



Request to Change DNP Program Specialty

Overview: Requests for changing DNP Program specialties are reviewed once a year during the spring semester. Nurse practitioner and EHSL students cannot change to the nurse anesthesia specialty. All requests will be reviewed and approved by the end of the spring semester. All decisions are final with no appeal process. Students may only request to change specialties one time during their program of study and cannot request to change specialties during their clinical year.

Student Name:	Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Current DNP Program specialty: <input type="checkbox"/> AGACNP <input type="checkbox"/> EHSL <input type="checkbox"/> FNP <input type="checkbox"/> PMHNP <input type="checkbox"/> PNP	
Requested to change to DNP Program specialty: <input type="checkbox"/> AGACNP <input type="checkbox"/> EHSL <input type="checkbox"/> FNP <input type="checkbox"/> PMHNP <input type="checkbox"/> PNP <input type="checkbox"/> CNM	

Step #1: In the beginning of spring semester the student must schedule an appointment with their faculty academic advisor and specialty coordinator via Zoom or in person to discuss their rationale in detail for requesting to change to another DNP Program specialty. If after meeting with the student, the faculty advisor and specialty coordinator support the request to change to a new DNP Program specialty, the specialty coordinator will sign below, and the student can proceed to step two.

Current Specialty Coordinator:	Date:
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Step #2: The student will draft a single-spaced document (minimally one page) that provides their rationale for requesting to change specialties. The student will email the specialty coordinator of the DNP Program specialty they are requesting to change into to schedule an interview. The student will attach a copy of the document with their rationale for requesting to change specialties to the email sent to the specialty coordinator. If after the interview the specialty coordinator supports the change to their DNP Program specialty they will sign below, and student may proceed to step three.

Specialty Coordinator:	Date:
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Step #3: The student will forward a copy of the document with their rationale for changing specialties to the DNP Program Director and request to schedule an interview. If after the interview the DNP Director approves the change to the selected new DNP Program specialty the DNP Director will sign below and send a copy of the completed form and a copy of the students written rationale to the current specialty coordinator, the new specialty coordinator, OSAA, and the student.

DNP Program Director:	Date:
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Comments: