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: ________________

Revised 10/2016
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.

10/2016