



HERZING[®]

— UNIVERSITY —

**ASN Program
Student Handbook
2024**



Table of Contents

Welcome	4
Herzing University History	5
Herzing University Mission Statement	5
ASN Program Mission Statement	5
ASN Program Philosophy	6
Nursing Curriculum Conceptual Framework	6
Safety	7
Evidence-Based Practice	7
Patient Centered Care	7
Teamwork and Collaboration	7
Informatics	7
Quality Initiative	7
ASN PROGRAM OUTCOMES	8
General Policies and Guidelines	8
Undergraduate Nursing Admissions Requirements	8
Student Eligibility	8
Background Information	8
Technical Standards	9
Criminal Background Checks	10
Drug Screening.....	11
Medical Requirements.....	11
Attendance Policies	14
Clinical & Lab Attendance Policy	14
Dress Code & Professional Appearance	15
Equipment Requirements	16
Methods of Evaluation for Nursing Courses	16
Grading Policies	17
Make-Up Policy for Missed Coursework.....	17
Progression Policy	18
Satisfactory Academic Progress	18
Dismissal from the University for Lack of Satisfactory Academic Progress.....	18
Special Academic Standards.....	19
Examination Policy	19
Milestone Examinations	20

Dosage Calculation Examinations	21
Proctoring	21
Third-Party Testing	22
Substance Abuse Policy	22
Lab Policies	23
Clinical Policies	23
Clinical Placement	23
Clinical Dismissal	24
Safe Practice Guidelines	24
Clinical Supervision of Students	24
Safe Nursing Practice Definition	24
Unsafe Nursing Practice Definition	25
Unsafe Nursing Practice Procedures	25
Professional Student Conduct	25
Required Nursing Abilities in the Clinical Setting	28
Transportation to Clinical Facilities	29
Appendix I	31
Appendix II	32

Welcome

Welcome to Herzing University!

On behalf of the faculty and staff of the Herzing University School of Nursing, we are excited to welcome you to your journey of preparation to be a safe, competent, and practice ready nurse. This Nursing Student Handbook will provide you with a summary of policies, procedures, and information that you will need to be successful on your journey. Successful completion of your program requires that you adhere to University policies and procedures. This policies and procedures can be found in this handbook and other University publications. If you have questions, concerns, or need additional clarifications please connect with your campus specific program chair, faculty or student services advisor.

We wish you success in achieving your goal to become a Registered Professional Nurse!

Sincerely

Dina Hewett, Ph.D., RN, J.M.
Associate Dean of Nursing
Herzing University School of Nursing

Herzing University History

Herzing University (HU) opened in 1965 as a computer training institute in Milwaukee, Wisconsin. In 1970, the name was changed to Herzing Institute, and the organization began to grow through the acquisition of other schools. These included the Wisconsin School of Electronics in Madison, Wisconsin, which has a history dating back to 1948. Later, the Milwaukee location was closed in favor of the Madison location, but the system headquarters has remained in Milwaukee. The name of the school was changed to Herzing College in 1996, and the institution has grown to eleven campuses plus Herzing Online. With the addition of graduate programs, the name was changed to Herzing University in 2009.

HU is a nonprofit, coeducational university licensed and approved to award master's degrees, bachelor's degrees, associate degrees, and diplomas certificates. HU is owned and operated by Herzing University, Ltd., which is a 501(c) (3) nonprofit Wisconsin organization. The University is governed by a Board of Trustees.

Herzing University School of Nursing has 11 campuses throughout the United States and an online campus. Eight of the ground campuses have nursing programs ranging from Diploma in Practical Nursing to a bachelor's degree in nursing. The online campus has a RN-BSN and master's in nursing tracks. The MSN tracks include: MSN in Nursing Education, MSN in Family Nurse Practitioner; MSN in Nursing Leadership and Administration; MSN in Adult Gerontology – Primary Care Nurse Practitioner; MSN in Adult Gerontology – Acute Care Nurse Practitioner; MSN with a Concentration in Psychiatric Mental Health NP. Post Master's Certificate in Nursing Leadership and Administration, Nursing Education, Family Nurse Practitioner, Adult Gerontology – Acute Care NP, Adult Gerontology – Primary Care NP, Psychiatric Mental Health NP. Accelerated RN-MSN tracks in Nursing Education, Leadership and Administration, Family Nurse Practitioner, Adult Gerontology – Primary and Acute Care, and Psychiatric Mental Health NP.

Herzing University began offering the Doctorate in Nursing Practice in Fall 2022.

Herzing University Mission Statement

It is the mission of Herzing University to educate, support, and empower all students for success in work, learning, and engagement in our communities and our global society.

ASN Program Mission Statement

The mission of the nursing program is to provide quality nursing education that prepares graduates to function in a caring, competent, ethical manner to enhance the health of persons within the local and global communities by providing safe, quality, and holistic healthcare as professional nurses and lifelong learners.

ASN Program Philosophy

The philosophy of the Nursing Program is a continuing reflection of the mission of the University and speaks to caring, competence, and ethics. It is congruent with the mission of the nursing program and describes faculty beliefs related to person, environment, health, nursing, community, teaching, and learning. The mission, vision, and core values are holistic. Graduates will be prepared to work in a variety of healthcare settings with diverse populations.

The faculty of the Nursing Program recognize that nursing is a dynamic profession rooted in the arts and sciences and that nurses work collaboratively with the client and the community to achieve holistic health outcomes in a culturally diverse society. The nursing faculty believe nursing is a practice discipline based on caring, that is both an art and science. Theories and knowledge from nursing and other disciplines are used to assist clients toward maximum health and wellness.

The nursing faculty believe that teaching and learning is a vigorous process where students demonstrate personal and professional accountability by taking an active role in their education. Instruction reflects respect for diversity, caring, and excellence in teaching through instructional delivery that is flexible to meet the needs of a diverse group of learners.

Nursing Curriculum Conceptual Framework

The conceptual framework of the Nursing Program at Herzing University is consistent with the Mission and Philosophy of the Program, providing a model of professional nursing practice, utilizing a variety of concepts grounded in eclectic nursing theory, and serving as a foundation for the selection and sequencing of courses, content, and learning activities in the nursing curriculum. Required courses provide foundational knowledge that builds key concepts used to frame the actions of the professional nurse.

It is the belief of the faculty that nurses, who are responsible for a wide variety of therapeutic interventions applied across a developmental lifespan, must possess competent didactic and clinical skills. Additionally, nursing, society culture, and diversity form major components of the external environment, which is constantly changing and influences both the nurse and the client. Finally, the conceptual framework is a dynamic, ever-changing model that should reflect the growth of knowledge in the profession and innovations in technology. Continuous re-evaluation of the model is paramount to its success. Humanities, nursing concepts, and technical skills are intertwined to provide optimal care of the client.

Safety

Patient safety is a multidimensional concept that is central to clinical education and refers to the minimization of physical and emotional risks and harm to patient/clients using critical thinking, clinical decision-making, and clinical judgment in the provision of nursing care. Included in safety measures are evaluations of system effectiveness and individual performance, and adherence to regulations, standards, and laws governing health care practice.

Evidence-Based Practice

Evidence-based practice (EBP) in nursing is a framework for approaching patient care. It represents a change in traditional nursing by requiring nursing professionals to rely on scientific research and evidence more often than experience or intuition. EBP guides treatment of clients in a systematic process by integrating the best research (current evidence) with clinical expertise and patient/client/family preferences and values.

Patient Centered Care

In patient-centered care, an individual's specific health needs and desired health outcomes are the driving force behind all health care decisions and quality measurements. Patients are partners with their health care providers, and providers treat patients not only from a clinical perspective, but also from an emotional, mental, spiritual, social, and financial perspective.

Teamwork and Collaboration

Nurses must function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Informatics

The use information and technology is essential to communicate, manage knowledge, mitigate error, and support decision making.

Quality Initiative

The use of data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

ASN Program Description

The Associate of Science in Nursing program prepares the graduate to practice as a nurse generalist as a member of the healthcare team in a variety of settings. The program focuses on patient-centered care, teamwork, and collaboration, and safety. The program emphasizes the use of innovative technologies and preparation for assuming the role of the professional nurse.

ASN PROGRAM OUTCOMES

The program outcomes describe the behaviors in which a professional nurse generalist would exhibit after graduating from Herzing University. Upon completion of the program, the student will be able to:

1. Prioritize patient-centered care using clinical judgment and the nursing process.
2. Collaborate with patients, families and team members to provide safe and culturally competent care.
3. Minimize risk of harm to patients and providers through both systems effectiveness and individual performance.
4. Evaluate quality improvement processes to enhance patient outcomes.
5. Integrate professionalism and communication skills within the interdisciplinary healthcare environment.

General Policies and Guidelines

The nursing student handbook is supplemental to the Herzing University Undergraduate Catalog. The student should review and adhere to the Herzing University Undergraduate Catalog, and Herzing University Nursing Student Handbook policies and guidelines.

Undergraduate Nursing Admissions Requirements

Please reference the Herzing University Undergraduate Catalog for admission details. See also, “Unconditional Admission to Undergraduate Pre-Licensure Nursing Programs” in the Herzing University Undergraduate Catalog.

Student Eligibility

Successful completion of the nursing program requires students to maintain eligibility with standards set forth by licensing agencies, clinical partners, and the University. Full transparency into background information, drug screenings, and medical requirements is expected by all students enrolled in the nursing program. Failure to disclose relevant information may result in immediate dismissal from the program.

Background Information

A student charged with a felony while enrolled in the ASN program will be dismissed and deemed ineligible to reapply to nursing programs at Herzing University. A candidate for licensure who has been convicted of a felony may be required to have a hearing before the board of nursing to determine eligibility to take the licensure exam to practice nursing. Students shall not be eligible to enroll in a clinical nursing course based on evidence of grounds for denial of licensure in accordance with state board regulations. In certain states, students will have to be approved by the State Board of Nursing prior

to attending any clinical course*. If approval is not received from the State Board of Nursing, the student must resolve any discrepancies. No student shall advance in the program until the discrepancy is resolved.

**See Appendix I for more information*

Technical Standards

A qualified nursing student is one who meets academic requirements, and with adequate instruction, can meet the required technical standards of nursing practice. Technical standards reflect the abilities required to provide safe, competent nursing care.

The individual must possess:

- Communication skills in speech and writing, in the English language with some degree of grammatical competence.
- Speaking ability to be able to converse with a client about his/her condition and to relay information about the client to others.
- Hearing ability with auditory aid to understand the normal speaking voice without viewing the speaker's face (to ensure that the nurse will be able to attend to a client's call for help either softly or as a cry) and to hear high- and low-pitched sounds with a stethoscope.
- Visual acuity with corrective lenses to identify visual changes in a client's condition or to see small numbers on medical supplies.
- Strength and psychomotor coordination necessary to perform technical nursing procedures (ability to lift at least 20# or more) and cardiopulmonary resuscitation (at floor or bed level).
- Problem solving ability including the ability to collect read and interpret data; use the data to plan and implement a course of action; and evaluate the action taken.
- Physical and emotional ability to adapt to situations necessary to fulfill program requirements.
- Stamina to fulfill the requirements of the program and the customary requirements of the profession.

This description of the essential abilities of the nursing student is meant to include the major areas of responsibility and is not intended to be limited to the above information. If a student believes he/she needs a reasonable accommodation to be able to perform these essential functions, please contact the nursing program chair.

Please note that although we consider pregnancy to be a normal event, for the student's safety, the nursing program requires a statement from the student's healthcare provider providing permission to continue clinical experiences or delineate any special needs or restrictions.

Students who need other assistance for test taking, class work and/or clinical work accommodations should follow the procedures outlined in the Herzing University Undergraduate Catalog.

Any illness, injury, or condition in which physician or practitioner intervention was sought requires a signed release statement with limitations or restrictions listed before attendance at clinical.

Criminal Background Checks

Nursing students are required to have a level 2 background check completed. Additionally, students must meet the requirements of the individual clinical facilities. If a student's background check is deemed ineligible by the clinical facility, the student's program of study may be extended in length, or depending on the severity of infractions identified, the student may be dismissed from the program of study.

Background checks for students attending Herzing University are required to be completed prior to any clinical coursework. Approved third-party agencies conduct the background check. Information regarding the background check, and other requirements, is shared with the student during the admissions process. Students are responsible for completing the background check in accordance with program requirements. Herzing University students must comply with State and Federal laws as well as the requirements of the clinical partners of Herzing University. Depending on State or clinical partner requirements, students may be required to upload information into additional platforms for clinical placement. If students have questions regarding the completion of requirements, they should contact their clinical coordinator, faculty clinical coordinator, or program chair.

If a criminal background is indicated, this could prevent a student from completing clinical and course requirements and affect their eligibility to take the NCLEX-RN exam for licensure. Clinical facilities, as well as the State Board of Nursing, have the right to reject any student who fails to meet the required standards.

If a student determines that the background report is incorrect or wishes to take legal action regarding past criminal activity, he/she must do so independently, and must obtain and pay for any legal or other assistance required independently. A student is ineligible for placement at a clinical facility until a corrected or revised background check

is available. A student (or a representative of the student) may not contact the facility or its liaison to debate or challenge the facility's decision to deny clinical opportunities.

Re-entry applicants may be required to complete another background check before being considered for re-entry to the program.

Drug Screening

The following is required for all nursing student:

- Students will undergo a 10-panel urine drug screen prior to clinical start; a negative result will require no further screens unless indications of impairment are present, in which case, additional screens may be requested. If there is a break in a student's enrollment, the 10- panel urine drug screen will need to be repeated.
- Any student may be subject to periodic drug screening when there is suspected impairment or drug use.
- Positive drug tests will result in the student being suspended for a minimum of one (1) semester. The student will not be able to participate in a clinical placement and will be withdrawn from all nursing courses.
- A dilute negative drug screen is considered a positive drug screen and must be repeated. A second report of a dilute negative drug screen will result in dismissal from the program.
- Students will be required to complete all components of the drug screen process as prescribed at the campus.
- Re-entry applicants are required to complete the drug screen before being considered for re-entry to the program.

Medical Requirements

In order to enroll in, and attend clinical courses, students must provide documentation of the following:

- Health history and examination by a physician, nurse practitioner, or physician assistant, completed within one year from the start date of the first clinical course. Reasonable accommodations will be made for students whose health examination indicate the need. If there are any physical restrictions, a request for

participation in clinical must be submitted and approved by the Clinical Coordinator for Herzing University and the clinical site.

- After a clinical absence due to illness, the student may be required to submit to the Clinical Coordinator a return to clinical without restrictions form from his/her healthcare provider, and the statement must be on letterhead from the provider. The student may not return to clinical until cleared.
- If a student is pregnant, the student must notify the Clinical Coordinator and submit a medical clearance form to continue in clinical. The student is also required to submit a medical clearance form and notify the Clinical Coordinator when returning after delivery.
- Proof of vaccination and lab report of titers are required as follows:
 - Measles (Rubeola): two doses of a live measles vaccine given after the first birthday or evidence of measles immunity. A blood titer may be required to prove immunity.
 - Mumps: two doses of a live mumps vaccination given after the first birthday or evidence of mumps immunity. A blood titer may be required to prove immunity.
 - German measles (Rubella): two doses of a live German measles vaccination given after the first birthday or evidence of German measles immunity. A blood titer may be required to prove immunity.
 - Tetanus, Diphtheria, and Pertussis (Tdap): Tetanus, Diphtheria, and Pertussis booster within the last ten years.
 - Hepatitis B: documentation of three immunizations or start of immunization series. A blood titer may be required to prove immunity.
 - Varicella: two doses of a Chickenpox vaccine given after the first birthday or evidence of Varicella immunity. A blood titer may be required to prove immunity.
 - Seasonal Flu Vaccine: Proof of vaccination for the annual flu vaccine. Annual date of vaccination cannot expire during the enrolled semester.
 - Proof of COVID-19 Vaccine
- Results of the Tuberculin (TB) Skin Test within past year and every year thereafter (chest x-ray and physician documentation of freedom from TB are

required if skin test results are positive), or the Tuberculosis QuantiFERON blood test is required by some agencies.

- Evidence of the American Heart Association health Care Provider CPR (cardiopulmonary resuscitation) certification valid through the end of the clinical semester.
- Current health care insurance coverage.

If a clinical agency requires repeat or additional drug screening or other tests, the student is responsible for meeting those requirements.

On an ongoing basis throughout the Nursing Program at Herzing University, students must meet these additional requirements:

- Annual documentation of TB testing.
- Continued certification in CPR.
- Updated documentation of vaccination status as required

It is the student's responsibility to ensure that all documentation meets the above requirements and remains current throughout their program. In addition, clinical requirements cannot expire prior by the end of the academic semester. In the event a clinical requirement expires during a clinical rotation, the student will be removed from the clinical site and receive a failing grade for clinical. This may result in a failing grade for the course.

All background, drug-screening, and medical information must be submitted prior to the beginning of the semester to our clinical facilities. Failure to meet submission deadlines for these requirements results in the inability to attend clinical for the semester.

Students will NOT be allowed to submit health or required documentation after the deadline date. Students who do not meet the submission deadline will not be allowed to participate until all requirements are fulfilled, which may result in an extension in graduation date or availability to complete requirements. Failure to comply with any of the above requirements may result in a delay in graduation or withdrawal from the program.

The Nursing Program Chair in collaboration with the clinical staff or faculty makes the final recommendation to the University administration for determination of student instances that do not meet the outlined standards.

The Nursing Program and its contracted agencies reserve the right to request repeat background checks or drug screens at any time during enrollment. Failure to comply with this request may result in dismissal from the program.

Attendance Policies

Nursing students are expected to attend all class, lab, and clinical sessions. In the event of illness or an emergency that inhibits a student from attending a scheduled class, lab, or clinical session students are responsible to contact faculty immediately. Failure to communicate in a timely manner will result in a failed clinical or lab day and will result in failing the lab or clinical component of the course which will result in failing the course.

Clinical & Lab Attendance Policy

Students who miss a lab or a clinical rotation jeopardize achievement of the course objectives and may receive a course failure. Lab assignments are made in correlation to courses with assigned laboratory course hours. Clinical rotation is defined as any experience that counts toward clinical hour fulfillment (facility based, VSIM based, or Campus Based Simulation). Students are expected to be on-time, prepared and professional dressed to lab and clinical rotations as assigned. If a student is not present due to an emergency the following will occur:

- **Emergency Events:** In the event of an emergency students are expected to contact their assigned instructor as soon as possible. Communication should take place at least one hour prior to the start of the lab or clinical rotation. The instructor will notify the program. **Extenuating circumstances will be reviewed and considered by the instructor and the program chair. Emergencies and extenuating circumstances should be rare and valid documentation must be provided. If a student misses more than 2 clinical days due to an emergency and/or extenuating circumstance, the student will fail the clinical component and the course.*
- **No Call / No Show:** Any student who does not show up for a lab or clinical rotation (Facility Based, Simulation, VSIM, etc.) and who does not call the instructor within 15 minutes after the stated start time of clinical will receive an automatic lab or clinical failure. Lab and clinical failures will result in a course failure for the corresponding course. **Extenuating circumstances will be reviewed and considered by the instructor and the program chair.*
- **Leaving a Clinical Rotation Early**
Leaving a clinical site early, without faculty approval, is considered patient abandonment. This will result in a failure of the course.

Herzing's clinical partners control the clinical experience. Students who fail to follow the policies of the clinical site (including engagement, professionalism, promptness) may be dismissed from the clinical site, resulting in a failing grade. Herzing has no control over these decisions and such decisions of the clinical sites are not subject to appeal through the Herzing appeal processes.

Dress Code & Professional Appearance

Nursing students are expected to dress appropriately and demonstrate good hygiene. Nursing students represent the program to internal constituents of the University, clinical partners, and prospective employers. There is not a formal dress code for students attending lecture courses; however, students must dress appropriately and be sensitive to wearing inappropriate or offensive clothing. Students coming to lecture in pajama-type pants, fuzzy slippers, etc. is not appropriate.

Nursing students receive two-sets of assigned scrubs upon enrollment into core nursing courses. Students may choose to purchase additional scrubs that are of preference if the scrubs match the color palette of the assigned scrubs (Please seek guidance if you have questions prior to purchasing additional scrubs). Approved scrubs are expected to be worn in lab and clinical courses. Scrubs are expected to be kept clean, in good repair, and pressed for the clinical experience.

Additional dress code requirements include the following for lab and clinical courses:

- Students can wear a long sleeve white shirt under the scrub top.
- White shoes with closed heels and toes, and rubberized soles.
- White or dark socks.
 - Students are responsible for providing stockings or socks, and shoes.
- University Issued Name badge (student ID), which will be worn in all clinical settings.

Alternate uniforms (as defined by the agency) generally require the following business casual dress clothing:

- Closed toed shoes
- No visible cleavage
- If wearing dresses, no shorter than just above knee level
- Name badge worn in clinical setting
- Lab coat may be optional

To comply with infection control policies and enhance the comfort of patients/clients, the student must be clean, neat, and in compliance with the Nursing Program at and agency dress code when reporting for clinical experiences. Non-compliance with the professional appearance practices may result in dismissal from the clinical setting for the day.

- **Jewelry:** Wedding or engagement rings and a maximum of two stud earrings per ear are allowed. No dangling earrings, hoops, necklaces, facial piercings, or tongue piercings (gauges) can be worn. The student should bring a large safety pin for pinning jewelry to clothing when rings must be taken off for certain clinical areas (i.e. surgery, OB delivery, nursery, etc.).

- **Hair:** Hair is to be clean, of a natural color, neat, pulled back and secured so that hair does not encounter the patient/client or the sterile field. All facial hair must be of a natural color (no purple, green, yellow, blue, etc..) including eyebrows. Men must be shaven or have neatly trimmed beards and/or mustaches. In some cases, students may be required to be fit tested for a N-95 type of mask. If the clinical facility requires this type of mask, students must be able to conform to the fit test and successfully wear a N-95 mask.
- **Nails:** Nails are to be kept short, clean, and in good repair without polish. No artificial nails or nail enhancements are permitted (this includes artificial nail tips, appliques, acrylic gels, dipping powders, and any additional items applied to nail surface).
- **Body Art:** Any tattoos or other form of body art should be covered by the uniform. Fake eyelashes are not permitted including temporary “magnetic” lashes or lash extensions.

All students in clinical settings must wear their Herzing University student ID and whatever other identification the facility may always require. If a student arrives without the appropriate name/ID badge, they will not be allowed to participate in clinical or to provide patient/client care. This will count as a clinical absence and hours must be made up. Multiple occurrences of ID badge issues may result in an automatic clinical failure.

In the event a student arrives for clinical and is not adhering to the dress code, the student will be removed from the clinical site and receive a failing grade for clinical. This may result in a failing grade for the course.

Equipment Requirements

For classroom, lab, or clinical experiences use each nursing student is expected to have the following:

- Watch with a second hand
- Stethoscope with bell and diaphragm capabilities
- Black ink pen

Methods of Evaluation for Nursing Courses

Any or all measures of student learning may be administered in the classroom, on a computer, in clinical nursing lab, or in the clinical setting at faculty discretion. All required course work as outlined in the syllabus is considered in the calculation of the final grade. Rounding of percentage points and extra credit assignments are not permitted in nursing courses.

Grading Policies

Students must maintain a minimum grade point average of 2.50 to remain enrolled in the ASN program. Students must follow the curriculum mapped out upon admission to the program, if a student is unable to fulfill the minimum grade requirements and are unsuccessful, the student will have to reapply and be approved by the appeals committee to return at a future time. Two failures of an NSG course (either the same or different courses), results in not meeting standards of satisfactory academic program and the student will be dismissed from the program.

Online Course Policy

Nursing courses may be delivered in an online platform. Refer to the course for specific course policies related to synchronous verses asynchronous attendance.

Make-Up Policy for Missed Coursework

The faculty at Herzing University recognize that there are circumstances and events which may delay students from completing coursework on time. This may include events that require students to miss class and delay the submission of coursework which may have been due on the day of the absence. Under approved circumstances, students may be allowed to submit make-up work. Permissible reasons for requesting make-up include sickness, death of a relative, court appearance, family emergency, military duty, or other special circumstances. The following procedure should be followed:

1. The student must request approval from the instructor to submit make-up work. Except in the case of an emergency, the student will request approval from the instructor to submit late work prior to the due date. The instructor may deny the request if there is not a valid reason. In certain circumstances, the instructor may require documentation of the reason for lateness.
2. A student leaving on military duty may be eligible for additional relief and should contact the Financial Aid Department.
3. Exams, quizzes, papers and other assignments must be retaken or submitted no later than seven calendar days from the original due date. Coursework due during the last week of the course must be completed and submitted by the last day of the grading period. Students requiring additional time beyond the end of the grading period must petition for an Incomplete (see section on Incomplete Grade in University Catalog).
4. All students are required to give advanced noticed of absences and/or missed assessments. This includes healthcare programs with a clinical component.

5. A student who has a valid reason for making up missed coursework and is denied the opportunity to do so by the instructor may appeal to the Academic Dean. The decision of the Academic Dean is final.

Progression Policy

For students enrolled in the nursing program, the progression standards mean the following:

1. Any general education course may be repeated.
2. Any course with the prefix SC or MA required for nursing may be repeated only two times.
3. The second failure of a nursing course will result in dismissal from the nursing program.
4. Students must maintain a 76% (C+) or above average in all science, math, and nursing courses to progress.
5. Students must successfully pass milestone examinations at the appropriate threshold to progress in the program.
6. Students must successfully pass dosage calculation exams at the appropriate threshold to progress in the program.
7. Students who fail a clinical, lab, or lecture portion of the course will receive an overall failing grade for the course.

Satisfactory Academic Progress

Satisfactory Academic Progress is evaluated at the end of a semester or payment period, any student who fails to meet either the minimum Program Grade Point Average or the Pace standards will be placed on Academic Warning for one semester. A student placed on Academic Warning will be notified of the warning status and should seek academic advisement. While on warning status, a student is eligible to remain in school and receive federal financial aid without an appeal. A student who meets the minimum Program Grade Point Average and Pace standard at the end of the subsequent semester or payment period after being placed on warning will return to good academic standing.

Dismissal from the University for Lack of Satisfactory Academic Progress

A student who fails to meet the minimum Program Grade Point Average and Pace standard at the end of the subsequent semester or payment period after being placed on warning will be dismissed from the University and is ineligible to receive federal financial aid unless he or she successfully appeals the determination Academic Appeal. If mitigating or extenuating circumstances exist, a student may appeal a dismissal from the University by submitting an Academic Appeal.

Special Academic Standards

In addition to the Standards of Satisfactory Academic Progress, Herzing University has special academic standards for Clinical-Based Healthcare Programs. A student who fails to meet the additional standards as indicated below, may be subject to dismissal without warning.

Clinical-Based Healthcare Programs

In clinical-based healthcare programs with higher minimum passing grade requirements, a student will be dismissed after two failures in one or more core courses of the program, irrespective of program grade point average (PGPA) and without previously being placed on Academic Warning. Two withdrawal grades* (“W”) in nursing core courses will be treated in a manner equivalent to one failed attempt when calculating the total number of failed attempts. For instance, if a nursing student receives two grades of “W” and one grade of “F,” the student will be dismissed for not meeting clinical healthcare standards. Students must pass all components of the course (class, lab, and/or clinical) in order to receive a passing grade. Anatomy and Physiology courses taken by nursing students must be completed with a grade of “B” (80%) or better. Only two attempts are permitted for each course and a student who fails to successfully complete in the maximum attempts is subject to dismissal from the nursing program. A nursing student who receives a single course failure will be placed on Academic Warning and will receive an Academic Success Plan, which will provide the student with strategies to return to good standing by the subsequent semester. Students requesting a grade appeal must follow the standard University process. A grade appeal must be received prior to the appeal deadline in order to be considered for the subsequent semester. The Academic Success Plan may require the student to repeat courses that were previously passed in order to reintroduce and/or reinforce pre-requisite knowledge needed to successfully repeat failed courses all other SAP standards also apply to students enrolled in clinical based healthcare programs. Students may appeal the dismissal due to course failures (see Academic Appeal process).

*Excludes “W” grades that are due to extenuating circumstances and approved by the Nursing Program Chair or designated academic administrator.

Examination Policy

All nursing course exams are administered in a proctored environment. Students are required to sign-in and leave all personal belongings outside of the testing space. Students are required to sign the nursing program exam contract before the exam begins. Students may use the back of the signed contract as scratch paper for any needed calculations on the exam. If additional paper is needed it the student must request it from the faculty. The signed contract, and any additional scratch paper, must be submitted at the conclusion of the exam.

Electronic devices are not allowed in the testing space including smart watches, cell phones, or other devices. Food and drink are not permitted in the testing space.

Students are expected to be fully visible during the examination. Hats, scarfs, and clothing with hooding is not permitted in the testing environment. Head coverings for religious purposes are allowed. Students are provided paper, pencil, and calculators as needed and as approved.

For exams that are scheduled for two-hours or less, student may not leave the testing space once the room begins. For exams greater than two hours in length, the student may take a 10-minute break. During the 10-minute break, students are not allowed to access any personal belongings or electronic devices. Upon completion of the exam, students are expected to leave the testing space quietly without speaking to anyone.

Violations of the exam policies are a violation of the University academic conduct standards. Depending on the severity of violations a student may receive a zero on the exam, a course grade of "F" for the course that the violation occurred in or may be dismissed from the program.

Milestone Examinations

The purpose of the nursing progression milestone exams and policy is to ensure preparation of the student for the NCLEX exam. This process validates knowledge acquisition and application through standardized, third-party exams. Students will be required to complete three progression milestone exams at key points in the curriculum as well as an exit exam during the final semester.

If the benchmark score on the first attempt is not attained, a plan for remediation will be developed in collaboration with the faculty / program chair / NCLEX coach and a second attempt will be provided. If the student is below the benchmark score on the second attempt, the student cannot enroll in the next semester clinical nursing courses. Students who are registered for the nursing remediation course must actively participate in the course, post attendance, and complete course requirements to be eligible for a milestone retake. Students who fail to actively participate, post attendance, and complete remediation course requirements will be withdrawn from the program and ineligible to take a milestone retake. The final milestone retake is administered to eligible students at the conclusion of the 8-week remediation course. It is important to note that this may impact the anticipated graduation date by a minimum of one semester.

In the event a student fails a nursing course but passes the milestone exam, the student will re-take the milestone exam upon successful completion of the failed course. This will demonstrate retention of knowledge and preparation for the NCLEX exam.

- **Emergency Events:** Students must take all Milestone exams on the scheduled date. In the event of an emergency prohibiting a student from taking a Milestone Exam, students are expected to contact their Academic Dean or Program Chair at least one hour prior to the scheduled exam.

- **No Call / No Show:** Any student who does not show up for a Milestone Exam and who does not call the Academic Dean or Program Chair in advance will receive a '0' on the exam.

**Extenuating circumstances will be reviewed and considered by the Academic Dean and the Program Chair with final approval to makeup the exam from the Associate Dean of Nursing. Emergencies and extenuating circumstances should be rare and valid documentation must be provided.*

RN Exit Exam

Failure to achieve the minimum benchmark score on the RN-Exit Exam in NSG 299 Review of Nursing Concepts, will result in an Incomplete grade in the course. The student will be registered for NSG 299 in the next semester. Following the University's Incomplete policy, the student will take another RN Exit Exam within the first two weeks of the subsequent semester. If the student achieves the minimum benchmark score, the Incomplete grade will be converted to the earned grade in the course. If the minimum benchmark score is not achieved, the incomplete grade will be converted to a failing grade.

Dosage Calculation Examinations

Dosage calculation exams are required at multiple points throughout the program. A student who is unable to pass any of the exams will not be allowed to progress without completion of remediation and demonstration of competency as evidenced by reaching the required score on a final dosage calculation exam attempt.

Students are provided formal dosage calculation content and instruction where needed in the curriculum. This content is provided through self-paced modules, online content, and quizzes with review. This approach affords students learn dosage calculations and remediate where needed early and often. To ensure students are able to practice safely in providing patient care throughout their tenure in the nursing program, students are required to successfully pass four dosage calculation examinations (20 question exams over 80 minutes). Students must earn an 80% grade or higher to successfully pass the dosage calculation exams.

Proctoring

Examinations in the nursing program are proctored. Herzing University is committed to protecting each student's privacy while also maintaining the integrity of assessments used to determine student achievement of learning objectives. As part of its efforts to do so, Herzing uses Proctorio, a proctoring software that allows for automated or live proctoring of exams, to maintain the integrity of the exams administered by the University.

The automated proctoring solution monitors test takers via a webcam, microphone, browser, and device to uphold the integrity of the assessment. This process includes

monitoring test taker behavior, including facial and gaze detection tracked, dropped internet connections, and other activities that may indicate irregular testing activities. At the end of the exam session, an institution-approved representative will review a summary report of flagged activities; raw data will additionally be available. The institution-approved representative determines if any further action is warranted based on University policy. Herzing will retain this information for six months unless needed to resolve a specific pending grade dispute.

By enrollment in your program of study, you agree to Herzing's use of a proctoring solution provided through Proctorio.com. As part of this agreement:

- Students agree to having their identity verified by Proctorio.
- Students agree to allow Proctorio to monitor them by webcam, microphone, browser, device, and other means including a scan of surroundings and computer display.
- Students agree to the evaluation of integrity videos and reports generated by Proctorio by the instructor and/or Herzing administrators.
- Students who intentionally bypass the Proctorio extension and settings will receive a 0 on the exam and will be subject to disciplinary processes.

Third-Party Testing

Assessment and remediation are critical components of nursing education. Students in the nursing program may be required to take third-party, standardized exams in an electronic format throughout the curriculum. These standardized tests are valid and reliable predictors of success on the NCLEX examination and provide valuable feedback concerning student strengths and weaknesses. Student learning outcome data identifies content areas that require remediation, allowing faculty to personalize student support and intervention. Courses that utilize third-party exams will incorporate the points earned on the test as a percentage of the final grade earned for the course as specified in the course syllabus.

Substance Abuse Policy

Herzing University requires that nursing students be capable of providing safe and effective patient care. To that end, the University is committed to a substance-free workplace and environment. This means that nursing students must not be impaired by any substances during any part of the nursing program, including classroom work, lab assignments, and clinical settings in which the nursing students participate. See "Drug and Alcohol Policy" in the Herzing University Undergraduate Catalog for additional information. Therefore, any situation where a student's ability or performance is impaired by drugs or alcohol will be dealt with in the following manner:

- The student will be removed from the clinical site, lab, or classroom.
- The student will be required to obtain drug testing at the testing facility identified by the nursing program.

- If the results are positive, the student will be dismissed from the nursing program. The nursing program will follow the University Drug and Alcohol Policy outlined in the University catalog.
- The student is afforded the right of challenge findings under the procedure set forth in the Herzing University Undergraduate Catalog. Student conduct hearings at Herzing University are bound by the published guidelines in the Herzing University Catalog.

Reasons to Suspect Impairment

Evidence of impairment include, but are not limited to, the following:

- Alcohol on the breath or odor of alcohol
- Flushed face and/or bloodshot eyes
- Tremors of the hands
- Unsteady gait
- Patterned absenteeism
- Frequent breaks or disappearance during clinical day
- Repeated tardiness
- Memory lapses, difficulty concentrating, confusion
- Lack of coordination/dexterity
- Slurred or incoherent speech
- Deterioration of appearance
- Dilation or constricted pupils
- Anger, hostility, irritability, mood swings, agitation
- Presence of drug paraphernalia
- Drowsiness and sleepiness

Lab Policies

Select courses in the nursing curriculum require students to learn and demonstrate competency in the laboratory setting. Laboratory portions of a course require successful fulfillment to successfully pass the associated course.

Clinical Policies

Clinical Placement

Students are required to successfully complete clinical components of the curriculum at assigned clinical rotations. Clinical placements are considered placements in any clinical modality (e.g. clinical facility, clinical simulation assignment, or virtual simulation assignment). Clinical is further defined as occurring with a group of nursing students or in a 1:1 setting. **Students are expected to adhere to all clinical policies in any type of clinical modality.** Clinical rotations may take place during the day, evening, or night hours according to the schedule and requirements of clinical facilities. Students are expected to attend all assigned clinical activities, including facility orientations.

Clinical placements are designed to meet psychomotor use of the nursing process and critical thinking required as course outcomes. Clinical placements are determined by best opportunity for learning success and clinical site availability.

Students are not placed for assignment on clinical units on which they are employed. The student may not have worked another job eight (8) hours prior to the start of an academic clinical experience as the total hours for safe practice may be exceeded

Clinical Dismissal

Students may be dismissed from clinical for any of the following violations:

- Being unprepared for the clinical experience.
- Not meeting dress code standards for the clinical experience (see above policy).
- Demonstrating unsafe behaviors.
- Delivering unsafe care to assigned patient(s)/client(s).
- Exhibiting inappropriate or unprofessional behaviors.
- Not adhering to recommendations, policies, standards, or expectations of the facility or Herzing University.
- Requesting to leave clinical prior to the scheduled ending time.

Clinical dismissal may result in a failing grade in clinical and a failure of the course.

The use of a mobile device may be permitted in the clinical setting to reference specific items such as drug guides and medications. Students may not utilize the device for personal reasons during clinical unless permission is received from the clinical instructor. Any student violating the policy may receive an Unsatisfactory for the clinical day and be subject to dismissal from the clinical setting.

Safe Practice Guidelines

Clinical Supervision of Students

A faculty member, clinical lab personnel, or preceptor will always be available to a nursing student to provide guidance and evaluation of student's performance. Preceptors are used for specialized clinical experiences and are selected according to University policy to meet course objectives and enhance the variety of clinical experiences for the student.

Safe Nursing Practice Definition

Safe nursing practice is essential to all clinical courses. Safe nursing practice is defined as the application of scientific principles and nursing theory in performing nursing care. Care is provided in a reasonable and prudent manner providing for the welfare and protecting the well-being of the patient/client. Safe practices imply that the student can demonstrate awareness of the potential effect of actions and decisions. Such actions and decisions shall not endanger the integrity of the patient/client.

Unsafe Nursing Practice Definition

Unsafe nursing practices are defined as the following:

- An act or behavior of the type which puts the patient/client or staff at risk for injury or harm.
- An act or behavior which violates the Code for Nurses of the American Nurses' Association (www.nursingworld.org).
- An act or behavior which threatens or has the potential to threaten the physical, emotional, mental, or environmental safety of the patient/client, a family member or substitute familial person, another student, a faculty member, or other health care provider.
- An act or behavior which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.

Unsafe Nursing Practice Procedures

Safe practice is an essential requirement for progression to the next course and will be judged by the clinical support personnel. A student who engages in unsafe practices will receive an unsatisfactory grade for the clinical portion of the course, resulting in a grade of "F" for the course. Documentation of unsafe practices will be formulated by faculty and discussed with, and signed by, the student(s). Faculty will decide if the student(s) should be dismissed for the day. Faculty will provide a recommendation to the Program Chair regarding the student's status for the remaining portion of the course. The Program Chair will make the final determination if a student is permitted to continue in the course, or if the student will receive a failing grade in the course. In addition, unsafe practices may result in dismissal of the student from the Nursing Program at Herzing University.

Professional Student Conduct

The nursing program chair and faculty will implement procedures related to student conduct that incorporate the standards for safe nursing care, including, but not limited to the following:

- A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient/client, and the patient's/client's response to that care.
- A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- A student shall not falsify any patient/client record, or any other document prepared or utilized during, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- A student shall implement measure to promote a safe environment for each patient/client.

- A student shall delineate, establish, and maintain professional boundaries with each patient/client.
- At all times when a student is providing direct nursing care to a patient/client the student shall:
 - Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - Treat each patient/client with courtesy, respect, and with full recognition of dignity and individuality.
- A student shall practice within the appropriate scope of practice as set forth in the Board of Nursing standards for the registered nurse (or practical nurse).
- A student shall use universal blood and bodily fluid precautions.
- A student shall not:
 - Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient/client; or
 - Engage in behavior toward a patient/client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
 - A student shall not misappropriate a patient's/client's property or:
 - Engage in behavior to seek or obtain personal gain at the patient's/client's expense;
 - Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's/client's expense;
 - Engage in behavior that constitutes inappropriate involvement in the patient's/client's personal relationships; or
 - Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient/client personal relationships.
 - Engage in sexual conduct with a patient/client;
 - Engage in conduct during practice that may reasonably be interpreted as sexual;
 - Engage in any verbal behavior that is seductive or sexually demeaning to a patient/client;
 - Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient/client.
 - Self-administer or otherwise take into the body any dangerous drug in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a Schedule I controlled substance.
 - Habitually or excessively use controlled substances, other habit-forming drugs, alcohol, or other chemical substances to an extent that ability to practice is impaired.
 - Have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive

use of drugs, alcohol, or other chemical substances that impair the ability to practice.

- Have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
 - Have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability. (As required by Federal and State law, appropriate and reasonable accommodations will be made to students with qualifying disabilities if requested according to procedures set forth in the Herzing Undergraduate Catalog).
 - Assault or cause harm to a patient/client or deprive a patient/client of the means to summon assistance.
 - Misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception during practice.
 - Obtain or attempt to obtain money or anything of value from a patient.
 - Have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
 - Aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the Board, or administration of medications as a medication aide without a certificate issued by the Board.
 - Prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
 - Assist suicide.
 - Submit or cause to be submitted, any false, misleading, or deceptive statements, information, or document to Herzing University, its administrators, faculty or preceptors, or to the board.
 - Violate the policies and guidelines of the clinical agency to which they are assigned.
 - Any student dismissed from a clinical agency will receive a failing grade in the course and may be dismissed from the nursing program.
- Any student violating the above behaviors may receive a failing grade in the course and may be dismissed from the nursing program.
 - A student shall maintain the confidentiality of patient information. The student shall communicate patient/client information with other members of the health care team for health care purposes only, shall access patient/client information only for purposes of patient/client care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient/client information for purposes other than patient/client care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing, or any other form of communication.

- To maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient/client has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient/client information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- For the purposes of professional boundaries; provision of direct patient/client care; physical, verbal, mental, or emotional abuse; misappropriation of the patient's/client's property; engage in sexual misconduct; or consent to sexual activity, a student shall not use social media, texting, emailing, or other forms of communications with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Required Nursing Abilities in the Clinical Setting

Nursing students need the cognitive ability, emotional stability, physical ability, and endurance to complete the nursing program and practice professional nursing. The nursing student cannot pose a significant risk or direct threat to the health or safety of themselves or others. The nursing student must be able to: exercise safe judgments based on assessment data, remain visibly calm in emergency situations, effectively respond to the evaluation process, be flexible, and demonstrate honesty and integrity.

Specific functions, abilities, and physical requirements for the nursing student are:

- Delivers nursing care that may involve standing, sitting, kneeling, bending, pushing, and pulling, carrying, lifting, walking, reaching, and twisting. The ability to lift at least 50 pounds is essential to assist clients with ambulation, transfers, position changes, and to transport clients within the health care setting. Students with injuries may be required to submit a health care provider's statement regarding their ability to perform the above duties. Manual dexterity is essential in the performance of many nursing tasks (i.e. preparation of certain medications, administration of treatments such as dressing changes and intravenous fluids, obtaining vital signs, etc.) and CPR certification without restrictions is required.
- Follows written and verbal directions.
- Communicates knowledge both verbally and in writing (electronically or hand-written). This includes the ability to read, write, hear, and see. Students must be able to speak clearly enough to participate in individual and group discussions in a variety of settings. They must be able to use the computer without restrictions.
- Observes and interprets client data and incorporates that data into the plan of care. This includes assessment and analysis of the physiological, psychosocial, spiritual, and cultural needs of the client. The ability to see, hear, feel, and smell is essential to the collection of data.

- Implements and evaluates nursing care based on the plan of care for a group of clients in all settings in which nursing care is provided. This includes the ability to utilize standard nursing equipment.
- Provides education for clients and their families, including discharge planning. There are additional educational tasks the nursing student performs which involve teaching peers and others.

Transportation to Clinical Facilities

The nursing program uses a variety of clinical facilities for student learning experiences. The facilities are in various areas of the community. Students are responsible for their transportation to/from health care agencies for clinical experiences. Under no circumstances are students allowed to transport patients/clients in their private vehicles.

Program Governance

Students are encouraged to participate in program governance. This includes representation on committees within the Nursing Program:

- Curriculum Committee, where available;
- Program Effectiveness Committee, where available
- Faculty Committee, where available
- Nursing Advisory Committee (Advisory Board)

Students should contact their program chair for additional information concerning scheduled meeting times.

Open Door

Herzing University program chairs and faculty have an open-door policy to discuss any suggestions for program improvement.

Student Nurses Association

The Student Nursing Association (SNA) is an officially recognized organization of Herzing University and the Nursing program. The SNA is the official representative of the nursing student body and coordinates, within the policies of Herzing University, events and activities. Members function under the charter of the organization and the leadership of elected officers. Faculty advisors are elected/appointed from the Nursing program faculty. The faculty advisors are expected to attend the meetings of the organization.

The faculty advisor's role is to provide clarity, to interpret Nursing program and Herzing University policies/procedures, and to provide general consultation. The purpose of SNA is to provide networking and mentoring opportunities for the nursing student to foster their developing professional role. The organization promotes active engagement at the local, state, and national levels to contribute to advances in nursing education, promote advocacy for health care, and provide service opportunities.

Nursing Advisory Committee (Advisory Board)

The Nursing Advisory Committee is made up of representatives of the community of interest of the Nursing Program. The Advisory Committee informs the Chief Nurse Administrator and the Nursing Faculty how the program can best serve needs of the community of interest.

Appendix I

Nursing Program Confidentiality Statement

Herzing University has an obligation to maintain the privacy and confidentiality of patient satisfaction with the healthcare services they receive here. It also demonstrates our commitment to professional standards and state and federal laws. Protected health information (PHI) including the patient's admission, diagnosis, treatment, and financial status is confidential and is protected by law (HIPAA). You are expected to limit your uses and disclosures of protected health information, and requests for protected health information, to minimum amount of information necessary. Mental health records of patients are under special protection and may not be released. You are required to keep all records and communications pertaining to patients confidential and show respect of patients' privacy.

Access to patient information in electronic, hard copy, or other forms is restricted to those involved in the patient's care or in monitoring the quality of patient care. Any additional use and disclosure of patient's protected health information requires written authorization by the patient or his/her legally designated representative, except as described above. Herzing University considers a breach of patient privacy and confidentiality a serious infraction of Herzing University policies. Violations will result in disciplinary action and sanctions being taken by Herzing University and may include dismissal from the program.

By signing below, you acknowledge your understanding of this policy and that it applies to patient records, personnel records, and certain business records for all health care agencies you are assigned and affiliated with during your tenure as a Herzing University student.

Student Name: _____
(please print)

Student Signature: _____

Date: _____

Appendix II

Nursing Handbook Acknowledgement

By signing below, you attest that you have reviewed the policies and procedures of the nursing program and understand the expectations and requirements for students in the nursing program. You also acknowledge the expectations for student responsibility and behaviors as outlined in the nursing student handbook. You agree, as a nursing student to abide by the professional code of conduct as defined by the State Board of Nursing, American Nurses Association, and the National Student Nurses Association.

Student Name: _____
(please print)

Student Signature: _____

Date: _____