



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

20 Jun 23

MEMORANDUM FOR CCAF STUDENTS AND ADVISORS

FROM: BCEE/A3
50 South Turner Boulevard
Maxwell AFB, Gunter-Annex, AL 36114-3011

SUBJECT: CCAF Degree Program Catalog and Policy Exceptions - Degree Completion for Separated and Retired Students

1. The Community College of the Air Force migration to the new Air University Student Information System (SIS) impacted students' ability to complete degree requirements under certain CCAF policy requirements. While these policies exist for sound academic reasons and to comply with regulatory guidance, it is prudent that affected students receive accommodations to mitigate the impacts.
2. Due to the inability of CCAF advisors to identify individual degree requirements for all CCAF students seeking a CCAF AAS, the following exception will automatically be granted for former enlisted members who separated or retired during the CCAF operational pause:
 - a. Former enlisted members who were enrolled in a CCAF degree program at the time of their separation or retirement, between the dates 28 Sept 2022 and 1 July 2023, will be allowed to complete their degree requirements and be nominated for graduation until 31 Dec 2024.
 - b. Upon completion of degree requirements, the student must provide a copy of their DD214 when requesting degree nomination via a ticket in AU ServiceNow (<https://auservicedesk.af.edu/>).
3. Each student must complete all degree requirements, have all transcripts processed by CCAF, and a degree nomination submitted via AU ServiceNow no later than 31 Dec 2024 to qualify for the exception in paragraph two (2).
4. Students should contact their local CCAF advisor in their education/force development office with questions or to submit an exception to policy (ETP) request. Students who have separated or retired may submit an ETP request via AU ServiceNow at (<https://auservicedesk.af.edu/>).

MAGGARD.PATRICIA.R.1
083912673
PATRICIA R. MAGGARD, PhD, GS-15, DAF
Dean

Digitally signed by
MAGGARD.PATRICIA.R.1083912673
Date: 2023.06.23 09:55:16 -05'00'