SON OP 40.435: Current Students Requesting to Change Tracks

PURPOSE: The purpose of the Current Students Requesting to Change Tracks policy is to formalize the method for determining if a student may be allowed to change tracks within the MSN, the BSN to DNP, and the Post-Master’s DNP programs.

REVIEW: All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

POLICY/PROCEDURE

1.0 Policy

When a student makes a request to change tracks within the MSN, the BSN to DNP, or the Post-Master’s DNP programs, several factors will be considered including the student’s current academic standing within the track in which he/she is currently enrolled, the student’s individual reason for requesting the change, and space availability in the track to which the student is requesting the transfer. The student should be in good academic standing in his/her current track at the time the track-change request is made. The entire set of circumstances related to the change request will be considered prior to making a final decision. The final decision to approve or deny the request will be made by the Program Director in consultation with the Associate Dean/Department Chair for the track to which the student is requesting the transfer.

The following steps will be followed when a student requests to change tracks:

1. The student will submit a written request to change tracks to the Program Director responsible for the track in which the student is currently enrolled. The written request should detail the rationale for the track-change request.

2. The Program Director will review the student’s request and his/her current academic standing, inform the Program Director for the track to which the student is requesting the transfer, and determine if space is available in the track to which the student is requesting the transfer.

3. If the track to which the student is requesting the transfer has no space available, the student will be instructed that her/his Graduate Program application currently on-file, along with the written request to change tracks, will be submitted for review during the next admission cycle for the track being requested. The student’s application for the new track will be considered equally with the entire set of applications for that admission cycle.

4. The final decision to approve or deny the student’s request to change tracks rests with the Program Director in consultation with the Associate Dean/Department Chair for the track to which the student is requesting the transfer.