



## Student Change/Add Major/Add PGC

This form is required for students who find it necessary to change their major, who wish to add a second major, or add a Post-Graduate Certificate to their program plan. Prior to requesting the change, students should be in good academic standing. Forms submitted without the required signatures will not be processed. Please note that 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 the following semester.

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

\*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](mailto: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/Add Major/Add PGC

### Section 1: Student & Program Information

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

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

### Section 2: Proposed New Major/PGC

Is student seeking a change of major: Yes      No

Is student seeking a double 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)