

Carnegie Mellon University  
School of Music

**PETITION**  
**for a Change of Studio Teacher**

Name \_\_\_\_\_  
Class \_\_\_\_\_  
Major \_\_\_\_\_  
Date \_\_\_\_\_

I wish to change my studio teacher beginning (*semester*) \_\_\_\_\_

I understand that I must submit this petition to the Head of the School of Music before action will be taken.

Signed, (*student's name*) \_\_\_\_\_

***Approval to proceed with request:***

Head *or* Dir. Of Student Services \_\_\_\_\_ Date \_\_\_\_\_

Present Studio Teacher \_\_\_\_\_ Date \_\_\_\_\_

New Studio Teacher \_\_\_\_\_ Date \_\_\_\_\_



***Approval to implement request:***

Head of the School of Music \_\_\_\_\_ Date \_\_\_\_\_

Notes:



Procedure:

To change your studio teacher, you must receive the permission of your present studio teacher, your proposed new studio teacher, and the School Head. A space must be available on your proposed new studio teacher's roster. Before formally requesting a change in studio, students must discuss their concerns with their present studio teacher. Failure to do so may jeopardize the student's request for a studio change. The order of the procedure is as follows:

**Each step below must be completed by a signature obtained above before the next step in the process.**

- a. Discuss your request with the School Head or the Director of Student Services, if the change will be between school years. Requests for change between the semesters of a school year, especially during the freshman school year, may only be approved on the basis of individual emergency circumstances.
- b. Discuss your request with your present studio teacher.
- c. \*Discuss your request with your proposed new studio teacher.
- d. Submit this petition to the School Head.

A request for a change of studio teacher for the following fall semester is finalized after the end of the preceding spring semester; it may not be possible to honor a request which is submitted later than May.

*\*Voice Majors: It is considered unethical to study voice with more than one teacher concurrently. For this reason, voice students wishing to change studios MUST NOT approach other teachers for sample lessons.*