

# GRADUATE RECITAL REVIEW FORM



Student Name:

Degree:  Master of Music (MM)  Doctor of Musical Arts (DMA)  Doctor of Philosophy (PhD)

Recital Date:

Location:

Time:

Recital Type:

## Supervisory Committee Recital Grades and Signatures

*Form signatures will be obtained via DocuSign.*

_____	_____	_____
(Chair or Instructor Name)	(signature)	(grade)
_____	_____	_____
(SC Member Name)	(signature)	(grade)
_____	_____	_____
(SC Member Name)	(signature)	(grade)
_____	_____	_____
(SC Member Name)*	(signature)	(grade)
_____	_____	_____
(SC Member Name)*	(signature)	(grade)

*\*list only if applicable*

## Final Recital Grade:

**Final Recital grade weighting: 2/3 instructor, 1/3 supervisory committee. B- or better= approved.**

### Required Procedure & Timeline

1. Within 24 business hours after the recital, the Chair of the Supervisory Committee will solicit comments and a recital grade from each Committee Member by email. The email should inform the Committee members of the Chair's intention to circulate either a summarized version or a verbatim (either attributed or unattributed) version of the comments. NOTE: The grade of B- is the lowest passing grade that can be given on a recital.

A. If all Committee members assign a passing grade of "B" or better and no serious areas of concern are identified, the Chair will send the summarized comments or the verbatim (either attributed or unattributed) version of the comments to the Graduate Administrative Assistant (GAA) for circulation, and the GAA then will send the comments, along with the Graduate Recital Review Form, via DocuSign, to obtain grades and signatures.

B. If there is one or more grades of B- or lower, a meeting must be called to discuss the recital before the Review Form is circulated.

C. In case of serious concerns which are identified despite unanimous passing grades, a meeting may be called by the Supervisory Committee Chair before the Review Form is circulated.

2. The signing process must be completed within 2 weeks of the recital.