

Instrumental Jury Instructions (Guitar & Strings)

Overview

At the end of each semester, each 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. [String Jury Student Information Adobe Sign Web Form](#)
 - ii. [Applied Lesson Instructor Evaluation Adobe Sign Web Form](#) (optional)
2. Submit Student Information Form & Sheet Music
 - a. Students must submit the Jury Student Information Form (with their sheet music attached), which will be automatically emailed to the panelists, so they have access to the documents during their 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 that were emailed to you for the necessary information for each student’s jury.
 - b. Submit an [String Jury Panelist Assessment Adobe Sign Web Form](#) for each student, which is automatically forwarded to the panel chair (for review) and Mx. Woodall (for filing).
 - c. After the panel chair reviews the other panel members’ assessments for each student, they will submit a [String Jury Panel Chair Assessment Adobe Sign Web Form](#), 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.