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.