



ACADEMIC POLICIES AND PROCEDURES FOR THE GRADUATE PROGRAM

Admission: Post-Professional Certificates

Date Effective	January 16, 2020
Date Reviewed / Revised	January 2025
Program Level	Graduate

POLICY:

Applicants to a post-professional certificate in nursing must have:

1. A GPA of 3.0 or higher in the degree that individual certificate program requires for admission.
2. Current Registered Nurse Licensure (except applicants for Certificate in Health Care Genetics) in US/Territory or location where student expects to complete clinical requirements
3. A complete online application
4. Pre-admission interview
5. Additional application requirements are listed on individual [certificate program pages](#).

Qualified applicants are admitted without regard to race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era.

PROCEDURE:

Applications to the post professional certificates in nursing are reviewed by the respective coordinators to which the applicant is applying. Applicants must be considered qualified for admission based upon supporting evidence as identified in this policy and the detailed requirements on the webpage. Applications are available online [on the School of Nursing website](#).

The application package must include:

- Completed online application.

- Non-refundable application fee.
- Complete official transcripts for all undergraduate and graduate work.
- International applicants must provide evidence of a degree comparable to the American degree required by the certificate program.
- If required, the applicant will need to provide a copy of current license to practice nursing in the country, a state or territory where clinical or practicum requirements will be completed.

Completed applications are submitted online, reviewed by the Admissions Office, and forwarded to the respective certificate coordinator for review and appropriate action.

A pre-admission interview may be required.

Applicants are notified by the Admission Office of their admission status. Admission must be granted before registration is permitted.

APPROVAL & REVISION HISTORY

Revisions Approved by Total Faculty Organization: 1/20

Reviewed by Total Faculty Organization: 1/25