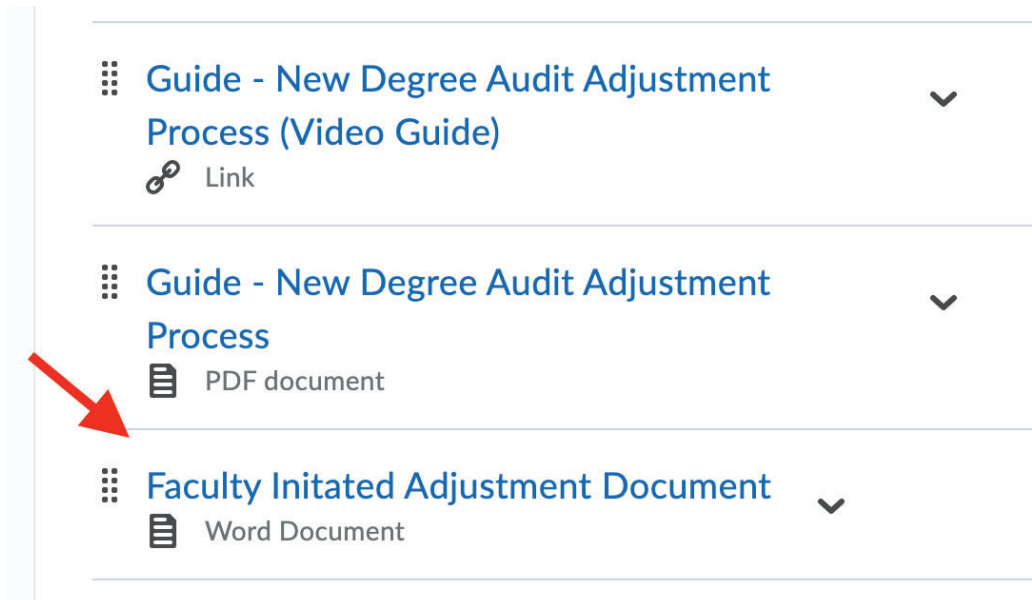


Faculty Initiated Process

If a Faculty wishes to submit a request for a Degree Audit Adjustment, we have created an email template which Faculty can complete to let us know what change they are trying to make.

Where to Find Document

This Faculty Initiated Adjustment Document can be found in Brightspace just under this presentation



The screenshot shows a vertical navigation menu with three items, each with a hamburger menu icon on the left and a dropdown arrow on the right:

- Guide - New Degree Audit Adjustment Process (Video Guide)**
Link
- Guide - New Degree Audit Adjustment Process**
PDF document
- Faculty Initiated Adjustment Document**
Word Document

A red arrow points to the 'Faculty Initiated Adjustment Document' item.

Faculty Initiated Process

- You will complete the form and email it to:
 - Yolanda.hernandezklishevich@lmu.edu
- Please CC:
 - Bclaadvising@lmu.edu



Faculty Initiated Process Form

Please complete these sections accordingly.

Subject: Degree Audit Request, Student ID

Faculty First Name and Last Name

Faculty Email

Student's Name

Student's ID

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.



Faculty Initiated Process Form

If you would like to submit a course substitution, you can list the course here, as well as how you would like it applied.



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



If you would like to submit a waiver of Program requirement, you may list it here.



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)

