



Vocal Studio Change Guidelines

- 1st year students must stay with their assigned applied lesson professor for a minimum of two semesters before initiating change policy.
- All studio changes must be finalized at least three weeks before the beginning of the semester in which the change is to take effect.
- Faculty members are expected to respect the existing student-professor relationship and are not permitted to solicit a student or influence a change of studio either directly or through any other person.
- Final determination of applied studio changes can only be approved by the Director of the School of Music. If a studio change request is denied, the student may appeal the decision to the Dean of the Micky Elliott College of Fine Arts.

Vocal Studio Change Procedure

1. If a student has concerns about his/her progress in applied lessons or the relationship with the teacher, the student should talk with the teacher about specific concerns. Following this conversation, the student must spend an additional semester in the original studio for the applied professor to have opportunity to address the issues discussed.
2. After the additional semester, a student wishing to initiate a change in applied studio must inform the current applied lesson professor via email or in-person conference. If the current applied professor refuses to release the student, a conference for all parties involved will be scheduled with the Director of the School of Music. This shall include the student, area coordinator, current applied professor, and Director of the School of Music.
3. The student then will complete the “Request for Change in Applied Studio” form located in the Student Resources section of the School of Music website. The form will notify the Area Coordinator, current Applied Professor, and Director of the School of Music of the intent to change applied studios.
4. Once approved by the Area Coordinator and Director of the School of Music, the student may speak to the desired new applied lesson professor and inquire if there is room in that studio.
5. Applied professors accepting a studio change student will complete the final step of the “Request for Change in Applied Instructor” form. All documentation of studio changes will be kept by the Area Coordinator and Director of the School of Music.