



DEPAUL UNIVERSITY

SCHOOL OF MUSIC

Jazz Degree Recitals

Important information on pages 1-2, detailed timeline on pages 3-4

Facilities Manager: **Julia Miller** – jmill170@depaul.edu – HPC C139

Primary point of contact for recital scheduling

Performance Coordinator: **Ava Neal** – aneal10@depaul.edu – SOM 212

Primary point of contact for recital programs and design

Production Office: **Michael Sportiello & Payton Kaye** – somproduction@depaul.edu – HPC C139

Primary points of contact for stage and tech needs for recital

Program Notes Coordinator: **Jason Moy** – jmoy12@epaul.edu

Reads, edits, and grades program notes for student recitals

Performance Chair: **Michael Lewanski** – mlewansk@depaul.edu

Instructor of Record for Applied Music Recitals; submits all degree recital grades

Important Deadlines

Fall Quarter Degree Recital Registration

Opens: Monday, August 10, 2026

Closes: Tuesday, September 15, 2026

Winter Quarter Degree Recital Registration

Opens: Thursday, October 26, 2026

Closes: Friday, January 10, 2027

Spring Quarter Degree Recital Registration

Opens: Monday, January 18, 2027

Closes: Sunday, April 4, 2027

Types of Degree Recitals

- There are three types of degree recitals: **Junior, Senior, and Graduate**.
 - Graduate students are required to present a degree recital each of their two years in residence.

Recital Course Credit Registration

- Following successful approval of your [Recital Request Form](#), you will receive a booking confirmation email – this will function as your recital credit registration 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 date for that quarter.

- The College Office will be copied on your booking confirmation email for credit registration:
 - Undergraduate students will be enrolled for 2 credits.
 - Graduate students will be enrolled for 0 credits.
- ***You cannot enroll yourself for Degree Recitals.***

Locations, Times, and Durations of Recitals

Jazz Studies Recitals will be given priority to use the Dempsey Corboy Jazz Hall, adhering to the following schedules:

Monday – Friday	6:30 PM
Saturday	2:30 PM, 6:30 PM
Sunday	2:30 PM, 6:30 PM

Your recital, including an optional 10-minute intermission, may not exceed 75 minutes.

Recitals may not take place on university holidays, during exam weeks, or over winter, spring, or summer class breaks.

Speaking to Your Audience

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.

Grading Policy for Applied Music Degree Recitals

Your applied teacher will issue the performance grade. It is then submitted to Prof. Lewanski, who records transcript grades.

The letter grade breakdown is as follows:

93-100%:	A
90-92%:	A-
87-89%:	B+
83-86%:	B
80-82%:	B-
77-79%:	C+
73-76%:	C
70-72%:	C-
67-69%:	D+
60-66%:	D
0-59%:	F

Cancellation Policy

General Principals

- Cancellations must be decided upon in consultation with the student in question, the student's applied lessons faculty, and the Chair of Performance Studies, Prof. Lewanski.
- Please reply all to your recital confirmation email or fill out the [Recital Cancellation Form](#) as soon as possible in the event of a cancellation – at least 48 hours prior to the recital's scheduled time, except in case of emergency.
- Except in the case of an extreme emergency, a no-show at a recital without appropriate notification of cancellation will result in a failing grade.

If you need to cancel your recital during week 7 or before of the relevant quarter, please follow this procedure:

- Consult with your applied lesson faculty and Prof. Lewanski
- Withdraw from the class
- Reply all to your recital confirmation email or fill out the [Recital Cancellation Form](#)

If you need to cancel your recital during week 8 or after of the relevant quarter, please follow this procedure:

- Consult with your applied lesson faculty and Prof. Lewanski
- Fill out the [Incomplete Request Form](#)
- Reply all to your recital confirmation email or fill out the [Recital Cancellation Form](#)

Timeline for Booking your Recital and Program Information

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

- Confer with ASIMUT, your applied lessons teacher, accompanist, assisting performers, and family to identify possible recital dates and times.
- Look at the [Degree Recital Scheduling Chart](#) to see when your booking window opens.
- Submit a [Recital Request Form](#).
- Your applied lessons teacher will be sent an email asking for approval.

Once approved by the Facilities Manager and your applied lessons teacher, you will receive a booking confirmation email.

4 CLASS WEEKS before the recital date (IF your instructor requires program notes):

- Submit the Recital [Program and Production Form](#).
- [See here](#) for help and information on program notes.
- If required, add program notes 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 (IF your instructor does not require program notes):

- Submit the Recital [Program and Production Form](#).

Optional: Email a headshot to your Janice Hay (janice.hay@depaul.edu) to advertise your recital.

Optional: Book your dress rehearsal through ASIMUT ([see this tutorial for information help](#)).

- The booking window is 3-1 weeks ahead of your preferred dress rehearsal date.
- Harpsichord will not be available for dress rehearsals. You should utilize the Baroque Room (C127) to rehearse with harpsichord. These instruments will be moved to the hall 1 hour prior to your performance

2 WEEKS before recital date:

You and your applied teacher will be emailed a draft of your program. Both applied faculty and student should respond with any additional edits and/or approval to print.

1 WEEK before recital date:

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

PROGRAMS CANNOT BE PRINTED IF YOU MISS THIS DEADLINE

1-2 DAYS before recital date:

Show Advance will be created by the Production office, emailed to you. Please review and contact somproduction@depaul.edu right away if any information is incorrect.

RECITAL DAY:

- You will have access to the performance hall 60 minutes before your recital.
- Doors will open no later than 10 minutes before your recital start time.
- Ushers will bring your recital program to hand out to audience members.
- Students wishing to have receptions following their recital may utilize the HPC Café or Music North Student Lounge on a first come, first served basis. Venue staff cannot provide a table for your reception and no alcoholic beverages may be served.