

Taking A Minor At Another COF Campus

Introduction

While students must complete his or her major at their home institution, we recognize that some students may wish to have their transcript recognize a minor in a program that the home institution does not offer. Through cross-registration, students have the opportunity to take courses that would be equivalent to a minor that is not offered at their home institution.

Procedure

- Students interested in this option should review the courses and credits required for the minor at the host institution.
- Meet with their home advisor to ensure that they can continue in their primary course of study on schedule, present a list of courses and requirements for the minor to their home advisor.
- Complete home and host campus paperwork for minor if required (see Registrar for details).
- Students must notify their home registrar that they will be completing a minor through another COF institution at least 1 semester before they plan to graduate.
- Home registrar will initiate a request for information about required course completion during the student's senior year.
- Once all the requirements are complete, the Registrar at the host college will inform the Registrar at the home campus.
- At the time of commencement from their home institution, the student's final transcript will note that the student has fulfilled all appropriate coursework to have received an equivalent minor from the Colleges of the Fenway affiliate institution in that particular field of study.

Students need to be aware that this option will not fulfill licensure requirements for some fields and that many minors do not lend themselves to this option.

NOTE: Due to slight variations in calendars, graduating seniors may not be scheduled to complete their cross-registered course by the time their home institution is done. This could impact the student's ability to graduate on time from their home institution. Graduating seniors should check with their home registrar to find out when grades are due, especially when they need their final grades to fulfill graduation requirements, and should make arrangements with the faculty member at the host institution to see if the grade can be submitted to meet the home institutions deadline.

****All policies at the home institution take precedence over this policy.***

Student

- Initiate process – gain approval from home advisor
- Review requirements
- Complete home campus paperwork (see Registrar)
- Familiarize yourself with the policy for graduating seniors