



Music Department

Vocal Arts Division

Policies and Procedures Handbook

Revised 2026

1. Welcome and Overview

Dear UT Arlington Voice Student,

Welcome to the Vocal Arts Division! This handbook provides essential information about your studies, including policies, procedures, and degree requirements. Please read it carefully and consult it throughout your time at UTA.

The voice faculty is committed to your growth and success. If any policy or statement needs clarification, please ask. Our division emphasizes comprehensive training in vocal and choral repertoire, pedagogy, diction, and artistry. We hope your studies at UT Arlington are both rewarding and artistically fulfilling.

This handbook supplements the syllabi for all courses and sections of applied voice. The policies outlined here apply to the 2026–2027 academic year and do not supersede UTA Music Department policies.

2. Audition and Placement

Undergraduate – Bachelor of Music

Admission to the Department of Music is separate from university admission and includes the following:

- Performance of two songs, at least one in a foreign language. Memorization is preferred. An accompanist will be provided.
- A prepared sight-singing exercise and a brief theory quiz.
- Two or three letters of recommendation, which may be submitted on or before the audition date.

Audition results determine placement in the appropriate level of applied voice. First-time freshmen are placed in MUSI 1240. Transfer students are placed according to verified transfer credits or in MUSI 2223 until ready to continue in the UTA sequence. BM transfer students with four or more voice credits may take the proficiency examination before enrollment or enroll in MUSI 2223 until ready to take it.

Graduate

Applicants must prepare a 20-minute program that includes at least one aria (opera or oratorio) and one art song in each of the following languages: Italian, German, French, and English. The committee will select a portion of the prepared repertoire to hear. Applicants must also complete a Diction Proficiency Exam and perform a short prepared sight-singing exercise.

3. Applied Lessons

Bachelor of Music

Students enrolled in applied voice lessons, except MUSI 0175, receive one 50-minute lesson per week. Students enrolled in MUSI 0175 receive one 25-minute lesson per week.

Standard Course Sequence

MUSI 1240 – first semester

MUSI 1241 – second semester

MUSI 2240 – third semester

MUSI 2241 – fourth semester

MUSI 3240 – fifth semester (non-performance)

MUSI 3350 – fifth semester (performance)

MUSI 3241 – sixth semester (non-performance)

MUSI 3351 – sixth semester (performance)

MUSI 4350 – seventh semester (performance)

MUSI 4351 – eighth semester (performance)

Additional Courses

MUSI 2222 – pass/fail course for students attempting the proficiency a second time

MUSI 2223 – preparatory course for transfer students; repeatable

Choral music education majors for whom voice is the secondary instrument enroll in MUSI 0175 for four semesters.

Elective lessons for one or two credit hours are available to non-music majors, pending department approval and instructor availability. Interested students should complete the Elective Lesson Request Form.

Master of Music in Performance and Graduate Certificate

Graduate students receive one 50-minute applied voice lesson per week and enroll in MUSI 5320 each semester. The course is repeated until four semesters are completed. During the fourth semester, the student presents a full recital consisting of a minimum of 50 minutes of music.

4. Grading and Attendance

Grading

Semester grades for applied voice are determined by the applied teacher as follows:

- 50% – Final Jury
- 10% – Midterm Jury
- 40% – Studio Grade

Studio grades are based on:

- Evidence of consistent vocal and musical progress
- Regular lesson attendance
- Attendance and participation in Vocal Division Recitals
- Musical and vocal preparation consistent with the instructor's studio policies
- Additional requirements outlined in the instructor's syllabus

Attendance

Regular attendance at every voice lesson, studio class, and Voice Division Recital is expected and essential. Students who must miss for any reason should communicate with their instructor in a timely manner. Make-up lessons are granted only at the instructor's discretion. Refer to the course syllabus for specific attendance policies and procedures.

Syllabus

Each studio teacher will provide a syllabus by the first day of class each semester. The syllabus describes course procedures, expectations, student outcomes, and grading policies for applied voice. Students are responsible for understanding and following the syllabus. Syllabi are also available in Canvas or on the UTA Courses and Schedules webpage.

5. Teacher Assignment, Studio Classes, and Voice Division Recitals

Teacher Assignment

Studio availability varies from year to year. New students' teacher requests are honored when possible. Applicants may contact and audition for a particular teacher before registration; the teacher may then request that the student be placed in their studio. Final assignments are made by the Vocal Arts Coordinator in consultation with the voice faculty.

Studio Classes

Students enrolled in applied lessons must also register for the corresponding studio class, MUSI 0010. Studio classes are graded on a pass/fail basis. Although individual attendance policies may vary, students should not ask to be excused from studio class, which is an essential component of voice training.

Voice Division Recitals

Voice Division Recitals are scheduled approximately four times per semester and announced at the beginning of the semester. Attendance is required of all voice students. Students should not schedule classes, lessons, work, or other commitments during this time and must attend the entire program to receive credit.

All voice majors except those enrolled in MUSI 1240, MUSI 0175, or elective lessons must perform on one Voice Division Recital each semester. Dates and sign-up procedures are announced at the beginning of each semester.

6. Additional Recitals and Concerts

Attending live performances is an important part of a music education. Voice students are strongly encouraged to attend faculty and student recitals, guest artist recitals and master classes, UTA ensemble concerts, opera and musical theatre productions, and off-campus classical concerts.

7. Juries

Overview

All applied voice students except those enrolled in elective lessons must perform a final jury. A midterm jury is also required at all levels except MUSI 1240, MUSI 0175, and MUSI 5320.

Approximately two weeks before each jury, a sign-up link will be distributed by email. Because time slots fill quickly, students should sign up promptly.

Students must bring the number of correctly completed, double-sided jury grading sheets specified in the sign-up email, as well as one copy of each piece listed on the jury sheet for the faculty panel. The panel consists of at least three voice area faculty members.

Required Repertoire

Students must prepare and memorize repertoire each semester according to the quantitative requirements in Section 9. For the midterm jury, students prepare half of the required song repertoire. If the semester requirement is an odd number, prepare half of the lower even number (for example, two of the five required pieces for MUSI 1241).

Preparation

Students are expected to know the following about their repertoire:

- Brief biographical information about the composer
- Name of the poet or librettist
- Meaning of the text
- Context of the aria in the opera, show, or oratorio, or of the song within a song cycle
- The relationship between music and text

Jury Grading

90–100 = A: Excellent

Artistic performance; idiomatic diction; appropriate musical style; dramatic interpretation; and clear understanding of the text.

80–89 = B: Better than average

Developing sophistication in diction, style, dramatic presentation, and understanding of text.

70–79 = C: Average

Pitches, rhythms, and diction learned.

60–69 = D: Less than average

Significant weaknesses in the areas above.

0–59 = F: Failure

Repertoire not learned or vocal development not at a level to warrant a passing grade.

Selection of Jury Repertoire

For the midterm jury, the panel selects one piece from the student's list. For the final jury, the student selects one piece and the panel selects one piece. Graduate students select one piece and the panel selects at least two additional pieces.

If a student is obviously unprepared to perform a selected piece from memory, 20 points will automatically be deducted from the jury grade. A student who receives an F on the final jury may receive no higher than a C for the semester.

Missed and Make-Up Juries

If a student is unable to perform a jury because of severe illness, family tragedy, or accident, the student must notify the studio teacher before the jury or as soon as possible afterward and submit appropriate documentation within one week of the missed jury. A grade of Incomplete (I) will be given only for verified medical reasons. Make-up juries must be completed no later than the first week of the following semester.

8. Proficiency Examination

All Bachelor of Music voice students must pass a proficiency examination before enrolling in upper-division (3000-level and above) applied voice courses. The examination is normally given during the final jury for MUSI 2241.

Students enrolled in MUSI 2223 may, in consultation with their professor, either take the proficiency examination or enroll in additional semesters of MUSI 2223—up to the number of semesters of applied lessons represented by their transfer credits—until sufficiently prepared.

Requirements for Passing

- Appropriate range for voice type, given age and experience
- Adequate diction in German, English, Italian, and French
- Clear and convincing phrasing
- Ability to sing repertoire from various historical periods in a stylistically appropriate manner
- Evidence of musical expression
- Technical control of breath, registers, intonation, articulation, and rhythm
- Secure memorization of all repertoire with faithfulness to the score
- Professional stage deportment

Additional Requirements for the Performance Track

- Authentic diction in German, English, Italian, and French
- Musical expression reflecting depth of understanding of text and translation
- Stage deportment, including facial expression and characterization appropriate to the text or role
- Excellent intonation
- Advanced musicianship and technical proficiency
- A trajectory of vocal improvement that could lead to employment as a classical soloist or acceptance into a graduate program

Exam Outcomes

Students who do not pass the proficiency on the first attempt receive an Incomplete and must enroll in MUSI 2222 the following semester. At the end of that semester, the student attempts the proficiency a second time during the final jury. If the student passes, the Incomplete for MUSI 2241

(or MUSI 2223) is removed and a grade based on the current semester's performance is assigned. Students who do not pass on the second attempt receive an F for the semester and may not continue as a vocal music major.

Exam Format

At the proficiency jury, the student performs a minimum of four of the six required songs. The student selects the first song; faculty select three additional pieces.

9. Repertoire Requirements

Bachelor of Music

Quantitative Requirements – minimum works memorized for juries

Freshmen

MUSI 1240 – 4 songs

MUSI 1241 – 5 songs

MUSI 0175 – 3 songs

Sophomores

MUSI 0175 – 3 songs

MUSI 2240 – 6 songs

MUSI 2223 – 4–6 songs, depending on number of transfer credits

MUSI 2241 – 6 songs

MUSI 2222 – 6 songs

Proficiency Exam

Four languages: English, Italian, French, and German; additional languages are permitted. At least three stylistic periods must be represented from Baroque, Classical, Romantic, and 20th–21st century repertoire.

Juniors

MUSI 3240 – 7 songs

MUSI 3350 – 8 songs

MUSI 3241 – 8 songs

Senior Recital – 25 minutes minimum

MUSI 3351 – 8 songs

Junior Recital – 25 minutes minimum

Seniors

MUSI 4350 – 8 songs

MUSI 4351 – 8 songs

Senior Recital – 40 minutes minimum

Master of Music in Performance and Graduate Certificate

MUSI 5320 – 8 songs each semester

Graduate Recital – 50 minutes minimum in the fourth semester of study

Repertoire Reductions for Opera Roles

Students cast in a leading role in the opera production may be eligible for a reduced repertoire requirement for that semester. Any reduction must be approved by the Vocal Arts Coordinator in consultation with the applied faculty.

To request a reduction, email the applied voice teacher and copy the Vocal Area Coordinator. Request a 25% or 50% reduction and detail exactly how much music is being sung in the opera, including page references in the score and a PDF of the score.

Cumulative Linguistic and Genre Requirements – Recommended Minimum

Performance – 8 semesters of study

English – 12 selections

French – 12 selections

German – 12 selections

Italian – 12 selections

Oratorio – minimum 3 selections

Operatic – minimum 5 selections

Other – 5 selections in any language

Total – 53 songs/arias

Junior Recital – 25 minutes minimum

Senior Recital – 40 minutes minimum

Music Education – 6 semesters of study

English – 8 selections

French – 8 selections

German – 8 selections

Italian – 8 selections

Oratorio – minimum 2

Operatic – minimum 2

Other – 4 selections in any language

Total – 36 songs/arias

Senior Recital – 25 minutes minimum

Music Business – 4 semesters of study

English – 5 selections

French – 5 selections

German – 5 selections

Italian – 5 selections

Other – 1 selection in any language

Total – 21 songs/arias

Audio Production – 4 semesters of study

English – 5 selections

French – 5 selections

German – 5 selections

Italian – 5 selections

Other – 1 selection in any language

Total – 21 songs/arias

Composition – 4 semesters of study

English – 5 selections

French – 5 selections

German – 5 selections

Italian – 5 selections

Other – 1 selection in any language

Graduate Cumulative

At least 8 songs per semester; languages are determined in consultation with the applied teacher.

ALL REQUIRED REPERTOIRE MUST BE MEMORIZED

10. Recitals

Degree Recital Requirements

Performance Majors

Performance majors present two degree-required recitals: a Junior Recital consisting of a minimum of 25 minutes of music and a Senior Recital consisting of a minimum of 40 minutes. The Junior Recital should be completed during the MUSI 3351 semester; the Senior Recital should be completed during the MUSI 4351 semester.

Music Education Majors

Music Education majors present a 25-minute recital during the MUSI 3241 semester.

Graduate Vocal Performance – MM or Certificate

Graduate Vocal Performance students present one full-length recital consisting of a minimum of 50 minutes of music during the fourth semester of lessons.

Recital Procedure

1. Select and prepare repertoire

Select and prepare recital repertoire with the applied teacher.

2. Reserve a recital date

Reserve a performance date in Irons Recital Hall in consultation with the applied teacher and accompanist.

3. Submit the Recital Hearing Request Form

Complete the form approximately four weeks before the proposed recital. Identify three voice faculty panelists and propose a tentative hearing date and time.

4. Complete the recital hearing

The hearing should take place three weeks before the recital. Bring the Recital Hearing Grade Form with the repertoire list and timings attached. Identify the eight pieces newly learned that semester. The entire program must be fully prepared and memorized. The hearing serves as the final jury and receives a numerical grade.

5. If a second hearing is required

Coordinate rescheduling of the hearing and, if necessary, the recital. A student who does not pass the repeat hearing receives a failing grade for the semester and must retake the course to remain in the program.

6. Submit program information

Submit the Recital Program Information Form at least one week before the recital.

7. Complete any remaining repertoire requirement

If the recital program does not meet the minimum new-repertoire requirement for the semester, perform a separate final jury for the remaining repertoire.

Non-Degree Recitals

Voice students who are not required to perform a degree recital, or who wish to present an additional recital, may do so with the consent of their voice teacher. These recitals do not require a recital hearing but are expected to be similar in content to degree recitals.

11. Other Information

Vocal Coaching

Undergraduate performance majors are required to complete three semesters of Vocal Coaching (MUSI 3104). Enrolled students receive fourteen 25-minute sessions or the equivalent. Coaching addresses language, diction, style, and interpretation; repertoire should be securely learned before coaching begins.

Graduate students are strongly encouraged to take Vocal Coaching (MUSI 5115) as an elective. Coaching requests must be approved by the studio teacher, vocal coach, and Area Coordinator.

Additional Performing Opportunities

Departmental Recitals

Students are encouraged to perform on the UT Arlington Noon Recital Series. Nominations must be made by the studio teacher.

Ensembles

All voice majors are required to participate in a large ensemble each semester. Ensemble assignments are made by the Director of Choral Activities following placement auditions each fall.

Opera/Music Theatre Workshop

Repertoire includes lab projects, scenes programs, and fully staged operas.

Arlington Memorial Hospital Brown Bag

Students seeking an informal performance setting may sign up to sing on scheduled Fridays at the hospital. Students must provide their own transportation.

Changing Studios

The study of voice is personal and sometimes subjective. It may take time for a student to adjust to professional voice study, which depends on constructive criticism and incremental progress. Ideally, student and teacher adapt to one another's style and develop a productive working relationship.

If student and teacher reach an impasse and open dialogue has not resolved the problem, the student may request release from the current studio. If the current teacher approves the request, the student may approach another teacher or ask the Vocal Area Coordinator to make a new assignment. The student must complete the Request to Change Voice Studio Form and provide copies to both teachers and the Vocal Area Coordinator.

Collaborative Pianists

Students studying applied voice must engage a collaborative pianist in a timely manner for lessons, rehearsals, and performances. Pianists are available on a private basis and set their own fees, typically \$20–\$40 per half hour depending on experience and the amount and difficulty of the repertoire.

Students are expected to work professionally with collaborative pianists:

- Contact the pianist and provide music well in advance.
- Honor scheduled rehearsals and arrive prepared.
- Establish a payment agreement before beginning.