

UND Music Department Applied Final Jury Exam Policy

Applied Music Individual Lesson Jury

1. Applied final exams (juries) are mandatory for all students enrolled in the applied lessons, except for composition or conducting.
 - a) Participation in jury evaluations is a required task for faculty teaching applied lessons (except for faculty teaching composition or conducting). Other faculty may serve if needed and invited, subject to their voluntary concurrence.
 - b) It is recommended that the final jury exam normally contribute between 10% and 30% toward the total course grade.
2. Applied final jury exams will be administered during the University's scheduled final exam week.
 - a) The department chair will set the jury schedule on consistent days of finals week (normally Monday-Wednesday). Groups scheduled may include:
 - i. Woodwinds
 - ii. Brass & Percussion
 - iii. Piano
 - iv. Voice
 - v. All strings including guitar.
 - b) Day and time of each semester's jury schedule will rotate systematically among instrument/voice groups. The jury schedule will be determined at least one year in advance.
 - c) Care will be taken to ensure that students accompanying other juries will not be excessively burdened on the day of their own jury, nor that they will miss scheduled accompaniment.
3. A minimum panel size of 3 faculty is required for all instrument/voice groups.
 - a) Grades of all panel members will be averaged to formulate the final grade.
 - b) Individual panel members' comments and scores, plus the average jury grade must be filed as required by existing department policy: one copy each to the student, the student's office file, and the instructor.
4. Failure to follow this jury policy will be noted in the faculty member's annual review, as well as failure to follow department, college and university policies relevant to same.
5. If a student has a required degree recital in the second half of the semester, its jury may at the discretion of the instructor constitute and substitute for a final jury exam. If a student does an optional recital or any recital in the first half of the semester, they must do a final jury exam.
6. Individual performance areas may design their own forms for jury evaluation, either electronic or on paper, as long as official policies are observed. A template for an online form is available on request. The following information is required on any such form: Student Name, Date, Semester, Type of Jury (Pre-Recital, Final Exam), Course Number, Instrument or Voice, Evaluator.

Approved: Feb 2021