

Policy Title: Change of MSN Clinical Track/Role

Policy

To change the clinical track/role:

1. The student must be in good academic standing at the completion of the term in which the transfer is requested. To be in good academic standing, students must achieve a minimum cumulative GPA of 3.0.
2. Written permission must be obtained from the faculty responsible for the clinical track/role to which the student is transferring.
3. A written recommendation must be obtained from the faculty responsible for the clinical track/role from which the student wishes to transfer.

Procedure

1. The student completes the Change of Clinical Track and/or Functional Role form requesting a change of clinical track/role. The form is to be submitted to the faculty responsible for the clinical track/role to which the student is transferring, as well as to the faculty responsible for the clinical track/role from which the student wishes to transfer. (Form is available in the Student Affairs Office). The student submits the completed form to the Student Affairs Office after obtaining both signatures.
2. If approval is granted by both faculty members, the Student Affairs Office processes the change of track/role. The form is imaged into the student's file.