BUTLER UNIVERSITY • JORDAN COLLEGE OF THE ARTS

CHANGE OF MAJOR FROM MUSIC TO ARTS ADMINISTRATION-MUSIC

Date ________________________________

Student name ____________________________

I.D. ____________________________ Year in school ____________________________

Current music degree plan ____________________________

Current music advisor ____________________________

Instrument/Voice ____________________________

Has the student received a music talent award? ____________________________

Current Level of AM study ____________________________

Number of semesters of AM study completed or in progress ____________________________

Procedure:

1. After discussing the change of major with his/her advisor, the student should schedule an appointment with Professor Susan Zurbuchen, Chair of the Arts Administration department. Prof. Zurbuchen’s contact information: 317-940-9463; szurbuch@butler.edu. The student should complete the top portion of this form together with his/her advisor, have the advisor sign the form, and take it to the meeting.

2. Upon meeting with the student and approving the change of major, Prof. Zurbuchen will complete a “Major/Program Change Form” which requires the student’s signature; Prof. Zurbuchen will include the new advisor’s name on the form. The form will be sent to Dr. Lisa Brooks, School of Music Advising Coordinator, who will facilitate the change of advisor, and who will then forward the form to Michelle Jarvis, the JCA Associate Dean.

3. Students who received a Music Talent Award are required to enroll in private lessons at the major level and participate in a major ensemble (appropriate to the instrument/voice for which they received their scholarship) during each semester they are on campus.

4. For students who did NOT receive a Music Talent Award, the Arts Administration-Music curriculum requires 4 semesters of applied music. This will generally be at the “Principal” level (1 credit; 30-minute weekly lesson). However, students may request to continue at the Major level (2 credits; 60-minute weekly lesson); this request must be approved by the student’s applied lesson teacher and the Chair of the School of Music.

Signatures (please include the date):

Current Music Advisor ____________________________

Prof. Susan Zurbuchen, approving the change of major ____________________________

Student’s applied instructor, approving the continuation of major-level lessons (required only for students who did NOT receive a Music Talent Award) ____________________________

Chair of the School of Music, approving the continuation of major-level lessons (required only for students who did NOT receive a Music Talent Award) ____________________________