POST-GRADUATE CERTIFICATE

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 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 26 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.

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, Nursing Education

Length: 2 years

General Admission Requirements:

- 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. *For more information regarding international applicant requirements, click here (http://nursing.uthscsa.edu/students/intApplicants.asp).
- Grade Point Average of “B” (3.0 on a 4.0 scale) or higher is required
- Basic statistics course
- 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 school code: 3383
- Licensure as a Registered Nurse in Texas or Compact State with multi-state privileges
- 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://nursing.uthscsa.edu/shc/hc_immunization.asp)
- Proof of Current Health Insurance Coverage (http://students.uthscsa.edu/studentlife/2013/03/health-insurance)
- Clear Criminal Background Check
- Basic Computer Skills
- 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: Deadline for summer entrance is February 1

Start Term: Fall

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: 210-567-5805
Toll Free: 877-235-0341
FAX 210-567-6189
http://nursing.uthscsa.edu/

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.

Students must complete the following pre-requisites

- A graduate course in health assessment with a grade of “B” or better.
- A graduate pathophysiology course with a grade of “B” or better.
- A graduate pharmacology course with a grade of “B” or better.

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 26 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

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

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<th>Course Code</th>
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Adult Gerontology Acute Care Nurse Practitioner (AG-ACNP)

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**Family Nurse Practitioner (FNP)**

**Psychiatric Mental Health Nurse Practitioner (PMHNP)**

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## Post-Graduate Certificate

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**Total Credit Hours:** 0.0

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### Pediatric Nurse Practitioner Primary Care (PNP-PC)

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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. International students in the Ph.D. program should contact the Associate Dean for Graduate Studies regarding applicable licensure requirements.

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

Independent Study
Guidelines for design and approval of Independent Studies are available from the Office for Academic Affairs. COGS must approve the Independent Study before the student may register for the course. Courses for summer and fall must be approved in the spring; courses for spring must be approved during the fall semester.

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 (9 quarter hours) of graduate credit applicable to their course of study leading toward the Master of Science in Nursing, Doctor of Nursing Practice or Ph.D. in Nursing degrees. Students in the DNP Public Health Nurse Leader track may transfer any eligible University of Texas School of Public Health (UTSPH) course. Only one eligible UTSPH course with a grade of ‘C’ will be accepted provided that the student has not earned a C in another required course in the DNP Public Health Nurse Leader track. Approval of any course for transfer, prior to registration for the course, is strongly recommended. Ph.D. students must consult with their advisor prior to registering for cognate courses taken outside the School of Nursing.

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).

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 of Faculty Affairs and Diversity 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; AU records an audited course.

Courses in which a student receives a D or F 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 (70-79)
- D = 1 point (60-69)
- F = 0 points (Below 60)

Progression in the Graduate Program
To continue in the graduate program, a student must:

- absolve any contingencies related to admission to the program 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) if conditionally admitted;
• 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.

Should a student fail to meet the criteria for continuance in the program, her/his progress will be reviewed by the Committee on Graduate Studies (COGS) which may:

• impose conditions as requirements for continuation in the program, or
• terminate the student’s enrollment in the program, with the consent of the Dean of the School of Nursing or the Dean of the Graduate School of Biomedical Sciences.

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

The probation period shall extend no longer than two consecutive semesters of enrollment. No more than one probationary period shall be permitted. NURE (elective) courses may not be taken during the probationary period, and the student may not drop any course after the first class day.

To be removed from probation, the student must achieve a 3.0 cumulative grade point average by the completion of the probationary period. Failure to accomplish the required average will result in the student’s dismissal from the program.

The progress of students on probation will be reviewed by the Committee on Graduate Studies (COGS) each semester. A student on 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
   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 (http://www.bon.texas.gov/laws_and_rules_rules_and_regulations.asp) and the American Nurses Association Code of Ethics (http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses).

3. Probation Procedure

a. Initial Review of Recommendation for Probation

i. The faculty member of record for each course will notify, in writing, a student who meets the criteria set forth in provision 2 and refer the student to the Associate Dean for Graduate Studies within 2 business days of the occurrence of the criteria set forth in provision 2.

ii. The student may present his/her case to the Associate Dean for Graduate Studies, if requested in writing, within 3 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.

b. If the review results in validation of the criteria set forth in provision 2, the Associate Dean for Graduate Studies will recommend in writing one or more of the following actions to the Dean of the School of Nursing:

   i. Earning a Grade of C or a grade that drops the GPA below 3.0

      i. 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 (http://www.bon.texas.gov/laws_and_rules_rules_and_regulations.asp) and the American Nurses Association Code of Ethics (http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses)

      i. 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.

ii. The Committee on Graduate Studies will act on the recommendation for the "Probation Letter of Expectation".

iii. The final decision for probation and the terms of the probation will be made by the Committee on Graduate Studies and will be delivered to the student in writing by certified letter to the student’s address of record and copied to the Dean of the School of Nursing.

iv. 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.

v. 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 "Fail" in any graduate course

b. Earning a grade of "C" in 6 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. The faculty member of record for each course will notify, in writing, a student who meets the criteria set forth in provision 2 and refer the student to the Associate Dean for Graduate Studies within 2 business days of the occurrence of the criteria set forth in provision 2.

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 of 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).

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).

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 3 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.

The Associate Dean for Graduate Studies will notify the student, in writing via email, that his or her 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
Credit for courses in which a D or F is received may not be repeated and
is grounds for dismissal as indicated in the dismissal policy.

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.

Dissertation Course Report
Dissertation courses may be reported as In Progress (IP) until the work
is completed. Dissertation courses are not counted in the grade point
average.

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, excluding
summers, must apply for readmission unless they were previously
granted official permission for leave of absence.

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