to Charter Oak, I attended Central Connecticut State University where I pursued a degree in their Exercise Science program. However, there were several requirements left to complete the degree, and to make a long story short, I needed an alternative. Charter Oak was suggested as a way to save both time and money so I decided to look into what they had to offer. This was a year ago and I am currently in my final semester at Charter Oak. I am enrolled in what is called an Individualized Studies program. This type of program worked especially well for someone like myself who has earned several credits and needs to organize them into a finalized degree. Using my background in exercise science and combining it with business management classes at Charter Oak provided a straight forward path toward completing my degree.

To take a step back, I would like to mention that while going through the registration process at Charter Oak, I felt very reassured that the school would be a good fit for me. The staff members were very personable and helpful, guiding me through and explaining my new curriculum, and most importantly, classes were less expensive than at my previous college. Saving time and money was the factor that made Charter Oak bridge the gap between being able to finish a degree or not. Many students here at Charter Oak have pieced together their degree over several years, while at the same time managing families and working full or part time jobs. Having affordable classes with a streamlined curriculum helped make finishing a degree much more of a reality.

Completion of a degree is a very rewarding achievement and opens more opportunities in life. What I hope to express to the board tonight is that having a school like Charter Oak is important because it allows a larger spectrum of adults and older adults the opportunity to complete their degree. Currently, this is my final semester at Charter Oak and it is a great relief to see a light at the end of the tunnel and complete a long term goal of my own. Therefore, my hope is that Charter Oak will not be hurt by budget cuts so that the College will be able to maintain its convenience and affordability for future students to have the same chance at completing their academic goals.

I want to thank the committee again for your time and attention, good evening.



Linda West, COSC Student

Members of the committee, thank you for this opportunity to speak. I am a senior at Charter Oak State College (COSC). COSC needs your support because of students like me. I am a U.S. Army veteran. After my divorce, I was a single parent of four. We were homeless for a while and for a number of years we lived on public assistance and section 8 housing. I am now a senior at Charter Oak State College. I am here because I want you to see the example that I am and know that there are thousands of women and men like me here in Connecticut. I was never was able to afford to go to college when I was young. My parents did not attend school beyond eighth grade. Theirs was a very different experience growing up during the nineteen fifties in the south.

When I made the decision to return to school and complete my college education, it changed my life. The availability of COSC as an online college changed my perspective and it also changed the overall goals and aspirations for all four of my children, and my five grandchildren. All five of my grandchildren are aware that their grandmother is in college and will be pursuing an advanced degree. They want to do the same thing.

Supporting our community and public four-year colleges is imperative to our future. Charter Oak State College is among the few completely online, state run colleges offering associate through a master's degree program in the entire country.

There are plenty of men and women faced with the challenges that I've had to face in my past, and too many of them have succumbed to the social consequences of poverty, drug abuse, criminal activity, depression, ill health, and disease. I don't say this because I think I'm better, moreover, I'm saying that I understand where they're coming from, because that could have been me.

These social consequences cost the state of Connecticut exponentially more than it does to support education. I stand on the other side of that example; I'm on my way to a bachelor's degree. I'm on my way to home ownership in the next few months, and actually I am well on my way to supporting my children, and grandchildren by way of inspiration, and leading by example. So here is a new and different social consequence, ten more Connecticut residents that will be seeking a college education. So look for us, and look for our children, and look for our grandchildren, to meet the needs of an educated, connected, and dedicated, tax paying future generation.

Thank you again for the opportunity to testify in front of you today.

Matthew Battista, COSC Student

Good evening Senator Bye, Representative Walker and members of the Appropriations Committee.

My name is Matthew Battista and I currently reside in North Branford, CT. I work in technology sales for a company called CDW. I am a Charter Oak student scheduled to graduate in May 2016 with a bachelor's degree. My dual concentration is Healthcare Administration and Organizational Leadership.

It's been a great experience for me to attend Charter Oak after a long layoff from college. I looked into other schools like the University of Phoenix online and the Albertus Magnus College New Dimensions program. They just didn't have what I was looking for. Charter Oak State College is a very niche college that was the absolute best option for me. I was able to take all of my previous classes from multiple colleges and design a major that is tailored to me and to the job search I was entering. I never thought I would be able to finish my degree, but thanks to my advisor at COSC, I am able to realize my dream.



The online nature of the school was crucial to my success. Without it, I'd have never have gone back to college. I just don't have the time to travel. I also felt it was extremely beneficial to take the accelerated eight week classes. I never had any trouble reaching my professors.

If these budget cuts were to effect Charter Oak State College, it would eliminate a place for students like myself; nontraditional students that don't really fit into the "regular" system since we weren't sure what we wanted to do between ages 18 and 22. Many people like myself that have two or three jobs can't commute to a traditional classroom.

It is my hope that we can come to an understanding that doesn't include cutting Charter Oak State College funding. Thank you for your attention this evening.



***Reminder to
Complete FAFSA for
Upcoming Academic
Year 2016-2017***

The Office of Financial Aid would like to remind all students that the 2016-2017 Free Application for Federal Student Aid (FAFSA) became available on January 1, 2016. To complete your FAFSA apply at www.fafsa.gov.

You will need 2015 tax information in order to complete the 2016-2017 FAFSA. However, you can still complete your FAFSA even if you have not filed your tax return yet. Simply use estimated 2015 tax information. ***Once your 2015 taxes are filed with the IRS, all you need to do is return to the FAFSA web site and correct you estimated information.***

The best way to correct your FAFSA data with accurate tax information is by using the IRS Data Retrieval Tool. In a few steps, most students and parents who filed a 2015 income tax return can view and transfer their tax information directly into their FAFSA. The IRS Data Retrieval Tool is also the most secure way to provide the Office of Financial Aid with federal tax filing information for income verification.

To use the IRS Data Retrieval Tool, your tax return must be filed at least two weeks (electronic filing) and 6-8 weeks (paper return) before using the retrieval tool.

When either a parent or student selects the IRS Data Retrieval option, the FAFSA central processing system (CPS) will conduct a data match with the IRS. You will then be redirected to a secure IRS website where you permit the IRS to transfer income data to the CPS processor. Successfully matched data will be noted on the FAFSA as "transferred from the IRS".

A successful match will eliminate reporting errors and processing delays. If your FAFSA is selected for verification and you have used the IRS data, you will not need to request a federal income tax transcript. If you do not use the IRS data, you may be selected for verification and will need to request a federal income tax return transcript.

If you have any questions please, contact the Office of Financial Aid at 860-515-3703 or email sfa@charteroak.edu.



Save the Date!

The Charter Oak State College Foundation
Spring Fundraiser
to support the
Student Crisis Fund
providing emergency support to COSC Students

Tuesday, April 19, 2016
DoubleTree By Hilton Bristol

Social Hour 6:00 – 7:00 p.m.
Food stations, passed hors d'oeuvres, non-alcoholic beverages,
cash bar and networking

Program 7:00 – 8:30 p.m.
Guest speakers, dessert and coffee

Sponsor Ticket \$150* Patron Ticket \$100* Donor Ticket \$50
Purchase your ticket online at www.charteroak.edu/foundation/events.cfm

To request a corporate sponsorship packet or for further information, please contact
Angela Chapman at achapman@charteroak.edu or 860-515-3889

*One ticket and name listed in the event program

Please RSVP by April 12, 2016

Test Administration Schedule March 2016 – August 2016

All CLEP & DSST Exams are held at 85 Alumni Road in Newington, CT

Pathways/Early Childhood Exams are held at the main office at 55 Paul Manafort Drive

MONTH	CLEP	DSST/DANTES	COSC Pathways
MONTH	CLEP (Held in Newington)	DSST/DANTES (Held in Newington)	COSC-Pathways (Held in New Britain)
March	(R) 3 (10:30 a.m. & 1:00 p.m.) (F) 4 (11:30 a.m.) (S) 5 (9 a.m., 11:30 a.m. & 1:30 p.m.) (F) 11 (11:30 a.m.) (S) 12 (9 a.m.) (S) 19 (9 a.m., 11:30 a.m. & 1:30 p.m.)	(R) 3 (10 a.m. & 12:30) (F) 4 (11 a.m.)* (F) 11 (11 a.m.)* (S) 12 (11 a.m.) (F) 18 (Public Speaking Only)	(S) 12 (2:00) (S) 19 (2:00)
April	(S) 2 (9 a.m., 11:30 a.m. & 1:30 p.m.) (R) 14 (10:30 a.m. & 1 p.m.) (F) 15 (11:30) (S) 16 (9 a.m.) (S) 23 (9 a.m., 11:30 a.m. & 1:30 p.m.)	(R) 14 (10:00 a.m. & 12:30 p.m.) (F) 15 (11:00 a.m.)* (S) 16 (11 a.m.) (F) 22 (Public Speaking Only)	(S) 2 (2:00) (S) 16 (2:00)
May	(S) 7 (9 a.m., 11:30 a.m. & 1:30 p.m.) (F) 13 (11:30) (S) 14 (9 a.m.) (R) 19 (10:30 a.m. & 1 p.m.) (F) 20 (11:30) (S) 21 (9 a.m., 11:30 a.m. & 1:30 p.m.)	(F) 13 (11:00 a.m.) (S) 14 (11 a.m.) (R) 19 (10:00 a.m. & 12:30 p.m.) (F) 20 (11:00 a.m.)*	(S) 7 (2:00) (S) 14 (2:00)
June	(F) 3 (11:30) (R) 9 (10:30 a.m. & 1 p.m.) (F) 10 (11:30 a.m.) (S) 11 (9 a.m., 11:30 a.m. & 1:30 p.m.) (S) 18 (9 a.m.) (S) 25 (9 a.m., 11:30 a.m. & 1:30 p.m.)	(F) 3 (11:00 a.m.) (R) 9 (10:00 a.m. & 12:30 p.m.) (F) 10 (11 a.m.)* (S) 18 (11 a.m.) (F) 24 (Public Speaking Only)	(S) 18 (2:00) (S) 25 (2:00)
July	(F) 8 (11:30) (S) 9 (9 a.m., 11:30 a.m. & 1:30 p.m.) (F) 15 (11:30 a.m.) (S) 16 (9 a.m.) (R) 21 (10:30 a.m. & 1 p.m.) (F) 22 (11:30 a.m.) (S) 23 (9 a.m., 11:30 a.m. & 1:30 p.m.)	(F) 8 (11:00 a.m.) (F) 15 (11:00 a.m.) (S) 16 (11 a.m.) (R) 21 (10:00 a.m. & 12:30 p.m.) (F) 22 (11:00 a.m.)*	(S) 16 (2:00) (S) 23 (2:00)
August	(F) 5 (11:30 a.m.) (S) 6 (9 a.m., 11:30 a.m. & 1:30 p.m.) (R) 18 (10:30 a.m. & 1 p.m.) (F) 19 (11:30) (S) 20 (9 a.m.) (S) 27 (9 a.m., 11:30 a.m. & 1:30 p.m.)	(F) 5 (11:00 a.m.) (R) 18 (10:00 a.m. & 12:30 p.m.) (F) 19 (11:00 a.m.)* (S) 20 (11 a.m.)	(S) 20 (2:00) (S) 27 (2:00)
		*Public Speaking at 2:15 p.m.	





Class of 2016 Senior Legacy Fund

What is the Senior Legacy Fund?

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Why participate?

Donating to the Senior Legacy Fund allows the graduating class of 2016 the opportunity to say “Thanks!” to an institution that has made a lasting impact on their lives.

What will you get for your gift?

For a minimum contribution of \$20.16 to the Senior Legacy Fund, students, their parents and other family members and friends will have an opportunity to place a tribute in the back of the commencement program book. Often there are people in the graduate’s life who wish to congratulate them for their accomplishment. An example might be, “Congratulations, Sarah! We love you. Mom and Dad.”

While the minimum gift to place a tribute ad will be \$20.16, larger gifts will be accepted and appreciated. **EVERY gift to the Senior Legacy Fund is important, no matter its size.**

DONATION FORM

Enclosed please find a check in the amount of \$20.16 (minimum for tribute listing) or other \$ _____ payable to “**The Charter Oak State College Foundation**”.

I will make my donation in the amount of \$20.16 (minimum for tribute listing) or other \$ _____ online at <https://app.etapestry.com/onlineforms/CharterOakStateCollege/seniorlegacyfund.html>

Student Name _____ Phone _____

Dedication: (15 words)

RETURN TO:

Charter Oak State College Foundation
 55 Paul Manafort Drive
 New Britain, CT 06053
 Attention: Angela Chapman or achapman@charteroak.edu