



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, and only after attempts between student and teacher have been made to resolve such concerns. All procedures must be completed and the form filed with the Chair of Performance 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#

Studio Instrument

Student Name

Current 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: After obtaining your current studio teacher's approval, you may contact other studio teachers to request consultations and/or observe lessons. List preferred studio teacher(s) below in order of preference.

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

Recommendation of Chair of Performance: _____

Chair of Performance Signature

Date

Office

Rec'd in Assoc. Dean's Office Date: _____ Initials: _____

Recorded and Filed Date: _____ Initials: _____

Copies: Current Studio Teacher, New Studio Teacher, Voice Area Head Teacher (Voice Only), File