

Master of Music Degree  
Graduate Recital Form and Checklist

NAME / WIN \_\_\_\_\_ INSTRUMENT/  
VOICE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

\* **RECITAL** **Graduate Committee Signatures**

Date \_\_\_\_\_

Time \_\_\_\_\_

Place \_\_\_\_\_

**Approval of Coordinator of Graduate Studies** \_\_\_\_\_

\* **ORAL EXAMINATION** **Graduate Committee Signatures**

Official/original recital recording must be presented at oral examination.

Date \_\_\_\_\_

Time \_\_\_\_\_

Place \_\_\_\_\_

**Approval of Coordinator of Graduate Studies** \_\_\_\_\_

\* **HEARING** **Graduate Committee Signatures**

Recital program to be approved by committee before hearing. Draft of program notes must be presented for committee approval/revision at the time of the hearing.

Date \_\_\_\_\_

Time \_\_\_\_\_

Place \_\_\_\_\_

\* Secure faculty committee and Graduate Coordinator signatures after recital, orals, and hearing have been scheduled. The entire faculty committee must attend each of the above MUS 6900 events. The Graduate Coordinator or designate will attend the recital and the oral examination.

## Graduate Recital Checklist (MUS 6900)

- \_\_\_\_\_ 1. Obtain this form from the Graduate Advising Office or online. Complete the name, address, telephone, and email section and have your applied instructor sign below indicating you have approval to schedule your MUS 6900 Graduate Recital.

Applied Instructor Signature \_\_\_\_\_

- \_\_\_\_\_ 2. Consult the Coordinator of Graduate Studies regarding the selection of your graduate committee. The committee must consist of a chairperson (usually your applied instructor) and two other faculty members (one within your major area and one from the Graduate Faculty of the Academic Area). Have the Graduate Coordinator sign below indicating that you have permission to schedule your MUS 6900 Graduate Recital.

Graduate Coordinator Signature \_\_\_\_\_

- \_\_\_\_\_ 3. Determine a recital date with the Concerts Office (2150 Dalton Center).
- \_\_\_\_\_ 4. After determination and approval of your recital date, schedule an oral examination date and a recital hearing date with your graduate committee. The orals must be scheduled no later than two weeks following the recital. You must schedule a room for your oral exam with Joan Bynum. The recital hearing must be at least two weeks prior to the recital date. Failure to maintain these timelines will be reason to cancel the recital date.
- \_\_\_\_\_ 5. When all dates have been set, have all committee members and the Coordinator of Graduate Studies sign this form.
- \_\_\_\_\_ 6. Return this form to the Graduate Advising Office. A copy will be made for your file, and the original will be returned to you. Only at this point will you be allowed to register for MUS 6900.
- \_\_\_\_\_ 7. One month prior to your recital pick up the following forms from the Concerts Office: 1) **Student Recital Details** and 2) **Recital Recording Request**. These should be self-explanatory.
- \_\_\_\_\_ 8. Prior to your hearing make certain that all committee members approve of your recital program. Also, remember that your *program notes* must be presented at the time of the hearing for committee approval or revision.
- \_\_\_\_\_ 9. Bring this form to the Concerts Office. Bring with you a typed or printed copy of your program information following the format shown on the **Student Recital Details** sheet.
- \_\_\_\_\_ 10. At least two weeks before your recital complete the **Recital Recording Request** form and a check payable to "Western Sound Studios" covering the cost of your recording and deliver both to the Western Sound Studios (WSS) office (DC 2118) or leave both in the School of Music Office to be placed in the WSS mailbox.
- \_\_\_\_\_ 11. At least two weeks before your oral exam consult with each member of your graduate recital committee regarding your preparation for the oral exam. You may also examine previous oral exam questions in the Music Office.
- \_\_\_\_\_ 12. At your oral exam present to the committee the audio recital tape for placement in the Music and Dance Library. You will not receive a grade for MUS 6900 until this recording has been provided.