

## STUDENT PROGRAMS

All students are required to provide a program of their graduate recital to the College of Music per NASM (National Association of Schools of Music) guidelines.

Students are required to prepare and present a program in the MSU format shown in the provided attachment at his/her pre-recital hearing. At the time of the pre-recital hearing, applied faculty will proof the program and suggest corrections/changes.

Following the hearing, students have the option of submitting the corrected program by hard copy or email (as a Word attachment), to the front office at [programs@music.msu.edu](mailto:programs@music.msu.edu) at least 14 days before the scheduled recital. The front office will copy recital programs submitted after the 14-day deadline only if the program is submitted as a “copy-ready” format submitted electronically.

Alternatively, students can prepare and copy their own programs and assume the associated costs. It is suggested that students submit their programs to the front office as soon as possible after their hearing to allow maximum time for formatting and copying.

Attached is an example of a student program established by the faculty of the College of Music. Fonts, punctuation, capitalization, spacing, format, etc. are correct (note-opus can be either capitalized or not, your choice).

For your assistance, we provide instructions how to most easily develop your program from the attachment.

- 1) Open attachment
- 2) Save as your last name and month-year of your recital  
(example: Smith 10-04)
- 3) Don't change fonts or format
- 4) Don't change header
- 5) Highlight line to be changed and type your individual information
- 6) Save again (same name as before)
- 7) Print for faculty
- 8) Make corrections suggested by faculty at pre-recital hearing
- 9) Save again
- 10) Send electronically as a Word attachment to: [programs@music.msu.edu](mailto:programs@music.msu.edu)