



## **STUDENT CHANGE FULL-TIME/PART-TIME STATUS**

This form is required for students who find it necessary to change their approved academic load.

Opportunities for part-time study are available for all Master's Degree programs. The Duke University School of Nursing definition of full-time is defined as follows:

- **Fall:** 9 credit hours
- **Spring:** 9 credit hours
- **Summer:** 6 credit hours

It is the student's responsibility to first obtain the required signature from their Academic Advisor. The student will then need to submit the form to the MSN Program Office to obtain approval and required signature from the Program Director. If the status change request is approved, the student's information will be updated in their DukeHub account. Please allow up to 14 days for processing.

Completed form should be submitted to:  
MSN Program Office  
DUMC 3322  
Durham, NC 27710  
Fax: 919-660-9243  
Email: [SON-MSN@dm.duke.edu](mailto:SON-MSN@dm.duke.edu)

**STUDENT CHANGE**  
**FULL-TIME/PART-TIME STATUS**

**Section 1: Student Information**

Student Name: \_\_\_\_\_ Duke Unique ID: \_\_\_\_\_

Program: MSN  Certificate  Major: \_\_\_\_\_ Specialty: \_\_\_\_\_

**Section 2: Full-Time/Part-Time Status**

Student wishes to change to: Full-Time  Part-time

Proposed New Graduation Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Section 3: Faculty Endorsements**

Approved: Yes  No

\_\_\_\_\_  
Advisor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*Advisor must ensure that updated Matriculation Plan is submitted and approved.**

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Notify Clinical Placement Office  
(for office use only)