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:

- Guide - New Degree Audit Adjustment Process (Video Guide)
  - Link

- Guide - New Degree Audit Adjustment Process
  - PDF document

- Faculty Initiated Adjustment Document
  - Word Document
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

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 4035). 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)

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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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