

CHANGE REQUESTS

Change in Program or Concentration¹

An undergraduate or graduate student wishing to change programs at Chamberlain will need to apply to that program as a new student. Admission into one of Chamberlain's programs does not guarantee admission into another program or program option. To request a change of concentration, please contact your academic support advisor.

¹ Availability varies by campus location.

Location Transfer

Undergraduate students currently enrolled and in good academic and financial standing at Chamberlain may request a location transfer to any other Chamberlain location offering the same program of study as their current enrollment. Students can only transfer to a new location at the beginning of a session, unless they have prior approval from the program administrator at the new location¹. To request a change of location, submit a completed Location Transfer form, which is available through your academic support advisor. Students transferring to the Tysons Corner Campus must provide a high school/equivalency transcript documenting proof of graduation. Chamberlain can deny a location transfer request for any reason.

Florida Locations Only: Re-admitted or continuing students who have completed over 75 percent of the Bachelor of Science in Nursing (BSN) degree program, at a campus other than their intended Florida campus, will not be permitted to request admission or transfer to any Chamberlain Florida campus. Students will remain assigned to their home/primary location and follow the process to complete nursing courses at an alternate campus. Degrees will be conferred at the home/primary Chamberlain campus. NCLEX® applications to test will require use of the degree conferral campus school code. Chamberlain may deny a transfer request for any reason.

Virginia Locations Only: Students transferring to the Tysons Corner location must provide a high school/equivalency transcript documenting proof of graduation.

¹ Students interested in transferring locations should have already been advised by an ASA on behalf of the receiving location prior to receiving this location transfer DocuSign form. If a student is awarded an incomplete grade after their location transfer has been approved, then their location transfer request will be rescinded and a new location transfer request will need to be submitted in order for them to remain at their current location.

Change of Specialty Track in the MSN or DNP Degree Program

Students enrolled in the MSN or DNP program and in good academic and financial standing at Chamberlain may request a change of specialty track. Program and specialty track approval varies by state. Specialty track changes must be made prior to enrollment in the final course. MSN students wishing to change to a Nurse Practitioner (NP) specialty track must be in good academic and financial standing and must reside in a state where Chamberlain is approved to offer the NP Specialty Track. In addition to the above track change requirements, a provisionally accepted MSN-ST or MSN undeclared student wanting to change tracks or declare an NP specialty track must take the NP assessment. Students who earn a 70 percent or greater on the NP assessment will be placed into an NP course. Students earning less than 70 percent on the NP assessment

will be enrolled in NR-545 Pharmacology, Physical Assessment, and Pathophysiology Nurse Practitioner graduate placement.

Changing specialty tracks may result in additional coursework requirements and tuition and fee obligations. Changing tracks after completing 18 or more credit hours in the program may result in a delayed start of practicum courses if a preceptor and site have not been identified and approved.

To request a change, please contact your academic support advisor.