Procedure:

1. The student must speak to the division chair to express the desire to change teachers.

2. The division chair will inquire with the faculty member whom the student is requesting.

3. If there is room in the requested studio the student can move. It is the student’s responsibility to then speak to the original teacher.

__________________________________________________________  ____________________________________________
Student Name (printed)                                      Student ID No.

__________________________________________________________
Student Signature                                          Date

__________________________________________________________
Division Chair                                              Date

__________________________________________________________
Original Instructor                                         Date

__________________________________________________________
New Instructor                                              Date

__________________________________________________________
Undergraduate/Graduate Dean                                 Date