



Process:

1. Student reaches out to staff advisor to indicate interest in transfer. Student gives minimum of 3 months' notice in advance of requested effective semester date.
2. Staff advisor creates a what-if progression plan if a transfer were to be approved.
 - a. If applicable, include potential class substitutions due to previously taken WSU courses, or previously approved substitutions for the student's current track.
3. Staff advisor sends what-if plan to the faculty lead of the track moving into as well as Program Director to review progression plan feasibility. They review potential substitutions as well.
4. If determined to be feasible for student to progress after transfer, Program Director reviews feasibility with Campus Director and campus clinical placement. If everyone agrees it is possible, Program Director notifies CSE Director.
5. CSE director responds with approval and reaches out to student and staff advisor for next steps.
6. Student provides initial application materials to nursing.admissions@wsu.edu and ccs CSE Director. Materials include:
 - a. Word document response to writing prompt: *In 500 words or less, describe a situation and reflect on how it changed your understanding of the social determinants of health and influenced your practice. Include a minimum of 2 scholarly citations in APA format to support your response.*
 - b. Name, email, and phone number of a current CON faculty member who can provide a reference.
7. Nursing Admissions will confirm receipt of materials and will invite student to Kira Talent interview, including KT prep guide. Student will have 2 weeks to engage in interview process.
 - a. KT interview is same as incoming DNP applicants, with one additional question related to their rationale of the decision to change tracks
8. Nursing Admissions will send out reference form at same time as step 7 to faculty reference to complete.
9. After applicant finishes Kira Talent interview, Nursing Admissions will send out written response and interview to faculty reviewers.
 - a. Faculty leads of the track moving from and into will review responses and interview
10. Nursing Admissions compiles all application and score information (on page 2 below) and sends to Program Director and GAP. GAP votes, with CSE Director in attendance.
11. Once approved, CSE Director informs student and staff advisor. Student is then able to change registration accordingly. Staff advisor works with graduate school/WSU to ensure program and plan is accurate. Staff advisor updates information on active student roster.



Request Summary:

Date	
Student Name	
Student ID	
Current Program Track	
Requested Program Track	
Effective Semester & Year for Transfer	
Current WSU GPA	
Written Response Score	
KT Interview Score	
Faculty Reference Score	
Faculty Reference Name	
Any concerns from feasibility review?	



Policy Title	DNP Specialty Track Transfer
Policy Inception Date	11/2022
Policy Applicable Party	College of Nursing Graduate Students
Date of Last Change	03/2023
Responsible Party, Level I (to create and review)	Center for Student Excellence
Responsible Party, Level II (to approve)	CON Faculty & DNP Program Director
Responsible Party, Level III (to implement)	Center for Student Excellence