

CHANGE OF SPECIALTY OR DEGREE FOR PROFESSIONAL GRADUATE NURSING STUDENTS

UNIVERSITY OF NEBRASKA MEDICAL CENTER COLLEGE OF NURSING

Change of Specialty or Degree for Professional Graduate Nursing Students

Subsection: 5.3.8

Section 5.0 - Student Policies	Originating Date: February 2010
Responsible Reviewing Agency:	Revised: May 2010
Professional Graduate Nursing Affairs Committee	Revised: April 2012
	Revised: February 2015
	Revised: March 2016
	Revised: May 2016
	Revised: December 2018
	Revised: October 2021
	Revised: January 2025

Related Documents:

Change of Professional Graduate Nursing Specialty (https://wiki.unmc.edu/images/1/14/5_3_8_Change_of_Professional_Graduate_Nursing_Specialty_Form_2025_01.pdf)

Change of Professional Graduate Nursing Degree (https://wiki.unmc.edu/images/3/36/5_3_8_Change_of_Professional_Graduate_Nursing_Degree_Form_2025_01.pdf)

Purpose

Establishes the criteria for change of specialty or degree.

Scope

This policy applies to professional graduate students.

Policy

College of Nursing professional graduate nursing students in the MSN, post-graduate certificate and DNP programs may request to change their specialty area or professional graduate nursing degree. Students interested in the PhD nursing program or transferring from the PhD nursing program may also seek a transfer.

Change of Specialty Area

After discussion with the current specialty academic advisor and the specialty track coordinator, the student submits a written request to the Graduate Student Services Coordinator indicating the preferred specialty area utilizing the specialty change request form along with required supporting documents as noted on the form. The student's request will be considered in the same manner as all other applicants to that specialty. All regular application deadline dates apply. The student does not forfeit their spot in the original specialty area due to re-application to a different specialty area.

If the student is accepted to the new specialty the Graduate Student Services Coordinator enters the change into the UNMC system. A new plan of study must be developed by the new specialty coordinator and

provided to the student. If the student is declined admission to the new specialty area, they may choose to remain in the original specialty or withdraw entirely from the professional graduate nursing program.

Change of Professional Graduate Nursing Degree

After discussing and developing the new plan of study with the current academic advisor, utilizing a gap analysis if indicated, a written request indicating the preferred degree must be submitted to the Graduate Student Services Coordinator utilizing the degree change request form along with required supporting documents as noted on the form. All regular application deadline dates may apply. Reapplying to a different degree program does not forfeit the student's spot in the original degree program.

If the student is accepted to the new specialty, the Graduate Student Services Coordinator enters the change into the UNMC system. If the student is declined admission to a different degree program, they may choose to remain in the original degree program or withdraw entirely from the professional graduate nursing program.

Change to or from PhD Degree

Interest in the PhD in nursing degree will require discussion regarding the admission process with the Director of the PhD program and completion of the materials required by UNMC Graduate Studies.

Students interested in transferring from the PhD in Nursing degree to a professional graduate degree must discuss the request with the PhD program director and a written request indicating the preferred degree must be submitted to the Graduate Student Services Coordinator.

The request must contain the items below and is sent to the Graduate Student Services Coordinator who forwards it to the new program director.

1. A personal statement that addresses educational and professional goals.
2. Curricula vitae or professional resume
3. An internal UNMC transcript with a cumulative GPA
4. A plan for an interview with the new program director and specialty coordinator.

After a discussion with the PhD program director, a new plan of study must be developed by the new specialty coordinator and program director based on a gap analysis of courses already completed. If the student is accepted to the new degree, they must be approved by PGNA.

If the student is declined admission to the different degree program, they may choose to remain in the original degree or withdraw from the UNMC Graduate Studies PhD in Nursing program completely.