

POST-GRADUATE CERTIFICATE

Nurses who already hold certification as an advanced practice registered nurse and who want to obtain certification in another patient population may obtain a post-graduate certificate in the following four areas of specialization: (1) Adult Gerontology-Acute Care Nurse Practitioner, (2) Family Nurse Practitioner, (3) Pediatric Nurse Practitioner Primary Care, and (4) Psychiatric Mental Health Nurse Practitioner. Students can expect to take a minimum of 28 semester credit hours towards their certificate.

MSN-prepared nurses interested in obtaining a Post Graduate Certificate in Nursing Education must complete a minimum of 15 semester credit hours towards their certificate.

Admissions Requirements

Specialization, Program of Study: Family Nurse Practitioner, Pediatric Nurse Practitioner-Primary Care, Psychiatric Mental Health Nurse Practitioner, Adult-Gerontology Acute Care Nurse Practitioner, and Nursing Education

Length: 5 semesters

General Admission Requirements:

- Online application submitted via NursingCAS (<http://nursingcas.org/>). View a video overview (<http://www.screencast.com/t/TYbelPyAD/>) on completing NursingCAS application.
- NursingCAS application fee
- Master's in Nursing
 - Completion of a graduate course in health assessment with a grade of **B** or better.
 - Completion of a graduate pathophysiology course with a grade of **B** or better.
 - Completion of a graduate pharmacology course with a grade of **B** or better.
- Submit official transcript(s) from each post-secondary institution attended, even if no degree awarded, to NursingCAS. International transcripts must be evaluated by an accredited foreign credential service. *Visit the nursing admissions website for more information regarding international applicant requirements (<https://www.uthscsa.edu/academics/nursing/admissions/foreign-coursework/>).
- Grade Point Average of "B" (3.0 on a 4.0 scale) or higher in previous graduate studies.
- Official copy of Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score, if international applicant. TOEFL and IELTS scores can be no more than two (2) years old. A minimum TOEFL score of 550 is required on the paper examination; minimum 250 on the computer-based examination; or, minimum 68 on the internet based examination. A minimum IELTS score of 6.5 for graduate admission is required. TOEFL or IELTS scores are not required for students who have successfully completed ENGL 1301 and 1302 (or equivalent courses) from an accredited college or university in the United States or for students who have earned a degree from an accredited college or university in the United States. TOEFL school code: 3383
- Licensure as a Registered Nurse in Texas or Compact State with multi-state privileges for the Post-Graduate Certificate in Nursing Education (practicum experiences must be conducted in the state

of Texas). For Post-Graduate Certificates in APRN tracks, must be licensed as an APRN.

- Current BLS for Healthcare Providers Certification through the American Heart Association. Adult Gerontology Acute Care Nurse Practitioner majors will need to possess Advanced Cardiovascular Life Support (ACLS) certification through the American Heart Association.
- Current required immunizations (<http://catalog.uthscsa.edu/generalinformation/institutionalpolicies/immunizations/>)
- Proof of Current health insurance coverage (<http://students.uthscsa.edu/studentlife/2013/03/health-insurance/>)
- Clear criminal background check
- Three professional references (Submit via NursingCAS application)
- Professional goal statement/essay (Submit via Supplemental Application, not via NursingCAS application)
- Current resume or curriculum vita
- School of Nursing application fee
- Interview and admission essay

Application Deadline: See School of Nursing Admissions (<https://www.uthscsa.edu/academics/nursing/programs/post-graduate-certificate/admissions/>) website

Start Term: Spring for APRN tracks; Fall for Nursing Education

Contact:

Office of Admissions
 School of Nursing
 UT Health Science Center at San Antonio
 7703 Floyd Curl Drive, MSC 7945
 San Antonio, Texas 78229-3900
 Phone: 210-567-0341
 Toll Free: 877-235-0341
 FAX 210-567-6189
<https://www.uthscsa.edu/academics/nursing> (<https://www.uthscsa.edu/academics/nursing/>)

Certificate Requirements and Graduation

The Post Graduate Certificate Program option is available for students who hold a master's degree in nursing and desire a Nurse Practitioner specialization in Adult-Gerontology Acute Care, Family, Pediatric Primary Care, Psychiatric Mental Health or Nursing Education.

For the Post Graduate Certificate in a Nurse Practitioner track, a minimum of 28 semester credit hours of upper-division and graduate courses is required. A student must achieve no less than the total number of semester credit hours for the specific track.

To complete, a student must have an overall minimum GPA of 3.0, no more than one grade of C and no incomplete grades.

Curriculum and Plans of Study

MSN-prepared nurses interested in obtaining a **Post-Graduate Certificate** (http://nursing.uthscsa.edu/programs/grad/msn_post.aspx) as a Nurse Practitioner may select from three areas of specialization: (1) Adult Gerontology-Acute Care Nurse Practitioner, (2) Family Nurse Practitioner, (3) Pediatric Nurse Practitioner Primary Care, and (4) Psychiatric Mental Health Nurse Practitioner. Students can expect to take a minimum of 28 semester credit hours towards their certificate. However, total semester

credit hours needed for completion is determined on a case-by-case basis once admission is offered.

MSN-prepared nurses interested in obtaining a Post Graduate Certificate in Nursing Education must complete a minimum of 15 semester credit hours towards their certificate. However, total semester credit hours needed for completion is determined on a case-by-case basis once admission is offered.

Post-Graduate Certificate students are subject to general and graduate policies of the Master's degree program and the School of Nursing.

Students who complete the certificate program are eligible to take National credentialing boards.

Nursing Education

First Year						
Fall Semester		Theory	Clinical	Lab	Cont	SCH
NURS 6261	Foundational Topics in Nursing Education					3
NURS 6262	Curriculum Design and Evaluation					2
NURS 6134	Clinical Application 1: Facilitation of Learning		60			1
Spring Semester						
NURS 7303	Science of Knowledge Translation and Implementation I					3
NURS 6264	Teaching and Learning Strategies Across Settings					2
NURS 6136	Clinical Application 2: Facilitation of Learning		60			1
Summer Semester						
NURS 6266	Assessment and Evaluation in Education					2
NURS 6138	Clinical Application 3: Facilitation of Learning		60			1
Total Credit Hours:		0.0	180.0	0.0	0.0	15.0

Adult Gerontology Acute Care Nurse Practitioner (AGACNP)

First Year						
Spring Semester		Theory	Clinical	Lab	Cont	SCH
NURS 6435	Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) Diagnosis & Management: Concepts & Theory 1					4
NURS 6145	Special Population Pharmacology: Applied Critical Care Pharmacology (AGACNP)					1

NURS 6147	Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) Clinical Skills and Laboratory Science					1
Summer Semester						
NURS 6436	Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) Diagnosis & Management: Concepts & Theory 2					4
NURS 6250	Advanced Health Promotion, Health Protection, and Disease Prevention					2
Total Credit Hours:		0.0	0.0	0.0	0.0	12.0

Second Year						
Fall Semester		Theory	Clinical	Lab	Cont	SCH
NURS 6235	Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) Diagnosis & Management: Concepts & Theory 3					2
NURS 6437	Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) Diagnosis and Management: Clinical App 1		240			4
NURS 6135	Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) Diagnosis and Management Clinical Seminar 1					1
Spring Semester						
NURS 6130	Nurse Practitioner Conceptual Basis For Advanced Practice Nursing					1
NURS 6438	Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) Diagnosis and Management: Clinical App 2		240			4
NURS 6137	Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) Diagnosis and Management Clinical Seminar 2					1
Summer Semester						

NURS 6335	Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) Diagnosis and Management: Clinical App 3		180				3
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Total Credit Hours:	0.0	660.0	0.0	0.0	16.0
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Family Nurse Practitioner (FNP)

First Year

Spring Semester		Theory	Clinical	Lab	Cont	SCH
NURS 6453	Family Nurse Practitioner (FNP) Diagnosis and Management: Concepts & Theory 1					4
NURS 6144	Special Population Pharmacology: Applied Pediatric Pharmacology (FNP and PNP)					1
NURS 6143	Family Nurse Practitioner (FNP) Clinical Skills and Laboratory Science					1
Summer Semester						
NURS 6454	Family Nurse Practitioner (FNP) Diagnosis and Management: Concepts & Theory 2					4
NURS 6250	Advanced Health Promotion, Health Protection, and Disease Prevention					2
Total Credit Hours:		0.0	0.0	0.0	0.0	12.0

Second Year

Fall Semester		Theory	Clinical	Lab	Cont	SCH
NURS 6254	Family Nurse Practitioner (FNP) Diagnosis and Management: Concepts & Theory 3					2
NURS 6457	Family Nurse Practitioner (FNP) Diagnosis and Management: Clinical Application 1		240			4
NURS 6153	Family Nurse Practitioner (FNP) Diagnosis and Management: Clinical Seminar 1					1

Spring Semester

NURS 6130	Nurse Practitioner Conceptual Basis For Advanced Practice Nursing					1
NURS 6458	Family Nurse Practitioner (FNP) Diagnosis and Management: Clinical Application 2	240				4
NURS 6154	Family Nurse Practitioner (FNP) Diagnosis and Management Clinical Seminar 2					1
Summer Semester						
NURS 6354	Family Nurse Practitioner (FNP) Diagnosis and Management: Clinical Application 3	180				3
Total Credit Hours:		0.0	660.0	0.0	0.0	16.0

Psychiatric Mental Health Nurse Practitioner (PMHNP)

First Year

Spring Semester		Theory	Clinical	Lab	Cont	SCH
NURS 6410	Psychiatric Mental Health Nurse Practitioner (PMHNP) Diagnosis and Management: Concepts & Theory 1					4
NURS 6140	Special Population Pharmacology: Applied Psychopharmacology (PMHNP)					1
NURS 6149	Psychotherapy for the Psychiatric Mental Health Nurse Practitioner (PMHNP)					1

Summer Semester

NURS 6411	Psychiatric Mental Health Nurse Practitioner (PMHNP) Diagnosis and Management: Concepts & Theory 2					4
NURS 6250	Advanced Health Promotion, Health Protection, and Disease Prevention					2
Total Credit Hours:		0.0	0.0	0.0	0.0	12.0

Second Year						
Fall Semester		Theory	Clinical	Lab	Cont	SCH
NURS 6219	Psychiatric Mental Health Nurse Practitioner (PMHNP) Diagnosis and Management: Concepts & Theory 3					2
NURS 6419	Psychiatric Mental Health Nurse Practitioner (PMHNP) Diagnosis and Management Clinical Application 1		240			4
NURS 6111	Psychiatric Mental Health Nurse Practitioner (PMHNP) Diagnosis and Management: Clinical Seminar 1					1
Spring Semester						
NURS 6130	Nurse Practitioner Conceptual Basis For Advanced Practice Nursing					1
NURS 6420	Psychiatric Mental Health Nurse Practitioner (PMHNP) Diagnosis and Management Clinical Application 2		240			4
NURS 6119	Psychiatric Mental Nurse Practitioner (PMHNP) Diagnosis and Management Clinical Seminar 2					1
Summer Semester						
NURS 6319	Psychiatric Mental Health Nurse Practitioner (PMHNP) Diagnosis and Management Clinical Application 3		180			3
Total Credit Hours:		0.0	660.0	0.0	0.0	16.0

Pediatric Nurse Practitioner Primary Care (PNP-PC)

First Year

Spring Semester

		Theory	Clinical	Lab	Cont	SCH
NURS 6421	Pediatric Nurse Practitioner-Primary Care (PNP-PC) Diagnosis and Management: Concepts & Theory 1					4
NURS 6144	Special Population Pharmacology: Applied Pediatric Pharmacology (FNP and PNP)					1
NURS 6141	Pediatric Nurse Practitioner Primary Care (PNP-PC) Clinical Skills and Laboratory Science					1

Summer Semester

NURS 6422	Pediatric Nurse Practitioner-Primary Care (PNP-PC) Diagnosis and Management: Concepts & Theory 2					4
NURS 6250	Advanced Health Promotion, Health Protection, and Disease Prevention					2

Total Credit Hours:	0.0	0.0	0.0	0.0	0.0	12.0
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Second Year

Fall Semester

		Theory	Clinical	Lab	Cont	SCH
NURS 6224	Pediatric Nurse Practitioner-Primary Care (PNP-PC) Diagnosis and Management: Concepts & Theory 3					2
NURS 6424	Pediatric Nurse Practitioner-Primary Care (PNP-PC) Diagnosis and Management: Clinical Application 1		240			4
NURS 6124	Pediatric Nurse Practitioner Primary Care Diagnosis and Management: Clinical Seminar 1					1

Spring Semester

NURS 6130	Nurse Practitioner Conceptual Basis For Advanced Practice Nursing					1
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NURS 6425	Pediatric Nurse Practitioner Primary Care (PNP-PC) Diagnosis and Management: Clinical Application 2	240			4
NURS 6125	Pediatric Nurse Practitioner Primary Care (PNP-PC) Diagnosis and Management Clinical Seminar 2				1
Summer Semester					
NURS 6324	Pediatric Nurse Practitioner Primary Care (PNP-PC) Diagnosis and Management: Clinical Application 3	180			3
Total Credit Hours:		0.0	660.0	0.0	0.0
					16.0

Graduate Program Policies

General Information

Information about academic progression, policies or procedures, as well as curriculum information, may be obtained from the Office for Academic Affairs.

Current Licensure as a Registered Nurse

Each graduate nursing student is required to maintain current licensure in good standing as a registered nurse in Texas, or a Compact State with multistate privileges, throughout the graduate program. Students must provide a copy of the license verification to the Office for Academic Affairs. Failure to maintain a current license in good standing or to produce proof of current licensure in good standing is grounds for dismissal from the program.

Advisement

Each student enrolled in the graduate program is assigned an advisor in the Office for Academic Affairs.

Transfer of Credit

Students may, with the approval of the Committee on Graduate Studies (COGS), transfer from another accredited institution a maximum of six semester credit hours (nine quarter hours) of graduate credit applicable to their course of study leading toward the Master of Science in Nursing.

Approval of any course for transfer, prior to registration for the course, is strongly recommended.

Approval of transfer credit requires that the student be enrolled in the graduate program. The student must complete a Request for Transfer of Credit form and submit it to the Office for Academic Affairs with an official course description from the catalog and must make certain that an official transcript, sent directly from the college or university attended, is in her/his file or request that a transcript be sent as soon as the course is completed. All courses must have been completed not more than five years before the degree is awarded. Courses in which a grade of **C** or less has been earned will not be accepted for transfer

(see exception for students enrolled in the DNP Public Health Nurse Leader). The student may obtain additional information about materials that must be submitted with the petition from the Office for Academic Affairs.

Teaching Assistants

Opportunities are available for graduate nursing students enrolled part-time to work as teaching assistants in the School of Nursing. Interested applicants should contact the Office for Academic Affairs in the School of Nursing for additional information.

Honors

A graduate nursing student whose grade point average is 4.0 is awarded her/his degree with High Honors.

Grades and Grade Point Average

The standing of students in their work is expressed by five grades: **A** (above average graduate work), **B** (average graduate work), **C** (below average graduate work), **D** (failing graduate work), and **F** (failing graduate work). **D** and **F** grades are not acceptable for graduate credit. Students may also register in certain courses on a pass/fail basis, in which case the grade is recorded as either Pass (**P**) or Fail (**F**), and no letter grade is assigned.

Other symbols used in reporting the standing of students in their classes are: **W**=withdrawal from course; **I**=incomplete; **IP**=in progress (for selected courses); **S**=satisfactory; **U**=unsatisfactory; **P**=pass; **F**=fail; **AU** records an audited course. **U** is equivalent to a grade of **F**.

Courses in which a student receives a **D**, **F**, or **U** will not be counted toward the total number of courses and/or hours required for a graduate degree in the School of Nursing or the Graduate School of Biomedical Sciences. However, all grades (**A** to **F**) are included in the computation of the grade point average. In computing the grade point average, the following scale of points per semester credit hour is used:

A = 4 points (90-100)

B = 3 points (80-89)

C = 2 points (75-79)

D = 1 point (66-74)

F = 0 points (65 or below)

Note: Final numeric grades are calculated to two decimal places and rounded mathematically as follows:

- Less than 0.50 – round down to next whole number – (i.e. “89.49” would be rounded to “89”)
- 0.50 or greater – round up to next whole number – (i.e. “90.50” would be rounded to “91”)

Progression in the Graduate Program

To continue in the graduate program, a student must:

- absolve any contingencies related to program admission within the time period stated in the letter of admission, or within the first semester if not stated;
- maintain satisfactory progress (**B** average in first 9 hours);
- receive no more than one **C** in any course;
- maintain a minimum cumulative grade point average of **B** (3.0) for all courses taken while enrolled in the graduate program.

Scholastic Probation

A student whose cumulative grade point average falls below 3.0 will be placed on scholastic probation and warned that continuation in the graduate program is in jeopardy.

The progress of students on scholastic probation will be reviewed by the Committee on Graduate Studies (COGS) each semester. A student on scholastic probation will not be admitted to candidacy nor awarded a degree. Satisfactory progress toward the degree is required throughout the student’s enrollment. The Committee on Graduate Studies (COGS) may terminate a student’s enrollment at any time if the student does not meet the criteria for continuance in the program.

Probation Policy and Procedure

1. Definition: Probation is the status of the student whose progression in the program may be delayed, interrupted or conditional due to the criteria listed below.
2. Criteria for probation in the nursing program includes any one of the following:
 - a. Earning a grade of **C** in a graduate course
 - i. The student will be on probation the remainder of their program
 - b. Earning a grade in a graduate course that drops the GPA below 3.0
 - c. Failure to meet any of the School of Nursing Policies related to academic or professional conduct
 - d. Failure to meet the terms of professional integrity standards defined in the current University Catalog, the Texas State Board of Nursing Nurse Practice Act (http://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp), the Texas State Board of Nursing Rules and Regulations (https://www.bon.texas.gov/laws_and_rules_rules_and_regulations.asp.html) and the American Nurses Association Code of Ethics (<https://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/>).

www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/).

3. Probation Procedure:

- a. Initial Review of Recommendation for Probation
 - i. A student whom receives a final grade of **C** in a course will be notified of her/his probation status by the Office for Academic Affairs
 - ii. The student may present her/his case to the Associate Dean for Graduate Studies, if requested in writing, within three business days of notification of the probation recommendation. If the student wishes to bring a person outside of the School of Nursing to the meeting, he/she must indicate this in the request to the Associate Dean for Graduate Studies. If the person attending the meeting with the student is an attorney, the meeting will be held with the university attorney present.
- b. If a student is in validation of the criteria for probation, one or more of the following actions will occur:
 - i. Earning a Grade of **C** or a grade that drops the GPA below 3.0
 1. A written “Probation Letter of Expectation” that determines the length and conditions of the probation period which may include, but are not limited, any one of the following:
 - Referral of the student to resources and support services for academic success
 - Referral of the student to the faculty to devise a written plan for academic success
 - Referral of the student to the Associate Dean for Admissions and Student Services for non-academic support
 - ii. Failure to meet School of Nursing policies or failure to meet the terms of professional integrity standards defined in the current University Catalog, the Texas State Board of Nursing Nurse Practice Act (http://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp), the Texas State Board of Nursing Rules and Regulations (https://www.bon.texas.gov/laws_and_rules_rules_and_regulations.asp.html) and the American Nurses Association Code of Ethics (<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/>)
 1. The Associate Dean for Graduate Studies will present a recommendation for the “Probation Letter of Expectation” that determines the length and conditions of the probation to the Committee on Graduate Studies
 2. When indicated, the incident will be reported to the local law enforcement agency and/or other appropriate agencies, institutions, and/or regulatory bodies by the Associate Dean for Graduate Studies
 3. If the review of the recommendation for probation results in a recommendation for dismissal, the policy and procedure for dismissal will supersede the policy and procedure for probation

Dismissal Policy and Procedure

1. Definition: Dismissal is the removal of a student from the School of Nursing Graduate Program. A student who is dismissed from the graduate program may not continue in the graduate nursing program and is not eligible for readmission.

2. Criteria for Dismissal from the Graduate Nursing Program includes any one of the following:
 - a. Earning a grade of **D, F, or U**, in any graduate course
 - b. Earning a grade of **C** in six or more credit hours of graduate coursework regardless of cumulative GPA or in two required graduate courses regardless of the number of credit hours and cumulative GPA
 - c. Failure to meet the conditions of the School of Nursing "Probation Letter of Expectation"
 - d. Failure to meet the terms of professional integrity and ethical standards defined in the current University Catalog, the Texas State Board of Nursing Nurse Practice Act, the Texas State Board of Nursing Rules and Regulations and the American Nurses Association Code of Ethics. When indicated, the incident will be reported to the local law enforcement agency and/or other appropriate agencies, institutions, and/or regulatory bodies.
 - e. Failure to notify the school of non-matriculation for two consecutive semesters (excluding summers)
3. Dismissal Procedure
 - a. A student whom receives a grade of **D, F, or U** in a course will be notified of his/her dismissal status by the Office for Academic Affairs
 - b. When a student meets criteria in provision 2 above, he or she will be dismissed from his or her program. The student will receive notification of dismissal via a certified letter from the Associate Dean for Graduate Studies also sent to the dean of the School of Nursing, the student's file in the Graduate Office and to the Registrar for the student's permanent record. The Associate Dean for Graduate Studies has full authority to proceed autonomously according to policy, but may choose to seek input from the Committee on Graduate Studies (COGS).
 - c. A student who is dismissed from his or her program is not eligible to register for additional courses. If the student has already registered for subsequent courses, the student will be required to unenroll.
4. Student Appeal of Dismissal
 - a. In the event of extenuating circumstances, a student may choose to appeal dismissal from his or her program. All appeals are presented to and reviewed by the Committee on Graduate Studies (COGS).
 - i. A request for appeal of dismissal and presentation to COGS must be sent by the student in writing to the Associate Dean for Graduate Studies within three business days of receiving the certified letter of dismissal. The student must indicate in the request if he or she wishes to bring a person outside of the School of Nursing to the meeting. If the person attending the meeting with the student is an attorney, the meeting will be held with the university attorney present. The student may also request to bring other appropriate faculty to the meeting with COGS. The Committee on Graduate Studies may request University employees or supervising clinical agency personnel attend the appeal or meet with them prior to deliberating. A review of the student's records may also be conducted.
 - ii. The Associate Dean for Graduate Studies will notify the student, in writing via email, that her or his case will be presented to the Committee on Graduate Studies. The written communication will include the date and time of the presentation. Student presentations are limited to a maximum of 15 minutes.
 - b. After the student presentation is concluded, and any additional information deemed appropriate to the situation is obtained, the Committee on Graduate Studies will review all information related to the criteria set forth in provision 2 for adherence to process and outcome actions. The faculty voting members of the Committee on Graduate Studies, in closed deliberation with the Associate Dean for Graduate Studies, can recommend one or more of the following actions:
 - i. Uphold the decision to dismiss the student from the School of Nursing Graduate Program
 - ii. Amend the dismissal decision to probation in the Graduate Nursing Program per explicit terms and expectations deemed appropriate by COGS and the Associate Dean for Graduate Studies
 - iii. Reconsideration of dismissal due to adherence concerns with process; including next steps
 - c. A written recommendation from the Chairperson of the Committee on Graduate Studies will be made to the dean of the School of Nursing.
 - d. The final decision will be made by the dean and will be delivered to the student in writing by certified letter to the student's address of record. A student who receives probation in the Graduate Nursing Program is not eligible to re-enroll in courses the semester immediately following the semester in which the student originally met criteria for dismissal. A student who is dismissed from the School of Nursing may not continue in the Graduate Nursing Program and is not eligible for readmission.

Petition

Students may petition the Committee on Graduate Studies (COGS) for the consideration of relevant issues influencing program progression and/or completion. Students who wish to petition COGS should consult with the Associate Dean for Graduate Studies, and then complete the Student Petition Form that is available from the Office for Academic Affairs. Decisions regarding the petition will be communicated in writing to the students.

Petitions for reconsideration of the decision of COGS are reviewed by the dean of the School of Nursing (<http://nursing.uthscsa.edu/>). **The dean's decisions are final.**

Repetition of a Course

Students cannot retake nursing courses for a grade in which they have already received a passing grade.

The Semester Credit Hour

The unit of measure for credit purposes is the semester credit hour. One semester credit hour is given for each one clock hour of class or one clock hour of seminar for didactic courses. Four clock hours per one semester credit hour of laboratory/practicum/computer lab experience per week, per semester is given in the Nurse Practitioner majors, Nursing Education major, Administrative Management and Clinical Nurse Leader majors and all tracks in the DNP Program. For selected sessions and summer sessions during which the class, seminar, and practicum hours are concentrated, equivalent clock hours are provided.

Examinations

Examinations must be taken on the date and time scheduled. If extenuating circumstances prevent the student from taking an examination, prior approval must be granted by the course instructor to postpone the examination. If a student misses an examination without

prior approval by the instructor, a grade of **F** will be recorded for the examination.

Readmission

Individuals who have previously been enrolled in graduate nursing courses should complete an Application for Readmission. Transcripts from any colleges or universities attended since the time of the previous enrollment in the graduate programs must be submitted. Applicants may be requested to provide recent professional references. Proof of current licensure as a registered nurse in Texas is also required.

Individuals who have not registered in three consecutive terms, including summers, must apply for readmission unless they were previously granted official permission for leave of absence. Students who do not return from leave of absence within the three consecutive terms limit will be withdrawn from the nursing program and will have to apply for admission as a new student.

Those seeking readmission are subject to all requirements, procedures, and acceptance considerations outlined in this catalog.