**Degree Recital Timeline - Spring 2020**

**6-10 CLASS WEEKS** before desired recital date and before the registration deadline:

- Find all deadlines & eligible recital dates on the Degree Recital Scheduling Chart
- Email completed Recital Contract to Genevieve Beaulieu at gbeaulie@depaul.edu
  - Approval by applied teacher may be submitted via e-mail
- Once your contract is submitted, you will receive confirmation with specific deadlines

**6 CLASS WEEKS** before recital date - Classical recitals only:

- Recital program information and program notes due
  - [Google Doc template](#): Make a copy > Save as > “Last Name_Degree type”
  - Allow access for somrecitals@gmail.com to edit
  - Detailed instructions for texts, translations, and program notes are available [Here](#)
  - Fill in repertoire details and copy and paste for the number of pieces you are performing
  - Add program notes in step 4 for each piece on your recital
  - Failure to meet your program notes deadline will result in a recital grade reduction

**3 WEEKS** before recital date - Jazz recitals only:

- Recital program information due
  - [Google Doc template](#): Make a copy > Save as > “Last Name_Degree type”
  - Allow access for somrecitals@gmail.com to edit
  - Fill in repertoire details and copy and paste for the number of pieces you are performing

**3 WEEKS** before recital date - all recitals:

- You and your applied teacher will receive an e-mail with a program draft
  - Respond with any edits.
- *Optional* Submit a headshot to somrecitals@gmail.com for advertising your recital

**2 DAYS** before recital date:

- Both teacher and student must submit their approval of the program via e-mail at least two days before recital

**Special Notes:**

- When campus reopens, we will work to give any student who wishes to return and give a recital in a hall the opportunity to do so. Students who wish to present an on-campus recital will still need to work with their applied faculty to satisfy the recital requirement remotely during the spring quarter so the recital grade can be entered by the spring grade deadline.
- The School of Music is happy to advertise a livestream link of your recital. Please contact Genevieve Beaulieu and Janice Hay if you would like your livestream posted on our website and social media pages at least one week before your performance.
- Four copies of your recital programs will be printed and sent to you for your records when campus reopens.
**Contact Information**

Coordinator of Performance Services: **Genevieve Beaulieu** - 773.325.1298 - somrecitals@gmail.com; gbeaulie@depaul.edu
- Schedules Spring Quarter 2020 recitals, designs recital programs

Program Notes Coordinator: **Jason Moy** - jmoy12@depaul.edu
- Reads and grades program notes for student recitals

Performance Chair: **Harry Silverstein** - hsilvers@depaul.edu
- Instructor of record for Applied Music Recitals

Director of Marketing and Communications: **Janice Hay** - janice.hay@depaul.edu
- Updates website and social media pages, advertises student recitals

**Important Deadlines**

**Spring Quarter Degree Recital Registration**
- Opens: TUESDAY, JANUARY 21, 2020
- Closes: FRIDAY, APRIL 3, 2020

**Types of Degree Recitals**

- There are four types of degree recitals: **Junior, Senior, Graduate, and Certificate**
- Junior and any first year Graduate or Certificate degree recitals may be delayed until Fall 2020 without penalty
- While Graduate and Certificate students are often required to perform a certain number of recitals per year by their applied teacher, only one of those recitals counts as the official degree recital
  - Only one recital is registered, graded, and requires program notes
  - Degree recitals typically take place in the last year of your degree program
  - Discuss with your teacher to make sure you sign up for a degree recital at the correct time

**Recital Course Credit Registration**

- The **Student Recital Contract** will function as your recital credit registration form AND your scheduling form
- If you miss the course registration deadline set by the university for the quarter you wish to give your recital, you will not be able to schedule your recital
- After scheduling your recital date, your contract is submitted to the College Office for credit registration
  - Undergraduate students who began their program before Fall 2018 should be enrolled for 0 credits
  - Undergraduate students who began their program Fall 2018 or later should be enrolled for 2 credits
  - Graduate students should enroll for 0 credits
  - The College Office registers degree recital credits for you
Grading Policy for Applied Music Degree Recitals - Classical Only

• Program notes are 25% of the total recital grade and the performance is 75%
  - For each day that notes are late, the student loses 5% of the 25% program notes grade
  - If five days late, the student will receive a 0 for program notes
  - Students who neglect to turn in program notes will receive a 0
  - If your program notes are submitted more than 5 days late, Professor Moy will determine if there is enough time to proofread the notes and include them in the program
  - Because of the high volume of program notes during Spring Quarter, any student that violates the University’s Academic Integrity policy by intentionally plagiarizing will be automatically failed
  - Your applied teacher will issue the performance grade and Professor Moy will issue the program notes grade. Everything is submitted to Professor Silverstein, who records transcript grades

The letter grade breakdown is as follows:
- 100%: A
- 95%: A –
- 90%: B+
- 85%: B
- 80%: B –
- 75%: C
- 70%: C –
- 65%: F

Speaking to Your Audience - Jazz Only

Written program notes will not generally be required of Jazz Studies students, as the tradition of presenting information verbally from the stage is a learning experience. Therefore, students will be expected to present program information and introduce members of the groups verbally, as they would in professional jazz concerts and events. Individual applied instructors may require written notes. Please notify Genevieve Beaulieu if you need to include program notes.

The letter grade breakdown is as follows:
- 100%: A
- 95%: A –
- 90%: B+
- 85%: B
- 80%: B –
- 75%: C
- 70%: C –
- 65%: F

Cancellation Policy

• We ask that you perform on your recital date as best possible during Spring Quarter 2020, but we are happy to be flexible as needed. In the event you must reschedule, please contact Prof. Silverstein, Genevieve Beaulieu, and your applied faculty as soon as possible.
• Unexcused cancellations may impact your final Applied Lesson grade