

CRANE

School of Music at SUNY Potsdam

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. **Print this form so you can bring it physically to your studio teacher, other studio teachers, and the Performance Department Chair for their signatures, etc.**

Personal Information

Student Name

Current Studio Teacher

Date of Request

ID#

Studio Instrument

Major(s)

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, contact other studio teachers to request a meeting and/or a consultation lesson and/or an observation. List preferred studio teacher(s) below in order of preference.

1. _____

2. _____

3. _____

Step 3: Meet with the studio teacher(s) above. Bring this form to show as proof of approval from your current studio teacher to meet.

Studio Teachers: After you have met with the student, communicate your willingness to take the student into your studio to the Performance Department Chair via email.

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Step 4: Make an appointment with the Chair of the Performance Department to discuss the requested change. Give this form to the Performance Department Chair. The Department Chair will submit the form to the Associate Dean's Office.

Recommendation of Chair of Performance: _____

Chair of Performance Department Signature

Date

Office

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

Email sent to current studio teacher, new studio teacher, student, Chair of appropriate Performance Dept