

**UNIVERSITY OF CONNECTICUT
SCHOOL OF NURSING
REQUEST TO CHANGE
MASTERS SPECIALTY TRACK**

Student: _____ Student Admin #: _____

Current Masters Track: _____ Date: _____

New Track Requested: _____

Justification for Change: _____

Current Track Director: _____

Initials: _____ Date: _____

Interview Notes of (requested) Track Director:

Change Approved / Denied: _____

Signature of (requested) Track Director _____

Date: _____

Include new plan of study

Major Advisor Assigned: _____

Date processed with Graduate School: _____ Initials: _____

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PROCEDURE FOR REQUEST TO CHANGE MASTERS SPECIALTY TRACK

1. Student initiates form and provides justification for change (<http://nursing.uconn.edu/current-students/forms/>). Student then forwards form to current Track Director. Student also completes the “Change of Major Advisor” Form (found at: <http://grad.uconn.edu/current-students/forms/>.)
2. Current Track Director initials to indicate knowledge of transfer request (this is not an approval) and forwards forms to the Track Director of the requested specialty area.
3. Requested Track Director interviews student, records pertinent information and signs, either approving or denying change to new track, and signs “Change of Major Advisor” form (if applicable).
4. Track Director and student complete a new plan of study and submit to Admissions & Enrollment Services (AES).
5. AES changes the student’s specialty track in Student Admin (if appropriate), update school’s databases, places copies of both forms in student’s file. The Advisor Change form is forwarded to the Graduate School.