

## **Advising the COF Minor in Performing Arts**

### **Policies and procedures for minors in general, and declaring a minor**

The procedure and forms for declaring a minor vary from school to school. At the moment, each registrar's office has minor declaration forms.

Emmanuel College - <http://www.emmanuel.edu/academics/registrar/academic-catalog.html>

Massachusetts College of Art & Design - [http://inside.massart.edu/Academic\\_Resources/Academic\\_Catalog\\_2012-2013.html](http://inside.massart.edu/Academic_Resources/Academic_Catalog_2012-2013.html)

MCPHS University – p. 105 of the 2012-13 catalog at <http://www.mcphs.edu/academics/college-catalog>

Simmons College – p. 9, 15 of [http://www.simmons.edu/undergraduate/docs/catalog/current/UndergradCatalog\\_Front.pdf](http://www.simmons.edu/undergraduate/docs/catalog/current/UndergradCatalog_Front.pdf)

“A student may declare a minor after she has earned a minimum of 32 semester hours and prior to earning 80 semester hours.”

Wentworth Institute of Technology – Approved minors in FY13. Policies are evolving.

Wheelock College - <http://www.wheelock.edu/academics/registrar/course-catalog/academic-experience->

### **Requirements of the COF Minor in Performing Arts**

This academic program integrates performing experiences with classroom study of the performing arts: dance, music, theater and performance art.

The requirements are:

- A. Five academic courses
  - 1. Introduction to Performing Arts, offered at Emmanuel College every spring semester
  - 2. One course each in music, dance and theater
  - 3. One upper level elective course
- B. Three semesters of participation in an approved performing arts ensemble.

See <http://www.colleges-fenway.org/performingarts/performing-arts-academics/performing-arts-courses/> for the list of approved courses and ensembles.

### **Progress Reports**

The Director of Performing Arts keeps records regarding:

- 1. What students have expressed and interest in the minor;
- 2. What students are actively pursuing the minor;
- 3. Student participation in COF ensembles;
- 4. Student enrollment in Introduction to Performing Arts
- 5. Progress on the minor, as reported by the student or the student's advisor.

Other sources of information:

- 1. Students' course records are kept by the registrar.  
Note: Cross-registered courses are sometimes not listed by name, especially at Simmons.
- 2. Non-COF performing ensemble records are kept by the ensemble directors.

### **Final approval of the COF Minor in Performing Arts**

- 1. Usually within two months of graduation, the registrar's office contacts the Director of Performing Arts, providing him with the student's transcript.
- 2. The Director confirms that the student has met the requirements for the minor.
- 3. If the ensemble requirement was not met with COF ensembles, the Director contacts the director of the college ensemble, e.g. the Simmons Concert Choir, to verify that the ensemble requirement has been met.
- 4. The Director communicates to the registrar's office and the college performing arts liaison [advisor] whether or not the requirements have been met.

### **Exceptions, Changes and Waivers of Requirements**

A student may petition for an exception, change or waiver of requirements. For example, a transfer student may want to use courses or ensembles from another college. These petitions should be made to the Director of Performing Arts, who will forward them to the Office of Performing Arts Advisory Committee. This committee decides any exceptions.