



HERZING[®]
— UNIVERSITY —

SCHOOL *of*
NURSING

HERZING UNIVERSITY SCHOOL OF NURSING

Post-Licensure Programs Student Handbook

2026



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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 towards pursuing the next step of your nursing career. Thank you for choosing to advance your nursing education here at Herzing University. Your profession is built on compassion, critical thinking, and a commitment to lifelong learning—and we are honored to be part of your educational path in obtaining your next goal.

This **Post Licensure 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 while at the School of Nursing. You must familiarize yourself with and adhere to these policies and procedures, and those outlined by the University in other official publications such as the Graduate Catalog.

Your advancement to the next level of education will take dedication, collaboration, and commitment. We encourage you to embrace the Herzing University P.R.I.C.E of Success to assist you in your journey. We look forward to your growth over the next few semesters as you become the professional that you desire and reach the goals that you have set for yourself.

If you have questions, need clarification, or seek support, we encourage you to contact your **program chair of your chosen degree path, faculty member, or your student services advisor**. We are here to help guide and support you. Communication is the key to success.

We wish you immense success in achieving your goal of obtaining your graduate degree in nursing. 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 include 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 multiple campuses and a robust online environment.

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 degrees, master's degrees, bachelor's degrees, associate degrees, 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. Renee Herzing serves as our President and Chief Executive Officer.

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 and the nursing programs are approved and accredited by the following:

- **Regional and National University Accreditation**
Herzing University is accredited by the Higher Learning Commission (<https://www.hlcommission.org/>), an institutional accreditation agency recognized by the U.S. Department of Education.
- **Commission on Collegiate Nursing Education (CCNE)**
Accreditation for Bachelor of Science in Nursing (BSN), Master of Science in Nursing (MSN), Doctor of Nursing Practice (DNP), and Post graduate APRN Certification programs. Website: www.ccneaccreditation.org
- **National League of Nursing Commission for Nursing Education Accreditation (CNEA)**
Pre-accreditation application has been submitted for our Doctor of Nursing Education (DNE). Website: www.cnea.nln.org
- **State Board of Nursing Approvals**
Respective State Board of Nursing approves each program if required. Students must be aware of and adhere to state-specific licensure requirements following graduation. Applicants should check with their applicable state board of nursing before enrolling in any graduate nursing program.
- **Disclosure of State Authorization for Distance Education (Post-Licensure)**
Herzing University is approved to offer programs in an online learning modality through association with the main campus in Madison, Wisconsin.

Approvals in Other States for Distance Learning: Herzing University has made a good-faith effort to follow each individual state's regulations concerning offering distance educational programs in that respective state. Students should investigate and ensure that the program they desire, if offered in a distance/online format, meets the requirements of the profession in their state.

Not all programs are available in all states. Contact the Online Admissions Office for program availability at onl-info@herzing.edu or 866-508-0748.

Note: clinical rotations for certain specialties are not approved in every state.

Please refer to the Herzing University Catalog or reach out to your 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 Herzing University 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.

[Undergraduate Catalog](#)

Post licensure Nursing Programs

Purpose:

The post licensure programs are offered in an online/hybrid format. Students take the didactic learning online and participate in clinical in their chosen specialty area and at an approved clinical location and appropriate preceptor. 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 specialty)
- 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 heading of Graduate Programs of Study. Scan the list for the specific specialty. If you have questions, reach out to your program chair, faculty, or student services advisor.

[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. Additional information on the requirements for graduation and degree conferral can be found in the Graduate Catalog

Criminal Background Checks

All nursing students must complete a background check in the Clinical and/or Project Readiness Courses. 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 could affect advanced practice licensure and/or their eligibility to take an advanced practice exam for specialty certification. Clinical facilities and the State Board of Nursing have the right to reject any student who fails to meet the required standards.

If a student determines the background report is incorrect or wishes to take legal action regarding past criminal activity, he/she must do so independently and 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 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 or Project 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 the program chair 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 and updated annually. 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 it is 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. The list of specific requirements can be found in the Clinical Readiness Module. Submission of verification 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, Title IX, 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 accommodation is 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.

Herzing's Americans with Disabilities Act (ADA) Policy is found in the Graduate Catalog.

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.

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 program's requirements and the profession's customary requirements.

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.

Students who need other assistance for testing, taking class work and/or clinical work accommodation should follow the procedures outlined in the Herzing University Graduate 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.

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 an online classroom/environment or in a clinical setting.

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 Graduate Catalog.

Attendance Policies

Nursing Orientation

Online Post-licensure Nursing Orientation is provided through a Canvas module. Topics covered include specific program information, clinical compliance, student expectations for online learners, technology and student success resources, and professional standards. Orientation is required and students are responsible for understanding and utilizing the information provided in the nursing orientation module.

Commencement

Commencement is a university-wide graduation event. Post-licensure Nursing students are invited to walk across the stage with their peers and celebrate this academic milestone. Post-licensure graduates may attend commencement at any location.

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

Synchronous Sessions

Weekly synchronous sessions are offered in all didactic courses. Faculty will review valuable information in these sessions. Attendance at these sessions is recommended. Students unable to attend the synchronous session are encouraged to review the recording.

Attendance specific to Online Courses

See the Attendance Policies noted in the Graduate Catalog.

Clinical Attendance Requirements

All post-licensure nursing students are required to complete CR010, CR011, or PR020. This is a Clinical or Project Readiness Module completed at the beginning of your program to prepare you for the clinical setting or completion of a doctoral project. Post-licensure nursing programs have varied clinical requirements based upon site requirements. These clinical requirements are dependent upon the post-licensure specialty.

Program specific requirements, and other pertinent clinical information can be located on the [Clinical Resource Page](#) in Canvas.

Emergency Events:

In an emergency, students are expected to contact their assigned clinical faculty and preceptor as soon as possible.

- Communication should take place at least one hour before the clinical experience starts.
- The faculty will notify the program chair as appropriate. **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.*

No Call / No Show:

Any student who does not show up for a clinical experience and who does not notify the clinical faculty, or preceptor may receive a clinical failure. Clinical failures will result in a course failure for the corresponding course. **Extenuating circumstances will be reviewed and considered by the faculty 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 time due to late arrival, leaving early, or emergency events must be completed for course requirement. Students must contact their faculty and preceptor to arrange this make-up time.

Herzing's clinical partners control clinical experience. Students who fail to follow the policies of the clinical site (including engagement, professionalism, promptness) may be dismissed from the clinical site, which may result 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

Clinical/Experiential Learning

- Lab coat
- Business casual clothing
- Scrubs (if preceptor approves)
- Closed toed shoes
- No visible cleavage
- If you wear a dress, it must be no shorter than just above the knee
- University issued ID/Name badge must be displayed in the clinical setting

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's dress code when participating in clinical experiences. Non-compliance with the professional appearance practices may result in dismissal from the clinical setting which can lead to failure of a course.

Chain of Communication and Conflict Resolution

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

1. **Faculty (Didactic or Clinical)** – Address the issue directly and respectfully.
2. **Course Collaborative Lead Faculty** – Escalate unresolved course-specific concerns.
3. **Program Chair** – Request a meeting for unresolved academic or clinical issues.
4. **Dean or Associate Dean of Online Learning and/or Dean of Nursing** - 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.

Grading Policies

The Grading Policies are outlined in the Graduate Catalog with a review of the policy and grading scales.

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 dismissal from the University by submitting an Academic Appeal. See the Herzing University Graduate Catalog for information.

Further questions related to progression, probation and dismissal can be found in the Graduate Catalog under the Satisfactory Academic Progress.

Program Transfer

A student can request transfer programs through their Student Services Advisor. All HU course attempts will be considered for the new program.

Make-Up Policy for Missed Coursework

The Make-Up Policy for Missed Coursework can be found in the University Catalog under Grading Policies. It is also located in Canvas with your course information. These policies are strictly adhered to at Herzing University.

Re-Enroll/Re-Entry/Resuming Studies

A student who withdraws, is dismissed or returns to enter the next degree pathway should reach out to the admissions team or their student services advisor for the next step.

Withdrawal from a Course or the University

A student may voluntarily withdraw from a course, or the university (prior to the 75% completion point of the course) with official notification to the Academic Dean of Online Learning (or designee), or the Registrar must occur. The student may contact their Student Services Advisor for additional information and assistance. See the catalog for more information related to Withdrawal policies and withdrawal due to Military Service Needs.

Methods of Evaluation for Nursing Courses

Any or all measures of student learning may be administered in the online classroom, on a computer, or in the clinical setting at faculty discretion. All required coursework 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.

Examination Policies

Students who miss a scheduled exam jeopardize achievement of the course objectives and may receive a zero for the exam. 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.

Third Party Testing

Assessment and remediation are critical components of nursing education. Students in the graduate nursing program must take proctored third-party, standardized exams in an electronic format throughout the curriculum. These standardized tests are valid and reliable predictors of clinical readiness, success on certification examinations, 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 based upon student performance as specified in the

course syllabus.

Clinical Proficiency Exam and Policy

Students in the graduate nursing program seeking a nurse practitioner degree are subject to a clinical proficiency exam following successful completion of the following courses: Advanced Assessment, Advanced Pathophysiology, and Advanced Pharmacology (3P's). This exam is a comprehensive assessment of all content covered in the three courses completed.

The Clinical Proficiency Exam is administered through a third-party vendor, while completing the first clinical course in the student's nurse practitioner program.

Clinical Proficiency Exam Expectations

- The Clinical Proficiency Remediation exam is a requirement for progression in the program.
- The Clinical Proficiency exam evaluates foundational knowledge from Advanced Health Assessment, Advanced Pharmacology, and Advanced Pathophysiology, which determines clinical readiness.
- NP students will be evaluated on all categories of Advanced Health Assessment, Advanced Pharmacology, and Advanced Pathophysiology despite the NP program-focus specialty.
- A proctoring tool must be used during the entire Clinical Proficiency exam, and the NP student will be required to share their computer screen, camera, and microphone during the exam. Taking the exam without using the proctoring tool will result in exam failure and the risk of dismissal from the graduate Nurse Practitioner program.
- An active photo ID, such as a driver's license, with a picture is required prior to the exam.
- The ID must match the test taker.
- The exam must be taken without the assistance of another individual or resource.
- Unless otherwise specified, the student must always be in view of the camera.
- Unless otherwise specified, the video, audio, and screen must be shared during the exam.
- The NP student should read and fully understand the published Herzing University academic integrity policy and be aware that a violation of this policy will result in exam failure and possible dismissal from the graduate Nurse Practitioner program. Please review the [HU Graduate Catalog Shared Responsibility](#).
- The initial Clinical Proficiency exam purchased by Herzing University will be taken and proctored in NSG 0600. At the end of the first attempt, if the student is unsuccessful, they will create a plan for success. They will receive a remediation bundle through APEA that includes Assessment Q-Bank, Prescribing Q-Bank, and Pathophysiology Q-Bank with a second attempt at the Clinical Proficiency exam. This second proctored exam attempt will be a summative evaluation of foundational knowledge and clinical readiness.
- If unsuccessful on the second attempt, the NP student will take the third Clinical Proficiency exam in NSG 0600R and will be provided with an extension of the

remediation bundle through APEA that includes Assessment Q-Bank, Prescribing Q-Bank, and Pathophysiology Q-Bank. This final proctored exam attempt will be a summative evaluation of foundational knowledge and clinical readiness.

- Students must achieve a minimum benchmark score on the Clinical Proficiency Remediation Exam on this final attempt. If the student does not meet the minimum benchmark on the final attempt, they will be dismissed from the NP program and will not be eligible to re-enter another nursing practice program. If dismissed, they may appeal to transfer into any other non-practice nursing program offered at Herzing University.
- ***Threshold benchmark scores required to pass the Clinical Proficiency Remediation exam are based on national student performance data and may be changed at any time by the university***

Post Licensure Student Clinical Evaluation

Evaluating student performance in the clinical setting is essential to ensure program objectives are met and to support professional growth. Preceptors will conduct two formal evaluations, formative and summative, during the clinical experience. Additional evaluations or conferences may occur as needed between the preceptor, student, faculty, and/or Clinical Coordinator.

Preceptors are also asked to provide constructive feedback and identify areas for improvement in student skills and knowledge.

Types of Evaluation:

Formative evaluation: This evaluation is completed at midterm and provides the student with feedback on strengths and opportunities for growth, helping improve performance and understanding of the advanced practice role and scope of practice.

Summative evaluation: This final evaluation assesses the student's performance at the end of the clinical practicum. The preceptor must complete a summative evaluation using the final evaluation form.

Safe Practice Guidelines

Clinical Supervision of Students

A student shall always be in a clinical setting with an approved preceptor. A preceptor will always be available to a post licensure nursing student to provide guidance and evaluation of student's performance. Preceptors are used for specialized clinical experiences and are approved according to university policy to meet course objectives and enhance the 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 of 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 faculty. 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 clinical grade, leading 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 Dean of Nursing, Department Chairs, Program Chairs, and faculty implement policies and procedures related to student conduct that incorporate the standards for safe nursing care. Please review and follow the Graduate Student Catalog for policies on the following areas of student conduct:

- Acceptable Use of Computing Resources
- Anti-Hazing Policy

- Artificial Intelligence (AI Policy)
- Cell Phone Use
- Copyright Policy
- Drug and Alcohol Policy
- Marijuana Use
- Sexual Misconduct Policy
- Social Media Policy
- Statement of Shared Responsibility
- Unlawful Discrimination, Harassment, and Retaliation

General Information, Services Available and Resources

Student Support Services

At Herzing University, we believe student success is built on academic rigor and 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
- Guidance on ethical and leadership growth in the nursing profession

Admissions

Admissions Advisors and Enrollment Coordinators help students in the entry process to start classes at Herzing. They are there to guide and advise students through the admissions process and to help them navigate the process of getting started with their first classes. They also assist students who have graduated from a Herzing University program and are looking to re-enroll into a new program.

Re-Entry Team

Herzing University has a dedicated team of Re-Entry Advisors who work with and assist students who have withdrawn from and are requesting re-entry to the university.

Financial Aid

The Herzing University Financial Aid Department is available to assist students with plans for how to finance their education. A student's plan may include resources such as military funding, scholarships, grants, employer assistance, tuition reimbursement, and federal financial aid, for those who qualify. There is a specific area on the Herzing student portal dedicated to information regarding tuition, fees, and funding.

Clinical Placement Team

Post-licensure graduate Nursing students who are enrolled in program of study with a clinical component are assigned a dedicated clinical placement advisor and clinical coordinator who work with their specific program of study. The clinical placement team provides guidance and support regarding the clinical application process.

Tutoring and Remediation

Herzing offers academic support services, at no additional cost, tailored to nursing content and clinical reasoning development.

Services include:

- **One-on-one** and group tutoring for nursing theory, math, and pharmacology.
- **Peer and professional tutoring programs** through the Knack platform.
- **Remediation plans** following low course performance or standardized exam benchmarks.

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:

- 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 IT Help Desk
- Online learning tools (Canvas, HESI/Evolve)
- Microsoft Office
- 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:

- Post-licensure Nursing Committees (Curriculum, Program Effectiveness)
- Faculty Meetings, 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 on each campus and online. The chapter affiliated with online includes both prelicensure and post licensure students. 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. SNA provides 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 part of the larger Herzing University Student Nurse Association.

Graduate Nursing Student Academy (GNSA) is also available to our graduate students. It is an opportunity for student enrolled in master's and doctoral programs through the American Association of Colleges of Nursing to participate in events, webinars, career planning, and leadership opportunities. There are several resources that help support the students while they are completing their graduate degree.

Nursing Healthcare Advisory Board

The Nursing Advisory Committee is comprised of representatives of the community of interest at each campus and online. 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 and Certification Support

Licensure Support occurs at your campus or within your program. If you have questions, talk with your faculty or program chair. Licensure and certification support includes the following:

- During the final NP program term, students are given a variety of program-specific resources and assignments designed to support their preparation for national certification. These resources include:
 - Targeted question banks and assignments.
 - Q-banks with over 800 questions for practice
 - Pre- and post-predictor exams through APEA
 - Optional diagnostic reasoning exams
 - Optional live certification preparation sessions which include:
 - Step-by-step guidance on application procedure
 - Links to certifying body websites
 - Access to exam handbooks
 - One-on-one coaching sessions are also available for students who want

to receive individualized guidance on study planning, content review, or navigating the certification process.

Herzing University students who participate in an online course or program are eligible for any/all student services offered by the university. Additional information pertaining to [Student Resources](#) can be found in the current graduate catalog.

Student Resource Center

In addition to support from Student Services, we offer support through our [Student Resource Center](#). The Student Resource Center houses several key areas for students, including the library, Student Academic Success Center, and Bookstore Resources. It also includes helpful information on many topics including the bookstore, crisis support, wellness and counseling, accommodations, program resources, university policies and procedures, commencement information, and financial aid.

Center of Excellence for Veteran Student Success

In addition to the in-person center in Kenosha, Wisconsin, the online Center of Excellence for Veteran Success is housed within the Student Resource Center in Canvas. Herzing's veteran student population can access various resources here, including military benefits assistance, and veteran-specific resources and counseling services.

My HU Resources

Students have multiple resources available on the MyHU landing page at: login.herzing.edu. Here, students can find the names and contact information for their Success Team members, and a list of advisors available to assist and support them. Students can also submit requests for various types of assistance through the completion of electronic forms. They can also use a chatbot to ask questions. Through this page, students can also view their class schedule and access a list of helpful resources, including Canvas, their Herzing email account, technology support, a financial aid site, and an FAQ section. Additionally, students will receive a "Success Plan" when they move to "enrolled" status. This success plan provides tasks for students to complete to prepare for classes.

Appendix I

(Students will complete as a requirement in Complio during the Clinical Readiness/Program 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 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

(Students will complete as a requirement in Complio during the Clinical Readiness/Project 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.

Appendix IV

Ethical Standards in Writing

This document informs students of Herzing's stance on ethical writing standards. Herzing takes protection of intellectual property rights seriously, and some instances of violations of these are listed here.

In the event of a first-time offense, faculty may give the student a zero for the assignment and will notify them, describing what was done and how to avoid it again. For subsequent offenses, more serious consequences may ensue, including submission to Ethics Point for review by a committee. This could result in course failure or dismissal from the program.

Each student must be aware of what constitutes violations of ethical writing standards. Some of these are listed below. Another source is the 2020 Publication Manual of the American Psychological Association, under the heading "Ethical and Legal Standards in Publishing," pages 11-26.

Examples of these violations include:

- Buying or acquiring a paper and submitting it as your own work.
- Taking another person's words and using them as your own in an assignment (not giving credit to the original author).
- Copying a paper, article, or website and using them as your own words.
- Copying sections of text from a source and using it without proper citation.
- Submitting a paper or assignment (from a previous class assignment) for a current class assignment without approval by the instructor. (Purdue Online Writing Center, 2017)
- Attributing material to authors or works where the material cannot be found or is cited incorrectly.

Situation	First Offense	Subsequent Offenses
The student has included citations, but they are insufficient or incorrect. The student has cut and pasted secondary source information without any attributions.	The student may be given a zero for the assignment. The faculty will contact the student and describe the violation, informing the student how to avoid this in the future. The student will be referred to The Tutoring and Writing Center for assistance.	The faculty will inform the Program chair, who will determine if an Ethics Point submission is appropriate.

Best practices:

Learn how to paraphrase well. Please see the 2020 Publication Manual of the American Psychological Association, Chapter 8, “8.23 Principles of Paraphrasing.” Examples of how to paraphrase are given. Do not rely on the use of direct quotes. Use quotes only when the words have been ordered so that changing them would lose the content's meaning.

Submit your papers to Turnitin prior to their submission due dates by uploading it into the assignment submission link. View the Originality report and percentage of match. Do not worry about references and headings, but you should evaluate any matching content by selecting the text. It will show you what the match is, so you can correct it. You can submit your papers a designated number of times this will be noted in the assignment, or you may contact your faculty or program chair. The instructor will grade the last one submitted prior to the due date/time.

Copy your references and citations exactly, giving credit correctly. Use the HU Tip Sheet as a guide. It can be found in the Library tab's APA resources section. If faculty cannot verify your references, you may be asked to produce them. Only use full-text articles as references—no abstracts. Searching in the Library tab, select the “full text” option in all 3 nursing databases.

Student Name: _____
(please print)

Student Signature: _____

Date: _____