

## Yale University School of Nursing

### Procedure for Students Requesting to Change Specialty Programs

Once students have been admitted to the YSN Master's Program they are not encouraged to change specialties. Acceptances are contingent upon the student's motivation and fit with the specialty to which s/he applied. In rare circumstance when a specialty switch is requested the following procedure should be followed:

1. Meet and discuss any potential changes with the Director of the GEPN Program or Specialty Coordinator (for RN students)
2. Students will be required to apply to the new specialty.
  - a. The application process will include an essay detailing the rationale for the change.
  - b. The application will include:
    - i. A copy of the most recent transcript (or progress report), as well as transcripts and test scores from the initial admissions application.
    - ii. A recommendation from a current faculty member.
    - iii. Recommendations from the initial application will also be reviewed again.
    - iv. Evidence of knowledge of the specialty role and/or shadowing of practitioner in the role
3. Meet with the Specialty Coordinator of the specialty in which they are currently enrolled, sending them the written request prior to the meeting.
4. Meet with the Specialty Coordinator of the specialty that they would like to enter, sending them the written request prior to the meeting.

Specialty switches may not be requested until students have completed the fall semester courses. Students may be asked to have a shadowing experience with a practicing NP/CNM in the area of specialization they wish to switch to. The shadowing experiences are arranged by the student.

The Student Affairs Office will collect the specialty change applications and prepare them for review with the Specialty Coordinator(s) and the Division Chair. The final decision will be made in June by the Division Chair and the Specialty Coordinator. The approval to change specialties will be dependent on the students' stated reasons, as well as the availability of clinical places in the new specialty they wish to join. Students granted specialty changes may be required to take a gap year or be reduced to part time status in consideration of enrollment numbers.

LS:de  
8/2007  
Fg  
9/2012  
Executive Council  
6/2/2016