



LAKE SUPERIOR STATE UNIVERSITY

GRADUATION APPLICATION

If you are within two semesters of graduation, please complete this Graduation Application, attach your LSSU transcripts (printed from Anchor Access) and unofficial Bay transcripts and turn it in to the Escanaba Regional Center Office. A degree audit will be completed by your adviser, it will be signed by your department chair/dean and sent to the Registrar's Office. The Registrar will determine if all degree requirements have been met, and then send you a letter indicating that all requirements have been met (or which classes must still be taken).

Term of Anticipated Graduation:

- Fall Semester:** _____ (Submit Graduation Application/Degree Audit by **March 30th**)
- Spring Semester:** _____ (Submit Graduation Application/Degree Audit by **Sept 30th**)
- Summer Semester:** _____ (Submit Graduation Application/Degree Audit by **Jan 30th**)

Please Print: Student ID Number: A _____

Name: _____ Phone: (____) _____
Last First Middle

Mailing Address: _____
(Degree Audit Verification will be mailed to this address)

Permanent Address: _____

Diploma Address: _____
(If other than Permanent Address)

Degree (Circle One): Masters Post Baccalaureate Bachelor of Science Bachelor of Arts Associate Certificate

Major(s): _____

Concentration: _____

Minor(s): _____

Have you previously applied to graduate but were missing requirements? No Yes

If Yes, please indicate the semester: _____ Major: _____

Complete this Graduation Application and submit as soon as possible to verify all requirements are now satisfied.

If you have completed additional course work from another institution which will now fulfill your graduation requirements, please request an 'Official' transcript be sent to the Registrar's Office at Lake Superior State University.

Signature: _____ **Date:** _____

Escanaba Regional Center
Lake Superior State University
2001 N. Lincoln Road
Escanaba, MI 49829
Phone: 906/217.4146 Fax: 906/217.1623
Email: dpascoe@lssu.edu

Office use only: Catalog Term: _____

Process Date: _____ Initials: _____

GRADUATION APPLICATION CHECKLIST

1. **Attach an unofficial copy of your LSSU transcripts printed from Anchor Access.**
2. **Attach an unofficial copy of your Bay College transcripts.**
3. **Have all Bay transcripts been sent to LSSU? Yes _____ No _____**

If NO, you must send official transcripts to LSSU. *It is the student's responsibility to review their transcripts on Anchor Access to verify that all your Bay classes which you have completed have been received and entered on to your records by LSSU. Failure to have accurate records at LSSU will cause your Graduation Audit to have incorrect information.*

4. **Do you have MACRAO/MTA on your Bay Transcript? Yes _____ No _____**

(MACRAO/MTA Certification is given when all general education courses are completed at the community college. *It is the student's responsibility to verify this certification has been awarded from Bay College.*)

5. **List both Bay and LSSU classes in which you are currently enrolled:**

BAY COLLEGE COURSES:

LSSU COURSES:

6. **List both Bay and LSSU classes to be completed in remaining semester(s):**

BAY COLLEGE COURSES:

LSSU COURSES:
