



Studio Change Policy

Students wishing to request a change of studio teacher (in divisions with multiple faculty members) must follow the procedure described below:

1. Present to the Division Chairman*, in writing, a request for change in studio assignment, clearly stating:
 - a. The name of the current studio teacher
 - b. The name of the proposed new studio teacher, and
 - c. The reason(s) for requesting a change.
 2. The Division Chairman will call a meeting of the faculty members involved to review the request for approval or denial.
 3. The Division Chairman will inform the student, in writing, of the decision, with copies to the faculty members involved and the Director of the School of Music. Should the request be denied, the reason(s) for the denial should be clearly stated.
 4. If dissatisfied with the decision, the student may appeal to the Director of the School of Music**.
- *Prior to initiating the procedure above, the student is strongly encouraged to meet with the current teacher to discuss issues and concerns that presumably have fostered the reasons for a change of studio teacher. Resolution of these issues and concern prior to pursuing the steps above is in the best interests of the student, faculty members, and School of Music.*
 - *Studio changes may occur only between semesters, preferably at the end of an academic year.*
 - *Failure by the student to follow this protocol in its every detail may result in the denial of the request.*

* Should the Division Chairman be either the current teacher or the proposed new teacher, the request shall be presented initially to the Director of the School of Music who shall function in the place of the Division Chairman.

**Should the Director of the School of Music serve in lieu of the Division Chairman, any subsequent appeal shall be forwarded to the Faculty Advisory Committee of the School of Music.