

School of Nursing Policy GRAD-04

Requesting Program Option Change

Effective Date

Spring 2015

Last Revision Date

7/18/2024

Responsible Party

Graduate Program Faculty, Graduate Academic Advisor, and Graduate Students.

Scope and Audience

Students enrolled in the Graduate Program.

Additional Authority

N/A

1. Policy Purpose

Students may request the Graduate Governance Team consider a switch in the graduate program track-specialty area.

2. Policy Statement

- The student must first verify that they meet the requirements specified within the admissions criteria of the desired program track.
- The student will then meet with the Graduate Academic Advisor who will
 - Verify that the student meets the requirements specified within the admissions criteria of the desired program track.
 - Review with the student how a program track change impacts their plan of study.
 - Direct the student to submit a new written Personal Goal Statement, explaining the reason for the change and how it will help meet their career

goals, an updated resume/CV, and a [Program Change Request \(PCR\)](#) form to the Graduate Academic Advisor by email.

- The Graduate Academic Advisor will then forward these documents with the student's original application, to the Graduate Governance Team for their review and decision.
- Once the appropriate Graduate Governance Team has approved the program change request, the *PCR* form will be forwarded to the Graduate College by the Graduate Academic Advisor.
- The student will be notified via email that the program change has been granted and should check their new degree requirements using their *Academic Advisement Report (AAR)*.
- Program option changes may be submitted at any time. However, to ensure accurate placement in summer intensives, requests for a program option change must be submitted by October 15 while enrolled in NURS DNP 535.

3. Forms

[Program Change Request \(PCR\)](#)

Related Information

BSU: None

CHS: None

SON: None

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Revision History

Spring 2015, July 2021, April 2022, July 2024