

Convocation Procedures

Convocation is a non-credit, pass/fail course that requires students to attend SEVEN of the events listed on the opposite side of this page (it is not charged to student bills). Programs off campus are not eligible for convo credit. Students who attend fewer than seven events will receive an **F** and no credit for convo for that semester. (Programs attended do not carry over to the next semester.) Students do not receive convo credit for concerts in which they perform. Credit will be granted for only one performance of any event.

Undergraduates, except transfer students, are required to complete six semesters of convo in order to graduate. Transfer students must complete four semesters. New students in the fall attend the Dean's convocation series for the first ten weeks of the semester. (Dean's Convocation counts towards the four or six required.)

Programs on the reverse side are subject to change. Cancellation of any event will not affect the requirement of seven events within a given semester. Students are encouraged to meet their requirement as soon as possible during each semester. (Being unable to attend later events because of an emergency, etc., will result in an **F** for that semester's convo.)

Students should obtain convo slips from the convocation monitor in the lobby during the fifteen minutes before the time the concert is scheduled to begin. These must be turned in at the end of the program. The convocation monitor will be present for five minutes after the program ends in the same location in which slips were distributed. Each student may receive and turn in only one convocation slip. Students who miss the convocation monitor at the beginning or end of a program will not receive credit for that event.

If no ticket taker attends the concert, students must turn in a program and ticket stub (if a paid event) to Victoria Ibarra in the Music Office the next school day. There will be no late exceptions.

Convocation credit is granted for only one performance of the same event.

Students may register for more than one convo in any semester (therefore attending fourteen programs.) This is not encouraged. Degrees will not be granted until the convo requirement has been met. Disagreements regarding convo credit should be brought to the attention of Dean Austin by the last day of class of the semester following the disputed credit.

MASTER CLASSES ON CAMPUS and MUSIC SYMPOSIUMS ON CAMPUS

Students who wish to receive convo credit for master classes or symposiums on campus with guest speakers or artists must turn in a typed summary of ideas covered in the program. Please put the following information at the top of the page: **Date, name, email address, event name/date/location.**

Summaries should not exceed one page. Longer papers will not be accepted. One day's event, regardless of the length, will be considered the equivalent of one program attended. The paper may be in outline or paragraph form. It is due within one week of the event. (For example, if the event is on Monday, the paper will not be accepted any later than the following Monday.) Approval will be decided by Dean Austin.

CONCERTS ON CAMPUS REQUIRING A TICKET

Students may attend any concert requiring a ticket on the CU-Boulder campus for convo credit. The ticket stub and program must be turned in to Victoria Ibarra in the Music Office the next school day. There will be no late exceptions.