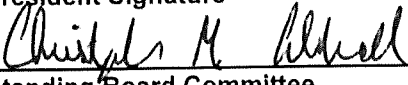
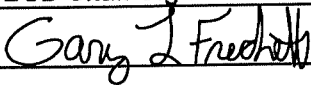


**COLLEGE OF MENOMINEE NATION**  
**Non-Academic Policy**

<b>Policy Title:</b> Non-Degree Seeking Student Admissions Policy		<b>Policy ID (TBD)</b>
<b>Prepared By:</b>	<b>Name and Title</b>	<b>Date Prepared</b>
Tessa James	Tessa James, Dean of Student Success Kayla Diamond, Recruitment and Enrollment Manager	3/14/2023
<b>Approved By</b>	<b>Deans &amp; Directors Council</b>	<b>Date Approved</b>
	<b>President Signature</b> 	4/28/2023
	<b>Standing Board Committee</b>	4/18/2023
	<b>BOD Chair Signature</b> 	5/1/2023
<b>Effective Date</b>		
<b>Next Review Date</b>		

**Policy Statement:**

The College of Menominee Nation (CMN) maintains an open-door admissions policy in alignment with statutory requirements and licensing and accrediting organizations. Students who do not wish to earn a degree credential are exempt from the submission of high school, GED, or HSED, or a home-school transcript.

CMN does not discriminate based on race, color, national origin, sex, disability, or age in its program, activity, or employment. To handle inquiries regarding the non-discrimination policies, contact: Human Resources, PO Box 1179, Keshena, WI 54135, 715.799.5600, [hr@menominee.edu](mailto:hr@menominee.edu).

Admission to the College does not automatically qualify a student for all courses at the College; some course offerings have special prerequisites and requirements. Specific programs require additional admission requirements, which can be found in the program information guide.

Individuals registering for more than six college credits will be required to complete the general admissions process as a degree seeking student. If a Non Degree Seeking student wishes to register for more than six college credits they must comply with the College's Petition process. For information please visit [CMN's Petition Form and Process](#). If a Non Degree Seeking Student wishes to register for a degree, the student will be required to complete the General Admissions process.

## **Non Degree Seeking Student Admissions Requirements**

As an open-enrollment college, individuals are eligible for admission into CMN by submitting the following:

1. Application for admission (Applications are available from the CMN Admissions Office or [www.menominee.edu](http://www.menominee.edu)).
2. Submit a Certificate of Indian Blood (CIB) or a copy of a Tribal Identification Card (if applicable).

Applicants must meet the standard admission requirements to be admitted. CMN does not accept international students.

## **Additional Admissions Requirements**

Program specifics require an additional admission procedure before enrollment. Prospective students seeking entrance to specific programs must complete the standard admission procedure and be accepted into the College of Menominee Nation.

### **Purpose:**

This policy aims to define the admission criteria required for applicants to be considered for admission to the College of Menominee Nation.

### **Scope:**

The Admission policy applies to Non-Degree seeking students applying to the College of Menominee Nation.

### **Responsibility:**

The College of Menominee Nation's Admissions Office will be responsible for adhering to the Admissions Policy.

### **Definitions**

#### **High School:**

Defined as students who earn college credits for courses taken through a postsecondary institution.

#### **Non-Degree Special Students:**

Defined as students who are not interested in enrolling in a formal degree or certificate program. Students taking course work for job advancement, self-enrichment usually enroll in this status.

**Related Policies Title(s)**

- General Admissions
- Dual Credit Policy
- High School Admissions Policy