

School of Music Undergraduate Credit Recital Policy

September 2024

Credit Recitals at Brandon University School of Music are curricular components which are designed to develop students' professional performance skills. In addition, credit recitals are designed to develop those skills of preparation, organization and promotion associated with professional performance.

1. Brandon University students who have registered, or wish to register, for a Credit Recital should be aware of the following requirements and procedures:
 - a. Registration is limited to students who have been admitted to the Performance Degree Program or, if registered in a different School of Music degree program, those who have been given permission on the recommendation of their Applied Jury in the semester-end jury prior to their intended registration.
 - b. A recital date and venue should be scheduled in consultation with the student's teacher and with the School of Music Office. Students are encouraged to plan and make arrangements with the Music Office as far in advance as possible and **no later than 5 weeks before the date selected for the recital.**
Note: *Recitals may not be scheduled later than the end of the examination period in any term and some recital dates and times may be restricted due to the availability of faculty jurors.*
 - c. Recital dates, once confirmed by the Music Office, are fixed. Students may change their recital dates only for reasons related to emergent health issues or emergent family situations arising in their lives or the lives of recital collaborators. The submission of verifying documentation (i.e. a note from a medical professional) may be required on a case-by-case basis. In these cases, this confidential documentation will be submitted to the Music Office and kept on file in a secure location.
 - d. Recital Length: Normal length will be approximately 45-50 minutes of music.
 - e. Any repertoire changes must be approved by the Applied Instructor, jurors, and Department Chair not later than **two weeks prior to the recital.**
 - f. The complete recital program, including repertoire, names of collaborating artists, and other program information must be submitted to the Music Office **at least two weeks prior to the recital.**
 - g. Credit recitals will be recorded for archival purposes. **Note:** Students wishing to request a video or higher quality audio recording can submit a recording request to bumusicoffice@brandonu.ca. Requests must be received **at least four weeks before the date of the recital.**
 - h. The Music Office will arrange for a Backstage assistant for student recitals.

Process

- a. **At least 5 weeks before the intended date of a recital**, a Credit Recital Form must be submitted to the School of Music Office. The form must be signed by the student, jurors, teacher and Chair of the Performance Department, and must include the intended repertoire and timings.
- b. The form must be signed by the Applied Instructor, the student, the second juror (or jurors, in those rare instances when the applied instructor is not serving as a juror), a member of the Music Office Staff, and the Chair of the Applied Department.
- c. The Credit Recital form will include the intended repertoire and timings.
- d. Juror signatures on the Credit Recital Form will be obtained by the student.
- e. Jurors will normally be recommended by the Applied Instructor. If the Applied Instructor is uncertain in recommending jurors, this role will be delegated to the Applied Department Chair or Area Coordinator.

- f. Contract Academic Staff normally serve as jurors for their own students. They do not normally serve as jurors for other students. Special circumstances must be approved by the Dean or designate.
- g. Normally, students will be provided with confirmation of their proposed recital date within two weeks of submitting their Credit Recital Forms. Recital dates and times may be restricted due to the availability of faculty jurors and/or venue.

Procedures

1. Students should register for 65:303, 65:403, 65:413, or 65:415 in the term prior to their intended performance. Under no circumstances will registration for credit recitals be permitted after the “last date for registration” as stated in the General calendar. In addition, all dates and procedures listed in the Calendar regarding withdrawal, uncompleted work, non-payment of fees, etc., apply to credit recitals.
2. All course registrations for credit recitals require approval of the Chair of the Performance department or relevant Area Coordinator.
3. As soon as possible, and no later than five weeks prior to the proposed recital date, the student, with approval from their teacher, secures a date and time through the Office. At the same time, the student submits the Credit Recital Form, signed by the student’s teacher and juror, to the Chair of the Performance Department.
4. Information on the Credit Recital Form will be used to create a Recital Program. Any changes to the submitted program must be approved by the instructor and juror and submitted to the Music Office **no later than two weeks prior to the credit recital**.
5. Information on Credit Recital Forms will be used to hire the backstage assistant(s) and arrange any required piano maintenance and/or moving.
6. Students are responsible for picking up their programs from the Music Office during regular business hours (Monday to Friday - 8:30 a.m. to 4:30 p.m.).
7. The Music Office will notify the student, Applied Faculty member, and Area Coordinator of the backstage assistants(s), the recording technician (if applicable), and their contact information.
8. In situations when a student must reschedule a credit recital (see #7 in the credit recital policy), students are to give as much notice to the Music Office as possible. The Music Department, while maintaining privacy, will communicate the changes to the Department Chair, Applied Instructor and Jurors.
9. In emergent situations that result in recitals being scheduled outside the regular academic year (Fall & Winter semesters), it is understood that the Music Office will do its best to provide backstage and recording assistance but cannot guarantee its ability to staff all events.

Recital Procedures for Graduate Music Students

- Please visit [this](#) page for Graduate Recital Procedures.