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WELCOME
Welcome to Westminster Choir College of Rider University! Your years here are crucial to your development as musician and as a person. We wish you every success in your endeavors and are here to assist you in any possible way. This handbook has been developed as a supplement to the Academic Catalog of Westminster Choir College and serves to provide you with assistance in the understanding of the departmental program in general and in the pursuit of your particular course of studies. Please read it carefully, and keep it for reference throughout the year. The responsibility for knowing the information contained in this handbook, as with all school policies and procedures, rests with you. Consult your major teacher or chairperson/program coordinator with any departmental questions or concerns.

We hope you will enjoy your time here – and that it will be exciting, rewarding and productive.

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DEPARTMENT BULLETIN BOARD

The department bulletin board is located in the stairwell on the second floor of Erdman Hall. Students are urged to check the bulletin board regularly for departmental notices and jury schedules, as well as performances and other department-related events.

TEACHER ASSIGNMENTS and LESSONS

Teacher Assignments
Students may request a teacher of their choice. Studio assignments are determined by the department chair/coordiurator. Requests are honored by availability, seniority and the recommendations of faculty.

If a student has problems with her/his assigned teacher and wishes to change to another studio, the procedure is as follows:

1. The student should speak to her/his teacher about the concerns.
2. The student should speak with the chair/coordiurator of the department, who will offer counsel and act as a mediator if conflict arises. If the student’s teacher is the chair/coordiurator of the department, s/he should speak with the Assoc. Dean for Administration.
3. If the problems cannot be resolved, the student must obtain a Student Release Form from the chair/coordiurator of the department.
4. After discussing the concerns and the student’s intentions, the teacher will sign the form, releasing the student from that studio at the end of the semester.
5. The student should make arrangements to audition for another teacher and should take the signed form to the audition.
6. At the audition, the prospective teacher may accept the student or suggest another teacher.
7. The new teacher will sign the release form and give it to the department chair/coordinator.

Teacher changes may be made only prior to a semester.

**NOTE:** In our profession it is considered unethical to study voice with more than one teacher concurrently. In support of this position, the Voice Department prohibits any student taking voice instruction for credit at Westminster from studying with any other teacher on or off campus.

**Lessons**
Lessons are either 30 or 60 minutes in length. A student must attend a minimum of nine lessons during a semester. Any fewer than nine lessons will result in a failing grade for the semester. Lessons missed by a professor due to illness or other reasons will be made up. Student absences, for any reason, including illness or personal scheduling conflicts, will not be made up. Students must notify in advance their teacher if they are unable to attend their lessons.

**STUDIO and PERFORMANCE CLASSES**

**Studio Class** is a group made up of only those students studying with a particular teacher. The class is structured by the individual teacher and may included demonstrations, discussions and performances. 

**Performance Class** This class allows students to experience performing before a large group. Students who are on the program are asked to exhibit appropriate performance behavior and dress. Students in the audience are expected to behave in a supportive and respectful manner appropriate to accepted concert etiquette. All students are encouraged to perform.

In order to schedule them for a performance class, the student (with his/her teacher), should fill out a *Performance Class Form*. These forms can be obtained on the Voice Department Bulletin Board in Erdman Hall, from the student’s voice teacher, or online. The class is filled on a first come, first served basis; therefore, it is advisable to turn in the form as early as possible since classes are often filled more than a week in advance. If the class for which the student has applied is filled, he/she must resubmit a form for the next available class.

Attendance at this class is required of all undergraduate and graduate students who have primaries or concentrations in this area. In the event that a student has an unavoidable conflict, the student should notify the teacher as early as possible. Any student who is absent from the class more than three times in any semester will be considered deficient and will be required to repeat the semester or complete a project such as a paper, listening assignment, extra reading, etc. assigned by the teacher.

**NOTE:** A teacher may at any time hold a studio class for his/her studio in place of performance class. Finding a room will be the responsibility of the teacher – each teacher should contact the chair for information on open rooms.
GUIDELINES FOR VOICE FACULTY

1. Teachers will make up any lessons they miss. Teachers are not required to make up lessons missed because of student illness or other absence.

2. Students must attend at least 9 hour or 18 half hour lessons to receive a passing grade.

3. Faculty who must be absent from lessons for a week or more should inform the department chair of the dates of anticipated absence and the plan for rescheduling lessons.

4. Make-up lessons because of teacher absence must be scheduled in a way that fits the student’s schedule and does not penalize the student academically or financially.

5. All teachers must be present for their student’s required recital(s).

6. All teachers (full-time and adjunct) must be present at studio class and performance class.

7. All teachers (full-time and adjunct) must be present at the end-of-semester juries of their students. Adjunct faculty must attend at least one full day of juries.

8. Lessons will be scheduled to accommodate the student’s class schedule.
## VOICE REGISTRATION NUMBERS

<table>
<thead>
<tr>
<th>No.</th>
<th>Undergraduate Students</th>
<th>Length of lesson</th>
</tr>
</thead>
<tbody>
<tr>
<td>VC101A</td>
<td>Freshmen voice primaries in all programs at WCC</td>
<td>One hour</td>
</tr>
<tr>
<td>VC101B</td>
<td>Freshmen theory/composition majors</td>
<td>½ hour</td>
</tr>
<tr>
<td>VC103</td>
<td>Voice class for organ and piano primaries</td>
<td>One hour</td>
</tr>
<tr>
<td>VC101C</td>
<td>Elective voice study (there is a fee of $1,440 extra)</td>
<td>One hour</td>
</tr>
<tr>
<td>VC101D</td>
<td>Elective voice study (there is a fee of $710 extra)</td>
<td>½ hour</td>
</tr>
<tr>
<td>VC201A</td>
<td>Sophomore primaries in all programs at WCC</td>
<td>One hour</td>
</tr>
<tr>
<td></td>
<td>Voice performance majors may enroll only after passing Level I.</td>
<td></td>
</tr>
<tr>
<td>VC201B</td>
<td>Sophomore theory/composition majors</td>
<td>½ hour</td>
</tr>
<tr>
<td>VC203</td>
<td>Organ and piano primaries who have passed the General Progress Jury</td>
<td>½ hour</td>
</tr>
<tr>
<td>VC301A</td>
<td>Junior voice primaries in all programs at WCC.</td>
<td>One hour</td>
</tr>
<tr>
<td></td>
<td>Voice performance majors may enroll only after passing Level II.</td>
<td></td>
</tr>
<tr>
<td>VC301B</td>
<td>Junior theory/composition majors</td>
<td>½ hour</td>
</tr>
<tr>
<td>VC401A</td>
<td>Senior voice primaries in all programs at WCC.</td>
<td>One hour</td>
</tr>
<tr>
<td></td>
<td>Voice performance majors may enroll only after passing Level III. All other voice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>primaries may enroll only after passing Level II.</td>
<td></td>
</tr>
<tr>
<td>VC401B</td>
<td>Senior theory/composition majors</td>
<td>½ hour</td>
</tr>
</tbody>
</table>

## Graduate Students

<table>
<thead>
<tr>
<th>No.</th>
<th>Length of lesson</th>
</tr>
</thead>
<tbody>
<tr>
<td>VC641A</td>
<td>One hour</td>
</tr>
<tr>
<td></td>
<td>Voice primaries in all programs, including students in the Performance Track of the</td>
</tr>
<tr>
<td></td>
<td>Master of Music</td>
</tr>
<tr>
<td></td>
<td>in Voice Pedagogy and Performance who have not yet passed the Voice Qualifying Test</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
VC655A  Students in the Performance Track of the Master of Music in Voice Pedagogy and Performance who have passed the Voice Qualifying Test

One hour

Remember that undergraduate Voice Performance majors may not advance to the next number (for example, VC201A to VC301A) unless they have passed their appropriate juries. Please refer to the pages regarding juries for specific details.
Effective with the Fall 2012 semester, all individual applied music lesson numbers will include a suffix. This applies to all lessons taken on both campuses, regardless of major, student location or faculty location. The suffixes are being used in order to register students for the correct lesson. If you have any questions, please contact the Assistant Registrar at WCC or Associate Dean Marshall Onofrio.

**Full-time students**

A - One hour, 2 credit required lessons. Included in tuition – no extra charge.

Princeton example: All UG majors, all GR majors that require lessons

B - Half hour, 1 credit required lesson. Included in tuition – no extra charge.

Princeton examples: UG Theory/Comp major (half-hour voice or keyboard lesson)

UG Organ perf. major (half-hour piano or harpsichord lesson)

GR Conducting major

C - One hour, 2 credit elective lesson. Not included in tuition. $1,440 extra per semester.

Princeton example: Students who have completed all required lessons in their majors.

Students whose majors do not require lessons.

D - Half hour, 1 credit elective lesson. Not included in tuition. $710 extra per semester.

Princeton example: Students who have completed all required lessons in their majors.

Students whose majors do not require lessons.

G - One hour, 2 credit required/elective lesson. Half hour is required, included in tuition.

The second half-hour is elective – fee of $710 per semester.

Princeton examples: UG Theory/Comp major (full hour voice or keyboard lesson)

UG Organ Perf. major (full hour piano or harpsichord lesson)

**Part-time students (all students, both campuses, regardless of major or requirements)**

E - One hour, 2 credit required or elective lesson, $2,000 per semester

F - Half hour, 1 credit required or elective lesson. $1,000 per semester.
CONCERT ATTENDANCE POLICY

All undergraduate students are required to attend seven recitals per semester. Proof of attendance is shown by submitting a brief report of each concert, along with the program from the event. Compliance with the concert attendance policy will be a part of the student’s primary lesson grade.

AUDITION FOR A CHANGE OF DEGREE PROGRAM

Any student wishing to change degree programs may audition for the Voice Faculty at the end of any semester during the exam period. Those auditioning for undergraduate Voice Performance must prepare four songs from memory; graduate students wishing to switch into the performance track must prepare either a Graduate Hearing or Qualifying test.

VOICE AWARDS AUDITIONS

The Voice Awards Auditions, which take place in the second semester, are the means for naming recipients of several voice scholarships for returning students. To be eligible to compete, undergraduate voice students must have a minimum 2.5 cumulative GPA (grade point average). Graduate students must have a minimum 3.0 GPA. Some awards have a higher academic requirements as well as age and financial need restrictions. Students enrolled in VC 101 will compete at the freshman level. Students enrolled in VC 201 will compete at the sophomore level. Students enrolled in VC 301 will compete at the junior level. Undergraduate students may only audition once at each level. Only first year Graduate students enrolled in VC641, VC645, or VC655 may audition for the graduate award(s). Results of the competition are announced at the Awards Convocation in May. All scholarships are credited toward payment of tuition for the following year and are divided equally between the two semesters.
COURSES of STUDY
PRIVATE COACHING

PRIVATE VOCAL COACHING
Private Coaching, VC457/458 (for undergraduates), and VC657/658 (for graduate students), are individual coaching sessions for singers on musical style, interpretation, ensemble, languages and presentation. Private Coaching VC457 and VC 657 consist of weekly hour-length lessons and a fee of $1,000 per semester. Private Coaching VC458 and VC658 consist of weekly half-hour lessons and a fee of $500. These courses may be repeated for credit. The prerequisite for VC457 and VC458 is successful completion of Level II. VC657 and VC658 are open to graduate Voice Pedagogy and Performance majors.

PRIVATE DRAMATIC/ROLE COACHING
Private Dramatic/Role Coaching, VC467/468 (for undergraduates), and VC667/668 (for graduate students) are individual dramatic coaching sessions for singers on operatic role study and/or audition preparation. Students will provide their own accompanists as needed. Private Dramatic/Role Coaching VC467 and VC667 consist of weekly hour-length lessons and a fee of $1,000. Private Dramatic/Role Coaching VC468 and VC668 consist of weekly half-hour lessons and a fee of $500. These courses may be repeated for credit. The prerequisite for VC467 and VC468 is successful completion of Level II.
PROGRAM GOALS

Bachelor of Music in Voice Performance

1. Students will build and demonstrate a healthy vocal technique.

2. Students will become acquainted with voice literature, and develop an understanding of the complex relationships between music and poetry.

3. Students will sing with correct diction in English, Italian, French and German, as well as understand both the general meaning and specific nuances of their sung texts.

4. Students will integrate musicianship skills and their increasing understanding of musical structure and form to communicate musically, with stylistic and textual understanding.

5. Students will build vocal and performance skills that equip them for the demands of solo and ensemble singing.

Master of Music in Voice Pedagogy and Performance

1. Students will develop a high level of proficiency and artistry in vocal technique, musicianship, advanced skills in the pronunciation, translation, and understanding of the basic languages (English, Italian, French and German).

2. Students will acquire a basic understanding of the science of teaching voice, as well as historical and current methods of voice pedagogy.

3. Students will learn research methods that will encourage critical thinking in voice pedagogy, and the literature of singing.

4. Students will understand the roots and development of German Lieder, French mélodie, and/or opera literature as well as the poetry and culture from which they emerged.

5. Students will learn to synthesize their vocal and interpretive skills to become effective performers on the concert and operatic stages.

All students who study voice as their primary instrument will be encouraged to look to these goals in their vocal study.
UNDERGRADUATE VOICE REPERTOIRE REQUIREMENTS

UNDERGRADUATE VOICE PERFORMANCE MAJORS

We believe that students should have experience singing in English, Italian, French, and German as well as in many compositional styles and periods. We feel teachers and students should have some flexibility as to how and when they sing in these styles and languages. We also believe that students should learn a significant amount of repertoire over their four years of study.

Requirements:

• Students will document all works studied, both memorized and not memorized (indicating which works were memorized) on the Voice Performance Repertoire List.
• Students shall have the following historic periods represented:
  o Italian Baroque (included in Level I)
  o German-language Baroque
  o Classical
  o 19th Century (including French mélodie and German Lieder)
  o 20th century
  o Music written after 1975
• Students shall have studied at least four Italian songs or arias.
• Students shall have studied at least two operatic arias.
• Students shall have studied a secco recitative before 1815.
• Students shall have studied at least one Oratorio aria.
• Students shall have studied at least four German songs.
• Students shall have studied at least four French songs.
• Students shall have studied at least six songs in English including at least three American songs.
• Students shall have studied at least two songs from “national schools” (Spanish, Czech, Russian, Scandinavian, etc. – English translation allowed).
• Students will complete 35-40 works (songs, arias, recitatives) over the course of their 4 years (including Level requirements and two recitals.)
• Students with their teacher will keep track of the repertoire they have studied on the Voice Performance Repertoire List. Their progress will be monitored at the Level II test and again at the Level III test.
  o The student should present a COPY of the Repertoire List, SIGNED BY THE VOICE TEACHER, along with the Level II and Level III jury forms, at their respective juries. This copy of the Repertoire List will be filed with the jury form.
o At Level II, the Repertoire List should indicate that the student has made significant progress in fulfilling repertoire requirements. At least 18 selections, including three languages and three historic periods, should be completed at the time of the Level II.

o At least 30 selections should be completed at the time of the Level III.

• Students must have sung each song in the Repertoire List with musical and linguistic accuracy, if not from memory, for the teacher, to be included on the Repertoire List.

• The completed Voice Performance Repertoire List, signed by the professor, must be submitted to the registrar’s office with documentation of the senior recital. Failure to complete the requirements of the Repertoire List will result in failure to graduate.

UNDERGRADUATE VOICE PRIMARIES IN MUSIC EDUCATION, SACRED MUSIC, AND BACHELOR OF ARTS IN MUSIC PROGRAM

We believe that students should have experience singing in English, Italian, French, and German as well as in many compositional styles and periods. We feel teachers and students should have some flexibility as to how and when they sing in these styles and languages. We also believe that students should learn a significant amount of repertoire over their four years of study.

Requirements:

• Students will complete 30-35 works (songs, arias, recitatives) over the course of their 4 years (including Level requirements and the senior recital.)

• Students will document all works studied, both memorized and not memorized (indicating which works were memorized) on the Voice Primary Repertoire List.

• Students shall have the following historic periods represented:
  o Baroque (included in Level I)
  o Classical
  o 19th Century (including French mélodie and German Lieder)
  o 20th century
  o Music written after 1975

• Students shall have studied at least four Italian songs or arias.

• Students shall have studied at least two operatic or oratorio arias.

• Students shall have studied a secco recitative from 1815 or earlier.

• Students shall have studied at least three German songs or arias (at least two must be songs).

• Students shall have studied at least three French songs or arias (at least two must be songs).

• Students shall have studied at least four songs in English including at least two American songs.
• Students, with their teachers, will keep track of the repertoire they have studied on the Voice Primary Repertoire List. Their progress will be monitored at the Level II test and again at the Level III test.
  o The student should present a COPY of the Repertoire List, SIGNED BY THE VOICE TEACHER, along with the Level II and Level III jury forms, at their respective juries. This copy of the Repertoire List will be filed with the jury form.
  o At Level II, the Repertoire List should indicate that the student has made significant progress in fulfilling repertoire requirements. At least 18 selections, including three languages and three historic periods, should be completed at the time of the Level II.
  o At least 28 selections should be completed at the time of the Level III.
• Students must have sung each song in the Repertoire List with musical and linguistic accuracy, if not from memory, for the teacher, to be included on the Repertoire List.
• The completed Voice Primary Repertoire List, signed by the professor, must be submitted to the registrar’s office with documentation of the senior recital. Failure to complete the requirements of the Repertoire List will result in failure to graduate.
## UNDERGRADUATE VOICE PRIMARIES IN THEORY/COMPOSITION

### SCHEDULE

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td>VC 102 Progress Jury at the end of 2nd semester of VC 102</td>
<td>VC 202 Level I jury at the end of 2nd semester of VC 202, or no later than the semester before the recital.</td>
<td>VC 302 Recital – 15 minutes of solo vocal music on the Senior Recital</td>
<td>VC 402</td>
</tr>
</tbody>
</table>
UNDERGRADUATE JURY REQUIREMENTS

1. Voice Levels, or juries, take place during exam week at the end of each semester. Make-up juries for students who are sick or have other emergencies during regular exam times will take place during the first week of classes in each semester.

2. REPERTOIRE LIST FORM --- This form must be filled out prior to any test or jury. The student must bring this form to the exam. The forms are available in the voice department office and from voice faculty members.

3. The tests are given one of the following grades by faculty vote:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>Student may prepare for the next test or recital.</td>
</tr>
<tr>
<td>Conditional Pass</td>
<td>This test is passed but the faculty has concerns about specific problems which are serious enough to require a re-hearing at the next exam period. Both the concerns and the conditions of the re-hearing will be explained in detail in writing and will be communicated to the student by the teacher. If the conditions are not satisfied at the next hearing, the student must repeat the semester of voice at the same number and sing again at the next exam period. This option is not available for the Level II and Level III for Voice Performance majors.</td>
</tr>
<tr>
<td>Fail</td>
<td>Student must repeat the present course number until the test is successfully completed. Failure to complete any test in three attempts will result in dismissal from the program</td>
</tr>
</tbody>
</table>

4. Students will be notified via e-mail of the results of all tests. Decisions of the faculty are final.

5. A student may attempt any Level or Hearing three times. If a student fails a test three times, he/she will be dismissed from the voice primary.

6. Students should be prepared to give translations from memory of foreign language texts sung as a part of any test.

UNDERGRADUATE VOICE PERFORMANCE MAJORS

- Evaluation will be divided between three tests, called “Levels,” and a portfolio documenting repertoire to be assembled throughout the four years of study.
- Language and Diction instruction will parallel the requirements in the Levels:
• Freshmen will study Italian language in the first year.
• *Freshman diction will be a two semester sequence that includes IPA, clear vowel and consonant sounds, and Italian diction, concluding with English diction.*
• Sophomores will choose between studying German and French language and will take the diction of the chosen language during that year.
• Juniors will be encouraged to take the other language and will take the diction of that language during the year as well.
• Students who take only one of the second languages (German or French) will normally take the diction of the other language in their junior year.
• *For each Level, students will concentrate on attaining proficiency in singing in English and in one particular foreign language, called the focus language. For the Level I the focus language is Italian. French or German will be the focus languages for Level II and Level III, in the order chosen by the student and teacher.*

**Level I**

1. Level I is to be taken at the end of the freshman year.
2. The main thrust of the Level I is to evaluate the student’s technical progress
3. Ten minutes will be allowed for the test.

The following are expected of a successful Level I Test:

1. Musical accuracy
2. Physical alignment that serves singing
3. Evidence of efficient breath management
4. Connection of breath to tone
5. Proper pronunciation and inflection of the languages represented
6. Evidence of responsiveness to text
7. Evidence of a communicative performer

**Test Requirements**

1. Four selections from memory (two in Italian and two in English)
   The student will begin with:
   a. One Italian song or aria from the 17th or early 18th centuries
   b. One selection in English
2. Faculty may request to hear more of the required repertoire.

**Outcomes**

1. Pass – A passed Level I indicates satisfactory progress in the Voice Performance program and permission to proceed to sophomore level voice.
2. Conditional Pass -- The Level I with a conditional pass reveals significant deficiencies but is not deemed failed. This outcome allows the student to proceed to sophomore voice but requires the student to sing again in the next semester. The concerns, conditions and repertoire will be explained in detail in writing and will be communicated to the student. Those reasons will NOT be the sole basis on which the next test will be assessed. If the conditions are not satisfied at the rehearing, or if other parts of the rehearing are deemed by the faculty to be unsatisfactory, the student must repeat the semester of voice at the same number and sing again in the next exam period.

3. Fail—A failed Level I test will put the student on probation in the Voice Performance Program and require the student to repeat a semester of freshman voice.

**Level II**

1. Level II is to be taken at the end of the sophomore year.
2. Level II functions as a gateway test for remaining in the Voice Performance Program.
3. Technical progress remains a significant part of this assessment.
4. Students will present their portfolio for the faculty to assess its progress.
5. 15 minutes will be allowed for the test.
6. Repertoire for Level II must represent work done after the successful completion of the Level I test.
This test should demonstrate a synthesis of vocal, musical and performance achievement, progress in all skill sets, and continued growth in the following areas:

1. Musical accuracy
2. Correct pronunciation and inflection of text
3. Vibrant, resonant singing that reflects physical coordination
4. Ability to sing legato line
5. Sensitivity to musical style
6. Performance that reveals understanding of and commitment to text
7. Development as a persuasive and communicative performer

**Test Requirements**

1. Six selections from memory
   a. 3 songs in the focus language (either German or French)
   b. 1 song in English
   c. 2 other selections

   Student will present 1 song (not an aria) in the focus language and one other selection.

2. Faculty may request to hear more of the presented repertoire.

**Outcomes**

1. Pass—A passed Level II indicates full acceptance into the Voice Performance Program and permission to proceed to junior level voice and sing the Junior Recital in the junior year.

2. Fail—Failure of the Level II will result in:
   - One semester probation in the Voice Performance Program after which the student must be retested and admitted in full standing to the program or dismissed. The student must repeat a semester of sophomore voice.
     OR
   - Removal from the Voice Performance Program

3. Pass or Fail are the only options for Level II.

**Reasons for dismissal from the Voice Performance Program as the result of a failed Level II:**
- Inadequate vocal development
- Inadequate musicality
- Inadequate musical skills
• Lack of performing skills and/or spark

Level III

1. Level III is to be taken at the end of either semester of the junior year.
2. Technical progress remains a significant part of this assessment.
3. Students will present their portfolio for the faculty to assess its progress.
4. 15 minutes will be allowed for the test.
5. Repertoire for Level III must represent work done after the successful completion of the Level II test.

Test Requirements

1. 7 works from memory
   a. 3 songs in the focus language not tested in the Level II (either German or French)
   b. 1 post-baroque aria
   c. 1 song in English
   d. 1 song in any language other than the focus language of the test
   e. A secco recitativo before 1815
2. Student will sing two selections including one song (not aria) in the focus language tested and a post-baroque aria.
3. Student must include one song or aria written after 1975 (unless satisfied at an earlier test).
4. Faculty may hear further repertoire.

Outcomes

1. Pass—A passed Level III allows the student to progress to senior level voice and prepare the Senior Recital.

2. Fail—If the student does not pass the Level III, the student may not proceed to VC401 or present the Senior Recital. The faculty may place the student on probation or may remove the student from the Voice Performance Program.

3. Pass or Fail are the only options for Level III.
UNDERGRADUATE VOICE PRIMARIES IN MUSIC EDUCATION, SACRED MUSIC, AND BACHELOR OF ARTS IN MUSIC PROGRAM

- Evaluation will be divided between three tests, called “Levels,” and a portfolio documenting repertoire to be assembled throughout the four years of study.
- For each Level, students will concentrate on attaining proficiency in singing in English and in one particular foreign language, called the focus language. For the Level I the focus language is Italian. French or German will be the focus languages for Level II and Level III, in the order chosen by the student and teacher.

Level I

1. Level I is to be taken at the end of the freshman year.
2. The main thrust of the Level I is to evaluate the student’s technical progress
3. Ten minutes will be allowed for the test.

The following are expected of a successful Level I Test:

1. Musical accuracy
2. Physical alignment that serves singing
3. Evidence of efficient breath management
4. Connection of breath to tone
5. Proper pronunciation and inflection of the languages represented
6. Evidence of responsiveness to text
7. Evidence of a communicative performer

Test Requirements

1. Four selections from memory (two in Italian and two in English)
   The student will begin with:
   a. One Italian song or aria from the 17th or early 18th centuries
   b. One song in English
2. Faculty may request to hear more of the required repertoire.

Outcomes

1. Pass – A passed Level I indicates satisfactory progress.
2. Conditional Pass – The Level I with a conditional pass reveals significant deficiencies but is not deemed failed. This outcome allows the student to proceed to sophomore voice but requires the student to sing again in the next semester. The concerns, conditions and repertoire will be explained in detail in writing and will be communicated to the student. Those reasons will NOT be the sole basis on which the next test will be assessed. If the
conditions are not satisfied at the rehearing, or if other parts of the rehearing are deemed by the faculty to be unsatisfactory, the student must sing again in the next exam period.
3. Fail—A failed Level I test requires the student to sing again, repeating the entire hearing, in the next semester.

**Level II and Level III Requirements for Music Education, Sacred Music and BA Majors**

1. Repertoire for Level II must represent work done after the successful completion of the Level I test.
2. It is recommended that Level II is to be taken at the end of the sophomore year, and Level III at the end of either semester of the junior year.
3. Technical progress remains a significant part of this assessment.
4. Students will present their portfolio for the faculty to assess its progress.
5. Ten minutes will be allowed for these tests.

Both tests should demonstrate a synthesis of vocal, musical and performance achievement, progress in all skill sets, and continued growth in the following areas:

1. Musical accuracy
2. Correct pronunciation and inflection of text
3. Vibrant, resonant singing that reflects physical coordination
4. Ability to sing legato line
5. Sensitivity to musical style
6. Performance that reveals understanding of and commitment to text
7. Development as a persuasive and communicative performer

**Level II and Level III Test Requirements**

1. Four selections from memory
   a. 2 songs in the focus language (either German or French)
   b. 2 other selections
2. Student will present 2 selections, one in the focus language and one other selection.
3. Faculty may request to hear more of the presented repertoire.

**Outcomes**

1. Pass — A passed Level II indicates permission to proceed to work on the Level III. A passed Level III allows the student to prepare a senior recital, given during VC401.
2. Fail -- Failure of either Level means that the student must repeat the Level at the end of the next semester.
3. Failure of Level III prevents the student from enrolling in VC401 or preparing the senior recital.
4. Conditional Pass may be given for foreign language deficiencies.
   a. The conditions will be explained in writing.
   b. The student must sing a rehearing at the end of the next semester to fulfill the conditions.

Music Theater majors who do not pass Level II by the end of the 2nd semester of VC 301 must continue to study voice at VC 301 until Level II is passed. This extra instruction must be taken by registering for the course through the school and may result in added expense to the student.

**UNDERGRADUATE VOICE PRIMARIES IN THEORY/COMPOSITION**

**Requirements: Two songs from memory**

- The student should have at least two songs prepared from memory. The student must present to the faculty committee a list of all repertoire studied during the semester(s) of voice study preceding the test and will indicate which songs have been prepared by memory.
- The student will choose one song to begin the hearing. The faculty may request an additional song from the memorized list.
- The purpose of the General Progress Jury is to determine that the student is making satisfactory progress toward the goals of the Level I.

Successful completion of this requirement will qualify the students to prepare for Level I. Students not passing the jury are required to continue voice study at the same voice number until the jury is passed. This additional instruction must be taken by registering for the course through the school and may result in added expense to the student.
**Level I Requirements for Theory/Composition majors:**

<table>
<thead>
<tr>
<th>Repertoire Requirements</th>
<th>Memory requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 songs studied</td>
<td>6 memorized for the jury, representing 3 languages;</td>
</tr>
<tr>
<td></td>
<td>1 language must be English</td>
</tr>
</tbody>
</table>

- Level I may include repertoire from the General Progress Jury.
- The student and his/her teacher will choose one memorized song to begin the hearing. The faculty will then choose one or more selections from the memorized repertoire.

The following are expected of a successful Level I Test:

1. Musical accuracy
2. Physical alignment that serves singing
3. Evidence of efficient breath management
4. Connection of breath to tone
5. Proper pronunciation and inflection of the languages represented
6. Evidence of responsiveness to text
7. Evidence of a communicative performer

**UNDERGRADUATE REQUIREMENTS FOR DOUBLE MAJORS**

**Voice Performance and Music Ed/Sacred Music/BA**

Follow all Performance requirements.

**Level II** Voice Performance majors will sing a performance major Level II at the end of the fourth semester.

**Music Education/Sacred Music/Bachelor of Arts in Music**

**Level I**

**Level II** Music Education, Sacred Music, or BAM majors

**Theory/Composition**
Theory/Composition and Music Education/Sacred Music/BA

Follow all requirements for Voice Primaries in Music Education/Sacred Music/BA

UNDERGRADUATE VOICE MINORS

<table>
<thead>
<tr>
<th>Freshman:</th>
<th>General Progress Jury or Voice Proficiency Test may be taken at the end of either semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Class Voice</td>
<td>VC 103</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore:</th>
<th>Voice Proficiency Test (must be taken by end of fourth semester of study)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Applied Lessons</td>
<td>VC 203</td>
</tr>
</tbody>
</table>

**General Progress Jury Requirements:** Two songs from memory

- The student should have at least two songs prepared from memory. The student must present to the faculty committee a list of all repertoire studied during the semester(s) of voice study preceding the test and will indicate which songs have been prepared by memory.
- The student will choose one song to begin the hearing. The faculty may request an additional song from the memorized list.
- Successful completion of this requirement will qualify the students to prepare for the Voice Proficiency Test. Students not passing the jury are required to continue voice study at the same voice number until the jury is passed. This additional instruction must be taken by registering for the course through the school and may result in added expense to the student.
Voice Proficiency Test Requirements for Voice Minors

<table>
<thead>
<tr>
<th>Ten songs or arias, including works in English and Italian</th>
<th>Four of these songs including one in a foreign language must be sung from memory</th>
</tr>
</thead>
</table>

- Repertoire from the General Progress Jury may be included in the Voice Proficiency Test.
- The student and his/her teacher will choose one song to begin the hearing. The faculty will then choose one or more of the memorized selections.
- Once the Voice Proficiency Test is passed, voice requirements are completed.
- Although the test may be attempted at the end of any semester, it must be taken no later than at the end of the fourth semester of instruction.
- Students who fail to pass the test after four semesters of voice study must repeat voice study at VC 204. This extra instruction must be taken by registering for the course through the school and may result in added expense to the student.

Undergraduate Elective Voice

<table>
<thead>
<tr>
<th>VC 107</th>
<th>hour lesson</th>
<th>no departmental requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>VC 108</td>
<td>½ hour lesson</td>
<td>no departmental requirements</td>
</tr>
</tbody>
</table>
**GRADUATE VOICE PEDAGOGY AND PERFORMANCE – PERFORMANCE EMPHASIS**

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>VC 641/655</td>
<td>VC 641/655</td>
</tr>
<tr>
<td>All Graduate students must sing a Graduate Hearing during either semester of their first year. <em>(With the teacher’s permission, the Voice Qualifying Exam may take the place of the Graduate Hearing.)</em></td>
<td>Voice Qualifying Exam no later than the end of the semester before the recital is planned. Graduate Recital* – students must be enrolled in applied voice and have passed the Qualifying test in a previous semester before presenting the recital</td>
</tr>
</tbody>
</table>

* Performance Emphasis students must pass a recital hearing one month before the recital date. Please refer to the Recital Requirements section for details.

**GRADUATE VOICE PEDAGOGY AND PERFORMANCE – PEDAGOGY EMPHASIS**

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>VC 641</td>
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</tr>
<tr>
<td>All Graduate students must sing a Graduate Hearing during either semester of their first year. <em>(With the teacher’s permission, the Voice Qualifying Exam may take the place of the Graduate Hearing.)</em></td>
<td>Voice Qualifying Exam no later than the end of the semester before the recital is planned. Graduate Recital – students must be enrolled in applied voice and have passed the Qualifying test in a previous semester before presenting the recital</td>
</tr>
</tbody>
</table>

**GRADUATE APPLIED PRIMARY VOICE – MUSIC EDUCATION AND SACRED MUSIC:**

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>VC 641</td>
<td>VC 641</td>
</tr>
<tr>
<td>All Graduate students must sing a Graduate Hearing during either semester of their first year. <em>(With the teacher’s permission, the Voice Qualifying Exam may take the place of the Graduate Hearing.)</em></td>
<td>Voice Qualifying Exam no later than the end of the semester before the recital is planned. Graduate Recital – students must be enrolled in applied voice and have passed the Qualifying test in a previous semester before presenting the recital.</td>
</tr>
</tbody>
</table>
**GRADUATE ELECTIVE VOICE**

VC 647  1 hour lesson  no departmental requirements
VC 648  ½ hour lesson  no departmental requirements

**GRADUATE HEARING**

Ten minutes of memorized music selected by the student and his/her teacher.

- All graduate students must sing a Graduate Hearing or Voice Qualifying Exam by the end of the second semester of study.
- All faculty members at the hearing will write an evaluation of the student’s performance. Students will receive the results of the evaluations from their teacher.
- A student placed in VC 655 in his/her first semester need not sing a Graduate Hearing for the faculty.

**VOICE QUALIFYING EXAM**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>No less than twelve minutes, and no more than 15 minutes of music</td>
</tr>
<tr>
<td>2.</td>
<td>Songs and at least one aria from opera or oratorio</td>
</tr>
<tr>
<td>3.</td>
<td>The following languages must be represented: German, French, Italian and English</td>
</tr>
<tr>
<td>4.</td>
<td>Students may only repeat one selection sung at a previous graduate hearing.</td>
</tr>
</tbody>
</table>

- In order to pass this test, students must demonstrate sufficient technical, musical and performing proficiency to prepare the graduate recital.
- Students may take the test at the end of any semester of study, including their first semester. Once it is passed, no further hearings are required and they may prepare the graduate recital.
- All faculty members at the hearing will write an evaluation of the student’s performance. Students will receive the results of the evaluations from their teacher.
- If after four semesters a student is unable to pass the Voice Qualifying Exam, the faculty may dismiss him/her from their program.

**RECITALS**

**Scheduling**

In order to arrange a date for a recital, a student must get a Recital Permission Form, which must be signed by the student’s primary teacher and then returned to the Office of Performance.
Management during the designated sign-up period. At that time, the student may sign up for a recital date and time as well as a dress rehearsal date and time on the master schedule maintained by the Office of Performance Management. No required recitals may be scheduled during examination or reading days during the final examination period in any semester.

Recital Criteria

Recital Requirements For Undergraduate Performance Majors

<table>
<thead>
<tr>
<th>Recital Type</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Recital during VC 301</td>
<td>20-30 minutes</td>
</tr>
<tr>
<td>Senior Recital during VC 401</td>
<td>40-50 minutes</td>
</tr>
</tbody>
</table>

- While it is understood that the choice of repertoire for a required recital is the decision of both the singer and the teacher, the final judgment rests with the teacher.
- In order for a student to present a required voice recital, he/she must be registered for credit in voice at Westminster during the semester in which the recital is presented and must have full support and endorsement of his/her teacher.
- The Junior Recital should be, when possible, a joint recital with 20-30 minutes of music from each participant.
- Recital repertoire should represent a culmination of the vocal, musical and artistic work done to date, and should be of the sophistication and level of repertoire sung in the Level II exam.
- If the student has met the minimum time requirements stated above for the recital, the remaining available time may be used to sing repertoire of other styles and genres, with the approval of the teacher.
- It is understood that, with the exception of chamber music requiring more than one accompanying instrument, the recital will be performed from memory.
Recital Requirements for Undergraduate Music Education, Sacred Music and BA Majors

Senior Recital during VC 401
( Junior Recital may be given after the successful completion of Level II, with permission of the teacher)
25-50 minutes of music
(20-30 minutes of music)

- While it is understood that the choice of repertoire for a required recital is the decision of both the singer and the teacher, the final judgment rests with the teacher.
- In order for a student to present a required voice recital, he/she must be registered for credit in voice at Westminster during the semester in which the recital is presented and must have full support and endorsement of his/her teacher.
- Joint recitals either with another singer or a pianist or organist are strongly encouraged.
- Recital repertoire should represent a culmination of the vocal, musical and artistic work done to date, and should be of the sophistication and level of repertoire sung in the Level II exam.
- If the student has met the minimum time requirements stated above for the recital, the remaining available time may be used to sing repertoire of other styles and genres, with the approval of the teacher.
- It is understood that, with the exception of chamber music requiring more than one accompanying instrument, the recital will be performed from memory.

Requirements for Graduate Recitals

- While it is understood that the choice of repertoire for a required recital is the decision of both the singer and the teacher, the final judgment rests with the teacher.
- **In order for a student to present a required voice recital, he/she must be registered for credit in voice at Westminster during the semester in which the recital is presented and have passed the Graduate Qualifying Exam in a previous semester.**

**GRADUATE VOICE PERFORMANCE AND PEDAGOGY - PERFORMANCE EMPHASIS**

- A recital of at least 50-60 minutes of music. This recital may be given only after the student has been placed in VC 655.
- A recital committee will be appointed by the Chair of the Piano and Voice Department of three voice faculty members, including the student’s teacher. The committee will be present at a recital hearing one month in advance of the recital at which time the entire program is to be memorized and ready for presentation. The committee will ask for selections to be heard and from this hearing will determine whether the student is ready to present the recital. If a student fails the recital hearing, the date of the rehearing will be at the discretion of the committee. If after three attempts a student is unsuccessful in passing the recital hearing, he/she may be dismissed from the Voice Performance/ Pedagogy Program.
- Dates and times of the recital hearings, as well as the personnel of each committee will be assigned in advance.
- **Two weeks before the recital hearing** the student must turn in a researched paper, typically 7-10 pages, not including translations, based on the recital to be performed. One of the faculty members on the committee will be designated as the reader of the
research paper, who will receive the paper. The paper will be returned to the student at
the hearing; any revisions deemed necessary must be submitted within a week.
• The reader must approve the paper in its final form in order for the recital to take
  place by submitting a signed, dated form to that effect to the recital committee.
• The student should investigate the poets, poetry, composers and music to be performed,
in order to present an analysis of the music. The writing should represent a synthesis of
the research, not a reporting of the facts, and should represent an informed point of view,
supported by the research, with regard to the songs to be performed. A bibliography of
sources consulted should accompany the paper. Citations should be noted as endnotes or
footnotes. This researched paper should be used as the basis for program notes
included in the recital program.
• Considerations may include:
  ▪ What are some salient features of this composer’s song literature? Is the composer
typical of his or her time period, and why or why not? Consider the vocal line and
the accompaniment, both by themselves and as they serve each other.
  ▪ What are some distinguishing characteristics of the poets and their poetry?
  ▪ Can you draw any conclusions as to this composer’s choice of poets?
  ▪ How does the composer serve the poetry or not?
  ▪ If you believe a particular work to be a great work, discuss what makes it so.

Graduate Voice Pedagogy and Performance students with a Performance emphasis who have
given no previous voice recitals must give a short, preliminary recital before preparing for the
graduate recital. There are no audition or repertoire requirements for this recital. This recital
may be done at VC 641.

GRADUATE VOICE PEDAGOGY AND PERFORMANCE - PEDAGOGY EMPHASIS
• A graduate recital of 40-60 minutes of music. It is to be presented in the semester after
the successful completion of the Voice Qualifying Exam.

GRADUATE PRIMARY VOICE - MUSIC EDUCATION AND SACRED MUSIC
• A graduate recital of 40-60 minutes of music. It is to be presented in the semester after
the successful completion of the Voice Qualifying Exam.

Recital Programs

A template for recital programs is now available from the Performance Management Office and
online. Programs will be folded 8.5x11 paper, preferably stapled. Programs should include the
following information:

• Student name and voice part
• Name of accompanist and any assisting instrumentalists
• Date, time and place
• The following statement: (Student name) is a candidate for the Bachelor of Music degree in Voice Performance/Music Education/Sacred Music (as appropriate). (Student name) is a student of (teacher name).

Program notes should include translations of the foreign language works performed. The translations may be literal, a brief synopsis, or a description of the mood that the piece should project. Except in unusual circumstances, printed texts are not necessary for the English compositions. The student must present the notes to his/her teacher for their approval well in advance of the time when the programs are to be duplicated.

Recital Hearings
Recital Hearings are required one month in advance of the recital and may be waived solely at the discretion of the student’s primary teacher. A teacher has a right to postpone the recital even if the hearing was positive. Students must pass the recital hearing before giving the recital. Program notes must be submitted at least three weeks before the recital.

Recital Documentation
Once a recital has been completed, the student must submit to the Academic Coordinator (Williamson Hall), six copies of the recital program as well as the Recital Documentation Form, available in the Academic Suite in Williamson Hall, completed and signed by the student’s primary teacher. **Failure to submit this form will negatively impact completion of the student’s graduation requirements.**

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**GRADUATE DICTION REQUIREMENTS**

**GRADUATE DICTION SCREENING TESTING:**

The content of the Graduate Diction Screening Test varies with the individual screeners. All screenings, however, consist of reading words in IPA, and reading, intoning and/or singing in English, Italian, French and German. The test may include individual words, sentences, or poetry excerpts. In order to further assess the level of diction skills, a student may also be asked to sing part of a song which has already been studied. The test lasts for 15 minutes, at which time the student is informed of the outcome and advised as to the options for further study, if needed.

**RECOMMENDATIONS IN THE CASE OF FAILURE:**
If the student is found to be deficient in knowledge of IPA, or in the diction of one or more languages, the student may:

1. **Audit** all or a part of VC115 English and Italian Diction, and VC116 French and German Diction, depending on where the deficiencies are. The student must then **retake** the portion or portions of the diction screening which were failed.
2. **Take** VC115 and/or VC116 and earn a B or better. This satisfies the diction requirement and no further testing is needed.
3. **Audit or take** VC117 English Diction, VC118 Italian Diction, VC119 French Diction or VC120 German Diction. These courses are recommended when a specific deficiency in only one or two languages is found, and in-depth study is appropriate. (Most graduate students are quite time-conscious, and prefer not to take these one-semester courses.) If the course is audited, a retest is necessary.

Occasionally, when the deficiency is mild, a student may elect to prepare for a retest by studying on his or her own. Or a student who plans to take a language course could use that as preparation for the retest.

A retest is always necessary unless the student registers for and takes the recommended undergraduate diction course(s) and earns a B or better.

GRADUATE ORAL EXAMINATION

All students pursuing a graduate degree at Westminster Choir College must pass a final oral examination in each major field. This examination typically occurs during the last semester in which a student is enrolled prior to graduation. The examination may be scheduled only after completion of any and all non-credit-bearing courses being taken to remove deficiencies in musical preparation.

The examination committee consists of no fewer than three Westminster music faculty members, full-time or adjunct, including two from the student’s major area and one member from outside the major area. The departmental criteria for eligible faculty within the major area are:

- It is the student’s responsibility to contact the faculty members whom s/he would like to sit on their committee.

**Scheduling the Examination**

Once the student and her/his committee have all agreed on a date and time for the examination, the student must submit an Oral Examination Request Form (available from the Academic Coordinator) to the Academic Coordinator. The AC will then reserve a room in which the examination will take place. One week before the examination, the AC will notify the student and the student’s examination committee, via e-mail reminding them of the date and time of the examination, as well as the room location.

**Study Guide**
The department will provide the student with a study guide for the examination, which is available at all times in the office of the Academic Coordinator.

Students who have not passed all portions of the oral examination must be re-examined within one year from the date of the original or previous exam. Students failing to meet this deadline or have not passed the oral examination after three attempts are no longer considered degree candidates and become ineligible to graduate.