UND Department of Music  
SOPHOMORE REVIEW  
List of Responsibilities

DEPARTMENT OFFICE  
1. Assemble list of students who have triggered the Sophomore Review process no later than the 3rd week of the previous semester.

SOPHOMORE REVIEW COORDINATOR  
1. Communicate process and responsibilities to pertinent Faculty/Advisors  
2. Get list of possible candidates from Department Office and determine finalized list  
3. Confirm with students’ Applied Instructors as to whether or they’ll be doing the Performance Evaluation Portion in the Fall or Spring semester.  
   a. This must be done no less than a semester in advance of the Performance Portion of the Sophomore Review, i.e. for SP13, notify no later than beginning of FA12.  
4. Inform, guide & remind Advisors & Applied Instructors no less than a semester in advance of possible Sophomore Review  
5. Request Faculty to notify Advisors of any concerns they have about a Student’s progress within their chosen degree program, preferably as issues arise.  
6. Proctor the Performance Evaluation day  
   a. Use document reader & projector to enable Adjudicating Faculty to see sight-reading, Repertoire List & score(s) of solo work(s)  
   b. Collect Performance Evaluation forms and tabulate decision  
   c. Notify Chair of results and turn in all forms to Chair  
   d. Proctor discussion, if requested by Adjudicating Faculty

APPLIED INSTRUCTOR  
1. Prepare Student to perform standard repertoire for their primary instrument displaying the cumulative effort put forth during their applied study at UND.  
   a. Instrumentalists: Prepared piece(s), étude(s) of contrasting styles, scales (major, & minor), and sight-reading.  
   b. Vocalists: 6 memorized pieces (see Applied Voice Syllabus), scales (major & minor, one octave), and sight-reading.  
2. Make at least six (6) of copies of student’s Repertoire List & Performance Evaluation Form for Adjudicating Faculty.  
3. Proctor the student’s Performance Jury lasting no more than 15 minutes  
   a. Give Performance Evaluation forms to Adjudicating Faculty  
   b. Choose selections for and proctor the sight-reading and scales portions  
4. May notify Student of pass or fail status at any time

STUDENT  
1. Complete Repertoire List  
   a. Give completed Repertoire List to Applied Instructor  
2. Enter student information on Performance Evaluation Form  
   a. Give completed Performance Evaluation Form to Applied Instructor  
3. Bring one original of each solo work to the Performance Jury

ADVISOR  
1. Complete the Academic Evaluation Form  
   a. Meet in person with Chair to discuss their concerns about any Student’s progress within their chosen degree program. It is a violation of federal law (FERPA) to do this via email.  
   b. Give completed form(s) to the Chair no later than the Friday BEFORE the Performance Evaluation.

CHAIR  
1. Hold a meeting with Advisors who have or have received faculty concerns about any Student’s progress.  
2. Receive Academic Evaluation forms from Advisors and place in Student’s file (see Advisor, 1.b.)  
3. Receive Performance Evaluation results from Coordinator and place in Student’s file  
4. Notify Advisors, Students and Instructors of Sophomore Review Outcome by the end of final exams.

ADJUDICATING FACULTY  
1. No fewer than five (5) Faculty must be present  
   a. The student’s Applied Instructor must be present  
2. Listen to and assess all portions of the Performance Jury  
   a. Complete the Performance Evaluation form provided  
   b. Return completed forms to Sophomore Review Coordinator