**Policy S-5.03**
**UNIVERSITY OF FLORIDA**
**COLLEGE OF NURSING**



**TITLE:** **CHANGE IN TRACK FOR DNP STUDENTS**

**POLICY:** Students may request a change in track once after admission. Students with the experiences and academic achievement to support the requested change may request such a change on a space available basis. Change in track requests may result in extended curriculum plans.

**RATIONALE:** Each track has enrollment limits based on available clinical placements and faculty supervision.

**PROCEDURE:**

1. The student requesting a track change obtains the form "Request for Change in Track" (see Attachment #1), also available at the College website: https://nursing.ufl.edu/students/current-students/student-handbook-and-policies/.

2. The student completes their section of the form and sends the form to the Associate Dean for Student Affairs (ADSA). **Request forms must be received by the ADSA by March 15th of the Spring semester prior to the track change.**

3. The ADSA will forward the student's request to the Track Coordinators and the ADAA-Graduate Clinical Education. The Track Coordinators will evaluate the student's request and discuss it with the ADAA-Graduate Clinical Education. The Track Coordinators will complete Section IV after talking with the student and forward the request form to the ADSA.

4. The ADSA will notify the student of the outcome and revise the student's curriculum plan as indicated.

5. A student denied a track change is able to continue study in the track to which the student is already admitted, may reapply for a different track, or may request to be placed on a waitlist for the desired track.

| Review or Approval Authority | Responsible Party | Initial Approval / Review | Most Recent Approval / Review Of Changes | Editorial Changes | Policy A-01 Review |
|---|---|---|---|---|---|
| Approval | **Administrative Council** | 6/01 | 9/20 | 9/15 | 9/20 |
| Review | Faculty Executive Committee | 12/97 | 11/20 | 10/15 | 11/20 |
| Approval | Dean | 1/98 | 11/20 | 10/15 | 11/20 |

- **Bold indicates committee with A-01 review responsibilities.**

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**Attachment # 1**
**Request for Change in DNP Degree Track**

I. DEMOGRAPHICS

Student (Name):_____ UFID#: _____ Date:_____
Email: _____
Phone: _____

Present Track: _____ Proposed Track: _____
Semester enrolled: _____
Part-time _____ Full-Time _____

II. REQUEST (Completed by student and submitted to Office for the Associate Dean for Student Affairs by March 15) Reason for Change:

_____

_____

_____

Career Goals: _____

_____

_____

_____

III. Track Coordinator Review (Current Track)

_____

_____

_____

Recommendation Yes_____ No_____

_____

Track Coordinator Review (Proposed Track)

_____

_____

_____

Recommendation: Yes_____No_____

IV.

Career Goals Congruent with Requested Change: YES___ NO____

Approval of Current Track Coordinator:

Signature_____. Date_____

Approval of Proposed Track Coordinator Yes_____ N0_____

Signature_____Date_____

YES___
NO____

Signature of ADAA-GCE Date

V. ADSA Action:

Signature Date

| Original to:____ Student Record | Copy to: ____Student |
| --- | --- |