School of Nursing — Boise State University, College of Health Sciences

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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7/18/2024

Revision History
Spring 2015, July 2021, April 2022, July 2024