



**C**ollege of  
**M**enominee  
**N**ation  
KESHENA • GREEN BAY

## COURSE SUBSTITUTION OR REQUISITE WAIVER

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.

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  
Original/ Student file

\_\_\_\_\_  
Date processed and initials  
Scanned copies to student and SAS

## Course Substitution or Requisite Waiver Procedure

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