



ENROLLMENT AND FEES: Last day to add

- Students should enroll for MUS 5720 for Graduate Recital (MM – Performance), MUS 5620 Lecture Recital (MM – Music Education), MUS 5120 for Graduate Elective Recital, or MUS 4720: 2 credit hours for a BM Senior Recital; 1 credit hour for a Graduate Elective Recital, Junior Recital, Half Recital, or the BM – Music Business Senior Recital.
- Student recitals are given under the supervision of the student's major professor. Students giving recitals must be enrolled in private lessons or an appropriate chamber music course.

SCHEDULING: Required degree recital & organ, piano, and percussion non-degree recital: the last day of classes in the semester prior. Other non-degree recitals: the end of the fourth full week of classes in the semester the recital is given

- **Required degree recital in Magale & non-degree recital in Magale for organ, piano, and percussion students:**
All students who plan to give a required degree recital and all organ, piano, and percussion students wishing to give a non-degree recital must submit the [Recital Request Form](#) to Dr. Hsieh by the last day of classes in the semester PRIOR to the semester in which the recital will be planned. Students must check with student's major professor or Dr. Hsieh for the recital available dates.
- **All other non-degree recitals in the ballroom in Varnado Hall:**
Those students wishing to give a non-degree recital must submit via email the digital [Varnado Non-Degree Recital Form](#) to Prof. David Steele by the end of the fourth full week of classes in the semester the recital will be given.
- If a student wishes to give a recital early in the next semester, he/she may submit the request any time within the previous semester. **Students will list 3 different dates/times of availability, in order of preference.** Priority will be given to graduate degree recitals, then senior degree recitals, then non-degree (for credit) graduate or senior recitals, then junior recitals.
- Recitals may be given, pending hall availability, on a date when classes are in session (or a weekend between class session dates) at the following times: 5:30 p.m. weekdays; 12:30, 3:00, or 5:30 p.m. Sat/Sun; and graduate students have the additional option of 7:30 p.m. any night.
- Obtain the necessary approval signatures and return or email the form to Dr. Hsieh for the final signature (required for all recitals).



Northwestern State University of Louisiana

Student Recital Policy and Procedures

COLLABORATIVE PIANIST: Same as scheduling

- It is the student's responsibility to secure a pianist before submitting the Recital Request Form. Student must pay this pianist, at a mutually agreeable rate and by the due date. This will often depend on the difficulty of your music. Students who fail to pay will result in a grade of "I" of MUS 5720, MUS 5620, MUS 5120, or MUS 4720.
- Read the [NSU Collaborative Pianist Policies](#) before hiring a pianist.

AUDIO/VIDEO RECORDING SERVICES: Required degree recital: 2 weeks prior to the recital preview hearing only for students who request on-stage audio/video equipment setup

- NSU provides audio recording, video recording, and live-streaming services for all required degree recitals in Magale. Students have the option to select any of these services when they submit the Recital Request Form.
- For any required degree recital that needs on-stage audio/video equipment setup (e.g. projector or PA system), please print and complete a [Recording/Audio Visual Service Request Form](#) and email it to Dr. Kuroda at kurodam@nsula.edu 2 weeks prior to the recital preview hearing.
- Students presenting non-degree recitals in Varnado Ballroom are responsible for their own recording and live streaming. Copyright laws and policies must be observed.

PROGRAM: 1 week prior to the recital preview hearing

- Complete the recital program using the [Recital Program Template](#) and [recital program samples](#).
- Students should submit their program to student's major professor for approval one week before the recital preview hearing. Student's major professor will proofread, make corrections as necessary.
- Bring 3 recital programs to the recital preview hearing.
- Students who plan to livestream the recital must upload a final pdf version to the CONCERT PROGRAM CAPA LIVESTREAM folder on <https://capa.nsula.edu/livestream/>
- Original programs are to be entered into electronic file by studio teacher.



RECITAL PREVIEW: 2 weeks prior to the recital

- Students giving a recital must arrange for a preview hearing. This includes solo and chamber recitals, and chamber groups that are comprised entirely of students. All pieces must be presented during the hearing, including chamber works. **This recital preview hearing must take place at least 14 days prior to the recital date.**
- A minimum of three faculty members (for degree recitals) and two faculty members (for non-degree recitals), including the major professor, will attend the hearing, and will determine if the recital is prepared. If the panel determines that the recital is not prepared, the recital must be rescheduled. If the recital is not rescheduled before the end of the semester, a grade of “I” will appear as the official grade. Grades of “I” (Incomplete) become an “F” if not cleared within 60 days of the end of the semester.
- All pieces that will be performed during the recital must be presented for a hearing. This includes chamber pieces.
- Bring three [Recital Preview Forms](#) and the recital programs to the committee. Attach the three Recital Preview Forms with signatures and an indication of Pass/No Pass.
- If the recital needs to be rescheduled as the result of recital preview, email Dr. Hsieh immediately.

RECITAL: The big day!

- Student recitals are not allowed to begin early or to last more than 90 minutes.
- For degree recitals, three faculty members, including the studio teacher, should be in attendance. Student’s Studio teacher will bring the [Recital Grade Forms](#) to the committee members. If a faculty member cannot be in attendance, they may report a grade based on an audio or video recording, no later than one week after the date of the recital.
- Students and sponsoring faculty should ensure that the Recital Hall is clean and secure (check all doors) after the recital, with stage cleared and lights turned off!



**RECITAL COMMITTEE FORMS (for credit recitals only): 1 week
post-recital**

- The student's major professor will collect Recital Grade Forms from faculty members and submit the grade for the recital. Recital Preview Forms and Recital Grade Forms should be deposited in the student's permanent records file in the CAPA office.

CANCEL/RESCHEDULE

- If canceling a student recital, the student's major professor should send an email to Dr. Hsieh indicating their approval.
- If a student's recital is canceled due to a campus closure or medical emergency, the student should contact Dr. Hsieh immediately to reschedule.