

BOSTON UNIVERSITY SCHOOL OF MUSIC
PROCEDURE FOR REQUESTING CHANGE OF APPLIED TEACHER

Change of studio teacher is a grave matter. Every effort is made in making the best assignment at the start of a student's matriculation. Students and faculty both are requested to make every possible effort in creating and maintaining a productive and beneficial studio relationship, in which effective communication is paramount.

For students who believe there is a compelling reason to change from the private studio of their assigned applied teacher:

1. The student should first meet with the applied Chair of their department. If the student's teacher is also Chair of that department, the student may meet with the Director of the School of Music. The Chair (or Director) will listen to the student's history and determine as best they can whether the change is in the best interest of the student. Choosing from the following recommendations, the Chair (or Director) may:
 - a. Ask the student to talk to the assigned teacher to try to resolve issues. The Chair (or Director) may also offer to attend a meeting between teacher and student.
 - b. Give the student advice in how to better communicate in lessons.
 - c. Counsel the student against leaving the teacher and/or ask the student to remain with the current teacher for a specified period of time (typically until the change of semesters).
 - d. Offer to approach the assigned teacher to resolve the issues on a faculty-to-faculty level.
2. If, despite any combination of the above efforts a decision for a studio change is made, an effort will be made to place them in the studio of another teacher as soon as an opening is available. In order to procure an open spot, after the above procedures have been followed, the student must audition for the new teacher and be accepted into their studio. The applied Chair (or Director) will then make the appropriate change in section for the student's registration and communicate this change to the originally assigned applied teacher.

Teachers:

When approached with requests for lessons by students from another studio, please observe the following protocol:

- a. Tell students that they must have first followed the above procedures of contacting their applied department Chair (or Director) to discuss their dissatisfactions with their current applied teacher.
- b. Inform students that, in order to meet basic requirements of professional ethics, you cannot admit students to your studio, even for a single lesson, without approval from their applied Chair, and consent of their current teacher.
- c. Remind students that, except in extraordinary cases, requests for a change of studio assignment are not honored once a semester's classes have begun.