

**Pacific Lutheran University School of Nursing**  
**RAP Committee**  
**Proposed Policy for Graduate Students Switching Concentrations**

**Purpose:** At times graduate nursing students may request a change in concentration from the concentration they originally were admitted to in the School of Nursing. This may occur when new concentrations are available or when students develop a passion for a new area of nursing. A formal process is required in order for there to be a consistent approach to students who desire to change their concentration. Switching concentrations is not guaranteed.

**Policy:**

Students who wish to change their concentration must:

1. Meet with the Associate Dean for Graduate Nursing Programs to discuss their desire to change concentrations.
2. Write a formal letter addressed to [RAP] and the Dean requesting a change in concentration and their reason for the request.
3. The RAP committee chair will assign reviewer(s).
4. Students in the DNP concentrations will have an interview with the lead faculty for the concentration to determine if they are a good “fit” for the specialty area.
5. Lead faculty will forward interview review sheet to reviewers, as additional data for
6. Assigned reviewers will review data and forward recommendation to the Dean.
7. Once change in concentration is approved:
  - a. A new Academic Program Contract will be developed by the Associate Dean for Graduate Nursing Studies
  - b. The Associate Dean for Graduate Nursing Studies will notify the registrar of the change in concentration to ensure the student is coded correctly.
  - c. A new advisor may be assigned.