



UNIVERSITY OF
NORTHERN COLORADO

College of Performing and Visual Arts
School of Music

Voice Area Undergraduate Handbook
Revised 2017

- Music B.A. – Voice Emphasis
- B.M.E. – Education Vocal, Piano and General Emphasis
- B.M. – Business Emphasis
- B.M. – Vocal Performance Emphasis

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- 1) Applied Music and Performance Requirements
 - a) Applied Voice Lessons
 - i) Undergraduates will receive one private lesson each week as follows:
 - (1) Non-voice majors: one 30-minute lesson.
 - (2) Freshmen Voice Majors (all degree plans)
 - (a) Freshman Voice Seminar, and
 - (b) One private 30-minute lesson.
 - (3) Sophomore, Junior and Senior B.M. – Business and B.A. students: one 30-minute lesson.
 - (4) Sophomore, Junior, and Senior B.M. and B.M.E. students: one 50-minute lesson.
 - ii) Students must attend the weekly departmental recitals on Tuesdays at 5:00 pm and other required Voice Area events as detailed on the Voice Departmental Calendar. Failure to attend these recitals will lower the semester grade in applied voice.
 - iii) Students must sing a jury examination at the end of each semester except in a semester during which they have given a recital.
 - iv) Students must perform in recitals as required by the specific degree plan.
 - v) Students must attend studio classes, recitals, and master classes deemed necessary by the applied teacher or department.
 - b) Collaborative Pianists: Students must arrange for a collaborative pianist to be available for lessons and weekly rehearsals.
 - c) Attendance
 - i) Students will be expected to arrive promptly at their lesson time.
 - ii) Except for reasons of illness or emergency, attendance will be required at all lessons. In the event of illness or an emergency, contact your teacher prior to your lesson time.
 - iii) Do not expect to cancel your voice lesson because of sickness or vocal problems and still sing in an ensemble or opera rehearsal that day. Your voice lesson is not more demanding vocally or otherwise than rehearsal. If your vocal mechanism is so impaired that you are not able to sing in the studio, you should not be using your voice in rehearsal.
 - d) Preparation
 - i) Assigned music must be prepared by the date indicated by the teacher. Deficient preparation will indicate inability to solve musical problems, disinterest or both. Consistent lack of preparation will affect the semester grade and possibly jeopardize the student's right to remain in the program.
 - ii) It is the responsibility of the student to rehearse the assigned literature with the collaborative pianist before presenting it in the lesson.
 - e) Make-up Lessons
 - i) Lessons missed by the student will not be made up. However, if a conflict is anticipated and an alternate time can be arranged with the collaborative pianist and teacher, a lesson may be rescheduled. Consult your teacher for his or her specific policy.
 - ii) Lessons missed by the instructor will be made up. The make-up lesson may take the form of a studio class.

2) Ensemble Policies

- a) Voice majors at the University of Northern Colorado have opportunities to participate in a wide variety of ensembles. These include major musical ensembles, other School of Music vocal ensembles, opera and musical theatre, student-run vocal ensembles, instrumental ensembles, and off-campus ensembles. Undergraduate students may participate in no more than three performance ensembles per semester.
- b) Major Music Ensembles: Participation in a major musical ensemble is a degree requirement and counts as one performance ensemble. Major Ensembles for singers are Concert Choir, Men's Glee Club, and Women's Glee Club.
- c) Students may select up to two more performance activities per semester, including a second major ensemble, opera productions, musicals, University Singers, Chamber Choir, Ursa Consort, vocal jazz ensembles, student-run ensembles, off-campus ensembles, band, or orchestra. These selections must be made with advisement from the student's applied voice teacher, since each involvement requires significant time and energy.

3) Voice Area Attendance Policies

The Voice Department is committed to an educational environment that uses student performance and observation for maximum technical and artistic development. Students learn through their own performances and observing those of other students and applied faculty. The performance attendance policy is designed to promote this educational philosophy.

a) Voice Departmental Recitals

- i) All undergraduate majors and prospective majors are required to attend all Voice Departmental Recitals on Tuesdays at 5:00 pm.
- ii) In addition, attendance is required at all events listed as "required" on the Voice Departmental Calendar. These include, but are not limited to: all voice faculty recitals, all opera performances, as well as select performances of opera scenes, chamber operas, early music concerts, graduate voice recitals, and master classes.
- iii) In order to receive credit for attendance, students must follow attendance procedures outlined by the Voice Department for that semester. Late arrivals and early departures will be tallied and three instances will count as one absence. Anticipated absences must be discussed with the student's applied teacher, and a written notice must be submitted before the absence.
- iv) Students are allowed two absences from required events. Further absences will lower the applied voice grade 1/3 letter grade.

- b) School of Music Convocations and Common Hour Presentations provide an opportunity for all students and faculty to assemble together for programs and information. All students are required to attend the School of Music Convocations and Common Hour Presentations on Mondays at 12:20 pm. Attendance will be taken and sent to the teacher.

4) MUS 100

- a) All undergraduate music degree students must enroll in MUS 100 each semester through the semester of their senior recital. Grading for the course is either S or U (Satisfactory or Unsatisfactory). In order to receive a grade of "Satisfactory," students are required to attend at least ten (10) performances sponsored by the School of Music per semester and provide a program for each.
 - i) Half of the concerts must be outside of the Voice Area.
 - ii) Orchestral, Composition, and Conducting programs with a significant vocal component count as Voice Area concerts.
 - iii) Students may NOT count any programs in which they participate as a singer as part of this requirement.
 - iv) Attendance at undergraduate Voice Departmental Recitals does not count toward this requirement.
 - v) Graduate Recitals do count toward this requirement.

- vi) Attendance at events not sponsored by the School of Music does not count toward this requirement unless pre-approved by the applied teacher. This includes student-run events, productions of the School of Theatre, Arts and Dance, and off-campus events.
 - b) Any student who has not completed the required number of semesters of MUS 100 with a grade of S will not be permitted to graduate until the deficiency has been removed.
 - c) A MUS 100 Sheet and recital/concert programs must be submitted to the student's applied teacher the same semester in which the event occurred and no later than the week of voice juries.
- 5) Advising
- a) Each undergraduate student will be assigned a faculty advisor.
 - b) Students are required to meet with their advisors each semester before registering for classes.
 - c) Students are then required to meet with the School of Music Advisor to finalize the schedule and receive a PIN number.
 - d) Students are required to meet with their teachers during finals week to discuss their progress.
- 6) Academic Progress
- a) In order to remain in good academic standing, a voice student must:
 - i) Receive a grade of C- or higher in applied voice lessons.
 - ii) Make satisfactory progress toward the degree requirements.
 - b) Program Probation and Termination
 - i) Students who receive a grade lower than C- in their applied voice lesson will be put on probation.
 - ii) Students who receive a grade lower than C- in their applied voice lesson for two semesters in a row will be removed from the major.
- 7) Juries
- Each student enrolled in private voice is required to sing a voice jury examination at the end of each semester. The jury will be considered the final examination for voice lessons. Students are exempt from this requirement during the semester of their degree recital(s).
- a) Jury Sheets
 - i) The student will bring a completed jury sheet to the exam.
 - ii) All repertoire studied during the semester shall be listed.
 - iii) Students will mark each piece that is memorized with an asterisk (*).
 - iv) Specific repertoire requirements are listed below.
 - b) Format
 - i) The student will begin with one piece chosen from the semester's repertoire to perform from memory.
 - ii) One or more additional works will be selected by members of the voice faculty from the submitted list of memorized repertoire.
 - c) Missed Juries
 - i) Failure to sign up for and complete a voice jury will result in a grade of F for that jury. In most instances, this will lower the voice grade below a C- and put the student on probation.
 - ii) Make-up Juries
 - (1) In very unusual circumstances the jury may be delayed.
 - (2) Students must receive the approval of their voice teacher before the scheduled jury time in order to be allowed to delay the jury.
 - (3) Make-up juries must take place within the first two weeks of the following semester.

8) The Sophomore Qualifying Exam (SQE)

At the end of their fourth semester of vocal study at the University of Northern Colorado, or its equivalent in the case of transfer students, usually during the voice jury time, all B.M.E. and B.M. voice majors are required to complete a Sophomore Qualifying Exam (SQE) in order to advance to the 400 level of voice study and to continue in their voice major. Transfer students will complete this examination at a time designated by the voice faculty prior to their third semester of study at UNC. B.A. and B.M. – Business students who wish to perform a senior recital must also complete the SQE.

- a) In order to pass the SQE and progress to the 400 level of lessons, a student must:
 - i) Have tested out of or received a grade of C- or better in:
 - (1) Music Theory/Aural Skills I, II, and III,
 - (2) Music Styles and Context,
 - (3) Class Piano III, if piano proficiency is a degree requirement,
 - (4) All semesters of a major vocal ensemble, and
 - (5) Have received an S in all semesters of MUS 100.
 - ii) Demonstrate appropriate progress in the following vocal areas:
 - (1) Technique: Evenness and Beauty of Tone, Intonation, and Range.
 - (2) Musicianship: Memorization, Rhythmic and Melodic Accuracy.
 - (3) Musicality: Phrasing, Style, Expression.
 - (4) Language: Clarity and Accuracy of Pronunciation.
 - (5) Presentation: Interpretation, Presence.
 - (6) Repertoire: Meet minimum standards of repertoire as in the Repertoire Guidelines below.
 - (7) Motivation and Discipline: Punctuality, Preparedness, Attitude.
 - (8) Public Performance: Have performed as a soloist with Classical repertoire at least twice.
- b) Outcomes
 - i) In order to progress to the 400 level of vocal study, students must fulfill all requirements above.
 - ii) If the voice faculty deems a student deficient in one of the vocal areas listed above, that student will be required to retake the SQE in the fifth semester.
 - iii) If the voice faculty deems a student deficient in two of the vocal areas listed above, that student will be put on probation and will be required to retake the SQE in the fifth semester.
 - iv) If the voice faculty deems a student deficient in three of the vocal areas listed above that student's program will be terminated.
 - v) Students retaking the SQE must address all deficiencies in order to pass.
 - vi) If the student is making satisfactory vocal progress but is deficient in the academic areas listed above, the student will have one additional semester to address the academic deficiency and retake the SQE. Should the student still not meet the academic requirements at the end of the fifth semester, the student will be suspended from voice lessons and performance in opera theatre until sufficient academic progress has been made.
- c) Notification
 - i) All students will be notified of the results of their SQE and of the voice faculty's decision regarding their status.
 - ii) Students who are required to retake the SQE will receive information about which standards were not met and where improvement is required.
- d) Format of the Exam
 - i) The student will choose the first selection and the voice faculty will choose two additional pieces.
 - ii) Students must bring the following to the exam:
 - (1) A complete repertoire list of all songs studied during their course of study to date,
 - (2) A completed Sophomore Qualifying Exam Form,
 - (3) A jury sheet with the audition repertoire listed, and
 - (4) A print-out of all grades earned at UNC and a copy of the transcript for all transfer credits.

9) Degree Plan Recitals

- a) Specific Recital Requirements by Degree:
 - i) B.M.E.: required senior half recital.
 - ii) B.M.: required junior half recital and senior full recital.
 - iii) B.A.: optional senior half recital.
 - iv) B.M. – Business: senior half recital or capstone.
- b) Repertoire Guidelines
 - i) Length
 - (1) Half Recital: 20 – 22 minutes of music (B.A., B.M.E. Senior, B.M. Junior).
 - (2) Full Recital: 40 – 44 minutes of music (B.M. Senior).
 - ii) Repertoire
 - (1) The repertoire must represent a variety of languages and classical styles, and is selected in consultation with the voice teacher. No musical theatre or jazz repertoire is permitted.
 - (2) The final approval of the recital program rests with the voice faculty.
- c) Lesson Requirement: Students must be enrolled in voice lessons during the semester of the recital. Thus, recitals may not be given while student teaching.
- d) Recital Hearings
 - i) Timing: Students must sing a recital hearing before the voice faculty at least two months before the intended date of performance.
 - ii) Forms: Students must bring one completed Recital Hearing Form and four copies of the recital program to the hearing. The programs must include:
 - (1) Exact timings for each piece,
 - (2) The total time for all music in the program, and
 - (3) An indication of which pieces are prepared for the hearing.
 - iii) Repertoire: For the hearing, prospective recitalists must select a representative cross-section of the proposed recital repertoire to offer from memory. This must be equivalent to at least half of the total duration of the proposed recital. Pieces that will be performed with an instrumental ensemble are exempt from the memorization requirement and may be sung from a score for the hearing. In this case, one half of the remaining repertoire must be offered from memory.
 - iv) Format: The student will choose two songs to sing at the time of the hearing. The voice faculty will ask for additional selections from the prepared recital repertoire.
- e) Scheduling:
 - i) Undergraduate recitals take place during the Voice Departmental Recital Tuesdays at 5:00 pm.
 - ii) In the semester before the recital, students must submit a list of three possible recital dates in order of preference. Final scheduling decisions rest with the voice faculty.
 - iii) For some B.M.E. students, a private studio recital may be more appropriate. This determination will be made by the voice faculty at the time of the hearing.
 - iv) Recitals may not be rescheduled for the same semester once they have been placed on the School of Music (SoM) calendar without special permission from the Director of the School of Music.
- f) Recital Request Forms: SoM Recital Policies concerning Recital Request Forms and Programs may be found on the SoM Forms and Information page of the SoM website.
- g) Programs: Policies concerning Programs may be found on the SoM Forms and Information page of the SoM website. Students are responsible for picking up the programs from the SoM office and bringing them to the recital.
- h) Recording: All degree recitals must be recorded. Students are responsible for all scheduling and costs associated with recording.
- i) Evaluation: All degree recitals will be evaluated by the voice faculty on a pass/fail basis. If the voice faculty deems any part of the recital deficient, the student may be asked to repeat all or part of the recital.

10) Performance Policy

- a) Performance Permission: All voice students must petition for permission in writing to the voice and opera faculty prior to auditioning for or accepting singing engagements for public appearance. This policy affects both on-campus and off-campus activities and includes the following:
 - i) On-campus productions other than opera and choral performances.
 - ii) Any off-campus performance activity.
- b) Performance Conflicts: No student will be allowed to audition for a performance opportunity that is in conflict with a scheduled voice department, opera or choral ensemble event in which the student is required to take part.

11) Repertoire Guidelines:

All repertoire should be from the canon of classical art music unless otherwise specified.

a) Voice Minor, Non-Voice Major

i) First Year

- (1) At least three new songs from memory each semester.
- (2) At least one selection in Italian.
- (3) One musical theatre song is allowed.

ii) Second Year

- (1) At least four new songs from memory each semester.
- (2) At least one selection in Italian.
- (3) At least one selection in a second foreign language.
- (4) One musical theatre song is allowed.

iii) Third Year

- (1) At least five new songs from memory each semester.
- (2) At least one selection in German.
- (3) At least one selection in Italian.
- (4) A third selection in a foreign language.
- (5) One musical theatre song is allowed.

iv) Fourth Year

- (1) At least six new songs from memory each semester.
- (2) One opera or oratorio aria, if appropriate.
- (3) At least two foreign languages should be represented.
- (4) One musical theatre song is allowed.

b) B.A. Voice Emphasis, B.M. – Business Emphasis, and those seeking a Voice Major

i) First Year

- (1) At least four new songs from memory each semester.
- (2) At least one selection in Italian.
- (3) No musical theatre repertoire is allowed in the first year of study.

ii) Second Year

- (1) At least five new songs from memory each semester.
- (2) At least one selection in Italian.
- (3) At least one selection in a second foreign language.
- (4) One musical theatre song is allowed.

iii) Third Year

- (1) At least six new songs from memory each semester.
- (2) At least one selection in German.
- (3) At least one selection in a second foreign language.
- (4) At least one opera or oratorio aria.
- (5) One musical theatre song is allowed.

- iv) Fourth Year
 - (1) Senior Recital Hearing/Performance or at least seven new songs from memory each semester.
 - (2) At least one opera aria.
 - (3) At least one oratorio aria.
 - (4) At least one selection in French.
 - (5) At least one selection in a second foreign language.
 - (6) One musical theatre song is allowed.
- c) B.M. – Vocal Performance Emphasis and B.M.E.
 - i) First Year
 - (1) At least four new songs from memory each semester.
 - (2) At least one selection in Italian.
 - (3) No musical theatre repertoire is allowed in the first year of study.
 - ii) Second Year
 - (1) At least six new songs from memory each semester.
 - (2) At least one selection in Italian.
 - (3) At least one selection in a second foreign language.
 - (4) One musical theatre song is allowed.
 - iii) Third Year
 - (1) B.M. Students: Junior Recital Hearing/Performance
 - (2) B.M.E. Students: at least seven new songs from memory each semester.
 - (3) At least one selection in German.
 - (4) At least one selection in a second foreign language.
 - (5) At least one opera or oratorio aria.
 - (6) One musical theatre song is allowed, but not as recital literature.
 - iv) Fourth Year
 - (1) Senior Recital Hearing/Performance
 - (2) At least one opera aria.
 - (3) At least one oratorio aria.
 - (4) At least two selections in different foreign languages.
 - (5) Second Semester: Senior Recital or at least seven memorized selections.
 - (6) One musical theatre song is allowed but not as recital literature.