

**UMKC Conservatory of Music and Dance
Studio Change Request
Rev. 1/26/11**

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