

FNP Certificate Program Academic Policies

Transfer credit

There is no automatic transfer of credit from another university. The Program Director reviews all transfer course materials to determine appropriateness of the transfer for TXWES credit and course equivalency. The Dean of the School of Health Professions must approve all transfer credit. Up to 12 graduate credit hours from among the following courses may be transferred from an accredited program with grades of B (3.0 GPA) or higher if taken with the past 2 years:

- Biostatistics or Statistics
- Advanced Pathophysiology (appropriate for Family Nurse Practitioners)
- Advanced Pharmacotherapeutics (appropriate for Family Nurse Practitioners)
- Advanced Health Assessment

Credit by Examination

Students may also earn credit through challenge examinations for courses with the approval of the Dean of the School of Health Professions and the program director. Challenge examinations may be approved for students who have attained knowledge equivalent to University courses through life/work experiences and to students who have attended academic institutions with limited or no transferability. These examinations may not be available in all content areas.

Maximum Credit Hours by Transfer, Certification, and/or Examination

Students may earn no more than 12 credits total through the use of transfer, certification, or credit by examination. This kind of credit is at the discretion of the University and determined by the Dean and Program Director.

Background Checks, Drug Screens and Immunizations

Patient and student safety is a primary consideration for Texas Wesleyan University and its clinical/professional affiliates. Background checks, drug screens and certain immunizations are required by clinical affiliates for participation in clinical practica and

are conducted at the time of application and prior to beginning clinical practica. Information about background checks, drug screens, and immunizations are provided to students prior to being admitted to the program. Background checks, drug screens, and immunizations at the time of application are the responsibility of the student. Random drug screens are conducted on a random basis throughout the program and are the responsibility of the program. Students who refuse a drug screen may not continue in the program. Students who have a positive drug screen will be subject to the peer-review process. Clinical affiliates reserve the right to deny clinical practice opportunities to students who do not meet the affiliates' expected minimum standards on these criteria. The FNP Certificate Program Student Handbook includes policies related to these requirements.

Residency Requirement

To be awarded a certificate from Texas Wesleyan University, students must successfully complete a minimum of 26 credit hours at Texas Wesleyan University.

FNP Certificate Program Graduate Committee

The FNP Certificate Program Graduate Committee recommends policy, hears appeals, and approves and recommends curricular changes for the FNP Certificate Program. The appeals process is outlined in the FNP Certificate Program Handbook.

Membership includes:

- Dean of the School of Health Professions
- All appointed and contributing faculty members in the FNP Certificate Program

Advising, Registration and Orientation

Graduate students are advised by the Program Director or a designee. To enroll in classes, students should consult with the Program Director to ensure registration in appropriate courses. Online registration is available. Students are expected to register according to the registration schedule provided by the registrar. Late registration will result in additional fees and cannot be completed online. Registration times are posted online at <http://www.txwes.edu/academics/registrar/>

Orientation is conducted over a three-day period at the beginning of the first semester on campus and is augmented by video, which is accessible online. Orientation must be completed prior to enrollment in the first course of the curriculum. When notified of full admission status, students are provided information about the orientation.

Access to the Faculty, Advisor, Program Director and Dean

The faculty, advisor, Program Director, and the Dean of the School of Health Professions can be reached by e-mail, telephone, and standard mail. Contact information, including online office hours and other time considerations for communication, is available on the Texas Wesleyan University website, in the FNP Certificate Program Student Handbook, and in course syllabi. Students are encouraged to make appointments for telephone or face-to-face meetings to ensure the person's availability. Though preferred, appointments are not required.

Sequence of Events for FNP Certificate Students (full-time; part-time students confer with advisor.)

1. Apply to the FNP Certificate program by the posted deadline to be considered for admission (refer to admissions requirements and procedures and website).
2. Following acceptance with full admission status to the program, consult with program director or with assigned advisor for information about registration and filing a degree plan.
3. Register for courses online as instructed following admission into the program. Note that late registration must be done in person and incurs additional fees.
4. Complete the first term of course work.
5. During Year 1, meet with advisor to begin planning for Clinical Practicum. Continue planning through following term.
6. Register for Year 2 courses.
7. Complete Year 2.
8. Complete FNP Residency (270 hours).
9. Certificate is awarded.