

Instrumental Jury Instructions (Brass, Woodwinds, Percussion, & Jazz)

Overview

At the end of each semester, every student enrolled in applied lessons (except for those who performed a senior recital and had their final jury waived by their lesson instructor) will complete a jury for a faculty panel for their recommendation as to whether they have met the applicable jury level requirements for their area and registered level of study.

Jury Process

1. Book a Jury Time
 - a. Students must book a jury time using the [Music Juries Bookings webpage](#). (They may need to click “show more services.”) After booking, they’ll receive an email confirmation and reminders containing the following links:
 - i. [Brass Woodwinds, Percussion, & Jazz Jury Student Information Adobe Sign Web Form](#)
 - ii. [Brass, Woodwinds, Percussion, & Jazz Jury Student Information Form Upload Link](#)
 - iii. [Applied Lesson Instructor Evaluation Adobe Sign Web Form](#) (optional)
2. Upload Student Information Form
 - a. Students must complete and upload the Jury Student Information Form to One Drive using the provided upload link so that the jury panelists have access to the forms during the jury. (It’s best to submit the documents 3 days prior to the jury date.)
3. Submit Panelist Assessments
 - a. Refer to the student information forms stored in the [Instrumental Jury Student Information Form Folder](#) (ordered by first name) for the necessary information for each student’s jury.
 - b. Submit an [Instrumental Jury Panelist Assessment Adobe Sign Web Form](#) for each student, which is automatically forwarded to Mx. Woodall so they may compile all forms for each student, file them, then email them to the student with their lesson instructor cc’d.

Contact the Music Department Administrative Support Coordinator if you have any questions about this process or require assistance.