

April 23, 2024

CMA Policy Update:

All activity must exist within scheduled course times (excepting approved on-campus ensemble concerts)

The intent of this policy is to protect and manage student's Level of Activity in the CMA. Class content, instruction, and activities should reside with scheduled course times to provide students the proper time to be successful in all courses.

- a. This policy does not apply to the following circumstances:
 - i. Normal and typical outside of class assignments, homework, or activities
 - ii. Class exams/quizzes for Class Piano and Aural Skills
 - iii. Studio classes (follow Studio Class policies in [Scheduling Portal](#))
- b. Exceptions to the above policy may be requested
 - i. Examples of exceptions would include but are not limited to:
 - a. Ensemble tours
 - b. Class retreats or projects
 - c. Class trips
 - d. Recording sessions
 - e. Extra rehearsals or class sessions
- c. Process for requesting exceptions
 - i. Fill out **Activity Outside of Class Exception Request Form**
 - ii. Submit form to faculty member's department chair
 - iii. Administrative Committee approves/denies requests
 - iv. Department chair informs faculty member of decision and forwards to Keith Hofacker for inclusion in master CMA calendar
- d. Approved exceptions must be placed in course syllabus (meaning that requests should be made before beginning of semester)
- e. Approved exceptions require "time back" to students in one way or another

See following page for Request Form



Activity Outside of Class Exception Request Form

Date of Request:

Name of Activity:

Course Number:

Course Name:

Total Students Involved:

Date(s) of Activity:

Applicant Name:

Applicant Email:

Applicant Phone:

Brief Description and Purpose of Activity:

What other CMA courses/ensembles will be affected by activity:

Applicant Electronic Signature:

Office Use Only

Department Chair Responsible:

Date Proposal Considered by Administration Committee:

Approved:

Denied:

Comments:

Approval Routed to Keith Hofacker: