Email completed form to [yolanda.hernandezklishevich@lmu.edu](mailto:yolanda.hernandezklishevich@lmu.edu) and cc [BCLAadvising@lmu.edu](mailto:BCLAadvising@lmu.edu)

Subject: Degree Audit Request, Student ID

Faculty First Name and Last Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Email

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Student’s Name

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Student’s ID

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Are you making an update to the student's major or minor?

* Major, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Minor, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Substitutions** LMU Course Subject and Number (ex PSYC 4036): If a special section (ex: 3998) or non-articulated transfer course (ex 3XXX), please list course title below. Do  not use transfer course numbers or titles please.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Substitutions** How would you like the course applied? (Example: PSYC 3XXX Lifespan Development for 3000-or 4000-level Psychology Elective in Psychology Major)

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**Waiver/Adjustment of Program Requirement:** Please describe the waiver or adjustment. (Example: waive 2 of 44 Semester hours in \_\_\_ major due to transfer coursework.) If you are waiving a course, please indicate the course (i.e. SPAN 2804)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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