Credit-by-Exam (Test-out) Procedure

Deadlines

There are two deadlines each semester for the submission of all CWP Credit-by-Exams, including the CBX for Vocal Writing.

1. BEFORE THE SEMESTER BEGINS. To have your submission evaluated in advance of Add/Drop during all semesters, materials are due by 1:00 pm, on the Wednesday of Check-In. This is the Wednesday before the semester begins. Materials submitted after this date will not be evaluated before the end of the Add/Drop period.

2. DURING THE SEMESTER. To have your submission evaluated in advance of web registration during the Fall and Spring semesters, materials are due by 1:00 pm on the Wednesday of the 9th week of the semester. This is the same week as the withdrawal deadline for all courses. Materials are also due the 9th week of the summer semester. Materials submitted after this date will not be evaluated in time for web registration. Web registration begins in the 11th week of the Fall and Spring semesters.

If you have any questions about the deadlines for submission for the semester, please contact the Chair or Assistant Chair of the CWP Department.

Requirements

Two arrangements are required, as follows:

1. Arrange a composition of your choice for a group consisting of four to six singers (a mix of female and male singers). The musical style of the arrangement is your choice, but it is to be performed without accompaniment (a cappella). Utilize various textures and combinations of voices. Duration should be at least 2.5 minutes.

2. Arrange a song (with lyrics) of your choice for 1 solo voice and 3 or 4 background singers, with rhythm section. This arrangement must be in a different style from the piece in requirement #1. Background vocal parts must highly integral to the arrangement and not just the doubling of the melody in the
lead vocal. The tempo should **not** be a slow ballad. Duration should be at least 2.5 minutes.

Both arrangements must be recorded and performed at a level that makes it easy to understand what you intend in the arrangements. Taping may be done in a recording studio, in a rehearsal room, in someone's home, or at a "live" performance.

Your score should be professional quality and error-free. It should contain all appropriate markings of tempo, dynamics, lyrics, measure numbers, etc. You must include the complete set of lyrics in both scores. The layout must be in standard vocal score format.

**Submission**

Submit your test-out materials in a manila envelope with your name, student ID, and email address to the Chair of the Contemporary Writing and Production Department.

You will be notified by email whether or not your work has earned you Credit-by-Exam for this course. You must receive a grade of B or better to pass the CBX.

**If credit-by-exam is not granted, you may not apply for Credit-by-Exam again.** You have only one opportunity to demonstrate your mastery of the material.

If you have any questions about the CBX, please call or write the Chair or Assistant Chair of the Contemporary Writing and Production Department:

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