



HERZING®
— UNIVERSITY —

**SCHOOL of
NURSING**

HERZING UNIVERSITY SCHOOL OF NURSING

Prelicensure Programs Student Handbook

2026



Table of Contents

Contents

Welcome.....	5
Herzing University History	6
Herzing University Mission Statement.....	6
School of Nursing Mission Statement	6
School of Nursing Philosophy.....	6
Accreditation and Regulatory Approvals	7
Program.....	7
<i>Prelicensure Nursing Programs</i>	<i>8</i>
<i>Program Description and Program Outcomes</i>	<i>8</i>
<i>Post licensure Nursing Programs</i>	<i>8</i>
<i>Program Description and Program Outcomes</i>	<i>9</i>
Academic Policies and Guidelines.....	9
<i>School of Nursing Admissions Requirements</i>	<i>9</i>
<i>Student Eligibility</i>	<i>10</i>
<i>Criminal Background Checks.....</i>	<i>10</i>
<i>Drug and Alcohol Policy Herzing University.....</i>	<i>10</i>
<i>Drug Screen Policy – School of Nursing.....</i>	<i>10</i>
Required Communication while Enrolled	11
<i>Costs and Financial Responsibility</i>	<i>11</i>
<i>Consequences of Non-compliance</i>	<i>11</i>
<i>Appeals Process.....</i>	<i>11</i>
<i>Confidentiality</i>	<i>11</i>
<i>Zero Tolerance Policy.....</i>	<i>11</i>
<i>Medical Requirements</i>	<i>11</i>
Artificial Intelligence (AI) Policy	12
Accommodation	13
Technical Standards	13
Professional Conduct	14
<i>Student Conduct.....</i>	<i>14</i>
Attendance Policies	15
<i>Nursing Orientation.....</i>	<i>15</i>

<i>The Pinning Ceremony</i>	15
<i>Commencement</i>	15
<i>Class Attendance</i>	15
<i>Clinical & Lab Attendance Policy</i>	15
Dress Code & Professional Appearance	17
<i>Didactic/Classroom/Online/On ground</i>	17
<i>Clinical, Lab and Simulation</i>	17
<i>Alternate uniforms (as defined by the agency) may require the following business casual dress clothing</i>	17
<i>Equipment Requirements</i>	18
Chain of Communication and Conflict Resolution	18
Methods of Evaluation for Nursing Courses	18
Grading Policies	18
<i>Online Course Policy</i>	19
<i>Make-Up Policy for Missed Coursework</i>	19
<i>Progression Policy for the Nursing Program</i>	19
Satisfactory Academic Progress	19
<i>Dismissal from the University for Lack of Satisfactory Academic Progress</i>	20
<i>Academic Appeal</i>	20
<i>Special Academic Standards</i>	20
Examination Policy	21
<i>Exam Attendance Policy</i>	21
<i>Exams Administered During Class/On Campus</i>	21
<i>Exams Administered Remotely</i>	22
<i>Extenuating Circumstances</i>	22
<i>Exam Retake Policy</i>	22
<i>RN Exit Exam</i>	23
<i>PN Exit Exam</i>	23
Dosage Calculation Examinations (MSN-DE, ASN, BSN)	24
Proctoring	24
Third-Party Testing	25
Clinical, Lab, and Simulation Policies	25
<i>Lab Policies</i>	25
<i>Simulation and Skills Lab Standards</i>	25

<i>Clinical Onboarding, Orientation, and Health System Portals</i>	25
<i>Clinical Placement</i>	26
<i>Clinical Dismissal</i>	26
<i>Safe Practice Guidelines</i>	27
<i>Professional Student Conduct</i>	28
<i>Required Nursing Abilities in the Clinical Setting</i>	31
<i>Transportation to Clinical Facilities</i>	31
General Information, Services Available, and Resources	32
<i>Student Support Services</i>	32
<i>Mental Health and Wellness Services</i>	33
<i>Disability Accommodations</i>	33
<i>Library, Technology, and Simulation Resources</i>	33
<i>Career Development Services</i>	34
<i>Program Governance</i>	34
<i>Herzing University Student Nurses Association</i>	34
<i>Nursing Healthcare Advisory Board</i>	34
Appendix I	36
Appendix II	37
Appendix III	38



Welcome

Welcome to Herzing University School of Nursing

On behalf of the Herzing University School of Nursing faculty and staff, we are pleased to welcome you to this exciting and rewarding journey toward becoming a nurse. You are entering a profession built on compassion, critical thinking, and a commitment to lifelong learning—and we are honored to be part of your educational path.

This **Prelicensure Nursing Student Handbook** has been prepared to support your success throughout the program. It contains essential information, including academic policies, clinical guidelines, student responsibilities, and resources that will help you navigate your time in the School of Nursing. You are expected to familiarize yourself with and adhere to these policies and procedures, as well as those outlined by the University in other official publications such as the Undergraduate Catalog.

Your preparation to become a safe, competent, and practice-ready nurse requires dedication, integrity, and collaboration.

If you have questions, need clarification, or seek support, we encourage you to contact your **campus-specific program chair, faculty, or student services advisor**. We are here to help guide and support you.

We wish you immense success in achieving your goal of becoming a Nurse, we are so glad you are here.

Warm regards,

The Herzing University School of Nursing Faculty and Staff

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 organization's headquarters 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 doctoral, master's degrees, bachelor's degrees, associate degrees, and diplomas and 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 several campuses throughout the United States with our online programs associated primarily with our Madison, WI campus.

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.

School of Nursing Mission Statement

The Herzing University School of Nursing mission is to deliver high-quality nursing education that prepares graduates to practice with compassion, competence, and integrity. Our graduates are equipped to promote the health and well-being of individuals and communities—both locally and globally—through safe, holistic, and evidence-based care as professional nurses committed to lifelong learning.

School of Nursing Philosophy

Herzing University's School of Nursing philosophy reflects and supports the mission of the University, emphasizing the values of caring, competence, and ethical practice. It is consistent with the School of Nursing mission and articulates faculty beliefs regarding the person, environment, health, nursing, community, teaching, and learning. This philosophy affirms a holistic view of nursing and the responsibility to prepare graduates to provide safe, high-quality care across diverse healthcare settings and populations.

Herzing University nursing faculty view nursing as a dynamic, practice-based discipline that integrates both art and science. The School of Nursing embraces and facilitates the application of theory and knowledge to practice through caring and collaboration with individuals, families, and communities to promote health and wellness within a culturally diverse society.

Faculty believe that teaching and learning is an interactive, rigorous, and transformative process. Nursing students are expected to actively engage in their education, demonstrating personal and professional accountability. The educational environment is designed to foster respect for diverse perspectives and a commitment to excellence. Instructional approaches are evidence-based and responsive to the varied needs of today's learners, preparing graduates to lead and adapt to an evolving healthcare landscape.

Accreditation and Regulatory Approvals

Herzing University's nursing programs are approved and accredited by the following:

- **Accreditation Commission for Education in Nursing (ACEN)**
Accreditation for Practical Nursing (PN) and Associate Degree in Nursing (ASN) programs. Website: www.acenursing.org
- **Commission on Collegiate Nursing Education (CCNE)**
Accreditation for Bachelor of Science in Nursing (BSN), Master of Science in Nursing (MSN), and Doctor of Nursing Practice (DNP) programs. Website: www.ccneaccreditation.org
- **State Board of Nursing Approvals**
Respective State Board of Nursing approves each campus program if required. Students must adhere to state-specific licensure requirements.

Please refer to the Herzing University Catalog or Program Chair for current approval status and licensure requirements.

Program Differentiation

Herzing University School of Nursing (HU SON) offers a comprehensive suite of nursing programs designed to meet students at various stages of their nursing careers. While all programs share a commitment to academic excellence, patient safety, and professional

development, **prelicensure** and **post licensure** programs are structured differently in scope, purpose, and regulatory oversight. All programs constitute the school of nursing.

Prelicensure Nursing Programs

Purpose:

Designed for individuals who are not yet licensed nurses and seeking initial entry into the nursing profession. There are five different degree programs with a variety of pathways to attain your degree based upon what you bring with you from previous institutions including: Bridge programs and Accelerated programs where available.

Programs Include:

- Practical Nursing (PN/LPN) Diploma
- Associate of Science in Nursing (ASN)
- Bachelor of Science in Nursing (BSN)
- Accelerated BSN (ABSN)
- Direct Entry MSN (MSN-DE)

Key Characteristics of the Prelicensure Programs:

- Focus on foundational nursing knowledge, clinical skills, and patient safety
- Includes hands-on lab, simulation, and supervised clinical rotations
- Students are prepared to sit for the **NCLEX-PN** or **NCLEX-RN** licensing exam
- Governed by **state boards of nursing** and subject to specific regulatory and accreditation requirements (e.g., **ACEN**)
- Emphasis on the development of clinical judgment, care planning, and entry-level nursing competencies

Program Description and Program Outcomes

These are found in the Undergraduate Catalog under the Programs of Study for your review.

[Undergraduate Catalog](#)

Post licensure Nursing Programs

Purpose:

The post licensure programs are offered in an online format. They are designed for licensed registered nurses (RNs) seeking career advancement, specialization, or academic progression.

Programs Include:

- RN to BSN Completion
- BSN to DNP

- Master of Science in Nursing (MSN)
 - Nurse Educator (NE)
 - Nurse Leadership and Administration (NLA)
 - Public Health Nursing (PHN)
 - Family Nurse Practitioner (FNP)
 - Psychiatric Mental Health Nurse Practitioner (PMHNP)
 - Adult-Gerontology Acute Care Nurse Practitioner (AGACNP)
 - Adult-Gerontology Primary Care Nurse Practitioner (AGPCNP)
 - Pediatric Nurse Practitioner (PNP)
 - Women's Health Nurse Practitioner (WHNP)
- Post-master's Certificates (PMC)
- MSN to DNP (includes a specialty)
- Doctor of Nursing Practice (DNP)
- Doctor of Nursing Education (DNE)

Key Characteristics of the Post licensure Programs:

- Builds on prior RN education and clinical experience
- Delivered in an online format with flexible schedules and integrated practicum requirements
- Focused on leadership, systems thinking, population health, and advanced practice roles
- Prepares graduates for specialty certification (e.g., AANP, ANCC) or academic/administrative positions
- Governed by national accreditation standards (e.g., CCNE) and aligned with graduate-level outcomes

Program Description and Program Outcomes

These are found in the Graduate Catalog under the Programs of Study for your review.

[Graduate Catalog](#)

Academic Policies and Guidelines

The nursing student handbook is supplemental to the Herzing University Undergraduate and Graduate catalogs depending on your program. The student should review and adhere to the appropriate catalog and student handbook policies and guidelines.

School of Nursing Admissions Requirements

Please refer to the Herzing University Catalog for admission details. See “Admissions Information” in the catalog corresponding to your program specific requirements.

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.

Criminal Background Checks

Nursing students are required to complete a background check in the Clinical Readiness Course. Additionally, students may be required to complete additional checks as required by clinical facilities. If a student's background check is deemed ineligible by the clinical facility, the student's program of study may be impacted in length, or depending on the severity of infractions identified, the student may be dismissed from the program of study.

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.

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 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.

Drug and Alcohol Policy Herzing University

The Drug and Alcohol Policy can be found in the University Catalog under Student Conduct. These policies will be strictly adhered to during your time as a student at Herzing University.

Drug Screen Policy – School of Nursing

*The full university policy is available in the Herzing University Catalog

Students will have initial drug screening procedures that will occur during the Clinical Readiness Module. The Drug and Alcohol Policy will continue to be in effect through the students' time here at HU SON.

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.

Required Communication while Enrolled

All nursing students are required to immediately notify program leadership if charged with or convicted of any criminal offense after the initial background check is completed at the start of the program. Failure to report such incidents may result in disciplinary action, up to and including dismissal from the program.

Students are prohibited from attending classes or clinical placements under the influence of alcohol or controlled substances. Students suspected of impairment will be subject to immediate drug testing.

Costs and Financial Responsibility

Herzing University covers the cost of the initial drug screening. Students are responsible for the costs of subsequent screenings or additional tests required by clinical sites or due to program requirements.

Consequences of Non-compliance

Non-compliance with this policy, including failure to pass required screenings or failing to report relevant criminal issues, may result in dismissal from the nursing program.

Appeals Process

Students may appeal against decisions related to drug testing or retake eligibility by submitting a written request to the appropriate Dean of Nursing within 10 business days of the decision.

Confidentiality

All drug test results, and related documentation will remain confidential and only shared with authorized personnel on a need-to-know basis.

Zero Tolerance Policy

The School of Nursing has a zero-tolerance policy for illegal drug use. Students found in violation of this policy may face immediate dismissal from the program.

Medical Requirements

To enroll in and attend clinical courses, students must provide documentation of the following:

- Health history examination by a physician, nurse practitioner, or physician assistant, completed within one year from the start date of the first clinical course. Reasonable accommodation will be made for students whose health

examination indicates a 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 Program Chair or designee a return to clinical without restrictions from his/her healthcare provider, and the statement must be on letterhead from the provider. The student may not return to the clinical setting until cleared by the faculty/program chair.
- Any illness, injury, or condition in which physician or practitioner intervention was sought requires a signed release statement with limitations or restrictions listed before attending clinical.
- If a student is pregnant, the student must notify the Program Chair or designee and submit a medical clearance form to continue in clinical. The student is also required to submit a medical clearance form and notify the Program Chair or designee when returning after delivery.
- Verification of immunization history is required for all students admitted to the above-listed programs in accordance with programmatic requirements. This information will be required during the Clinical Readiness Module and required prior to progressing in the program.
- Students are required to maintain clinical competency throughout the program. Examples of these requirements include the following:
 - 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 the program. In addition, clinical requirements cannot expire prior to the end of the academic semester. In the event a clinical requirement expires during a specific 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.

Following an approved break or re-entry, a student will need to ensure that all information is updated, and a new drug screen and/or background check may be required.

Artificial Intelligence (AI) Policy

Herzing University is committed to fostering a dynamic and responsible environment that embraces the opportunities and challenges presented by Artificial Intelligence (AI) technologies. The university recognizes the growing significance of AI in various academic disciplines and strives to ensure that AI is used ethically, responsibly, and in alignment with our academic mission and values. See Herzing's AI Policy in the catalog for full information.

Accommodation

Herzing University complies with applicable provisions of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, other federal mandates, and state and local laws regarding individuals with disabilities. These laws protect students with disabilities, and students may request reasonable accommodation for their disabilities from the University. Reasonable accommodations are determined on an individual basis and made available to the extent that they meet the student's needs and do not compromise the academic integrity of the University's educational programs.

Students can request accommodations through their MyHU portal by clicking "Submit a Request" then "Accommodation Request." Students need to have accommodation in place before they can be used.

See Herzing's Americans with Disabilities Act (ADA) Policy for further details.

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 reasonable accommodation to be able to perform these essential functions, please contact the nursing program chair of the program desired.

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 limitation or restrictions listed before attendance at clinical.

Professional Conduct

At Herzing University School of Nursing, professionalism is not just expected—it is embedded in the values we uphold as future healthcare providers. The **P.R.I.C.E.** model guides our behavioral and academic expectations:

P.R.I.C.E. Values

- **Professionalism** – Upholding the highest standards of behavior in clinical, academic, and personal settings.
- **Respect** – Demonstrating regard for peers, faculty, patients, and the healthcare environment.
- **Integrity** – Being honest, ethical, and accountable in all actions.
- **Caring** – Showing empathy, compassion, and dedication to the well-being of others.
- **Engagement** – Actively participating in learning, service, and leadership opportunities.

Students are expected to embody P.R.I.C.E. in every interaction, whether in a classroom setting, lab, clinical setting, or online environment.

Violations of P.R.I.C.E. expectations—such as unprofessional behavior, disrespectful communication, dishonesty, or failure to participate—will be documented and reported through the University's official reporting system.

Student Conduct

See the Student Conduct policies noted in the HU Undergraduate Catalog.

Attendance Policies

Nursing Orientation

The Nursing orientation is mandatory for all new students. Topics covered include clinical compliance, safety training, LMS navigation, simulation expectations, and professional standards. Students who do not attend orientation may be withdrawn from courses.

The Pinning Ceremony

The Pinning Ceremony is a formal recognition of pre-licensure nursing students' completion of the program and transition into professional practice. Participation is strongly encouraged for all eligible graduates.

Commencement

Commencement is a university-wide graduation event. Nursing students are invited to walk across the stage with their peers and celebrate this academic milestone.

*Professional attire and respectful conduct are expected at all events. Family attendance and photography guidelines will be provided prior to the ceremonies.

Class Attendance

Nursing students are expected to attend all class sessions. In the event of illness or an emergency that inhibits a student from attending a scheduled class session, students are responsible for contacting 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

In the event of illness or an emergency that prohibits a student from attending scheduled clinical session, students are responsible for contacting 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.

Students who miss a lab or a clinical rotation jeopardize achievement of the course objectives and may receive a course failure.

- Any prerequisite coursework required for lab/VSIM/clinical must be completed before attending. If the prerequisite is not completed, the student will not be allowed to attend and will receive non-attendance for the day which could lead to 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 prepared, on time, and professionally dressed to lab, clinical rotations and for the clinical experience as assigned.

If a student is not present at a required clinical rotation due to an emergency the following will occur:

Emergency Events:

In the event of an emergency, students are expected to contact their assigned clinical instructor and/or preceptor 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 chair. **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.

Missed Clinical Time:

Any missed clinical/simulation/VSIM time due to late arrival, leaving early, or emergency events will be required to be completed at a later/date. Students must contact their faculty to arrange this make-up time.

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.

Didactic/Classroom/Online/On ground

- Neat, clean casual or business casual clothing.
- No sleepwear, exposed undergarments, offensive graphics, or revealing attire.
- A student may be asked to leave if the dress is deemed inappropriate by the faculty.

Clinical, Lab and Simulation

- Approved Herzing scrubs (upon enrollment into core nursing courses)
 - Clean, good repair and pressed as needed.
- Closed-toe, non-skid shoes.
- White shoes with closed heels and toes, and rubberized soles
- White or dark socks.
- Minimal jewelry; no visible facial piercings.
- Tattoos are covered when required.
- Fragrance-free, professional hygiene standards.
- Hair pulled back, natural colors only.
- No artificial nails or nail polish.
- University issued ID badges must be displayed.
- Full uniform per campus and facility policy.
- Students can wear a long sleeve white shirt under the scrub top.

***Students not in compliance will be dismissed from the clinical, lab, or simulation setting and marked absent.

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

- Closed toed shoes
- No visible cleavage
- If wearing a dress, it must be no shorter than just above the knee
- 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 HU School of Nursing and the 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 which can lead to failure of a 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.

Chain of Communication and Conflict Resolution

Students must follow the established chain of communication for addressing concerns:

1. **Instructor** – Address the issue directly and respectfully.
2. **Lead Faculty** – Escalate unresolved course-specific concerns.
3. **Program Chair** – Request a meeting for unresolved academic or clinical issues.
4. **Director of Campus Operations**- Request a meeting for unresolved academic or clinical issues.
5. **Academic Leadership/Grievance Process** – Submit formal appeals as outlined in the University Catalog.

Failure to follow the chain of command or approach faculty in an unprofessional manner may result in documentation and possible disciplinary action.

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 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 prelicensure (PN, ASN, BSN) programs. MSN-DE students must maintain an 80%(B) or higher in all courses to progress and a 3.00 to remain enrolled in the nursing program.

Students must follow the curriculum mapped upon admission to the program, if a student is unable to fulfill the minimum grade requirements and unsuccessful, the student will have to reapply and be approved by the appeals committee to return at a future time.

Two failures of a nursing course (either the same or different courses), result in not meeting standards of satisfactory academic progress and the student will be dismissed from the program.

Online Course Policy

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

Make-Up Policy for Missed Coursework

The Make-Up Policy for Missed Coursework can be found in the University Catalog under Grading Policies. They can also be located in Canvas with your course information. These policies will be strictly adhered to during your time as a student at Herzing University.

Progression Policy for the Nursing Program

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. Prelicensure students (PN, ASN, BSN) must maintain a 76% (C) or above average in all science (except for Anatomy and Physiology), math, and nursing courses to progress. MSN-DE students must maintain an 80%(B) or higher in all courses to progress.
5. Students must successfully pass dosage calculation exams at the appropriate threshold to progress in the program.
6. Students who fail a clinical, lab, or lecture portion of the course will receive a 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. See the Herzing University Prelicensure Catalog for information.

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 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.

^Applies to undergraduate prelicensure programs only.

Students must pass all components of the course (class, lab, and/or clinical) 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 to be

considered for the subsequent semester. The Academic Success Plan may require the student to repeat courses that were previously passed to reintroduce and/or reinforce prerequisite 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

Exam Attendance Policy

Students who miss a scheduled exam jeopardize achievement of the course objectives and may receive a zero for the exam. Students are expected to be on time for all exams administered during class and remotely proctored. 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.

Exams Administered During Class/On Campus

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, scarves, and clothing with hooding are not permitted in the testing environment. Head covering for religious purposes are allowed. Students are provided with paper, pencil, and calculators as needed and as approved.

For exams that are scheduled for two hours or less, students may not leave the testing space once the exam 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.

If a student is not present on campus on the date of the scheduled exam due to an emergency the following will occur:

- **Emergency Events:** In the event of an emergency, students are expected to contact their Program Chair and Director of Campus Operations/Academic Dean for Online Learning as soon as possible. Communication should take place at least 24 hours prior to the start of the exam.
- **No Call / No Show:** Any student who does not show up for an in-class scheduled exam will receive a '0' for that exam.

Exams Administered Remotely

Multiple exam time frame windows are available for all exams administered remotely to provide sufficient time and opportunity for students to test. Students are encouraged to test early in the unit in the event an extenuating circumstance or technical barriers hinder ability to test on original exam date and a reschedule is required. Every effort should be made for students to test within the exam window and dates provided. Students may not be granted an extension to test if every effort is not made to test during alternate exam times provided.

Emergency Events: In the event of an emergency, students are expected to reschedule the exam for an alternate available time as soon as possible. If alternate times are not available, students are expected to contact their Program Chair and Director of Campus Operations/Academic Dean for Online Learning at least 24 hours prior to the start of the exam.

No Call / No Show: Any student who does not show up for a scheduled remotely proctored exam will receive a '0' for that exam.

Testing Device Compatibility: Students are required to test on a device that meets Herzing's Software and Minimum Technology Requirements [reference Herzing University Catalog] for remote testing. Students will not be granted another exam attempt if their personal testing device fails a required compatibility check (where applicable) or does not meet Herzing's Software and Minimum Technology Requirements and are unable to test on the scheduled exam date.

Extenuating Circumstances

All students are required to give advanced notice of absences and/or missed assessments, where applicable. All extenuating circumstances prohibiting a student's ability to take their scheduled exam will be reviewed and considered by the Program Chair and Director of Campus Operations/Academic Dean for Online Learning, and subject to final approval by senior university personnel. Emergencies and extenuating circumstances should be rare, and valid documentation must be provided.

In alignment with the Make-Up Policy, students need to alert instructors of extenuating circumstances that prohibit their ability to take a scheduled exam in advance and not once the exam has been completed. Documented evidence of the extenuating circumstance must be provided and retained in a Student Grade Appeal request form.

Exam Retake Policy

To maintain the integrity and fairness of all assessments, exam retakes are not permitted. This policy applies to all students regardless of the nature of the exam or testing environment.

The following situations do not warrant an exam retake:

- Routine or minor technical glitches (e.g., temporary screen freezes, lag, internet disruptions that do not prevent completion)
- Elevated emotional state or test anxiety
- Perceived distractions or disturbances during the exam session (e.g., noise in the environment, movement in the room)
- Standard proctoring actions or communications (e.g., ID verification, room scans, chat reminders)
- Dissatisfaction with exam performance or perceived difficulty
- Personal device incompatibility or failure to complete required system checks in advance

Students are responsible for completing all required technical compatibility checks and preparing an appropriate testing environment in advance of their scheduled session. If issues arise before launching the exam, students should contact the appropriate support channels immediately. Once the exam has started, it is considered final. Requests to retake attempted exams will be reviewed by the Dean of Prelicensure Nursing.

RN Exit Exam

The exit exam will cover content from all nursing courses, is reflective of NCLEX readiness and is administered in the final semester. Students will take practice assessments during the following course noted with their program NSG 299/426/635 course, in conjunction with individualized remediation and completion of assignments focused on NCLEX readiness. This is followed by 2 attempts to meet the benchmark score at the final exit exam. Students who are unable to reach the *benchmark score in those 2 final attempts will be required to repeat the course.

**Threshold benchmark scores required to pass the exit exams are based upon national student performance data and may be changed at any time by the university.*

PN Exit Exam

The exit exam will cover content from all nursing courses, is reflective of NCLEX readiness and is administered in the final semester. Students will take practice assessments during the NP 280 course, in conjunction with individualized remediation and completion of assignments focused on NCLEX readiness. This is followed by 2 attempts to meet the benchmark score at the final exit exam. Students who are unable to reach the *benchmark score in those 2 final attempts *will be required to repeat the course.*

**Threshold benchmark scores required to pass the exit exams are based upon national student performance data and may be changed at any time by the university.*

Dosage Calculation Examinations (MSN-DE, ASN, BSN)

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 with formal dosage calculation content and instructions 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 can practice safely in providing patient care throughout their tenure in the nursing program, students are required to successfully pass two dosage calculation examinations. 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 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 tracking, 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. As part of this agreement:

- Students agree to have their identity verified by remote proctoring services.
- Students agree to allow proctoring services 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 proctoring services by the instructor and/or Herzing administrators.
- Students who intentionally bypass proctoring services 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.

Clinical, Lab, and Simulation Policies

Lab Policies

There are select nursing courses that require students to learn and demonstrate competency in the laboratory setting. Successful completion of the laboratory components of a course is required to pass the associated course. Failure to complete successfully results in failure of the course.

Simulation and Skills Lab Standards

Simulation and skills labs are designed to reinforce clinical competence and decision-making in a controlled environment.

Student Expectations:

- Arrive on time, in full uniform, with required materials and preparation completed.
- Treat simulation scenarios as real patient care environments.
- Maintain professionalism and patient privacy at all times.
- No cell phones or outside materials allowed in lab without permission.
- Participate fully in debriefing, self-assessment, and faculty feedback.

Remediation:

Students who demonstrate unsafe performance or skill gaps may be assigned **targeted remediation** sessions. Remediation must be completed satisfactorily prior to clinical progression.

Simulation and lab performance is evaluated as a component of course requirements and may be tied to progression or course pass/fail status.

Clinical Onboarding, Orientation, and Health System Portals

Each clinical agency has specific onboarding requirements that may include:

- Electronic medical records training (e.g., Epic, Cerner)
- Facility-specific eLearning and HIPAA modules
- Badge photo submissions
- N95 fit testing or facility-specific screenings
- Orientation sessions (virtual or in-person)

Students must complete all assigned onboarding tasks in designated portals. Missed deadlines may result in forfeiture of a clinical placement.

Failure to complete health system onboarding will result in withdrawal from clinical courses.

Clinical Placement

Students are required to successfully complete clinical components of the nursing curriculum during specific assigned clinical rotations. Clinical experiences are considered placements in any clinical location or 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, night hours, weekend, or weekdays 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 within a reasonable distance from the campus or student's address on file with the university and are determined by best opportunity for learning success and clinical site availability.

Students are not placed for assignments 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.

- Violating HIPAA, i.e., utilizing personal electronic or mobile devices to capture patient information. Refer to the Social Media Policy in the Undergraduate/Graduate Student Catalog.

Clinical dismissal for the above reasons or others may result in a failing grade in clinical which can lead to failure of the nursing 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 be subject to dismissal from the clinical setting.

Students can be dismissed from a clinical setting by a clinical or academic faculty at Herzing or official representatives of the facility in which student is attending clinical.

Safe Practice Guidelines

Clinical Supervision of Students

A faculty member, clinical lab personnel, and/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. Faculty are responsible for providing the final course grade.

Safe Nursing Practice Definition

Safe nursing practice is essential to all clinical courses. It 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 that 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 that 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 that 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 a requirement for progression to the next course and will be judged by the clinical 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 regardless of academic grade resulting from nonclinical coursework.

Clinical dismissal or failure for unsafe nursing practice may result in a failing grade in clinical which can lead to failure of the nursing course.

Both didactic and clinical (lab/simulation/facility) must be performed successfully for course/program progression.

Documentation of unsafe practices will be formulated by faculty and discussed with, and signed by, the student(s). Faculty or site officials will decide if the student(s) should be dismissed for the day. Faculty and site officials will collaborate and 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 measures 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 provides 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 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 or sleep deprivation 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 Federal and State law requires, appropriate and reasonable accommodation will be made for 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 the 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 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 nursing tasks (i.e., preparation of certain medications, administration of treatments such as dressing changes and intravenous fluids, obtaining vital signs) 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 care plan. 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 own transportation to/from healthcare agencies for clinical experiences. Under no circumstances are students allowed to transport patients/clients in their private vehicles.

General Information, Services Available, and Resources

Student Support Services

At Herzing University, we believe that student success is built not only on academic rigor, but also on dedicated support systems. The School of Nursing is committed to providing comprehensive services that address students' academic, emotional, and professional needs.

Advising and Faculty Mentorship

Each nursing student is assigned a Student Services Advisor who guides on:

- Course scheduling and progression
- Understanding academic policies and expectations
- Developing individualized academic success plans
- Navigating university resources

In addition, students are encouraged to build relationships with **faculty mentors**, who offer:

- Professional development support
- Clinical and career insights
- Coaching for NCLEX readiness
- Guidance on ethical and leadership growth in the nursing profession

Tutoring and Remediation

Herzing offers free academic support services tailored to nursing content and clinical reasoning development.

Services include:

- **One-on-one** and group tutoring for nursing theory, math, and pharmacology.
- **Peer tutoring programs** and skill review labs.
- **Remediation plans** following low course performance or standardized exam benchmarks.
- **Structured NCLEX preparation sessions** for at-risk students or repeaters.

- These resources can be accessed through your student services advisor, in your Canvas course, or by reaching out to your faculty or program chair.

Counseling and Wellness Services

Balancing the demands of nursing school can be stressful. Herzing provides access to:

- **Confidential counseling services** (virtual)
- **Crisis intervention and wellness checks**
- **Time management and stress reduction workshops**
- **Referrals to community-based mental health resources**

Students are strongly encouraged to prioritize self-care and seek support early if they are feeling overwhelmed. Reach out to your Student Services Advisor for assistance.

Disability Accommodations

Herzing University is committed to ensuring equal access to education for all students. Students with documented disabilities may request accommodation through the **ADA/Disability Services Office**. Requested Accommodations must be approved before implementation.

Library, Technology, and Simulation Resources

Herzing's **Library and Learning Resources Center** provides access to:

- Peer-reviewed nursing journals and eBooks
- Evidence-based practice databases (e.g., CINAHL, PubMed, ProQuest)
- APA citation tools and research guides
- 24/7 virtual library services

Simulation and Skills Labs feature:

- High-fidelity mannequins and task trainers
- Virtual simulation platforms (e.g., Shadow Health)
- Scenario-based learning with faculty feedback
- Remediation sessions for skill development and clinical judgment

Technology Support includes access to:

- Herzing Help Desk
- Online learning tools (Canvas, HESI/Evolve)
- Student laptops or device loaner programs (where available)

Career Development Services

Career Development assists nursing students in transitioning into professional roles by offering:

- Resume and cover letter development,
- Mock interviews and networking strategies,
- Clinical-to-career pathway guidance, and
- Job search assistance

Program Governance

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

- Prelicensure Nursing Committee, where available,
- Faculty Meeting, where available, and
- Nursing Healthcare Advisory Board.

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

Herzing University Student Nurses Association

The Student Nursing Association (SNA) is an officially recognized organization of Herzing University. There is a chapter located at each campus and online. Each campus has a faculty advisor and elected officials. 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.

The faculty advisor's role is to provide clarity, to interpret the Nursing program and Herzing University policies/procedures, and to provide general consultation. The purpose of SNA is to provide networking and mentoring opportunities for nursing students 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.

The campus chapter is a part of the larger Herzing University Student Nurse Association.

Nursing Healthcare Advisory Board

The Nursing Advisory Committee is comprised of representatives of the community of interest of the Nursing Program for each campus. The Advisory Committee informs the Program Chair and Nursing Faculty at each campus how the program can best serve the needs of the community and the individuals within the community.

Licensure Support

Licensure Support occurs at your campus or within your program. If you have questions, talk with your faculty or program chair. Information available includes:

- State-specific NCLEX registration assistance,
- Board of Nursing application guidance,
- Live NCLEX review sessions and coaching, and
- Exit-to-employment workshops and post-graduation checklists.



Appendix I

(Students will complete as a requirement in Complio during the Clinical Readiness Module)

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 the 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 for 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 a 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

(Students will complete as a requirement in Complio during the Clinical Readiness Module)

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: _____



Appendix III

Background Information

For students in the State of Louisiana the following applies:

- As adopted by the Louisiana State Board of Nursing: “Any student admitted to a school of nursing cannot be currently serving under any court-imposed order of supervised probation, work-release, school release or parole in conjunction with any felony conviction(s), plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedure, Article 893.”
- Falsification or omission of criminal records to the Louisiana State Board of Nursing and Herzing University will result in fines and denial of entry or progression in the program.