



**C**ollege of  
**M**enominee  
**N**ation  
**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.**

Date

Student Name

Student ID

Semester

Session

Course Number and Title

Instructor

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.