



Effective date: September 8, 2026

Approved by: Chief Academic Officer

Chief Operating Officer Policy owner: Chief Academic Officer

Supersedes: All Prelicensure Nursing Clinical Learning Experience Policies

Next scheduled review: annually, with each catalog publication cycle

This policy applies to clinical placements issued on or after the effective date; placements issued earlier are governed by the policy then in effect.

Prelicensure Nursing Clinical Learning Experience Policy

Clinical Placement= Internship, Externship, Practicum, Field Placement

1. Purpose

Herzing University recognizes the importance of providing students with meaningful clinical experiences as part of their education. This policy outlines the requirements and procedures established to ensure that students are prepared for, placed in, and successfully complete clinical experiences that contribute to the achievement of their program learning outcomes. Requirements include student fulfillment of competency, professionalism, compliance, and safety standards prior to and throughout clinical placement.

2. Scope

This policy applies to all students enrolled in prelicensure nursing programs requiring clinical learning experiences, including, clinical rotations, practicums, and clinical courses.

3. Definitions

- Clinical Readiness Module: The designated set of activities and documentation students must complete to demonstrate eligibility for clinical placement.
- Complio (American DataBank): The third-party system Herzing University uses to manage, verify nursing student compliance documentation.
- HU ELMS/CORE (PeopleGrove): The third-party system Herzing University uses to track compliance documentation, facilitate Clinical Readiness Modules, and assign clinical placements to students. The University uses CORE to manage

clinical rotations, schedules, and clinical hours, and to maintain documentation of clinical experiences.

4. Policy Statement

The University is committed to providing clinical education experiences that are appropriate to the development of students in health-related and other experiential-learning programs. To facilitate clinical readiness and appropriate placement, compliance with the requirements of this policy is mandatory. Students enrolled in academic programs that require completion of a clinical component must participate in placements arranged or approved by the University to meet course and program requirements.

5. Clinical Placement Criteria

Clinical placements are secured based on program learning outcomes, accreditation standards, regulatory requirements, and the availability of qualified clinical sites, faculty, and preceptors.

Clinical experiences are identified to satisfy course objectives, program learning outcomes, and regulatory standards. Assignment of a clinical placement that satisfies the criteria in this section is a program requirement and is not an offer subject to negotiation. Students are required to accept and complete the clinical placement assigned to them. Reassignment is available only on the grounds and through the process set out in §9. A clinical placement is considered to meet University requirements when it:

1. Satisfies the course learning objectives and program outcomes;
2. Meets applicable accreditation, licensure, and regulatory standards;
3. Is located within reasonable geographic proximity to the student's assigned campus (for ground-based students) or the student's documented residential address (for online students); and
4. Is secured in accordance with university clinical affiliation agreements and faculty oversight requirements.

Prelicensure placements are assigned based on site and faculty availability, student needs, program requirements, and site requirements. The University cannot guarantee the fulfillment of specific student requests in the clinical placement process. The University coordinates clinical placements in collaboration with students and affiliated clinical sites. Students must submit required documentation and clinical-related requests by the specified deadlines.

6. Clinical Readiness and Compliance Eligibility Requirements

6.1 General Requirements

Satisfaction of all applicable clinical compliance requirements is a mandatory prerequisite to eligibility for scheduling and participation in any clinical experience. Prior to participating in any clinical experience, students must demonstrate clinical readiness through successful completion of the designated Clinical Readiness Module. Online students must successfully complete intensive or lab experiences, as denoted by program requirements, prior to clinical placement.

Compliance requirements include, but are not limited to:

- Continued ability to satisfy any applicable technical standards established by Herzing University for the program of enrollment;
- Completion of required prerequisite coursework and requisite clinical compliance activities, including a clinical readiness course and intensive one (for online students only) as required;
- Health assessments, physical examinations, tuberculosis screening, immunization documentation, and any other health clearance documentation required by the clinical site;
- Current certifications, such as Basic Life Support (BLS) or CPR (only courses held by the American Heart Association are accepted), as required by the program or clinical site;
- Criminal background checks and, where applicable, registry checks, and drug screening required by the program or clinical site;
- Completion of clinical orientation and any site-specific onboarding requirements, including electronic medical records (EMR) training, infection control protocols, and confidentiality agreements;
- Proof of active health insurance coverage;
- Academic readiness, including successful completion of all prerequisite courses, required intensive or lab experiences (online students), and demonstration of minimum academic standing as defined by program policy; and
- Any additional compliance requirements established by the University, the program, or an applicable clinical affiliation agreement.

Any adverse finding on a background check or drug screening may impact student eligibility for clinical placement and may delay or prevent participation in the program unless resolved to the satisfaction of the University and the clinical site. Students are

responsible for the cost of any additional checks or screenings required because an initial screen or check did not meet standards. Where a background check or drug screening produces an adverse finding that may affect clinical placement eligibility, applicable Fair Credit Reporting Act (FCRA) procedures will apply before taking adverse action.

A student who has not satisfied all applicable compliance requirements by the deadline established by the University, program, or clinical site will not be scheduled for, and may not participate in, a clinical experience. Compliance requirements must be maintained on an ongoing basis throughout the program's clinical experiences.

6.2 *Prelicensure Nursing Students*

Herzing University is committed to ensuring that all prelicensure nursing students meet applicable national and state requirements for individuals providing nursing care, as well as any additional requirements established by the University's clinical affiliate partners. Maintaining compliance is a professional responsibility and an essential component of patient safety; prelicensure nursing students must remain in full compliance with the University's clinical compliance requirements throughout their enrollment in the nursing program. Herzing University uses Complio (American DataBank) to manage, track, and verify this documentation.

New students entering a clinical course in their first semester: All compliance requirements must be completed by Week 3 of the first semester. Online students must successfully complete intensive one before attending their first clinical rotation.

New students not entering a clinical course in their first semester: All compliance requirements must be completed by Week 12 of the first semester. Online students must successfully complete intensive one before attending their first clinical rotation.

Continuing students (students who have completed their first semester): Any compliance requirement that is expired or will expire during the upcoming semester must be satisfied by Week 12 of the prior semester. For example, a student enrolled in the fall semester whose compliance requirement will expire during the fall semester must complete that requirement by Week 12 of the preceding summer semester.

6.3 *Consequences of Non-Compliance*

Students who do not meet all clinical compliance requirements by the applicable deadline will be considered non-compliant and may be subject to the following:

- Removal from, or denial of access to, clinical sites and clinical learning experiences;
- Inability to attend, participate in, or complete required clinical coursework;

- Delay in progression within the program due to unmet course or clinical requirements;
- Delay in original date of graduation; and
- Withdrawal from, failure of, or administrative removal from clinical courses when clinical participation requirements cannot be met.

Compliance requirements established by clinical affiliates are mandatory and may not be changed or waived by Herzing University. Students are solely responsible for ensuring that all required documentation is submitted, approved, and maintained throughout their enrollment. A student who is not compliance-eligible by the applicable deadline may be administratively withdrawn from the clinical course and/or held from progression until compliance is achieved, subject to program sequencing and clinical availability.

7. Geographic and Jurisdictional Eligibility for Clinical Placement

A clinical placement must be both within reasonable geographic proximity to the student's campus or documented residential address and located in a jurisdiction in which the University is authorized to place students in clinical experiences. These are separate requirements. A placement that is close to the student is not available to the student if the University lacks authority to place students in that jurisdiction, and a jurisdiction in which the University holds that authority does not mean a placement is within reasonable geographic proximity to the student's campus or documented residential address.

7.1 Reasonable distance for travel

Herzing University is committed to supporting clinical experiences that are geographically proximate based on the student's program, the availability of qualified clinical sites and preceptors, accreditation and regulatory requirements, and the educational objectives of the clinical course. The availability of clinical opportunities varies by geographic market, specialty, and healthcare setting. As a result, travel expectations may differ based on program requirements and local clinical availability.

For programs in which the University coordinates clinical placements, the University will make reasonable efforts to secure placements within the published distance standard for the program whenever possible. However, placement within a specific distance, city, county, healthcare system, or geographic region cannot be guaranteed due to clinical site availability, program requirements, faculty availability, regulatory requirements, and other factors outside the University's control.

The published distance standard for prelicensure nursing programs is 100 miles, measured consistent with §5 from the student's assigned campus (ground-based students) or documented residential address (online students). For students residing in

rural locations, defined as a residential address outside a metropolitan statistical area as delineated by the U.S. Office of Management and Budget, the standard is the nearest available qualifying placement, not to exceed 150 miles. Students residing in rural or medically underserved areas, or those registered in courses requiring specialized clinical experiences, may be expected to travel farther than typical commuting distances to satisfy program requirements.

Acceptance and non-acceptance of assigned placements are governed by §9.

7.2 Clinical Service Area Schedule

The University maintains and publishes a Clinical Service Area Schedule identifying, by state, metropolitan statistical area (MSA) and program, the University's current capacity to support prelicensure clinical education. The University considers the criteria in § 7.5 (a)-(d) in determining classification of the jurisdiction. The Schedule is maintained by Vice President, Clinical Operations and is updated no less often than each term. Each jurisdiction is classified as:

— Supported. The University is authorized to enroll students in the program, holds the regulatory authority required to place students in clinical experiences in that jurisdiction, and has active affiliation capacity and qualified clinical faculty.

— Restricted. The University is authorized to enroll students in the program, but clinical placement capacity, specialty coverage, or qualified clinical faculty coverage is limited or unavailable. Enrollment may be limited or restricted based on availability of clinical resources. Clinical placement in a restricted jurisdiction may change over time and even for enrolled students, clinical placement is not assured and may be deferred.

— Unsupported. The University is not authorized to enroll students in the program in that jurisdiction, is not authorized to place students in clinical experiences there, or both.

Authorization to enroll a student who resides in a jurisdiction does not establish the University's authority to place that student in a clinical experience in that jurisdiction. Because regulatory status, affiliation capacity, and faculty coverage change over time, a student may be lawfully enrolled in a jurisdiction in which the University cannot currently place the student in clinical experiences. In that circumstance, placement proceeds, if at all, under §7.8 or through a student election under §8.

7.3 Student Duty to Report a Change of Residence

Students are responsible for maintaining an accurate residential address with the University. Any change of primary residence must be reported no later than 30 days before the anticipated change, or within 10 calendar days after the change if advance notice is not practicable, through the University's student portal. The enrolling campus or address of record governs all placement and travel determinations under this policy, and

the University may rely on it for all purposes.

A student enrolled at a ground campus is assigned to that campus and to its clinical market. Relocation does not alter that assignment. A student who relocates outside the campus market remains responsible for completing clinical placements within the campus market unless a change of modality is requested and approved.

A student relocating outside the state of the enrolling campus or address of record must additionally notify the assigned clinical placement coordinator directly. A change of state may affect eligibility for clinical placement, program progression, program modality, anticipated graduation date, financial aid, and eligibility to apply for licensure.

7.4 Placement Freeze Date

The University publishes a Placement Freeze Date for each term, no later than 45 days before the first day of the term. A change of residence reported on or before the Freeze Date is applied to placement determinations for the coming term. A change of residence reported after the Freeze Date is applied to the following term.

Placements already assigned are not reassigned on account of a relocation reported after the Freeze Date. A student in that circumstance either completes the assigned placement as scheduled, bearing any additional travel cost, or is subject to §9.5. Where a student fails to report a relocation within the timeframes in §7.3, travel expectations are determined by reference to the last reported address.

7.5 Determinations Required Before Placement in a New Jurisdiction

Before the University issues a clinical placement to a student who has relocated to a different state, each of the following must be confirmed. The University will complete these determinations within seven business days of receiving a complete relocation notice and will communicate the outcome to the student in writing.

— (a) Authorization to enroll. The University holds authorization to offer the student's program to a resident of the new jurisdiction, whether through participation in a state authorization reciprocity agreement, direct state authorization, or an applicable exemption. Programs leading to professional licensure are excluded from reciprocity coverage in certain jurisdictions and may require separate authorization.

— (b) Authority to conduct clinical education. The University holds any approval, registration, or notification status required by the new jurisdiction's board of nursing or other regulator in order to place students in clinical experiences within that jurisdiction. This determination is separate from (a) and is not satisfied by (a).

— (c) Clinical capacity and supervision. An executed clinical affiliation agreement with available capacity exists for the specialty and term required by the student's course sequence, and a qualified clinical faculty member or approved preceptor is available

consistent with §7.6.

— (d) Licensure eligibility. The University determines whether the program continues to satisfy the educational requirements for licensure in the new jurisdiction. Where it does not, the University will provide the student with written notice of that determination and obtain the student's written acknowledgment before the student continues in clinical coursework.

A placement will not be issued in a jurisdiction classified as Unsupported under §7.2. A placement in a jurisdiction classified as Restricted may be deferred to a subsequent term or may be unavailable.

7.6 Clinical faculty licensure as a constraint on placement

Where a clinical experience is instructor-led, it must be supervised by a clinical faculty member holding an active, unencumbered license to practice in the jurisdiction in which the clinical experience occurs, including through a multistate privilege where one applies. A jurisdiction in which the University has no qualified, appropriately licensed clinical faculty is not available for instructor-led placement regardless of clinical site availability or capacity. Students should understand that clinical faculty licensure, and not clinical site availability alone, may determine whether placement in a given jurisdiction is possible.

7.7 Request for Change in Modality

Approval of a modality change is not automatic and depends on the availability of the program in the student's new jurisdiction under §7.2 and §7.5. Ground-based and online prelicensure nursing programs hold separate regulatory approvals in most jurisdictions and are not interchangeable. A modality change may alter the program version, program length, course sequence, tuition and fees, and anticipated graduation date, and may have financial aid implications.

7.8 Consequences of relocation

The University applies the least disruptive of the following outcomes available in the student's circumstances when a change of residence occurs:

- (1) No change. The relocation does not move the student outside the clinical market of the existing or anticipated placement, including where the student crosses a state line but remains within the market and within the published distance standard.
- (2) Placement in the new jurisdiction. Available where each determination under §7.5 is confirmed and capacity exists. May take effect in a subsequent term.
- (3) Non-clinical enrollment with a hold on clinical progression. Where placement is unavailable or deferred, the student may continue in coursework without a clinical component, subject to availability of clinical placements. A reduced credit load may have

financial aid implications and may delay the anticipated graduation date.

— (4) Approved leave of absence. Available where clinical authorization or capacity is reasonably anticipated within a defined period.

— (5) Withdrawal, teach-out, and transfer counseling. Where the jurisdiction is Unsupported and authorization cannot be obtained, or where no clinical pathway is available within two consecutive terms, the University will provide the student with written notice, transcript and transfer assistance, and referral to Vice President, Student Affairs.

Determinations under this section are made by Vice President Clinical Operations with the concurrence of Chief Academic Officer and are communicated to the student in writing within seven business days of a complete relocation notice.

7.9 Failure to report a relocation

Failure to report a change of residence within the timeframes in §7.3 is a compliance matter under §6. An unreported relocation may invalidate a background check, a drug screening, a site onboarding clearance, or a jurisdictional requirement, and may result in the student's removal from a clinical site by the site. Consequences may include voiding of an assigned placement, administrative withdrawal from the clinical course, and referral under §11.

7.10 Effect on the University's obligation to provide a clinical opportunity

A relocation initiated by a student resets the date from which the University's obligation to provide a clinical opportunity is measured under the University's Standard Operating Procedures. The obligation is measured from the date on which the University confirms each determination required by §7.5 for the new jurisdiction.

At the time a relocation is reported, the University will provide the student with a written statement of the anticipated effect on placement timing, program progression, anticipated graduation date, and financial aid, and will request the student's written acknowledgment.

7.11 Military and dependent relocation

Students relocating pursuant to military orders, and their dependents, receive expedited review under §7.5, priority consideration for placement where capacity exists, and access to a leave of absence without academic penalty where no clinical pathway is available.

7.12 Eligibility to apply for licensure

Relocation may affect the jurisdiction in which a student is eligible to apply for initial licensure and to sit for the licensure examination. These requirements are established by each state board of nursing and are not within the University's control. Students who relocate have the responsibility to confirm requirements directly with the board of nursing in the jurisdiction in which they intend to seek licensure.

8. Student Option for Extended Travel

Students may elect to travel a distance greater than the published distance standard for their program to facilitate a desired clinical placement. Extended travel is available only for placements located in a jurisdiction classified as Supported under §7.2 and supervised consistent with §7.6. Approval of such requests is at the discretion of the University. Any additional costs associated with extended travel, such as transportation and lodging, are the responsibility of the student.

Prior to committing to an extended travel distance, students must obtain approval from the appropriate academic administrator. Approval is granted based on factors such as the educational value of the clinical experience and its alignment with course requirements, safety considerations, availability of resources, and the University's ability to provide clinical oversight.

An election under this section applies only to distance. It does not extend to jurisdiction or supervision. Extended travel does not create eligibility for placement in a jurisdiction in which the University is not authorized to place students.

9. Acceptance, Reassignment, and Non-Acceptance of Clinical Placement

9.1 Assignment and acknowledgment

Clinical placement assignments are issued to students in the University's clinical placement system of record. Students must acknowledge receipt within three business days of issuance. Acknowledgment confirms receipt of the clinical placement assignment. Failure to acknowledge does not defer the assignment, extend any deadline, or create a basis for reassignment, and may be addressed under §11.

9.2 Circumstances that are not a basis for reassignment

Clinical schedules, including days of the week, shifts, hours, and holiday coverage, are determined by clinical site availability, faculty availability, and patient care requirements. The following are not grounds for reassignment or non-participation:

- The assigned shift, days of the week, hours, or holiday coverage, including evening, night, weekend, and twelve-hour assignments;
- Preference for a particular site, unit, health system, city, county, preceptor, or clinical group;
- Travel distance that falls within the University's published distance standard;

- Employment, childcare, transportation, or personal scheduling conflicts, except as addressed through an approved accommodation under §14 or an approved leave of absence;
- Preference to be placed with, or apart from, particular classmates;
- Preference for placement at a site where the student is employed;
- Preference regarding specialty, patient population, or setting, where the assigned placement satisfies the applicable course objectives.

9.3 Grounds for mandatory reassignment

The University will reassign a student, without academic penalty, on any of the following grounds:

- (a) The placement does not satisfy one or more criteria in §5, including the published distance standard;
- (b) Conflict of interest. The student would be supervised, precepted, or evaluated by a relative or member of the student's household; the student would be assigned to the unit or department in which the student is employed; the student would be supervised or evaluated by the student's own supervisor or direct report; or an immediate family member is a patient on the assigned unit. A student employed by a clinical partner may be placed at that partner's facility but not on the student's home unit and not under the supervision of the student's own supervisor, unless the site requests otherwise in writing and the Nursing Program Chair approves;
- (c) A documented safety concern, or a documented prior adverse incident at the site involving the student;
- (d) An accommodation approved under §14 that the site cannot support following the University's engagement with the site;
- (e) Withdrawal, closure, or loss of capacity at the assigned site, or loss of the assigned clinical faculty member or preceptor.

A student may invoke this section at any time by written notice identifying which of (a) through (e) applies. Notice under this section is not a reassignment request under §9.4 and does not count against the limit in that section.

9.4 Discretionary reassignment request

A student may submit one written reassignment request per clinical course. The request must state the reasons relied upon and include supporting documentation. A reassignment request must be submitted within three business days of assignment; where fewer than five business days separate issuance from the first scheduled clinical

day, the request must instead be submitted within one business day of issuance.

Approval of a reassignment request is in the sole discretion of the University and decided by the Director of Clinical Placement & Compliance, with the concurrence of Nursing Program Chair where the request turns on the interpretation of §5 criteria, within three business days. Where an alternative placement is offered, that assignment is final and must be accepted. A pending request does not excuse a student from compliance deadlines, site onboarding requirements, or scheduled clinical attendance.

9.5 *Non-acceptance and non-participation*

A student who does not accept, or does not participate in, an assigned placement that satisfies §5 is subject to the following:

- Where the student communicates non-acceptance before the rotation begins and before attendance has been posted in the course: the student is unregistered from the clinical course;
- Where the student communicates non-acceptance before the rotation begins and after attendance has been posted: the student is administratively withdrawn and a grade of “W” is recorded in accordance with University grading policy;
- Where the student fails to appear for a scheduled clinical day without an approved absence, or ceases participation after the rotation has begun: the matter is addressed under the applicable attendance and professionalism provisions and may result in a grade of “F” and referral under §11;
- In every case, the clinical placement is released and returned to the University’s placement pool immediately and is not held for the student;
- Rescheduling of the clinical course in a subsequent term is subject to clinical site capacity, clinical faculty availability, and program sequencing requirements. A student who has not accepted a prior assignment receives no priority in subsequent placement.

9.6 *Repeated non-acceptance*

A second instance of non-acceptance of a qualifying clinical placement within the student’s program requires a progression review by the Nursing Program Chair; any conditions imposed on continued enrollment are subject to ratification by the Dean, Prelicensure Nursing. A third instance is grounds for dismissal from the program.

9.7 *Effect on the University’s obligations*

Issuance of a clinical placement that satisfies the criteria in §5 satisfies the University’s obligation to provide the student with a clinical opportunity, including for purposes of 34 CFR § 668.16(r), regardless of whether the student accepts the assignment. Non-acceptance by a student does not extend, renew, or reopen that obligation, and does not

entitle the student to placement in a subsequent term in preference to other students.

9.8 Documentation

The University records in its clinical placement system of record, for each assignment: the date of issuance; student acknowledgment; any reassignment request, the ground asserted, and the disposition; any non-acceptance and its coded reason; and the actual first date of clinical attendance. Coded reasons are reported to clinical leadership monthly by market, program, and site.

9.9 Financial and progression implications

Non-acceptance of a qualifying clinical placement may delay program progression and the anticipated graduation date and may have financial aid implications, as described in §19. Students are required to acknowledge these implications in writing at the time of non-acceptance and are encouraged to consult a student services advisor before non-acceptance.

10. Course Component Requirements and Grading

For courses that include any combination of didactic, laboratory, and/or clinical components, a student must satisfactorily complete and pass each individual component to pass the course. Satisfactory performance in one or more components does not offset unsatisfactory performance or failure in another component.

If a student fails any single component of a course, whether didactic, laboratory, or clinical, the student will receive a failing grade for the course as a whole, regardless of performance in the other component(s). For example, a student who fails the clinical component but passes the didactic component will fail the course in its entirety.

A student who fails a course under this policy must repeat the entire course, including all components in which the student previously attempted; previously completed clinical hours, laboratory hours, and didactic coursework **will not be applied** toward satisfaction of course requirements upon repetition.

11. Professionalism and Conduct

Students must adhere to the professional standards and code of conduct defined by the program, the University catalog, and the clinical site. Incidents of unprofessional behavior or academic dishonesty identified by Herzing University and/or staff employed by a clinical partner may result in disciplinary action in accordance with University policy, including, but not limited to, dismissal from the clinical assignment, the program of study, and/or the University. A student who is dismissed from a clinical assignment for conduct

attributable to the student will be awarded a grade of a failed attempt “F” for the course in which the dismissal occurred. Where a clinical experience ends for reasons not attributable to the student, §9.3(e) governs and the student is reassigned without academic penalty.

12. Orientation and Training

Students must attend all mandatory pre-clinical orientation sessions and training programs required by the program and clinical site, including clinical site security, technology, and other administrative requirements within required timelines. Students must also complete all site-specific training modules and orientation, including EMR training, infection control protocols, and confidentiality agreements within required timelines. Failure to complete pre-clinical orientation or clinical requirements within required timelines may result in delays or forfeiture of clinical placement opportunities.

13. Evaluation

Students are evaluated regularly during their clinical placements. Evaluations are program specific and include assessments of clinical skills, professionalism, and adherence to site and University policies and procedures. Students must receive satisfactory evaluations to continue in their clinical placements and progress in their programs and must complete the minimum number of hours required by the program to pass the clinical placement. In the event an unsatisfactory evaluation leads to discontinuation of a clinical experience, the student will be awarded a grade of a failed attempt “F” for the course in which the discontinuation occurred.

14. Accommodations for Qualified Students with Disabilities and Pregnancy Considerations

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 with disabilities who wish to request accommodation under the ADA, including needs related to travel distance or clinical placement, must contact the University ADA/Title IX Coordinator to submit a formal request for accommodation with appropriate documentation as outlined in the University catalog in accordance with the Accommodations for Qualified Students with Disabilities policy. Approved

accommodation requests are not retroactive and must be approved by the ADA/Title IX Coordinator prior to implementation. Students seeking accommodations in a clinical setting will work with the University ADA/Title IX Coordinator, who will engage in an interactive process with the student and collaborate with appropriate academic leadership to review clinical-based accommodation requests prior to implementation. Herzing is not required to fundamentally alter the nature of its program to provide accommodation, such as eliminating or substantially modifying essential academic requirements, including physical and behavioral standards. Students should be cognizant of time constraints and proactively address any accommodation needs well in advance of a clinical placement.

Clinical sites are independent institutions of employment that establish their own policies and are not subject to Herzing University policy. Students placed at a clinical site are present in an observational and, where clinically appropriate and under qualified supervision, direct patient care capacity. Accordingly:

- Accommodations approved and implemented by Herzing University do not automatically extend to clinical sites.
- Clinical sites retain full authority over their own facilities, operations, and personnel practices, including whether and how to accommodate an individual present at their site, and are not obligated to adhere to accommodations Herzing University has approved for a student.
- An accommodation approved for the University setting may not be attainable at a given clinical site, and clinical placement options may be affected as a result.

Students with questions about how an approved accommodation may or may not apply in a clinical setting should discuss the matter with the University ADA/Title IX Coordinator and appropriate academic leadership prior to placement, so that available options can be considered proactively.

Herzing's Pregnant and Parenting Student Policy governs the rights and accommodations available to pregnant and parenting students in all education programs and activities, including Clinical Learning Experiences. Students should refer to that Policy for a full description of nondiscrimination protections, reasonable modifications, leave and reinstatement rights, lactation accommodations, confidentiality, and anti-retaliation protections. A student who requires a pregnancy-related modification to a clinical schedule or placement should notify the University ADA/Title IX Coordinator as early as practicable so that available options can be identified before the clinical start date.

15. Responsibilities

15.1 Students

Students must read and comply with all requirements outlined in this and related policies, including attendance, attire, and professional behavior expectations. Students must meet all deadlines; maintain eligibility for clinical placement, including compliance with health, background, onboarding, and site-specific requirements. Students must accept assigned clinical placements that meet University-established criteria and complete all required clinical hours and experiences as scheduled, maintaining communication with the program, clinical site, preceptor, and the University.

15.2 University

The University will provide guidance and support to students; confirm that students have met all prerequisite coursework and compliance requirements; and facilitate the placement process to fulfill course objectives.

15.3 Clinical Sites

Clinical sites collaborate with the University to provide appropriate learning experiences that support student achievement of course learning objectives and program learning outcomes.

16. Special Academic Circumstances

16.1 Student Re-entry after Withdrawal from the University

Students who re-enter a program with a scheduled clinical course requirement must complete the re-entry process and be clinically compliant prior to the start of the semester. Enrollment in the clinical course is based on clinical availability, and students must complete all requirements of the clinical readiness module prior to re-entry. Students who do not complete the re-entry process prior to the start of the desired term are not eligible for clinical placement within the first term of re-entry but may be registered for courses that do not have a clinical component if available.

Students who completed the clinical readiness module prior to withdrawal and return to the University in less than 365 days are not required to repeat the module; however, all clinical eligibility requirements must be fulfilled prior to enrolling in a clinical course, and clinical placement remains subject to availability. Failure to complete clinical eligibility requirements prior to re-entry, or lack of clinical site availability, may delay re-entry and/or have financial aid implications.

16.2 Student Return from an Approved Break

Students who return from an approved break and have a clinical course in their schedule must complete the return-from-break process prior to the subsequent start of the term.

Enrollment in the clinical course is based on clinical availability, and students must complete all requirements of the clinical readiness module prior to returning. Students who do not satisfy clinical readiness requirements prior to the start of the desired term are not eligible for clinical placement within the first term of returning but may be registered for courses that do not have a clinical component if available.

Failure to complete outstanding eligibility requirements prior to the start of the desired term, or lack of clinical site availability, may delay the student's return to the program and may have financial aid implications.

16.3 Incomplete ("I") Grade in a Prerequisite Course

Students granted an Incomplete ("I") grade in a course that is a prerequisite for a clinical course are required to satisfy the required components of the incomplete and pass the prerequisite course to move forward in their scheduled clinical course in the subsequent term. If an extension beyond the two-week period outlined in the University policy is awarded, the student will be withdrawn from any current clinical courses scheduled to provide time for the extended incomplete to be fulfilled. Students may be registered for courses that do not have a clinical component but may be required to carry a lower credit load, which could have financial aid implications.

16.4 Failure of a Prerequisite Course

Provided they remain academically eligible for continuation, students who fail a prerequisite course for a clinical course must first retake the course to progress in the program. The student may not be scheduled for the clinical course until the prerequisite requirement has been satisfied, and as a result may be required to carry a lower credit load while satisfying the clinical prerequisite, which could have financial aid implications and delay graduation.

16.5 Grade and Satisfactory Academic Progress Appeals (Prerequisite Courses)

Per Herzing University policy, a grade appeal must be made within two weeks of an exam or assignment and within 30 days of grade issuance for a course. A grade appeal for a course that is a prerequisite to a clinical course must be made within seven days of grade issuance.

Active students in the Satisfactory Academic Progress (SAP) appeal process must submit the appeal by the Friday of the first week of the subsequent term. Determinations on SAP appeals are made by the Friday of the second week of the subsequent term. Failure to submit an appeal by the established deadline may result in a delay in program progression. Clinical placement for a student appealing SAP is based on availability and may be delayed accordingly, which may in turn delay the graduation date and have financial aid implications.

17. Appeals of Clinical Placement Determinations

A student whose reassignment request under §9.4 is denied may appeal the denial in writing to the Director of Clinical Education for Prelicensure Nursing within five business days of the decision. Appeals are decided on the written record within ten business days. The assigned placement, including onboarding and attendance obligations, proceeds as scheduled while an appeal is pending. This process is separate from the grade and SAP appeal process, which applies to prerequisite coursework.

18. Complaints and Grievances

While the University is committed to providing a safe, respectful, and supportive learning environment across all clinical placements, the University does not have authority over the internal policies, procedures, or personnel decisions of independent clinical facilities. Clinical sites are separate legal entities responsible for their own operations, staffing, and personnel actions. Where a complaint concerns conduct by a clinical site's employee, contractor, vendor, or agent, the student may also report through the clinical site's own complaint procedures. Reporting to the site does not limit the student's right to report to the University, whose nondiscrimination policies apply to University programs and activities, including clinical experiences, regardless of location. The University does not adjudicate, appeal, or direct a clinical site's decision to end a student's placement; the University independently determines the academic consequence of any such decision under §11 and §9.3(e).

Where a student presents a verifiable complaint or grievance regarding a clinical placement, the University may, at its discretion, arrange an alternative clinical placement. However, the University has no authority to direct, compel, or otherwise dictate corrective action by a clinical site, and cannot guarantee a specific outcome or personnel action because of a complaint.

In the unlikely event a student has a concern regarding the condition or safety of a clinical facility, the University provides the complaint mechanism described below. This process exists to address concerns of this nature and is not an appropriate avenue for disputing or appealing a course or clinical grade; grade disputes are addressed through the applicable grade appeal policy.

Prior to invoking the complaint procedure, the student is strongly encouraged, but is not required, to discuss the complaint with the program chair, who will escalate the complaint as appropriate. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the complaint.

If a student elects not to present their complaint to the program chair or if the student is not satisfied with the response, the student may submit a complaint by accessing the form

on the Herzing C.A.R.E.S. site at:

<https://secure.ethicspoint.com/domain/media/en/gui/44119/index.html>.

The Student Grievance Procedure provides a mechanism by which a student may seek to remedy the rare situation where the individual feels that they have been treated unfairly, discriminated against, or has had their rights abridged (including but not limited to sexual misconduct/sexual harassment). Students may initiate a grievance within fifteen (15) days from the event resulting in the grievance. A grievable action is an action that is in violation of a written University policy or procedure, or an established practice.

This Student Grievance Procedure applies to alleged discrimination based on race, color, religion, sex (including sexual orientation and gender identity and expression), age, national origin, or disability as well as problems arising in the relationship between a student and the University that are not governed by other specific policies or procedures.

Students may report a grievance by accessing the form on the Herzing C.A.R.E.S. site at: <https://secure.ethicspoint.com/domain/media/en/gui/44119/index.html>.

19. Progression and Financial Implications

Rescheduling a clinical course following a withdrawal due to non-acceptance, non-compliance, relocation, or a course or component failure is subject to clinical site availability, faculty or preceptor availability, compliance with program progression policies, and applicable tuition and fee policies as published in the University catalog. Students are encouraged to consult with their student services advisor to understand potential academic and financial implications and the impact upon graduation date before communicating non-acceptance of a clinical assignment or in connection with any delay described in this policy.

Policy Review

This policy will be reviewed periodically to ensure its effectiveness and relevance to the needs of students and clinical education programs. The University in its academic discretion can change this policy at any time and without notice.

By enrolling in clinical education programs at Herzing University, students agree to adhere to the guidelines outlined in this policy, as the University in its academic discretion may from time-to-time change, and all related policies.