



College of
Menominee
Nation
KESHENA • GREEN BAY

ALTERNATIVE COURSE DELIVERY

CMN may cancel classes for various reasons; therefore, some courses may be offered by Alternative Course Delivery methods or other means as needed.

Eligibility for an Alternative Course Study requires that a student possess a **minimum GPA of 2.00 and have sophomore status**. Students must contact a Student Achievement Specialist for assistance.

The course must be completed within the current term.

Student Name

Semester

Course Number and Title

Instructor

Date

Student ID

Session

Credits

Reason for alternative course delivery:

A course syllabus must be attached.

Student Signature

Date

Instructor Signature

Date

For Chief Academic Officer to complete

Approved Not Approved

Comment:

Chief Academic Officer Signature

Date

For office use only

Date received and initials

Original/Student academic file

Date processed and initials

Scanned copies to student, instructor, CAO, and SAS

Alternative Course Delivery Procedure

1. The student will complete the Alternative Course Delivery form with the assistance of a Student Achievement Specialist (SAS).
2. All registration deadlines must be followed.
3. The student will meet with the instructor to discuss the syllabus and deadlines.
4. The instructor will sign and submit to the Chief Academic Officer for approval.
5. Upon approval, the Chief Academic Officer will submit to the Registrar for processing.
6. The Registrar will create course number and section in Empower and register the student.
7. The Registrar will scan document and send via email to the student, instructor, Chief Academic Officer, and SAS for official notification; or if the request is denied, the Chief Academic Officer will notify the student, SAS, Registrar, and instructor via email.
8. All original forms will be kept in the student's academic file in File Director.