Western Michigan University School of Music
MUS 6900 Graduate Recital Form and Checklist Rev 9/14

NAME/WIN_____

PERFORMANCE AREA_____

* **RECITAL**	**Graduate Committee – Names (printed) and Signatures**
Date _____	1) _____(Chair)
Time _____	2) _____ (Acad. Area)
Place _____	3) _____

Approval of *Coordinator of Graduate Studies* _____

* **HEARING** *(before recital)*	**Graduate Committee Signatures**
Date _____	1) _____ (Chair)
Time _____	2) _____ (Acad. Area)
Place _____	3) _____

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.

* **ORAL EXAMINATION** (after recital)	**Graduate Committee Signatures**
Date _____	1) _____ (Chair)
Time _____	2) _____ (Acad. Area)
Place _____	3) _____
	4) _____ *(Cognate)*

If one of the three primary committee members is also representing the cognate, they should sign twice. Official/original recital recording must be presented at oral examination.

Approval of *Coordinator of Graduate Studies:* _____

* Secure signatures of the faculty committee and the Graduate Coordinator after the recital is scheduled, and again after the hearing and oral examination are scheduled. All three primary faculty committee members must attend each of the above MUS 6900 events. If the Cognate Representative is a fourth member, he/she only needs to attend the Oral Examination. The Graduate Coordinator or designate may attend the recital and the oral examination.

Graduate Recital Checklist (MUS 6900) Rev. 9/14

NOTE: To ensure timely registration, this process should start the ***semester before*** your recital.

_____1. Consult the Coordinator of Graduate Studies regarding the selection of your graduate recital 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). Your cognate area must also be represented. Have the Graduate Coordinator sign below indicating that you have permission to schedule your MUS 6900 Graduate Recital.

Graduate Coordinator Signature: _____

_____2. Have your applied instructor sign below indicating you have approval to schedule your MUS 6900 Recital.

Applied Instructor Signature: _____

_____3. Get commitments from graduate recital committee members, and possible recital dates, as well as dates they wouldn't available to attend your recital. If there are no common dates, contact other committee members.

_____4. Using the possible recital dates from your committee, schedule a recital date with Kevin West in the Concerts Office (2150 Dalton Center).

_____5. Secure signatures from your committee approving the recital time and date. Turn in the form to the Graduate Coordinator - a copy will be made for your file, and the original will be returned to you. The office will register you for MUS 6900. If you are able to set dates for the hearing and oral examination, you should also get faculty signatures for these, and you may proceed to step #7.

_____6. Schedule an oral examination date and a recital hearing date with your graduate recital committee. The recital hearing must be at least two weeks prior to the recital date, and the oral exam must be scheduled no later than two weeks following the recital. Failure to maintain these timelines will be reason to cancel the recital date. Contact the Advising Assistant to schedule a room for your oral exam. Secure signatures from your committee approving both the hearing date and the oral examination date.

_____7. Turn in the completed form to the Graduate Coordinator, which will be kept on file in the Music Office. Any changes in these dates should immediately be reported to the Graduate Advising Office.

_____8. One month prior to your recital the following forms will be emailed to you from the Concerts Office: (1) "Student Recital Details" and (2) "Recital Recording Request". These should be self-explanatory.

_____9. Prior to your hearing make certain that all graduate recital 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.

_____10. After approval of your recital, make arrangements with the Concerts Office for a dress rehearsal in the appropriate hall. Solo piano recitals may schedule two rehearsals.

_____11. Email a copy of your program information to the Concerts Office as directed in the "Student Recital Details".

_____12. 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. **Any exceptions to this procedure must be approved by the Coordinator of Graduate Studies.**

_____13. 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 contact the Advising Office to examine previous oral exam questions.

_____14. At your oral exam present to your committee the original WSS recital CD for placement in the Music and Dance Library. You will not receive a grade for MUS 6900 until this recording has been provided.