



Request for a Change of Studio Teacher

A change in studio teacher will be made only when personal or musical incompatibility between the student and the teacher is seriously limiting the student's musical and educational progress. All procedures must be completed and the form filed in the Associate Dean's Office by **December 1** for a change to be made for the following spring semester and by **May 1** for a change for the following fall semester.

Personal Information

_____	_____	_____
Date of Request	ID#	Performance Area
_____	_____	
Last Name	First Name	
_____	_____	
Current Studio Teacher	New Studio Teacher	

Briefly explain why a change is being requested

Step 1: Speak to current studio teacher and clearly articulate why a change is being requested.

_____	_____
Current Studio Teacher Signature	Date

Step 2: Speak to new studio teacher and clearly articulate why a change is being requested.

_____	_____
New Studio Teacher Signature	Date

Step 3: Make an appointment with the Chair of Performance to discuss the requested change

_____	_____
Chair of Performance Signature	Date

Office

<input type="checkbox"/>	Rec'd in Assoc. Dean's Office	Date: _____	Initials: _____
<input type="checkbox"/>	Recorded and Filed	Date: _____	Initials: _____

Copies: Current Studio Teacher, New Studio Teacher, File