I. RESERVATION WINDOWS
Recital scheduling will occur during specific calendar windows. There will be two scheduling windows for each semester: an early scheduling window occurring the previous semester and a later scheduling window occurring the same semester as the recital. Students may schedule during either window, but may not schedule outside of the windows (with the exception of incoming fall DMA students and students with special circumstances approved in writing by the Assistant Director of the School of Music).

A. Fall Semester Recitals will be booked as follows:
First Scheduling Window: March 15 through May 1
Second Scheduling Window: August 1 through October 15*
*Incoming DMA students may book a fall semester recital from August 1 through November 1.

B. Spring Semester Recitals will be booked as follows:
First Scheduling Window: November 1 through December 1
Second Scheduling Window: January 3 through March 1

C. Summer Recitals will be booked as follows:
First Scheduling Window: March 15 through May 1
Second Scheduling Window: June 1 through June 30

D. Reservation Window Policies:
All fall and spring recitals are to be scheduled within the calendar windows, but no fewer than 6 weeks prior to the recital date. All summer recitals are to be scheduled within the calendar windows, but no fewer than 3 weeks prior to the recital date.
Recital scheduling will occur only during the open calendar windows.

II. RESERVING A RECITAL DATE

A. Requires the submission of an online scheduling form, as well as a printed scheduling form that includes the signatures of the applied instructor and grading committee.

B. Date will be held for 7 days for applied teacher and grading committee to sign the printed form and confirm the date (email responses are acceptable). If all graders have not responded within 7 days, the date is released. Students should discuss the proposed date with all graders prior to requesting a recital date.

C. School of Music staff will NOT place reminder calls or send reminder emails to students or grading committee members.
III. CONFIRMATION OF RECITAL DATE
Following responses from all graders, an email confirmation to student, applied teacher, grading committee, and recital group (A/V staff, PR staff, etc.) will occur within 48-72 hours.

IV. FEES/CANCELLATIONS/CHANGES
A. A standard recital staffing fee of $60 is charged at the time of confirmed scheduling to cover administrative costs and staff support, including recording. Cancellations will result in the forfeiture of the fee. Students may petition for a waiver of this policy in the case of extenuating circumstances beyond their control.

B. Cancellation requests must include the signature of the student’s applied teacher (email is acceptable).

C. Email confirmation of the cancellation will be sent to student, applied teacher, and recital group 48-72 hours after the cancellation request has been submitted.

D. Students will be responsible for notifying all other members of the recital grading committee of a recital cancellation immediately after the cancellation has been confirmed, preferably via email.

E. In the case of a change to a confirmed recital date, cancellation policies apply. Students must reschedule recitals in accordance with SOM scheduling policies (i.e. within the open calendar windows, with at least 6 weeks’ notice.).

V. GRADES
A. Because of the large number of recital grades to be posted in any given semester, recital grades are to be submitted no later than two weeks after a recital occurs. Students are responsible for providing recital recordings immediately to graders who are unable to attend the recital. Failure to provide recordings promptly will not be a reason to delay posting of a grade of Incomplete (see B., below).

B. Unsubmitted grades will result in an Incomplete for the student. Students are responsible for communicating with all recital graders regarding the need to submit grades for removal of an Incomplete.

C. Staff will provide one reminder only to faculty committee members regarding grade submission.