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## 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](http://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](http://www.lsa.umich.edu/advising/graduation)) for more information.
- LSA Auditor's office may be reached at 734.763.3103 or **Isa.auditors@umich.edu**. LSA Honors and RC students should contact those units directly for questions regarding audit.
- Information about the University of Michigan Commencement exercises may be found at: [commencement.umich.edu](http://commencement.umich.edu)
- Communication Studies will send information to all graduates regarding department commencement activities to your **current (local) address**. **PLEASE UPDATE YOUR ADDRESS** in Wolverine Access!