



DEPAUL UNIVERSITY

SCHOOL OF MUSIC

Classical Degree Recitals

Important information on pages 1-3, 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: Thursday, May 1, 2025

Closes: Tuesday, September 16, 2025

Winter Quarter Degree Recital Registration

Opens: Thursday, October 16, 2025

Closes: Friday, January 9, 2026

Spring Quarter Degree Recital Registration

Opens: Thursday, February 5, 2026

Closes: Monday, April 6, 2026

Types of Degree Recitals

- There are four types of degree recitals: **Junior, Senior, Graduate, and Certificate.**
- With your applied teacher's consent, Junior recitals may be a joint recital with one other student.
- 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 complete a contract for a degree recital in the correct quarter.

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 and Certificate students will be enrolled for 0 credits.
- ***You cannot enroll yourself for Degree Recitals.***

Locations, Times, and Durations of Recitals

Classical recitals are held in Allen Recital Hall or Brennan Recital Hall, and will be booked adhering to the following schedule:

Monday – Friday	7:00 PM
Saturday	1:00 PM, 4:00 PM, 7:00 PM
Sunday	1:00 PM, 4:00 PM, 7:00 PM

If you are having trouble finding a time that works for all parties in the recital hall, email Julia Miller (jmill170@depaul.edu) to inquire about other options.

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.

Grading Policy for Applied Music Degree Recitals

Program notes are 25% of the total recital grade and the performance is 75%.

- Plagiarized program notes will receive a 0.
- Program notes will be graded according to the [Degree Recital Program Notes Rubric: 2025-26 Academic Year](#).
- Program notes submitted more than 6 days late will automatically receive a 0. If your program notes are submitted more than 6 days late, Prof. Moy will determine if there is enough time to proofread the notes and include them in your printed program. Students that neglect to turn in program notes will also receive a 0.
- Your applied teacher will issue the performance grade and Professor Moy will issue the program notes grade. Everything 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:

Recital program and program notes due – submit the [Recital Program and Production Form](#).

- [See here](#) for help and information on program notes. Total program notes should be between 400-1000 words
- Add program notes for each piece on your recital
- Failure to meet your program notes deadline will result in a recital grade reduction
- Use the Text & Translations Template options as necessary for your program

3 WEEKS before recital date:

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 and 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.
- **Classical Piano students booking a dress rehearsal in Allen:** reach out to Julia Miller **at least 1 week in advance** to ensure the Hamburg can be available for your dress rehearsal. *Please note, Classical Piano students may only use the Hamburg for rehearsals and recordings 2 hours per quarter.*

2 WEEKS before recital date:

You and your applied teacher will be emailed a draft of your program with edits made by Prof. Moy. 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.
- You will be given the green room backstage to safely store your belongings.
- 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.