



## SUBSTITUTION FORM

### for General Education (GenEd) or Major Requirements

This form should be submitted as soon as possible, but no later than the preregistration period before the student's last semester of course work at the university. All GenEd substitution requests must be submitted during the first year of enrollment at LMU.

**Student Instructions:** Fill out with your advisor.

**Advisor:** Submit completed and signed form to the Registrar's Office. Registrar's Office will submit form to appropriate area(s) for approval. (The Registrar's Office will attach course descriptions to submit to the GenEd Committee if necessary.)

**ALL SUBSTITUTIONS ARE SUBJECT TO UNIVERSITY POLICIES.**

Student Name: _____	Major: _____	Student ID#: _____
Current Phone #: _____	Catalog year used for advisement: _____	
Advisor: _____	Anticipated date of graduation: _____	

Reason for the request: \_\_\_\_\_

LMU GenEd Requirement	Course to substitute for LMU GenEd (List original school & course name, number, & title)	GenEd Committee (Print Name & Sign if approved)	Registrar's Office Initial & Date
EX:LMU Course <i>ENGL 310</i>	Institution: <i>Univ. of Tennessee</i>	Course Name, Number, and Title: <i>ENGL 232 – American Literature II Civil War to Present</i>	<i>Jane Smith</i> <i>Jane Smith</i>

Registrar's Office Notes: \_\_\_\_\_

LMU Major/Licensure Requirement	Course to substitute for major course (List original school & course name, number, & title)	Department Chair (Print Name & Sign if approved)

**The GenEd Committee or the Department Chair must submit form to the Registrar's Office for Degree Audit processing. Please allow one week to process.**

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Dean

\_\_\_\_\_  
Date