

University of Iowa | School of Music

Scheduling Policies

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Terms of Scheduling

The School of Music and its scheduling staff reserve the right to amend, update, or rescind any portion of these policies at any time. Scheduling requests and scheduled events may be approved, modified, denied, or revoked as deemed necessary to best serve the needs and priorities of the School. All scheduling decisions are subject to change at the discretion of the scheduling staff and may be adjusted at any time.

Scheduling Timeline

All event scheduling within the School of Music for the upcoming academic year will follow the timeline outlined below.

	Event Type	Scheduling Opens
1	Large Ensembles	Upon Iowa Football schedule release
2	Small Ensembles	December 15
3	Faculty Events	March 15
4	Student Degree Recitals & Studio Recitals	July 1
5	Room Reservations	1 week before start of classes
6	Student Optional Recitals	September 15

Room Reservations

Approved Venues

	Rehearsals & Chamber Rehearsals	Group Meetings	Lessons	Topic Approval & Dissertation Defenses
Conference Rooms				
Conference Room VOX 1400C	x	x	x	✓
Conference Room VOX 1400E	x	x	x	✓
Performance Venues				
Concert Hall VOX 2101	✓ faculty only	x	✓ faculty only	x
Recital Hall VOX 2301	✓ faculty only	x	✓ faculty only	x
Stark Opera Studio VOX 0151	✓	✓	✓	✓
Choral Room VOX 0005	✓	✓	✓	✓
Rehearsal Rooms				
Moser Rehearsal Room VOX 2400	✓	✓	✓	✓
Welch Rehearsal Room VOX 2451	✓	✓	✓	✓
Chamber Rehearsal Room VOX 5400	✓	✓	✓	✓
Chamber Rehearsal Room VOX 5300	✓	✓	✓	✓
Classrooms				
Classroom VOX 0002	✓	✓	✓	✓
Classroom VOX 3403	✓	✓	✓	✓
Classroom VOX 3409	✓	✓	✓	✓
Classroom VOX 3353	✓	✓	✓	✓
Classroom VOX 3357	✓	✓	✓	✓

Room Reservations

Form: <https://workflow.uiowa.edu/form/room>

Room reservations pertain to rehearsals, chamber rehearsals, group meetings, lessons, topic approval defenses, and dissertation defenses. Room reservations can be made by department faculty and staff, students in a music major/minor, and any student enrolled in a music course.

Room reservations will be processed in the order received, in accordance with the Scheduling Timeline. Scheduling for room reservations begins one (1) week before the start of classes for the fall and spring semesters.

REHEARSALS & CHAMBER REHEARSALS

Requests for rehearsals for individuals and groups. These requests may fall into one of two types:

- One-Time Rehearsals: A single-use room rehearsal on a specific date.
- Recurring Rehearsals: Weekly rehearsals for the same time and day each week, continuing through the end of the semester (until the last day of classes).

Reservation Parameters

- Students are limited to two (2) hours per day.
- No recurring rehearsals are allowed in Stark Opera Studio between 5:00 – 9:00pm.

[See approved venues.](#)

GROUP MEETINGS

Requests for meetings involving three (3) persons or more. Group meetings may only be scheduled as one-time occurrences.

Reservation Parameters

- Students are limited to two (2) hours per day.
- No food, drinks, glitter, or any other materials that may damage or compromise the cleanliness or condition of the room.
- All rooms, including furniture and equipment, must be returned to their original setup and condition at the conclusion of the reservation.

[See approved venues.](#)

LESSONS

Room reservations for lessons are permitted only when the instruction is part of an official University of Iowa course. This includes upper-level and lower-level applied lessons, secondary performance instruction, and lessons for non-majors.

Teaching private lessons in the School of Music is only permitted through the [Community Lesson Program](#). Any private instruction outside of this program violates university policy.

Reservation Parameters

- Students are limited to two (2) hours per day.

[See approved venues.](#)

TOPIC APPROVAL DEFENSE

The proposal defense must *be passed at least one (1) semester prior to the thesis final defense*. See [Graduate Student Policies](#) for more information.

Scheduling Procedures

To schedule a dissertation defense, email MUS-GradStudentSup@uiowa.edu and provide the following information:

1. Student Name
2. Advisor's Name
3. Preferred Date
4. Start Time of Topic Approval Defense
5. Room Preference

**Click here to submit
a scheduling request.**

FINAL DISSERTATION DEFENSE

Reservation Length

Dissertation defenses will be scheduled for three (3) hours total.

- Setup = 30 minutes
- Defense = 120 minutes
- Faculty Discussion = 30 minutes

Scheduling Procedures

To schedule a dissertation defense, email MUS-GradStudentSup@uiowa.edu and provide the following information:

1. Student Name
2. Advisor's Name
3. Preferred Date
4. Start Time of Defense
5. Room Preference

**Click here to submit
a scheduling request.**

Student Recitals

Approved Venues

	Recital Hearings	Dress Rehearsals	Degree Recitals	Optional Recitals
Performance Venues				
Recital Hall VOX 2301	✓	✓	✓	✓*
Stark Opera Studio VOX 0151	✓	✓	✓	✓
Choral Room VOX 0005	✓	✓	✓	✓
Concert Hall VOX 2101	✓ organ students only	✓ organ students only	✓ organ students only	✓ organ students only
Organ Hall VOX 0001	✓ organ students only	✓ organ students only	✓ organ students only	✓ organ students only
Rehearsal Rooms				
Moser Rehearsal Room VOX 2400	✓	✓	✓	✓
Welch Rehearsal Room VOX 2451	✓	✓	✓	✓
Chamber Rehearsal Room VOX 5400	✓	x	x	x
Chamber Rehearsal Room VOX 5300	✓	x	x	x
Classrooms				
Classroom VOX 0002	✓	x	x	x
Classroom VOX 3403	✓	x	x	x
Classroom VOX 3409	✓	x	x	x
Classroom VOX 3353	✓	x	x	x
Classroom VOX 3357	✓	x	x	x

*No optional recitals are to be scheduled in the Recital Hall within the last 3 weeks of classes.

Student Recitals

Form: <https://workflow.uiowa.edu/form/recital>

RECITAL HEARINGS

A recital hearing refers to a preliminary evaluation that a student must pass before being allowed to give their official recital performance. ***This requirement may vary by studio. Students should consult their major professor.***

Reservation Parameters

- Students are limited to two (2) hours of recital hearing.

[See approved venues.](#)

DRESS REHEARSALS

Eligibility

Dress rehearsals may be requested only after the related recital has been officially scheduled.

Reservation Parameters

- Students are limited to two (2) hours of dress rehearsal.
- Pianists are limited to five (5) hours of dress rehearsal.

Rehearsal time may be split across multiple sessions, subject to availability.

Scheduling Parameters

Dress rehearsals may be scheduled at any available time, so long as prime recital hours listed below are avoided:

- Weekdays: 5:00 – 9:00 pm
- Weekends: 1:00 – 9:00 pm

If the rehearsal is requested to occur within three (3) weeks of the recital date, it may be scheduled during prime recital hours if space permits.

DEGREE RECITALS & OPTIONAL RECITALS

A **degree recital** refers to a formal, public performance given by a music student as a requirement for completing their degree.

An **optional recital** refers to a formal, public performance that does not fulfill a degree requirement (includes honors, joint, chamber, BA, and solo recitals).

Event Details

Recital Attendance Offered	Yes, during recital attendance course dates
House Staff Provided	No
Programs Provided	No, students are responsible for own programs
Publicized	Yes
Recording and Livestream Offered	Yes, fees apply

All recitals must be scheduled at least three (3) weeks in advance. Recitals will be processed in the order received, in accordance with the [Scheduling Timeline](#). **Last recital date of each semester is the Saturday following the close of classes.**

[See approved venues.](#)

--- See below for performance times, committee requirements, and related information. ---

Performance & Reservation Times

Performance ↓ Start Time ↓	Venue Reservation Start Time			Venue Reservation End Time
	Standard	Percussion Students	Jazz Students with Live Sound	
11:30 am (Saturday/Sunday only)	11:00 am	9:00 am	6:00 am	1:00 pm / 2:00 pm (for live sound)
1:30 pm (Saturday/Sunday only)	1:00 pm	11:00 am	8:00 am	3:00 pm / 4:00 pm (for live sound)
3:30 pm (Saturday/Sunday only)	3:00 pm	1:00 pm	10:00 am	5:00 pm / 6:00 pm (for live sound)
5:30 pm (any day)	5:00 pm	3:00 pm	12:00 pm	7:00 pm / 8:00 pm (for live sound)
7:30 pm (any day)	7:00 pm	5:00 pm	2:00 pm	9:00 pm / 10:00 pm (for live sound)

Recital Scheduling Hold

Students may submit a Recital Scheduling Form prior to obtaining confirmation from all committee members in order to tentatively reserve a recital date and time. This reservation will be treated as a provisional hold, valid for a maximum of three (3) weeks from the date of submission.

If confirmation from all committee members is not obtained and communicated to the SOM scheduling staff within the three (3)-week period, the provisional hold will be automatically released, and students must submit a new Recital Scheduling Form to request a new reservation.

Undergraduate Committee Requirements

All committee members must be affiliated with the School of Music.

Recital Type	Total Required Committee Members	Approval of Major Professor	Additional Committee Members
Senior Degree Recital	3	✓ required	2 required
Optional	1	✓ required	optional

Graduate Committee Requirements

All committee members must be affiliated with the School of Music.

Doctoral Committees

DMA degree recital committees must have a minimum of four (4) faculty members including two (2) tenure track members. General committee can be of any rank. Visiting professors and adjunct instructors cannot serve as sole chair but may serve as co-chair alongside faculty of ranks other than visiting professor or adjunct instructor. Please see [School of Music Graduate Student Policies](http://music.uiowa.edu/graduate-student-policies) (music.uiowa.edu/graduate-student-policies) for more information and requirements.

Master's Committees

MA degree recital committees must have a minimum of three (3) faculty members including one (1) tenure track members. General committee can be of any rank. Visiting professors and adjunct instructors cannot serve as sole chair but may serve as co-chair alongside faculty of ranks other than visiting professor or adjunct instructor. Please see [School of Music Graduate Student Policies](http://music.uiowa.edu/graduate-student-policies) (music.uiowa.edu/graduate-student-policies) for more information and requirements.

Recital Type	Total Required Committee Members	Tenure Track Committee Members
DMA Degree Recital	4	2 required
MA Degree Recital	3	1 required
Optional	1	

Graduate Recital Required Procedure

Graduate students are responsible for initiating the [Recital Grading form](https://workflow.uiowa.edu/form/music-graduate-recital) (https://workflow.uiowa.edu/form/music-graduate-recital) 24-48 hours before the scheduled performance of a graduate degree recital; the recital program is required to be uploaded at the time of submission. The form is required for committee members to declare a grade and for official record keeping. The recital committee chair will notify the student of their final grade. **If this step is not completed within the required timeframe, the student will not receive credit for their recital.**

Rescheduling & Canceling

Recitals can be rescheduled or canceled through the Recital Scheduling Form.

For cancelations 48 within the recital start time, please email music-scheduler@uiowa.edu, shu-min-chang@uiowa.edu, and james-edel@uiowa.edu.

Recital Receptions

The School of Music does not manage or schedule recital receptions, and no spaces will be reserved for these events. Receptions may only be held in non-reservable areas such as the student commons, second floor lobby, or terrace. The use of reservable spaces for reception purposes is not permitted.

Those hosting a reception must remain respectful of other events happening nearby and are responsible for cleaning up afterward. This includes disposing of all trash and returning the area to its original condition.

Recording Reservations

Approved Venues

	Self-Recordings	Single Recording Studio Session	Major Project Recording Studio Session
Performance Venues			
Recital Hall VOX 2301	✓*	✓	✓
Stark Opera Studio VOX 0151	✓	✓	✓
Choral Room VOX 0005	✓	✓	✓
Concert Hall VOX 2101	✓ organ students only	✓ faculty only	✓
Organ Hall VOX 0001	✓ organ students only	✓ organists only	✓ organists only
Rehearsal Rooms			
Moser Rehearsal Room VOX 2400	✓	✓	✓
Welch Rehearsal Room VOX 2451	✓	✓	✓
Chamber Rehearsal Room VOX 5400	✓	✓	✓
Chamber Rehearsal Room VOX 5300	✓	✓	✓
Classrooms			
Classroom VOX 0002	✓	x	x
Classroom VOX 3403	✓	x	x
Classroom VOX 3409	✓	x	x
Classroom VOX 3353	✓	x	x
Classroom VOX 3357	✓	x	x

*No self-recordings are to be scheduled in the Recital Hall within the last 5 weeks of classes.

Recording Reservations

Form: <https://workflow.uiowa.edu/form/recording>

Recording reservations pertain to self-recordings, ad hoc recording sessions, and recording projects. Recording reservations can be made by department faculty and staff, students in a music major/minor, and any student enrolled in a music course.

SELF-RECORDINGS

Requests for rooms to record independently with no staff assistance.

Reservation Parameters

- Students are limited to two (2) hours per day.

[See approved venues.](#)

SINGLE RECORDING STUDIO SESSION

Requests for rooms to record with support from Recording Studio staff and equipment. These sessions are common for audition/application recordings. Fees apply. [Click here for more information related to scheduling and billing.](#)

To request a single recording studio session, email Alice (shu-min-chang@uiowa.edu) and James (james-edel@uiowa.edu) to schedule a time *before* submitting a Recording Reservation form. Requests must be made at least one (1) week prior to the recording date.

Reservation Parameters

- Students are limited to 24 hours of recording time per semester.
- Faculty are limited to 32 hours of recording time per semester.

[See approved venues.](#)

MAJOR PROJECT RECORDING STUDIO SESSION

Schedule sessions to record for large-scale projects with Recording Studio staff and equipment. Recording projects include DMA Recording Projects, Jazz MA Recording Projects, and Faculty Recording Projects. Fees apply. [Click here for more information related to scheduling and billing.](#)

To schedule a recording project, email Alice (shu-min-chang@uiowa.edu) and James (james-edel@uiowa.edu) to schedule a time *before* submitting a Recording Reservation form. Requests must be made at least two (2) weeks prior to the recording date.

Reservation Parameters

- Students are limited to 24 hours of recording time per project.
- Faculty are limited to 32 hours of recording time per project.

[See approved venues.](#)

Faculty Events

Approved Venues

	Faculty Recitals	Guest Recitals	Studio Recitals	Master- classes
Performance Venues				
Concert Hall VOX 2101	✓	✓	✓	✓
Recital Hall VOX 2301	✓*	✓*	✓*	✓*
Stark Opera Studio VOX 0151	✓	✓	✓	✓
Choral Room VOX 0005	✓	✓	✓	✓
Organ Hall VOX 0001	with organ faculty approval	with organ faculty approval	with organ faculty approval	with organ faculty approval
Rehearsal Rooms				
Moser Rehearsal Room VOX 2400	✓	✓	✓	✓
Welch Rehearsal Room VOX 2451	✓	✓	✓	✓
Chamber Rehearsal Room VOX 5400	x	x	x	✓
Chamber Rehearsal Room VOX 5300	x	x	x	✓
Classrooms				
Classroom VOX 0002	x	x	x	✓
Classroom VOX 3403	x	x	x	✓
Classroom VOX 3409	x	x	x	✓
Classroom VOX 3353	x	x	x	✓
Classroom VOX 3357	x	x	x	✓

*No faculty events are to be scheduled in the Recital Hall within the last 3 weeks of classes.

Faculty Events

Form: <https://workflow.uiowa.edu/form/faculty>

Approved Times

Performance ↓ Start Time ↓	Venue Reservation Start Time			Venue Reservation End Time
	Standard	Percussion	Live Sound Needs	
3:00 pm (Saturday/Sunday only)	1:00 pm	9:00 am	9:00 am	5:30 pm
7:30 pm (any day)	5:30 pm*	3:30 pm*	2:00 pm*	10:00 pm

***Reservation start times are subject to any performances, courses, or events scheduled prior.**

Note: Events scheduled at performance times other than 3:00 pm or 7:30 pm are not encouraged. Support from Recording Studio staff will not be available for events outside these standard times.

FACULTY RECITALS, GUEST RECITALS & STUDIO RECITALS

Faculty events will be processed in the order received, in accordance with the [Scheduling Timeline](#).

Event Details

Recital Attendance Offered:	Yes, during recital attendance course dates
House Staff Provided:	Yes, during fall/spring semester
Programs Provided:	Faculty Recitals & Guest Recitals only
Publicized:	Yes
Recording and Livestream Offered:	Yes, fees apply

DRESS REHEARSALS

Eligibility

Dress rehearsals may be requested only after the related recital is officially scheduled.

Reservation Parameters

- Faculty and guest artists are entitled to two (2) hours of dress rehearsal.
- Rehearsal time may be split across multiple sessions, subject to availability.

Scheduling Parameters

Dress rehearsals may be scheduled at any available time, so long as prime recital hours listed below are avoided:

- Weekdays: 5:00 – 9:00 pm
- Weekends: 1:00 – 9:00 pm

If the rehearsal is requested to occur within three (3) weeks of the recital date, it may be scheduled during prime recital hours if space permits. Special accommodations may be made for guest artists subject to approval and space availability.

MASTERCLASSES

Event Details

Recital Attendance Offered:	No
House Staff Provided:	No
Programs Provided:	No
Publicized:	Optional
Recording and Livestream Offered:	Yes

Ensemble Concerts

Ensemble concerts are to be scheduled through the Scheduling and Facilities Manager.

Event Details

Recital Attendance Offered:	Yes, during recital attendance course dates
House Staff Provided:	Yes, during fall/spring semester
Programs Provided:	Yes
Publicized:	Yes
Recording and Livestream Offered:	Yes

Approved Venues

	Large Ensemble	Small Ensemble
Performance Venues		
Concert Hall VOX 2101	✓	✓
Recital Hall VOX 2301	x	✓
Stark Opera Studio VOX 0151	x	✓

Approved Times

Performance ↓ Start Time ↓	Venue Reservation Start Time			Venue Reservation End Time
	Standard	Percussion	Live Sound Needs	
3:00 pm (Saturday/Sunday only)	12:00 pm	9:00 am	8:00 am	5:30 pm
7:30 pm (any day)	5:30 pm*	3:30 pm*	2:00 pm*	10:30 pm

***Reservation start times are subject to any performances, courses, or events scheduled prior.**

Note: Events scheduled at performance times other than 3:00 pm or 7:30 pm are not encouraged. Support from Recording Studio staff will not be available for events outside these standard times.

Miscellaneous

Livestreams & Priority

The School of Music provides resources to livestream concerts and recitals. All concerts and recitals may request a livestream when submitting a scheduling request. While audio/video (A/V) recordings are optional, an A/V recording is required if a livestream is requested. [Fees apply](#) for both livestream and recording services.

Priority Policy

Only one (1) livestream can be operated at a time. Requests are generally approved on a first-come, first-served basis; however, higher-priority events may supersede previously approved livestreams. Priority is as follows:

1. **Large Ensembles** – Highest priority.
2. **Small Ensembles** – Priority over all other events.
3. **All Other Events** – Lowest priority; may be superseded.

If a livestream request is superseded, the affected party will be notified as soon as possible.

Weekly Scheduling Pause

On Thursdays during the fall and spring semesters, no new events will be scheduled in the Concert Hall within the upcoming calendar week. This scheduling pause allows time to prioritize organ rehearsals. Requests for next week in the Concert Hall will resume processing on the following day (Friday).