

RECITAL PROCEDURES (Rev. 1-20-2022)

Requirements

Students with a concentration in Music Performance are required to present a Junior (half) and Senior (full) Recital. Composition majors are required to produce a Half-recital of original music. Students with a concentration in Music Education are required to present a Senior Recital/Project, the requirements of which are to be determined by the studio instructor. Students performing a school sponsored recital must be enrolled for both applied credit and the appropriate junior (MUSC 3090) or senior (MUSC 4090) recital course with the studio professor, except in the case of MSED 4053, in which case only the recital course (MSED 4053) should be taken. Junior recitals consist of a minimum of twenty-five minutes of music and Senior recitals consist of a minimum of forty-five minutes of music. Content of the recital is determined by agreement of the student and professor. Voice and piano students are required to memorize their recital music except when participating in a chamber work. Wind, guitar, and percussion students may also be required to memorize pieces at the discretion of the studio professor.

Scheduling

Senior recitals may be scheduled Monday through Friday evenings. **Students requesting a time other than weekday evenings may petition the full-time music faculty and must have approval of the Recital Committee.** Junior recitals are typically scheduled for Tuesday or Thursday at 11:00 am. Normally, all student recitals will be held in the Emy-Lou Biedenharn Recital Hall. Special exceptions must have approval of the Director of the School of Visual and Performing Arts.

Recital hearings must be arranged and performed at least two weeks in advance of the scheduled recital date. All requests for Junior recital dates must begin with the Recital Hour Coordinator, who will schedule the recital date when it occurs during the 11:00am recital hour schedule. All requests for evening recital dates and times (outside of the 11:00am recital hour schedule) must be made with the VAPA Events Coordinator, along with all other scheduling that includes hearing and rehearsal dates and times. For more information, refer to the “Detailed Procedures for Student Recitals.”

Committees

Undergraduate recital committees consist of three faculty members. In forming the committee, the studio professor and student will select and secure tentative availability from three appropriate faculty members who would be willing to serve on the student’s recital committee.

Hearings

Recital hearings must be performed at least two weeks before the recital date. Exceptions to this requirement must be approved by the Director of the School of Visual and Performing Arts. At the hearing, the student will provide a typed draft copy of the program to each committee member, and the major professor will provide a Recital Hearing Form (obtained from the VAPA

office). Upon completion of the hearing, the committee may approve, disapprove, or approve conditionally the presentation of the recital. The studio professor will then 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 VAPA office.

Reserving the Recital Hall

All requests for use of VAPA facilities must be directed to VAPA Facilities and Events Coordinator. The student is entitled to adequate, but not excessive, rehearsal time in the recital venue prior to the performance.

Recital Request Form

As part of the recital scheduling process, the student and studio teacher must fill out completely the Music Program Recital Request Form, obtain the signature of the Recital Hour Coordinator (if scheduling on the 11:00am Recital Hour slot) and Director of the School of Visual and Performing Arts, and file that form with the Events Coordinator.

Programs

The student should take extreme care in preparing a draft of the printed recital program. Accuracy of dates should be verified and the program proof-read for correct grammar and spelling. **Following the successful recital hearing, the draft should be presented to the VAPA Administrative Assistant in the VAPA office (BIED105)** who will produce the finished program in accordance with the standard ULM Music Program format. The student and studio professor are responsible for proofreading the program before it is duplicated.

Evaluation

The studio professor will provide a Recital Grading Form to each Recital Committee member before the recital. This form is completed by the committee member and returned to the studio professor following the performance. The studio professor then places the forms and a copy of the recital program in the student's academic folder in the VAPA Office.

Detailed Procedures for Student Recitals

1. The Studio Professor and the Student select several possible dates for the **STUDENT HEARING** and **RECITAL**.
2. Studio Professor and Student select and secure tentative availability from three appropriate faculty members who would be willing to serve on the student's recital committee.
3. Studio Professor and Student meet **TOGETHER** with the **VAPA Events Coordinator*** to determine both the **HEARING** date and the pending **RECITAL** date and to initiate the **STUDENT RECITAL REQUEST**. (Professor and Student should be prepared with all student information needed as well as the list of committee members.)

Any requests for Recitals scheduled during the **RECITAL HOUR course time must obtain the approval of the faculty member in charge of the **Recital Hour** prior to meeting with the Events Coordinator. The **Recital Hour Faculty** member must sign the **Student Recital Request** form.*

4. The **Events Coordinator** will submit the completed and signed request to the **Director of the School of Visual and Performing Arts**.

5. The Events Coordinator will notify the Studio Professor and Recital Committee members of the approval for both the Hearing date and the pending Recital date, and of the selection of the Recital Committee members. **Any Recital Committee member who cannot attend either the Hearing or the Recital is responsible for securing an appropriate substitute and notifying the Professor and the Events Office.**

6. The Studio Professor is responsible for securing the appropriate Grading Forms for both the Hearing and the Recital from the VAPA office prior to each event.

7. The Studio Professor is responsible for collecting the signed grading forms from the Recital Committee and returning the forms to the VAPA Office for filing.

8. The Studio Professor should inform the Events Coordinator of the result of the **Hearing** who will record the judgment of the committee. If the status is “Delayed“ the pending Recital date will be released from the calendar. If the status is “Granted” the Recital date will be secured and the Events Office will inform the Recital Committee.

9. If the Status of the Hearing grants a Recital, the Professor should make sure that the student submits their program to the VAPA Administrative Assistant within 24 hours after the hearing. The program is part of the permanent file and should be complete with the following: order of the performance, composer identifications and biographies, translations and/or interpretations. and proper recognition of assisting musicians and recital personnel.

10. The Studio Professor may reserve and use the Recital Hall for Student rehearsals (depending on availability) with the Events Coordinator, with the expectation that **the Studio Professor will personally attend all rehearsals/sessions.**

11. All original paperwork related to a Student Recital becomes part of the student’s permanent record. It is ultimately the responsibility of the Studio Professor to check in the VAPA office to ensure that all paperwork has been placed in the student’s file.