

Revised Date

May 2016

**I. Statement of Policy**

It is the policy of Geisinger-Lewistown Hospital School of Nursing that students apply for change of status when they wish to change from the two year to the three year plan of study. Permission to change status is not guaranteed.

**II. Scope**

Students enrolled in the Geisinger Lewistown Hospital School of Nursing diploma program.

**III. Procedure**

1. The student will contact his/her advisor to discuss his/her desire to change status.
2. The student will complete a change of status form.
3. The faculty will meet and review the request. Factors such as space in the requested class and the student's academic performance will be considered.
4. Faculty will communicate the decision via completion of the form and will return it to the student within 7 days.
5. If the status change is granted, the student profile and file will be changed to reflect changes.

GEISINGER LEWISTOWN HOSPITAL SCHOOL OF NURSING  
STUDENT REQUEST FOR CHANGE OF STATUS

Student Name: \_\_\_\_\_  
Date of Request: \_\_\_\_\_

Current Status:                    \_\_\_ Two Year

Request to Change to:            \_\_\_ Three Year

Withdrawal from Program        \_\_\_\_\_

Requested Start Date of Change: \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_



Faculty Decision:                \_\_\_ Approved \_\_\_ Not Approved

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_