



**MENLO COLLEGE
OFFICE OF THE REGISTRAR
Substitution Form**

Use this form for requesting a substitution of a graduation requirement.

File this form in the Registrar's Office.

Name: _____ Date: _____
(please print legibly) last first middle

Major/Concentration: _____ Student ID: _____ - _____

Expected Graduation Date: _____ Phone: (_____) _____ - _____

Please send decision to (check one):

Campus Box: _____

Current mailing address: _____
number and street apartment/box

city state zip

This requirement is a (check one):

General Education Requirement

Management Foundations Requirement

Major Core Requirement

Concentration Requirement

Requirement to be substituted: _____

Substitution: _____

Reason for substitution: _____

(attach additional sheets and/or supporting documents if necessary)

PLEASE READ AND SIGN BELOW. I understand and approve of the changes to my degree requirements listed above. I understand that it is my responsibility to meet all class prerequisites and degree requirements.

Student Signature: _____ **Date:** _____

Faculty Appeals Committee Decision/Dean's Office Approval

Denied

Signature/Position: _____

Approved

Printed name of Official: _____

Comments: _____