

Advising the COF Minor in Performing Arts

Policies and procedures for declaring a minor

The procedure and forms for declaring a minor vary from school to school. Contact your school's registrar's office directly for the appropriate forms:

Emmanuel College - <https://www.emmanuel.edu/academics/office-of-the-registrar.html>

Massachusetts College of Art & Design - <https://massart.edu/undergraduates>

MCPHS University – <https://www.mcphs.edu/academics/registrar>

Simmons University – <https://www.simmons.edu/academics/registrar>

Wentworth Institute of Technology – <https://wit.edu/academics/registrar>

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:

1) Five Academic Courses:

- Four courses in music, dance, theater or live events production – in at least 2 disciplines
- One upper level course

2) Three semesters of participation in an approved performing arts ensemble.

Requirements of the COF Minor in Performing Arts (Dance Concentration)

This academic program integrates performing experiences with classroom study of dance history and technique.

1) Five Academic Courses:

- Four courses in dance
- One upper level performing arts course in any discipline

2) Three semesters of participation in an approved dance ensemble.

List of approved courses: <https://www.colleges-fenway.org/wp-content/uploads/2022/09/2022-2023-Performing-Arts-Courses.pdf>

Progress Reports

The Directors of the COF Center for 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 COF Director of Performing Arts, providing them 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.

Rev. 3/6/2023