Specialty Add/Delete Request

This form is required for students who wish to either add, or delete a specialty from their academic plan. To initiate the request, the student should first consult with their Academic Advisor regarding the change and potential implications to their academic plan. The student will then need to complete the form and obtain the required signature from his/her Academic Advisor. The form should then be forwarded to the MSN Program Office:

**MSN Program Office**

**DUMC 3322**

**Durham, NC 27710**

**Fax: 919-660-9243**

**Email: SON-MSN@dm.duke.edu**

The MSN Program Office may schedule a brief interview for the student and the Specialty Lead Faculty. The Specialty Lead Faculty may request additional information from the student. The Specialty Lead Faculty will then need to indicate if they approve the request, or not. The form should then be forwarded back to the MSN Program Office for processing. Forms submitted without the required signatures from the Academic Advisor, Specialty Lead Faculty and Program Director will not be processed. The request to add a specialty is contingent on good academic standing, professionalism, space availability, and in some cases, prior experience. Students may be removed from a specialty at any time by the faculty due to academic or professionalism concerns.
Specialty Add/Delete Request

Section 1: Student Information

Student Name: ___________________________________  Duke Unique ID: __________________________

Major: ___________________________________  Specialty: ______________________________

Section 2: Requested Action

Add:  □ Cardiology  □ Endocrinology  □ HIV/AIDS  □ Oncology  □ Orthopedics  □ Palliative Care  □ Pediatric Mental Health

Delete:  □ Cardiology  □ Endocrinology  □ HIV/AIDS  □ Oncology  □ Orthopedics  □ Palliative Care  □ Pediatric Mental Health

Proposed New Graduation Date: __________________________  (if applicable)

Student Acknowledgement:

By signing below, I fully understand the requirements for earning the specialty at the Duke University School of Nursing, and understand that changes in my program(s) of study may affect my future schedule planning and duration of study. I also understand that this specialty will not be reflected on my diploma, but completion will be documented on my official transcript.

Student Signature: ___________________________________  Date: __________________________

Section 3: Faculty Endorsements

Approved:  □ Yes  □ No

Academic Advisor: ______________________  Signature: ______________________  Date: ______________________

Specialty Lead Faculty: ______________________  Signature: ______________________  Date: ______________________

MSN Program Director: ______________________  Signature: ______________________  Date: ______________________