

***Church Ministry Institute***  
**Course Make-up Form – 3 or more Sessions Missed**

Name \_\_\_\_\_ Date \_\_\_\_\_

Site (circle) RC BS LC SC AR      Year (circle)      1      2      3

Course \_\_\_\_\_ Instructor \_\_\_\_\_

Sessions Missed (circle) 3 4 5 6

**Course Make-up Policy**  
(Check page 11 in CMI Handbook)

If a student misses **three or more sessions** of a course, he/she is required to:

- Read the course material
- Complete Course Make-Up Form
- Schedule and meet with Learning Guide (CMI administrator, teacher, mentor, or member of his/her Parish.)
- Complete Learning Review Form
- Submit the two forms to the CMI office

**Please check how you made up missed course work:**

\_\_\_\_ Read the material from the text.

\_\_\_\_ Read the material from the course folder.

\_\_\_\_ Meet with Learning Guide (CMI administrator, teacher, mentor, or member of his/her Parish.)

\_\_\_\_ Discussed course material with a fellow student. Name of student \_\_\_\_\_

\_\_\_\_ Other \_\_\_\_\_

On the back of this form, kindly state briefly what you have learned as a result of your reading!



***Church Ministry Institute***  
**Learning Review Form**

<b>Name of Learning Guide</b> _____	<b>Position</b> _____
<b>Date of Meeting</b> _____	<b>Time of Meeting</b> _____
<b>Comments of Learning Guide After Session</b> _____ _____	
<b>Learning Guide's Signature</b> _____	

**Student's Reflection on Learning Session** \_\_\_\_\_

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Kindly return this from along with "Course Make Up Form" to: Church Ministry Institute, 222 N. 17<sup>th</sup> St., Philadelphia 19103. If we can be of further assistance, please call 215-587-0551 or e-mail [SRMEDIEH@adphila.org](mailto:SRMEDIEH@adphila.org) Thank you!