COURSE SUBSTITUTION OR REQUISITE WAIVER

College of Menominee Nation
KESHENA • GREEN BAY

CMN expects its students to fulfill their course requirements but recognizes that it may be appropriate to substitute a course in lieu of one of the required courses or to waive a requisite. It is the policy of CMN to consider student requests for substitutions or requisite waivers. Please make note that the request for course substitution must be approved before the class/credits are recognized as being substituted.

Student Name _____   Student ID _____

Degree (AA, AAS, BA, BS) _____   Program _____

Course Substitution

Required Course Number and Title: _____   Catalog _____

Substituted Course Number and Title: _____   Catalog _____

Course taken at CMN?   ☐ Yes   ☐ No, Institution: _____

Course Requisite Waiver

☐ Prerequisite   ☐ Co-requisite   ☐ Concurrent requisite

Course Number and Title: _____   Catalog _____

Course Requisite: _____   Catalog _____

Reason for course substitution or requisite waiver:

_____

Student Signature: _____   Date: _____

For Chief Academic Officer to complete

☐ Approved   ☐ Not Approved

Comments:

_____

CAO Signature: _____   Date: _____

For office use only

_____   _____
Date received and initials   Date processed and initials
Original/ Student file   Scanned copies to student and SAS

Rev. 01/2020

Course Substitution or Requisite Waiver Procedure

1. The student will complete the form with the assistance of a Student Achievement Specialist (SAS) during student registration.

   *Please note that the request for substitution must be approved by the Chief Academic Officer BEFORE the class is taken in order to be considered as a substitute course.

2. For requisite waivers, note requisite types:
   a. **Prerequisite**: A course that must be taken prior to given course. Prerequisite courses are required for certain classes. A student must achieve a "C" or better in the prerequisite prior to registering for the subsequent course
   b. **Co-Requisite**: A course that may be taken before or at the same time as given course
   c. **Concurrent**: A course that must be taken at the same time as the course in question.

3. The SAS will verify the form is complete, signed, and dated.

4. The Chief Academic Officer will make a determination and submit the completed form to the Registrar.

5. The Registrar will date and initial submission.

6. The Registrar will enter the substitution or requisite waiver in Empower and then date and initial the form to indicate the substitution or requisite waiver was processed.

7. The Registrar will scan the document and email to the student and SAS.

8. The original form will be placed in the student's academic file.