

## Change in Graduate Concentration Policy

Changes in concentration from one role specialty (concentration) to another are not routinely approved. In instances of exception, students may wish to request a change in concentration after they are admitted to the graduate program. There are many factors that determine our ability to meet a request for a change of concentration. Some examples of these factors are the availability of class and clinical resources, student academic ability, and congruence of identified career goals with role preparation. Please note these are only examples and are not all inclusive. Only requests from students who are in good academic standing (GPA >3.0, not currently on probation with Graduate School) will be considered.

### Process for Change of Concentration Requests:

1. Complete the MSN Change of Concentration form found in the Graduate Handbook and send to the Associate Director of Graduate Programs.
2. Upon notification of eligibility by the Associate Director of Graduate Programs, the student will submit an essay specifically addressing future career goals related to the requested concentration and 2 letters of recommendation for the requested concentration/role to the graduate administrative assistant.
3. When all materials (essay and 2 letters of recommendation) are submitted, these will be given to the chair of the Graduate Admissions and Progression Committee (GAPC). If the concentration has admission dates, the materials will be reviewed with the next pool of applicants. If the concentration has rolling admissions, a decision will be made within 4 weeks of completed required application materials.
4. The GAPC chairperson will communicate the committee recommendation to the Associate Director of Graduate Programs.
5. The Graduate Program Director will make the final decision to grant or deny the request.

Note: An interview may be requested by the Associate Director of Graduate Programs and/or the GAPC.