



Student Change Major/Add PGC

This form is required for students who find it necessary to change their major, or add a Post-Graduate Certificate to their program plan. Prior to requesting the change, students should be in good academic standing, and have completed at least one semester. Forms submitted without the required signatures will not be processed. Please note that based on course offerings, the timing of a request may affect your ability to enroll in required courses. Completed forms should be submitted by the Add/Drop period of the current semester in order to take effect two semesters later.

Submit form by Drop/Add of this Semester	Change Effective
Fall	Summer
Spring	Fall
Summer	Spring

*Students must successfully complete and graduate with one major before being allowed to add a second major as a Post-Graduate Certificate. Students **are not** able to double-major. Students who wish to add a Post-Graduate Certificate can only do so with the understanding that they must begin courses immediately following the completion of their MSN/DNP Degree.*

Students are required to meet with their current Academic Advisor to discuss reasons for the change as well as potential academic implications. The Academic Advisor must sign the form acknowledging that he/she is aware of the request. It is also the student's responsibility to consult with the Office of Financial Aid to understand any possible financial implications. The student should sign and submit the completed form with ALL required documentation needed for faculty review to:

MSN Program Office

DUMC 3322

Durham, NC 27710

Fax: 919-660-9243

Email: SON-MSN@dm.duke.edu

The MSN Program Office will coordinate an interview (if needed) with the student and faculty lead of the major/specialty area. Once a final decision is made on the change request, the Office of Student Services will notify the student.

Student Change Major/Add PGC

Section 1: Student & Program Information

Student Name: _____ Duke Unique ID: _____ Date: _____

Program: MSN Certificate DNP Current Major: _____ Specialty: _____

Section 2: Proposed New Major/PGC

Is student seeking a change of major: Yes No

Is student seeking a Post-Graduate Certificate: Yes No

Proposed: New Added Major/Certificate: _____

Proposed New Graduation Date: _____

Current Advisor: _____ Signature: _____ Date: _____

Section 3: Additional Supporting Documents Required by MSN Program

- Submit personal statement expressing interest on proposed change or added major/PGC
- Submit updated Resume/CV
- Submit two new recommendations (professional and/or academic)
- Meet with lead faculty of proposed new major/PGC (MSN Program Office will schedule and confirm)

I confirm that all required documentation listed above are complete and attached with this form.

Student Signature: _____ Date: _____

Section 4: Faculty Endorsements

Approved: Yes No

Lead Faculty: _____ Signature: _____ Date: _____

Program Director: _____ Signature: _____ Date: _____

Notify Clinical Placements Office
(for office use only)

Notify New Advisor
(for office use only)