

# APPLICATION FOR CERTIFICATE OF ACHIEVEMENT

Lansing Community College, Enrollment Services – 1121, PO Box 40010, Lansing, MI 48901

**APPLICATION DEADLINES:**      Fall – November 15      Spring – March 15      Summer – July 15

- All certificate requirements must be completed the semester you apply.
- Applications received after the deadline will be processed for the next semester.

Office Use Only	
Curr. #:	
Year:	
Sequence #:	
Approved ___ Semester ___ Ok	Denied

X00 \_\_\_\_\_  
Student Number

Indicate your name and address as it appears in the student system. PLEASE PRINT.

_____	_____	_____	_____
Last Name	First Name	Middle Initial	
_____			_____
Street Address			Date of Birth
_____	_____	_____	_____
City	State	Zip	Daytime Phone Number

Certificate applying for \_\_\_\_\_  
Curriculum Title and Number (as it appears on the attached curriculum guide)

**The following two documents must be attached or the application will be returned:**

1. A *Certificate Pre-Audit* completed, signed, and stamped by the program department.
2. The **curriculum guide** to be used to audit your application.
  - Curriculum guides can be found at [http://www.lcc.edu/catalog/degree\\_certificateprograms/](http://www.lcc.edu/catalog/degree_certificateprograms/)
  - Only curriculum guides with current effective dates can be used.
  - If you have questions about your program, contact the department indicated on the curriculum guide.

**Your application will be denied if:**

- Transfer courses that are required for your program are not posted to your academic record.
- There are incomplete grades on courses required for your program.

\_\_\_\_\_ Student's Signature      \_\_\_\_\_ Date

Your name may be used in LCC publications or media releases concerning your degree. If you do NOT want your name to be published, you must provide the Registrar's Office with a signed *Request to Prevent Disclosure of Directory Information* form.

*** OFFICE USE ONLY ***		
Semester		
Earned Credits		2.0 or Higher Curriculum GPA:      Yes      No
Add Current Semester Credits	+	First Semester, if Within Five Years:
Subtract Current Semester Audit /Repeat Credits	-	Residency Requirement Met (10 cr.):      Yes      No
Subtract Repeats from Transfer Credits	-	Course Substitution(s) and Waiver(s):      Yes      No
Subtract "P" Credits Over 3	-	Comments:
Total Accumulated Credits	=	

## Certificate Pre-Audit Instructions

(*Certificate Pre-Audit* forms are available at the program department).

You must contact the program department to have a *Certificate Pre-Audit* completed, signed, and stamped by the program department. The department is indicated on the curriculum guide. Please allow adequate time for completion.

You must submit the *Certificate Pre-Audit* with your *Application for Certificate of Achievement* and the curriculum guide to Enrollment Services by the appropriate deadline.