While logos are not recommended in email body, if you choose to use one, it needs to be the official campus logo available at ctstate.edu/marketing.

FOR IMMEDIATE RELEASE: (Insert Month, day, year)

Contact: (Insert Name, Campus, title)

(Add Phone) (Add CT State email address)

**CT State [Campus Name] Celebrates Graduates at Commencement**

[insert City, Conn.] —Connecticut State Community College (campus name) celebrated the achievements of the Class of (Year) during its (insert ordinal number with suffix, e.g., 3rd for 2026) Commencement Ceremony held on (insert Month Day without suffix, e.g. May 21) at (insert location where commencement took place).

A total of (insert number) degrees and certificates were conferred to (insert unduplicated number) graduates.

“Quote from campus president, about the significance of the graduating class, their accomplishments, or other notable statements on the importance of their degree. using Ed.D./Ph.D., etc. after name, not Dr.”

“Quote from College president or other dignitary.”

The keynote address was delivered by (Keynote Speaker Name), (title/affiliation), who inspired graduates with a message focused on [brief summary of speech theme, e.g., perseverance, leadership, community impact]. “One or two sentence quote from the keynote.”

Mention of other dignitaries who addressed graduates.

Student speaker (Student Name), graduating with a degree in (program name), shared (his/her/their) personal journey and encouraged fellow graduates to (insert key message or quote).

Among the graduates were (mention any notable achievements, such as honors students, veterans, first-generation college students, or unique programs).

(Number spelled out) CT State (campus name) faculty and staff who are retiring received Emeritus status in recognition of their years of distinguished service at CT State during the ceremony. Name, title, of Town; Name, title, of Town; and Name, title of Town.

Optional: **Graduates of CT State (Campus) Class of (insert year) are listed alphabetically by town of residence below.**

**About CT State (Campus Name)**

CT State (Campus Name) is part of Connecticut’s statewide system of 12 campuses dedicated to accessible, affordable, and high-quality education. The campus offers a wide range of academic and workforce programs designed to meet the needs of students and the state’s economy.

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**CT State (Campus) Class of (Year) Graduates**

**Town A**

First Name Last Name

**Town B**

First Name Last Name