

— Private Instruction Studio Change Policy —

Students wishing to change Private Instruction Studios must meet with both their Music Advisor and the Music Department Chair to secure approval. **All changes must occur before the first day of classes;** it is not permitted to change studios after this point unless there are extraordinary circumstances. Changes of studio are strongly discouraged in the first two semesters of the student's degree program.

A studio change is accomplished by following the specific procedure outlined below:

1. Email and/or make an appointment with your Music Advisor to discuss the situation and create resolutions; it is important that you speak with your advisor so there are no misunderstandings. If advisor approves:
 - a. Complete the top part of the *Studio Change Form* & sign it.
 - b. Contact the potential new instructor to determine if there is a space in the studio, and—if so—obtain their approval & signature on *Studio Change Form* (next page).
 - c. Have your advisor sign the *Studio Change Form*.
2. Email the Department Chair and copy your Music Advisor to present your decision.
3. The chair will confer with both the Music Advisor and the new instructor and inform you if the change will be approved.
 - a. If approved, obtain the Music Department Chair's signature on the *Studio Change Form*
4. Submit the completed form to the Music Department Office and you will be given signed paperwork to enroll in the course.

Notes:

- Students receiving a Music Activity Grant (MAG) are bound by their contract to continue lessons on their MAG instrument. However, Music Education students receiving a MAG may 1) with the approval of the Director of Music Education and 2) only in their final two semesters of study, consider switching to another instrument.

PRIVATE INSTRUCTION STUDIO CHANGE FORM

Student Name _____ 70 _____

E-mail Address _____

Cell Phone _____

Current Private Instructor's Name _____

New Private Instructor's Name _____

SIGNATURES

Music Advisor _____

New Private Instructor _____

Chair* _____

**Upon receipt of this form the Chair will send an approval email to the student, their advisor, and the new instructor. The previous instructor should be cc'd to this email for their information.*