

Univ. of Puget Sound School of Music
POLICIES AND PROCEDURE
Waiving Semester Juries for Recitalists
Effective spring 2019

Students giving a formal solo or joint recital performance (not a noon or studio recital) within six weeks of the last class day of the semester are eligible to waive their jury at the discretion of the Applied Teacher. Students must first apply for a waiver within one week of the recital date completion.

Applied teachers maintain the right to require a semester jury of the student recitalist who is eligible for a waiver for any reason. Logistics in these cases (i.e., jury sign-ups, pianist assignments) should be coordinated between the Applied Teacher, the Area Head (if necessary), and the School of Music Office Staff.

Applied teachers of student recitalists who are granted a waiver will give the recital a grade which will account for 25% of the Applied Lesson grade just as a jury grade accounts for 25% of an Applied Lesson grade in a non-recital semester.

Every student recitalist requesting a jury waiver is required to complete the "Jury Waiver Request Form" (reverse) before the jury can be waived. **See form on reverse.**

JURY WAIVER REQUEST FORM

Student Name: _____

Applied Teacher: _____

Recital Date: _____

Students: If your Applied Teacher is on the list of those being evaluated, you must fill out a teacher evaluation form for them in the School of Music Office. Please have an Office Staff member sign below verifying you completed your teacher evaluation. If your teacher is not on the list of those being evaluated, Office Staff will also sign verifying your teacher is not being evaluated:

Teacher Evaluation Complete (circle one)? **Yes** **No** **Not Applicable**

Office Staff Member (printed name): _____

Office Staff Member (signature): _____

Students: Once the above information is provided in full, please hand this form to your Applied Teacher for completion.

Applied Teachers: Please verify that your student is eligible for a jury waiver (i.e., the recital date must be within six weeks of the last class day of the semester), and that you agree to granting a jury waiver.

If a jury waiver is to be granted, please fill in a recital grade and print and sign below. Note that this grade will be in place of a semester-end jury grade and will count as 25% of the Applied Lesson grade. If you require that your student give a semester-end jury and are denying the waiver request, please notate this in the space marked "Recital Grade" by writing "Waiver denied."

Applied Teacher (printed name): _____

Applied Teacher (signature): _____

Recital Grade or Waiver Denied: _____ %

Applied Teachers: Please return the completed form to the School of Music Office Staff for processing within two weeks of the students' recital completion.