

Admission Procedure for Family Nurse Practitioner Option

Students desiring admission to the FNP role option will complete a two-step application process:

1. Step 1: Apply for admission to the university at www.csumentor.edu. Assuming basic MSN admission criteria are met, all candidates who declare the FNP role option will be admitted on a **conditional basis**. Students who have already been admitted into another role option are required to submit a Graduate Change of Objective form and conform to deadlines noted in this document. If basic MSN admission criteria are met, students who submit a Graduate Change of Objective form may be admitted to the FNP option on a **conditional basis**.
 - a. Conditionally admitted students may enter a program of study for fall or spring admission. See the Program of Study in this document.
 - b. It is strongly recommended that candidates attend the Orientation in which a FNP faculty reviews the proper submission of the FNP Portfolio, preparation for role option and other critical information.
2. Step 2: Submit FNP Portfolio to the School of Nursing for Level I review (see information regarding deadlines in this document).
 - a. For Level I review, the student will compile and submit a Portfolio consisting of the following:
 - i. Portfolio checklist coversheet (**Appendix J**)
 - ii. Letter of intent
 - iii. Curricula vitae (resume)
 - iv. Unofficial transcripts
 - v. 3 reference letters using the Recommendation for Graduate Study form included in this document in (**Appendix B**)
 - vi. Reflection statement (see guidelines included in **Appendix B**)
 - vii. Evidence of matriculation (a copy of CSUDH University acceptance letter)
 - viii. Evidence of current enrollment in graduate nursing courses (a copy of CSUDH printout of current courses from MyCSUDH)
 - b. The completed Portfolio is to be scanned *in the prescribed order above* into **one** pdf file and uploaded to the FNP Advising Site “Submissions” thread specific to the term and semester for which the application is made

by the due date specified. Office supply stores and copy centers are able to quickly and accurately scan documents provided to them in the order specified. Please include only the above documents in the scanned submission. Incomplete submissions or submissions not prepared as specified will not be reviewed and will be designated as incomplete. Late submissions will not be accepted. This may seriously delay the FNP admission process or preclude admission to the role option. ote: only admitted, matriculated students who have enrolled in Blackboard courses have access to the FNP Advising Site.

- c. The Portfolio will be scored at the Level I review by the FNP Admissions Committee. If qualified, the student's portfolio will proceed to a Level II review.
- d. Prospective FNP Role Option students will follow one of the two programs of studies, either Fall admission or Spring admission. Please consult **Appendix C** for the sequence of course work required. All students desiring admission to the FNP Role Option are expected to follow the appropriate program of study.
- e. Upon completion of MSN 526 Pharmacology, MSN 527 Advanced Health Assessment, MSN 528 Advanced Pathophysiology, and the Graduate Writing Assessment Requirement (GWAR)/Graduate Writing Examination (GWE), the student will submit the Role Option Eligibility Form and GWAR/GWE score documentation by the specified deadline and proceed to Level II review by the FNP Admissions Committee. In the event the student does not meet the admission criteria after the Level II review, the student will have the option of selecting another role option by submitting a Graduate Change of Objective form or transfer to another university. Please consult the CSUDH catalog for a list of role options available in the School of Nursing.
- f. FNP faculty will conduct a final evaluation and students will be notified of acceptance into the FNP role option. Please note that the actual start date in role option courses may be contingent on space availability, as well as student qualifications.
- g. For students who are accepted to the FNP role option after the Level II review, Clinical Preceptorship documentation as outlined in the **FNP Handbook** posted to the nursing website is to be submitted by the deadline.

3. The following are due dates for the required documents:

Application Term	FNP Portfolio Due	Role Option Eligibility Form Due	Clinical Packet Due
Fall term	November 1 st	June 15 th	July 15 th
Spring term	April 1 st	November 15 th	December 15 th

Example: A student applying for admission to the FNP role option in the fall 2011 term will be required to submit the FNP Portfolio by November 1, 2010. The Role Option Eligibility is due on June 15, 2011 and Clinical Preceptorship documentation is due July 15, 2011 for accepted students. A student who applies for admission in the spring 2012 term is required to submit the FNP Portfolio by April 1, 2011, the Role Option Eligibility Form due November 15, 2011, and Clinical Preceptorship documentation for accepted students due December 15, 2011.