

## **Recital and Concert Procedures Junior, Senior, and Graduate Recitals**

### **Requirements**

All students studying in the School of Music are encouraged to perform. Those majoring in performance are required to present a junior (half) and senior (full) recital. Composition majors are required to produce a half recital of original music. Graduate students majoring in performance must perform a graduate recital. Music education majors are not required by their degree programs to give recitals, but they may elect to do so if approved by their major applied teacher. Students performing a school-sponsored recital must be enrolled for credit in both applied study and the appropriate Junior, Senior, or Graduate Recital course with the appropriate faculty member. Voice and piano students are required to memorize their recital music except when participating in a chamber work. Wind, string, and percussion students may also be required to memorize pieces at the discretion of the individual teacher.

### **Scheduling**

Senior, graduate, faculty, and ensemble recitals may be scheduled Monday through Friday evenings. In addition, faculty and ensemble programs may be scheduled for Sunday afternoons. Students desiring a time other than weekday evenings may petition the full-time music faculty. If the student receives majority approval of the faculty including all of the grading committee, he or she may schedule a recital at a different time. Junior recitals are scheduled for Tuesdays or Thursdays at 11:00 A.M. Normally, all student recitals will be held in the Recital Hall. Special exceptions may be granted by the Director of the School.

### **Committees**

For each student recital, the Director of the School of Music appoints a faculty committee to evaluate and grade the performance. Undergraduate recital committees consist of three faculty members; graduate committees consist of five. Applied teachers normally do not serve on their own students' evaluation committees.

### **Hearings**

When the applied teacher believes the student is sufficiently prepared, a hearing of the proposed program music is presented to the recital committee. The student and teacher work with committee members to determine a time for this hearing, which must occur at least two weeks prior to the recital date. At the hearing, the student will provide a typed draft copy of the program to each committee member and a Recital Hearing Form (from the School of Music office). The committee may approve, disapprove, or approve conditionally the presentation of the recital. Upon conclusion of the hearing, the applied teacher will inform the student of the committee's decision, and the hearing forms will be filed in the student's academic folder in the School of Music office.

### **Reserving the Recital Hall**

The student is entitled to adequate, but not excessive, rehearsal time in the recital venue. If using the School of Music Recital Hall, the student should sign out the hall in the Recital Hall Reservation

Book kept in the School of Music reception area. This also applies to the initial reservation of the hall for the performance time.

### **Programs**

The printed program provides the audience with the first impression of the upcoming performance. With this in mind, students should take great care in preparing an accurate draft of the program. This draft is then presented to the School of Music secretary, who produces the finished program in accordance with the standard ULM School of Music format. Students and their teachers are responsible for proofreading the program before it is duplicated.

### **Stage Crew**

The School Director or a designate will appoint a stage crew to manage each student and faculty recital. It is the student's responsibility to provide the stage crew with a stage-setup diagram for the specific needs of the performance. The student must also make arrangements, if needed, to move instruments and other equipment to the performance site.

### **Evaluation**

The School of Music secretary will provide a Recital Grading Form to each committee member before the recital. This form is completed by the committee member and returned to the applied teacher following the performance. The teacher then files the forms and the recital program in the student's academic folder in the School of Music office.

### **Student Checklist**

- ✓ select a performance date and time
- ✓ arrange for an accompanist if needed, and any assisting performers
- ✓ reserve venue (recital hall) for performance
- ✓ make arrangements for any special instrument or equipment transportation
- ✓ with your teacher, schedule hearing date and time with your committee
- ✓ prepare a typed draft of your program
- ✓ when approved for performance, give program to school secretary
- ✓ prepare a stage-setup diagram for the stage crew
- ✓ perform well!

**THE SCHOOL OF MUSIC  
UNIVERSITY OF LOUISIANA AT MONROE  
MONROE, LA 71209**

**TALENT GRANT AWARD ACCEPTANCE FORM**

To:

Date:

Social Security#: \_\_\_\_\_

I am pleased to advise you that you have been awarded a music talent grant in the amount of \$\_\_\_\_\_ for the period of appointment, \_\_\_\_\_ in the principal area(s) indicated below:

Choirs _____	Piano Accompanying _____
Orchestra _____	Marching and Concert Bands _____

Comments:

In addition to the principal area(s) above, the School of Music may require you to participate in other music performance activities. If you are not a music major, *you must take minor applied lessons on your major instrument or voice and must complete each semester of applied study with a minimum grade of C.*

In addition to the conditions mentioned above, scholarship offers are not valid unless the student:

1. Signs and returns this page to this office by the deadline date give below.
2. Completes the Admission Procedure through the Admissions office at ULM.
3. Complies with all policies and rules of the talent sponsor. Scholarships may be reduced or canceled and must be repaid on a prorated basis if a student fails to comply.
4. Maintains satisfactory academic progress: nine hours with a 1.5 GPA for the first semester of enrollment. After the first semester, all students will be required to maintain a "C" cumulative (2.0 GPA) and pass 24 hours for the academic year prior to renewal. Students must remain enrolled *in* the ensemble(s) assigned and be enrolled as full time students each semester (12 hours).
5. If these conditions are met, students may expect renewal for four years, subject to available funding.

In accepting this talent grant from The University of Louisiana at Monroe, you acknowledge a mutual commitment between you and the institution. Therefore, *you agree that you will not consider any other offer from an institutional member of the National Association of Schools of Music for the academic year stated above except with the express written consent of the Director, School of Music, The University of Louisiana at Monroe.*

If you desire additional financial aid, please contact the Financial Aid Office in order to secure the proper forms. Please sign and return the original by the deadline indicated below. Keep the student copy for your records. Should you have further questions, be sure to write directly to me. We are looking forward to having you as a student at ULM.

Sincerely,

Larry W. Edwards, Director  
School of Music

Deadline for Return \_\_\_\_\_

\_\_\_\_\_  
Countersigned  
(This agreement is valid only if countersigned by  
the person conducting audition)

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date Signed

NOTE: ALL UNIVERSITY SCHOLARSHIP AWARDS ARE CONTINGENT ON THE AVAILABILITY OF STATE AND UNIVERSITY FUNDS.

**TALENT GRANTS  
STANDARDS OF PROGRESS**

1. Awards will be made for the academic year; however, they will be deleted if students fail to meet the Minimum Standards of Progress--9 hours with a 1.5 GPA for first semester freshmen. After the first semester,

students are required to maintain a “C” cumulative average and complete 24 hours for the academic year. Students could lose scholarships because of disciplinary reasons or failure to meet any part of their contract or agreement. Students should be enrolled full-time each semester.

2. Incompletes (“I” Grades) must be made up and grade reports filed with the Financial Aid Office in order to have the scholarship reinstated. Remedial and developmental courses are counted in hours pursued and earned in calculating the GPA.
3. The Grant amount may be adjusted upon renewal based upon the student’s musical progress, his or her ensemble work, and availability of funds.

### **APPEALS TO ADVISOR**

1. Appeals may be made to an advisor for extenuating circumstances only. The sponsor makes a decision and forwards the documented information to the Director of Scholarships and recommends reinstatement.
2. Also, students may appeal and be reinstated if after 30 cumulative hours, should they fail to meet the standards of 12 hours and a C average. In order to be reinstated, a 2.5 cumulative average is necessary. This appeal can be used only once during the student’s college career.

### **NOTICE TO OUT-OF-STATE STUDENTS**

To qualify for an out-of-state tuition waiver, you must have a 2.5 GPA in all completed high school and college work, successfully complete an audition, and enroll as a full-time student at ULM.

If you have been awarded an out-of-state tuition waiver, you must earn at least 12 hours per semester and a minimum 2.0 GPA for renewal. This requirement applies to every semester, including first semester freshman year.

**Read enclosed requirements and please complete and return the enclosed application.**

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(Please sign acknowledging your awareness of this information.)