Senior Audits
(Major Release Forms)

Graduating students must complete the steps below to graduate from LSA.

1. **Make a Major Release Form appointment** with Undergraduate Program Coordinator (UPC) at www.lsa.umich.edu/comm for completion of the Major Release Form **the semester prior to graduation**.

2. **Apply for graduation online** through Student Business in Wolverine Access (Student Business > Student Center tile > Academics > Other Academics … > Apply to Graduate)

3. **Audit Office will send an audit e-mail** approximately three weeks after applying for graduation and completing Major Release Form, confirming major and LSA requirements needed for graduation. **Check e-mail carefully!**

### IMPORTANT NOTES

- Completed Major Release Forms are sent to appropriate audit office (LSA Auditor, LSA Honors or RC) electronically by UPC after Major Release Form appointment.
- Changes to Major Release Form **require** another appointment with UPC to complete amended form.
- **Major Release Forms will not be completed for students who have not yet declared a Communication Studies major.**
  - If you have dual majors or minor programs you must complete release forms for each department.
  - Official degree audits will not be initiated until **all** major and minor release forms are submitted and you have applied for graduation in Wolverine Access.
  - You are encouraged to meet with your LSA academic advisor to check LSA requirements for graduation.
  - You should apply for graduation and schedule release form appointments the **semester prior to your final term**. You may submit audit forms within the same term as graduation however your name may not appear in the graduation brochure.
  - Audit office sends a Letter of Certification following verification of completion of degree requirements. The letter is generally accepted as evidence that requirements have been met and a degree will be awarded.
  - If you do not complete degree requirements for graduation during term you applied for graduation you must reapply for graduation in order to be placed on any subsequent degree list
  - Go to “Graduation” on the Newnan LSA Academic Advising Center website (www.lsa.umich.edu/advising/graduation) for more information.
  - LSA Auditor’s office may be reached at 734.763.3103 or lsa.auditors@umich.edu. LSA Honors and RC students should contact those units directly for questions regarding audit.
  - Communication Studies will send information to all graduates regarding department commencement activities to your **current (local) address**. **PLEASE UPDATE YOUR ADDRESS** in Wolverine Access!