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STUDENT CATALOG

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Introduction

Hardon Education, LLC (HE) is a privately-owned career college located in Indianapolis, Indiana. This Student Catalog ("Catalog") is intended for and is applicable to all students enrolled to a program offered by HE. This Catalog is the primary source of information related to student policies, procedures, and guidelines while enrolled at HE. The information provided is subject to change. Any changes made will be communicated to students by the Office of Student Services. This handbook can be found electronically on the HE website (www.hardoneducation.org) by clicking 'Student Forms' and logging in to the portal.

Non-Discrimination Statement & Requests for Accommodation

HE does not discriminate based on race, religion, color, national origin or ancestry, age, sex, sexual orientation, disability, or disabled veterans and veterans of the Vietnam Era, or other non-merit factors in its employment or educational programs. HE complies with the requirements set forth by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act to assure the rights of individuals with disabilities to fair nondiscriminatory treatment. Students with psychological, physical, sensory, learning or other disabilities should contact the Office of Student Services as soon as possible after admission to HE. It is the student's responsibility to initiate the request for any individual assistance or reasonable accommodations.

Procedure for Requesting Academic Accommodations

The Office of Student Services will assist all students requesting reasonable accommodations:

1. Students must submit a written request for accommodations to the Office of Student Services.
2. Appropriate documentation must be submitted with the written request for accommodations. Requests for accommodations will not be reviewed without appropriate supporting documentation.
3. Once supporting documentation and a written request for accommodations are received, staff from the Office of Student Services will meet with the student to review the written request and documentation.
4. Once reasonable accommodations are deemed necessary, the Office of Student Services will provide the student with a letter of accommodation.
5. To initiate accommodations, eligible students must notify course faculty of their accommodations and must submit the letter of accommodation, provided by the Office of Student Services, to course faculty. The student must meet with the course faculty to discuss implementation of the accommodations. Students are strongly encouraged to notify course faculty of approved accommodations immediately following receipt of the letter of accommodation from the Office of Student Services. Accommodations cannot begin until faculty are provided the letter of accommodation from the student. In addition, accommodations are not retroactive.

6. Students submit a written request for accommodations and supporting documentation to the Office of Student Services each term. Each accommodation request requires students to follow this procedure.
7. Students are urged to contact the Office of Student Services immediately with notification of any issues with approved accommodations, particularly if students are not being offered accommodations as approved.

Students wanting accommodations in the clinical setting must notify the Office of Student Services in writing of such requests, along with supporting documentation. The Office of Student Services will work with the student, clinical faculty and clinical facility to determine the need and ability to provide reasonable accommodations. Nursing students who experience a change in functional ability during the course of the program must inform the Office of Student Services to determine of reasonable accommodations can be made.

The Office of Student Services can be reached via email at studentservices@hardoneducation.org or by phone at (317) 388-5375.

Our Core Values

Knowledge – The preparation of competent health care providers begins with the fundamental knowledge in the field of study. At HE, health care training curricula are based on evidenced-based practice and current trends.
Guidance – At HE, we believe in facilitative learning whereby students are provided practical guidance by educators who are academically and experientially qualified.
Hope – Our education model is truly heartfelt in our hope and devotion to serve the public through adequate preparation of health care workers.
This institution does not discriminate on the basis of sex, race, ethnic origin or religion.

Mission Statement

Our mission is to empower others to reach their fullest potential by fostering self-efficacy. We strive to demonstrate God's love by eliminating barriers and providing accessible resources with inclusion and compassion for all people. The foundation of our mission is to honor Christ in our works through generosity and dignity for those we serve.

Our Philosophy

Hardon Education values the concept of quality health care education grounded in skills competence, ethical decision-making, and professional responsibility. We believe that quality health care education embodies high professional standards uncompromised by financial gain and selfish ambition. Hardon Education understands the most important aspect of our business is public safety, therefore, our priority is to prepare individuals to function as competent members of multi-disciplinary health care teams in a variety of patient care settings.

Our Goals

At Hardon Education, our institutional goals align with our mission and philosophy. These goals guide our essential operational areas. Hardon's broad organizational goals are to:

1. Provide quality healthcare education based on current standards of practice.
2. Prepare competent, compassionate healthcare providers.
3. Provide uncompromised healthcare education that is accessible to a diverse population.
4. Provide access to underserved communities to earn credentials in high-demand fields that will yield a livable wage or higher.

Licenses & Approvals

- Hardon Education is accredited by the Accrediting Council for Continuing Education & Training (ACCET) 1722 N St NW, Washington DC, 20036 Phone: (202) 955-1113 | Email: info@accet.org. The Accrediting Council for Continuing Education & Training (ACCET) identifies, evaluates, and enhances the delivery of continuing education and training through an independent peer-evaluation process. ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ACCET-accreditation is a voluntary process for post-secondary training providers.
- The Nurse Aide & Qualified Medication Aide Programs are approved by the Indiana Department of Health. The Indiana Department of Health, Long Term Care Division is located at 2 N Meridian Street, 4B in Indianapolis, IN 46204 and can reached via phone at (317) 233-7442. State rules and regulations regarding the Indiana Nurse Aide program can be viewed online at http://www.in.gov/isdh/23260.htm. State rules and regulations regarding the Indiana Qualified Medication Aide program can be viewed online at https://www.in.gov/isdh/20507.htm.
- This institution is authorized by: The Indiana Commission for Higher Education/The Indiana Board for Proprietary Education 101 West Ohio Street, Suite 300 Indianapolis, IN 46204-4206
- The Certificate in Practical Nursing program at Hardon Education, located in Indianapolis, IN, is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000. View public information disclosed by the ACEN regarding this program on the ACEN website.

Instructional Facilities & Equipment

Classrooms are equipped with plenty of learning space conducive for student and faculty interaction as well as computers for student use. The main campus is located approximately 20-25 minutes from downtown Indianapolis. Free parking is available to students. Students have access to classroom and skills laboratories, computers, and a vending machine.

Learning facilities include a skill learning lab with at least one mannequin, durable medical equipment, and simulation tools (where applicable) that are essential to clinical simulation. Equipment used in all programs afford students the opportunity to develop a practical, working knowledge of the equipment and materials they are likely to utilize on the job. Equipment includes but is not limited to:

- Hospital beds
- Wheelchairs
- Stethoscopes
- Blood pressure cuffs
- Intravenous infusion pumps
- Moderate- and low-fidelity mannequins
- Mock medication
- Mock code cart/medical cart
- Virtual Reality Simulator
- High-, moderate-, and low-fidelity mannequins
- Phlebotomy practice arms & equipment
- EKG machine

Faculty & Staff

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Advisory Board

Nicole Barnes, Community Member
Chidimma Edeh, Alumni Member
Amy Little, Eskenazi Health
Trecia Johnson, American Senior Communities
Jennifer Olson, Franciscan Health
Reginald Porter, Community Member
Jay Styles, EmployIndy
Amy Wire, Community Health Network
Erica Young, Purposed Consulting

Admission

Admission requirements vary by program and can be reviewed in the information that follows. This institution does not discriminate on the basis of sex, race, ethnic origin or religion. Hardon uses open enrollment year-round. Short-term programs typically are scheduled over 5 to 14 weeks for two to five days per week. Class start dates vary, depending on the enrolled course/program.

The admission process includes the following:

1. Potential students must complete the enrollment agreement in its entirety and submit applicable enrollment fees. Enrollment is not guaranteed until all applicable enrollment fees have been paid. Potential students attest to meeting the minimum admission requirements for program of study. Enrollment fees will not be refunded for enrolled students who are found to not meet the minimum admission requirements for program of study.

2. Enrolled students will be scheduled to attend an orientation session. The orientation session is mandatory and failure to attend as scheduled will delay the program start date.
3. Enrolled students will complete the applicable entrance examination and must attain the required minimum score, which varies by program.
4. Must submit to a criminal background screening. Positive screenings will be reviewed individually. Certain findings may prohibit admission to the program. Some programs may require additional background checks throughout the program. Students who need to repeat a course may be required to submit an updated background screening.
5. Must have a government-issued photo ID. Once enrolled into the program of study, a student's government-issued photo ID must remain current and non-expired throughout the enrollment period.

Admission Policy – Certificate in Nurse Aide Training Program

1. Must have a current government-issued photo ID. The government-issued photo ID must remain current and non-expired throughout the enrollment period.
2. Must successfully complete the Basic Skills Entrance Examination (BSE) with score of 70% or higher. The BSE may be waived for current Job Corps students who meet minimum requirements for TABE in the reading **AND** math sections.
3. Must submit to a criminal background screening. Positive screenings will be reviewed individually. Certain findings may prohibit admission to program. Background screenings must be complete within 30 days of course start date. Students who need to repeat a course may be required to submit an updated background screening.
4. Must show proof of immunizations or written declination of immunizations prior to attending clinical rotations. Must provide documentation of immunization for the following*:
    a. 2-step PPD/TB skin testing or chest x-ray (within last 12 months) **
    b. Physical Examination (within last 12 months)
    *We reserve the right to require additional immunizations as requested by partnering health care facilities. Students will be notified of additional requests.
5. Covid vaccination may be required, including boosters.
6. Cardiopulmonary resuscitation (CPR) certification may be required for specific clinical rotation sites. Hardon will inform students if needed. Must be AED/CPR for Professional Rescuer from American Redcross OR Basic Life Support (BLS) Healthcare Provider from the American Heart Association (AHA)
7. Must complete enrollment process, including arrangement of tuition payment, prior to starting class.

Admission Policy – Certificate in Qualified Medication Aide Program

1. Must have a current government-issued photo ID. The government-issued photo ID must remain current and non-expired throughout the enrollment period.
2. Must be eighteen (18) years of age or older.
3. Must possess an official high school transcript or have passed the High School Equivalency (HSE) exam.

4. Must achieve a score of 70% or higher on the Basic Skill Entrance Exam. The BSE may be waived for current Job Corps students who meet minimum requirements for TABE in the reading **AND** math sections.
5. Must provide proof of completion of an approved nurse aide training course, including certification and placement on the Indiana state CNA Registry.
6. Must provide proof of at least 1,000 hours of documented working hours as a CNA within the last twenty-four (24) months **OR** waiver of required hours from the Indiana Certified Healthcare Professions Commission.
7. Must submit to a criminal background screening. Positive screenings will be reviewed individually. Certain findings may prohibit admission to program. Background screenings must be complete within 30 days of course start dates. Students who need to repeat a course may be required to submit an updated background screening.
8. Must show proof of immunizations or written declination of immunizations prior to attending clinical rotations. Must provide documentation of immunization for the following*:

    a. 2-step PPD/TB skin testing or chest x-ray (within last 12 months) **
    b. Physical (within last 12 months)
    *We reserve the right to require additional immunizations as requested by partnering health care facilities. Students will be notified at least 48 hours in advance of additional requests.

9. Covid vaccination may be required, including boosters.
10. Must complete enrollment process, including arrangement of tuition payment, prior to starting class.

Admission Policy – Certificate in Phlebotomy Technician Program

1. Must have a current government-issued photo ID. The government-issued photo ID must remain current and non-expired throughout the enrollment period.
2. Must be eighteen (18) years of age or older.
3. Must possess an official high school transcript or have passed the High School Equivalency (HSE) exam. Applicants who do not have a high school diploma or equivalency may be admitted into and progress through the program; however, must obtain their high school diploma or equivalency within 12 months of earning the NHA phlebotomy certification.
4. Must achieve minimum score in all content areas of admissions examination.
5. Must submit to a criminal background screening. Positive screenings will be reviewed individually. Certain findings may prohibit admission to program. Students who need to repeat a course may be required to submit an updated background screening.
6. Must show proof of immunizations or written declination of immunizations prior to attending clinical rotations. Must provide documentation of immunization (or titers) for the following*:
    a. Tdap
    b. MMR
    c. Varicella or physician documentation of having chicken pox in the past
    d. Influenza or evidence of medical exemption (October through February only)
    e. Hepatitis B vaccine series or declination waiver

f. 2-step PPD/TB skin testing or chest x-ray (within 12 months of externship start date) **
g. Physical (within12 months of externship start date)
*We reserve the right to require additional immunizations as requested by partnering health care facilities. Students will be notified at least 48 hours in advance of additional requests.
h. Covid vaccination may be required, including boosters.

7. CPR certification may be required prior to start of externship. Must be AED/CPR for Professional Rescuer from American Redcross OR Basic Life Support (BLS) Healthcare Provider from the American Heart Association (AHA).

Admission Policy – Certificate in Medical Assistant Program

1. Must have a current government-issued photo ID. The government-issued photo ID must remain current and non-expired throughout the enrollment period.
2. Must be eighteen (18) years of age or older.
3. Must possess an official high school transcript or have passed the High School Equivalency (HSE) exam. Applicants who do not have a high school diploma or equivalency may be admitted into and progress through the program; however, must obtain their high school diploma or equivalency within 12 months of earning the NHA Certified Clinical Medical Assistant (CCMA) certification.
4. Must achieve minimum score in all content areas of admissions examination.
5. Must submit to a criminal background screening. Positive screenings will be reviewed individually. Certain findings may prohibit admission to program. Students who need to repeat a course may be required to submit an updated background screening.
6. Must show proof of immunizations or written declination of immunizations prior to attending clinical rotations. Must provide documentation of immunization (or titers) for the following*:
    a. Tdap
    b. MMR
    c. Varicella or physician documentation of having chicken pox in the past
    d. Influenza or evidence of medical exemption (October through February only)
    e. Hepatitis B vaccine series or declination waiver
    f. 2-step PPD/TB skin testing or chest x-ray (within 12 months of externship start date) **
    g. Physical (within12 months of externship start date)
    *We reserve the right to require additional immunizations as requested by partnering health care facilities. Students will be notified at least 48 hours in advance of additional requests.
    h. Covid vaccination may be required, including boosters.
7. CPR certification may be required prior to start of externship. Must be AED/CPR for Professional Rescuer from American Redcross OR Basic Life Support (BLS) Healthcare Provider from the American Heart Association (AHA)

Enrolled students in all programs have the right to decline any vaccination as required by a clinical or externship partner. Refer to the Vaccination Declination Policy for additional details.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. In compliance with the FERPA federal law, Hardon Education is prohibited from sharing certain parts of a student's educational record with a third party or unauthorized individuals. This includes, but is not limited to, student schedules, grades, official transcripts, and discipline records. Hardon is prohibited from sharing your educational records with anyone outside of your consent. At your discretion, you may grant consent to individuals and third parties to access your education records by completing the Consent to Release of Information authorization form. Information will only be provided to individuals and third parties given consent by you and only if those persons/parties request consent before the expiration of the authorization form. Using the authorization form, students may specify the information to disclose to authorized individuals and third parties.

Students have the right to inspect and review their education records maintained by Hardon Education, subject to exceptions permitted by law. Education records generally include records directly related to a student that are maintained by the institution or by a party acting on its behalf. These may include academic transcripts, grades, enrollment and attendance records, academic evaluations, clinical evaluations, student conduct records, and other documentation maintained as part of the student's educational record. Hardon Education will provide students with the opportunity to inspect and review their education records within a reasonable period of time, not to exceed **45 calendar days from the date the institution receives the request**.

The right to inspect and review education records does not automatically entitle students to receive copies of all records. Hardon Education may provide copies upon request, subject to applicable institutional procedures and legal requirements. The institution will not charge students fees for searching for or retrieving education records. Reasonable copying fees may be assessed when legally permissible, provided such fees do not effectively prevent a student from exercising their right to inspect and review their records. Access may be limited where records contain information about other students or where specific legal exceptions apply.

Procedure for Requesting Access to Your Student Record

1. Submit a written request to inspect and view your education record to the Office of Student Services by email at studentservices@hardoneducation.org. Your request must include the following: a) legal first and last name; b) full mailing address; c) phone number; d) a description of the specific records you would like to inspect or review.
2. A school representative will contact the student within a reasonable time, not to exceed 45 days, to schedule a time for the student to inspect the requested records on campus. The student's identity must be verified before records can be inspected or reviewed by presenting a current and valid government-issued photo ID. This may include a state identification card, driver's license, passport, or military identification card.
3. Students will be provided a reasonable opportunity to inspect and review their education records and may request explanations or interpretations of the information contained in those records.
4. If circumstances effectively prevent a student from exercising the right to inspect and review their records, Hardon Education will provide copies of the requested records or make other appropriate arrangements to ensure access, as required by FERPA.

Academic Calendars

Hardon Education implements open enrollment across all programs. Academic calendars, including program start and end dates, vary by program type and length. Short term programs, defined as program lengths less than 12 months, typically meet 3-5 days per week for didactic, laboratory, and clinical instruction. Programs requiring 12 months or longer to complete typically meeting 2-4 days per week for didactic, laboratory, and clinical instruction. Clinical and externship instruction are typically scheduled in healthcare facilities under the direct supervision of licensed and certified healthcare providers. Short-term programs typically run over 5-14 weeks. The Certificate in Practical Nursing program is divided over four terms and each term is 12 weeks in length. Didactic, laboratory, and clinical/externship instruction may be scheduled during day, evening, and weekend hours across all programs.

Technology Policy

At Hardon, technology and information systems are integrated across all programs. While technology can enhance the learning experience, students must ensure adherence to the guidelines listed in this policy. These guidelines are applicable across all learning environments (classroom, laboratory, and clinical) and programs/courses:

Acceptable Use

1. Authorized Use: Students are authorized to use institution-provided technology resources, including computers, networks, software, and peripherals, for academic and educational purposes. Students may utilize the institution's technology sources (i.e. Chromebooks, laptops, desktops, electronic devices) while on campus only. Property of the institution should never be taken off campus or utilized in an unauthorized area.
2. Network Access: Access to the institution's network is provided for educational purposes only. Unauthorized access, including attempts to bypass security measures, is strictly prohibited.
3. Personal Devices: Students may connect personal devices to the institution's network, subject to approval and compliance with the institution's security and privacy guidelines (see below). **Personal devices may not be used for any course assessment, including examinations, quizzes, and specialty examinations**.
4. Responsible Usage: Institution devices are to be used only in the provision of assigned course/program work or assignments. The use of institutional devices for personal use is strictly prohibited. Students are expected to use technology resources responsibly and ethically, refraining from activities that violate local, state, or federal laws, or college policies.

Security and Privacy

1. User Accounts: While enrolled, students may be given access to various software programs. Students are responsible for safeguarding their login credentials and must not share their account information with others.
2. Data Security: Students are required to respect the privacy and confidentiality of data. Unauthorized access, distribution, or use of sensitive information is prohibited.
3. Malicious Software: Students must not knowingly introduce or distribute malicious software (viruses, malware, etc.) on college systems.

Copyright and Intellectual Property

1. Respect for Copyright: Students must adhere to copyright laws and respect intellectual property rights. Unauthorized distribution or reproduction of copyrighted material is strictly prohibited.
2. Academic Integrity: Use of technology for academic purposes must adhere to the institution's policies on plagiarism and academic integrity.

Online Conduct

1. Respectful Communication: Students are expected to engage in respectful and constructive communication on all online platforms, including email, forums, and social media.
2. Cyberbullying: Cyberbullying or any form of online harassment is strictly prohibited and will be subject to disciplinary action.

Consequences of Violations

Violations of this technology policy may result in disciplinary action, including but not limited to:

- Loss of technology privileges
- Academic Penalties
- Fines
- Suspension or expulsion
- Legal action for serious offenses
- Enforcement

Hardon Education reserves the right to monitor and audit technology usage to ensure compliance with this policy. Any suspected violations will be investigated.

Review and Updates

This technology policy will be periodically reviewed and updated to address emerging technologies and changing needs. Amendments will be communicated to the college community.

Certificate in Practical Nursing Program Admission, Progression, and Graduation Policies

School of Nursing Admission

At Hardon Education, we practice a holistic admissions process. The purpose of the holistic admissions process is to identify applicants who demonstrate academic ability, service to others, and professional and personal leadership through work and community engagement experiences. Two components are evaluated and scored when reviewing applicants for admission to the School of Nursing, and admission is based on these two (2) criteria: 1) Academic Performance 2) and Interview. The maximum score is 90 points. Applicants must score at least 59.5 points to be considered for admission to the Certificate in Practical Nursing program.

Academic Performance (45 points possible)

Applicants to the School of Nursing are required to take the HESI Admission Assessment (A2) Examination. Applicants can achieve a maximum of 15 points for the cumulative score and for each content area (total of 2 content areas) on the HESI A2, totaling a maximum of 45 points. Applicants earn points as follows for the HESI A2 composite score and the two content area scores: 90%+ = 15 points; 80-89% = 12.5 points; 70-79% = 10 points. Applicants to the School of Nursing must score a cumulative score of 70% and a composite score of 70% in the English Language and Math content areas.

Interview (40 points possible)
Applicants to the school of nursing must participate in an interview. Potential students will schedule interview times with the Office of Student Services. The interview will focus on these factors (not an exhaustive list):

- Professional or community engagement experiences
- Review of high school and/or college transcripts
- Writing Sample/Plan for Success

Hardon Education Graduates (5 points possible)
Applicants who are graduates of another program or course through Hardon Education earn an additional five points.

Applicants to the School of Nursing must meet the following requirements:

- Must have a government-issued photo ID. ID must be current and active.
- Completion of a fingerprint criminal background check.
- Physical examination (completed within 12 months of clinical start date)
- 2-step PPD, completed within 12 months of start of first clinical rotation OR a negative chest x-ray completed within the past 5 years (must submit prior to start of first clinical rotation).
- Proof of mandatory immunizations required for admission or proof of written declination of immunizations prior to attending clinical rotations, including MMR, polio, varicella, TDAP, and tetanus booster (other vaccinations may be required to attend clinical rotation, including flu and COVID vaccinations and boosters)
- Completion of urine drug screening
- CPR Training Card (must be current from start of clinical rotation and for the duration of the program)
    - Must be AED/CPR for Professional Rescuer from the American Red Cross **OR**
    - Basic Life Support (BLS) Healthcare Provider from the American Heart Association (AHA)
- Applicants may transfer credits from an institution outside of Hardon based on Hardon's Transfer Credit Policy.

Prospective students applying to the Practical Nursing (PN) program are required to take the HESI Admission Assessment (A2) examination and must test in two (2) content areas: English Language (Reading Comprehension, Vocabulary and General Knowledge, Grammar) and Math (Basic Math Skills). Prospective students must attain a cumulative score of 70% and a composite score of 70% in the English Language and Math content areas. The A2 exam may be repeated once every 90 days and no more than 2 times in one year. Prospective students repeating the exam only need to repeat the content area in which they did not meet the minimum score requirements but have the option of repeating all content areas. The best score will be accepted from each repeated exam.

HESI A2 exam scores are valid for up to one year from the date of the first testing session with acceptable scores in all content areas to the date of anticipated entrance to the PN program. PN program applicants may submit HESI A2 exam scores from another college/institution. Scores from another college/institution count as an attempt. HESI A2 exam scores from another

college/institution that meet minimum scoring requirements may be used to meet HE entrance exam requirements if obtained within one year of enrollment date.

School of Nursing Applicants With A Positive Criminal History: Licensure Pre-Approval Requirements

Applicants for the Certificate in Practical Nursing who have a positive criminal history may be prohibited from program admission or from taking the licensure examination. The Indiana Professional Licensing Agency (IPLA) permits potential applicants to obtain binding board guidance regarding the effect of criminal history on their capacity for licensure. Guidance from a board is only binding with respect to the individual customer, only for the license types indicated by the customer, only to the extent the criminal history was fully disclosed, and only to the extent there are no additional criminal events.

Applicants to the Certificate in Practical Nursing program are required to complete the licensure pre-approval process as outlined by the IPLA before a final decision regarding program admission can be determined. Applicants affected by a positive criminal history must visit the IPLA website (https://www.in.gov/pla/licensure-preapproval/) to initiate the Licensure Pre-Approval process. See below to review the process for initiating the Licensure Pre-Approval process.

1. Applicants for the Certificate in Practical Nursing program who have a positive criminal history report must submit a Licensure Pre-Approval Application to the Indiana Professional Licensing Agency (IPLA) to determine the effect of criminal history on their capacity for licensure. The results of the Licensure Pre-Approval Application must be provided to Hardon Education before the final decision can be determined regarding your application for admission.
2. You may access the webpage for information regarding the Licensure Pre-Approval Application by clicking or visiting the link here: **https://www.in.gov/pla/licensure-preapproval/**. Follow the instructions provided to complete and submit the application.
3. Applicants are encouraged to submit a national background check with their Licensure Pre-Approval application to ensure that all current details of criminal history are submitted to the IPLA for consideration.

High School Diploma Requirement

Applicants to the Certificate in Practical Nursing Program are not required to provide proof of earning a high school diploma or equivalency at the time of application and enrollment. Applicants who enroll in the Certificate in Practical Nursing Program must show proof of earning a high school diploma from a state-approved high school or equivalent or satisfactory test scores for the high school equivalency (HSE) examination before being eligible for program completion. Applicants who enroll and matriculate through the Certificate in Practical Nursing Program cannot complete the program or meet graduation requirements without proof of earning a high school diploma or equivalent from a state-approved high school or satisfactory test scores for the high school equivalency (HSE) examination.

Transfer Students

Transfer credit from another institution may be awarded for general education/non-nursing classes only. Please see the Transfer Credit Policy for details.

School of Nursing Enrollment Procedure

Applicants to the School of Nursing will follow this procedure:

1. Complete the Enrollment Agreement for the nursing program of interest and submit with enrollment fee.
2. Submit required documentation, including proof of age, background check, official college transcripts (for transfer of general education/non-nursing credit, as applicable), Basic Life Support for Healthcare Providers, and physical examination. Satisfactory forms of identification include any government-issued, non-expired photo ID, including state ID, driver's license, military ID, or passport.
3. Schedule and complete urine drug screening.
4. Schedule the HESI Admission Assessment entrance examination.
5. Submit Personal Statement.
6. Submit the *Professional & Community Engagement Experience Form.*
7. Schedule program admission interview.
8. After admission to the school of nursing, students must attend the required programmatic orientation session prior to the first day of class(es).

Applicants who are not accepted to the School of Nursing may reapply with the next enrollment cycle.

School of Nursing Progression & Readmission Policy

Progression Policy

Students enrolled in the School of Nursing must be in good academic standing according to HE's academic policies. Please refer to the Student Catalog, located under "Student Forms" on the school's website. Nursing students must complete all core and non-core nursing courses with a grade of 78% or higher. Students who do not complete a course with a 78% or higher, or who withdraw from a course, cannot progress to any course for which the failed or withdrawn course is a prerequisite. Students may repeat a nursing program course one time. Course withdrawals count as an attempt. Students must remain in good academic standing to remain enrolled in the School of Nursing courses.

All clinical hours must be completed (for applicable courses) and all skills competencies must be met with 100% accuracy. Failure to complete all required clinical hours or to meet all course objectives & skills competencies for any clinical course will result in failure of the clinical course.

Nursing students must complete their program of study within 1.5x the total length of the program. For example, the Practical Nursing program is a total of 4 quarters. Practical Nursing students must complete their program within 6 quarters. Students who fail to complete the nursing program of study within the allotted time will be withdrawn and may apply for program readmission after one year from the last course attempted.

Academic Probation. A nursing student is placed on Academic Probation if the student meets any of the following criteria:

1. The overall grade for any didactic course (including any corresponding laboratory component) is below a 78% at midterm.

2. The rating on the Clinical Performance Evaluation (CPE) for one (1) or more nursing clinical courses is 'Unsatisfactory' or 'Unsafe' Performance at midterm.
3. A student readmitted to the current term.
4. A term cumulative grade average less than a 78% at midterm.

Nursing students placed on academic probation will be notified by the course faculty, Director of Student Services, or Chief Education Officer, with written follow up (email or hardcopy). Students on academic probation must demonstrate a cumulative grade average of 78% or higher within one academic term. Students placed on academic probation must attend at least 2 hours of tutoring within 2 weeks of being placed on academic probation. Tutoring sessions may be scheduled and conducted with program faculty. Students are responsible for making arrangements for tutoring with faculty by directly contacting faculty. Students placed on academic probation due to violation of the attendance policy are not required to attend tutoring.

Academic Suspension. Violation of institutional or nursing program policies, violation of the Student Code of Conduct as outlined in the Student Catalog, or violation of any policies or rules of the assigned clinical rotation site(s) may result in Academic Suspension. Nursing students placed on Academic Suspension are not eligible to continue enrollment for the current term and are not eligible to register for courses. Students may appeal their suspension for consideration of reinstatement to Academic Probation status by following the appeals procedure as outlined in the Student Catalog. Without an approved appeal, the academic suspension period is for one academic term. For example, a nursing student suspended during term 2 will be unenrolled for the remainder of term 2 and will be suspended through the subsequent term 3. Students seeking to return after the suspension period must follow the Readmission Policy to reapply for program entry.

Program Dismissal. A nursing student is dismissed from the program of study for any of the following reasons:

1. A term cumulative grade average less than a 78% following one (1) academic term on Academic Probation.
2. The rating on the Clinical Performance Evaluation (CPE) for one (1) nursing clinical course is 'Unsatisfactory' or 'Unsafe' Performance following one academic term on Academic Probation.
3. Violation of institutional or nursing program policies, violation of the Student Code of Conduct as outlined in the Student Catalog, or violation of any policies or rules of the assigned clinical rotation site(s) may result in dismissal.
4. Two (2) withdrawals from any nursing program course.
5. Two (2) academic suspensions.
6. More than one (1) failure of a nursing program course. Students are allowed to repeat a nursing program course one (1) time only.

Nursing students may appeal any decision for academic probation, academic suspension, or program dismissal by following the appeals process as outlined in the Student Catalog.

Readmission Policy

Continuous enrollment to the nursing program is required and is defined as enrollment each term nursing program courses are offered. Students who are unable to maintain continuous enrollment

may apply for readmission to the school of nursing within one year of last date of attendance. After one year, students wanting to request readmission to the school of nursing will be required to audit any course previously completed with a grade of 78% or better. Students are not charged for audited courses previously taken. Students enrolled to audit courses must meet all academic requirements for passing the course. Failure to meet all academic requirements will result in termination from the program. Students requesting readmission after two years of interruption in enrollment (measured from last date of attendance) will be required to repeat all nursing program courses. Readmission and course audit are not guaranteed and are contingent upon space availability.

Students readmitted to the School of Nursing are accepted based on availability of space and course offerings. Readmission is not guaranteed, regardless of the reason for interruption of enrollment. Students may be asked to demonstrate competency of previously taught content and knowledge. This may include any combination of course and skills competency testing. Students accepted for readmission are subject to student policies and procedures effective at time of readmission. Criminal history report, drug screening, health records, and Basic Life Support must be resubmitted by any student with interruption in enrollment; all documents must be submitted prior to readmission. Students readmitted to the School of Nursing are placed on Academic Probation for a period of one term.

Students requesting readmission to the School of Nursing must complete the following:

1. Notify the Office of Students Services, in writing, of your request to return to the nursing program. The written request must include the student's full name, date of birth, and details of the reason for program interruption/withdrawal, including the student's detailed plan of how (s)he has addressed any concerns to ensure program success and completion and any supporting documentation.
2. The Nursing Admissions team will review the written request and any supporting documentation. Program readmission is not guaranteed.
3. The student will receive a Decision Notification Letter within 30 days, detailing the decision of the Nursing Admissions team.
4. Students accepted for readmission will be provided information for enrollment to nursing courses, course availability, conditions for readmission, and any requirements related to competency evaluations that may be required as a condition of readmission to the nursing program of study.
5. Students with an outstanding financial obligation must have a plan for repayment prior to readmission.
6. Students not accepted for readmission may reapply after 60 days. In addition, students not selected for readmission may appeal the decision by following the Appeals Procedure, which will be outlined in the decision notification letter.

Other points to consider regarding readmission to the School of Nursing:

- In the event a student admitted for readmission is withdrawn, suspended, or fails to maintain good academic standing, the student will be terminated from the nursing program of study. Students are only allowed one readmission.
- Students whose interruption in enrollment was due to violation of school policy may not be accepted for readmission.

- Readmission to the nursing program of study is contingent on space availability. If a student is approved for readmission and space is not available, the student will not be allowed to enter the program. Student selection for readmission are granted by the earliest date of request for readmission.

Graduation Requirements

Nursing students are eligible for graduation after meeting the following requirements:

- Successful completion of all nursing program courses with a grade of 78% or better.
- Completion of all HESI Specialty Exams
- Completion of the HESI Live NCLEX-PN Review course
- Completion of the HESI Exit Exam (E2) with a score of 900 or higher (Practical Nursing Program)
- Proof of earning a high school diploma from a state-approved high school or equivalent or satisfactory test scores for the high school equivalency (HSE) examination

Statement Regarding High School Diploma from a Different Country

Students who have obtained a high school diploma or equivalency from a different country must provide proof of such diploma, high school transcripts or equivalency. The high school diploma, transcript, or equivalency must include school name, address, contact number, and email (if available). Students who are found to have provided false documentation of a high school diploma, transcript, or equivalency will be ineligible to complete their program/course of enrollment and will not be entitled to a refund of any monies. Students with a high school diploma from a different country must take and pass the entrance exam for the applicable program and meet the minimum score requirements.

Transfer Credit Policy

Hardon Education evaluates and accepts transfer credits for the Certificate in Medical Assistant and the Certificate in Practical Nursing programs. Transfer credits are accepted from colleges, universities, technical, and trade schools that hold a national or regional accreditation from an agency recognized by the United States Department of Education (USDOE). Official transcripts and applicable course syllabi must be received from the credit-granting institution prior to the start of the student's first term at Hardon Education. Accepted transfer credits are not calculated in the student's cumulative grade point average (CGPA) and do not apply to the program completion rate. There are no fees related to evaluation of transfer credit requests.

Transfer Credit Requirements

Acceptance of transfer credits are subject to the following requirements:

- Transfer credits for the Certificate in Medical Assistant program are only considered for the following courses: MA 120 Medical Terminology and AP 110 Anatomy & Physiology.
- Transfer credits for the Certificate in Practical Nursing program are only considered for the following courses: AP 100 Anatomy & Physiology, MA 100 Dosage Calculation for

Nursing, BIO 100 Medical Terminology, COM 100 Health Information Technology, and SOC 200 Society & Social Awareness.

- Students requesting transfer credit for the following courses in the Certificate in Practical Nursing program must complete and successfully pass a course competency examination with a grade of 90% or higher: MA 100 Dosage Calculation for Nursing and BIO 100 Medical Terminology. Students are allowed one attempt for each examination. The course competency examinations may consist of written and skills components. Written examinations may include multiple question types, including multiple choice, fill-in-the-blank, essay, and multiple response questions. The applicable course competency examination will be administered only after evaluation and acceptance of the official transcript and course syllabi from the institution(s) from which transfer credits are requested. Students must pass the applicable course competency examination with a grade of 90% or higher to be awarded transfer credits.
- Students requesting transfer credit for the following courses in the Certificate in Medical Assistant program must complete and successfully pass a course competency examination with a grade of 90% or higher: AP 110 Anatomy & Physiology and MA 120 Medical Terminology. Students are allowed one attempt for each examination. The course competency examinations may consist of written and skills components. Written examinations may include multiple question types, including multiple choice, fill-in-the-blank, essay, and multiple response questions. The applicable course competency examination will be administered only after evaluation and acceptance of the official transcript and course syllabi from the institution(s) from which transfer credits are requested. Students must pass the applicable course competency examination with a grade of 90% or higher to be awarded transfer credits.
- Courses considered for transfer credit must have been completed within 12 months of the start of the student's first term.
- Courses being considered for transfer credit require submission of the course syllabus from the credit-granting institution. Syllabi must include the following information: 1) course name and number; 2) course description, 3) grading scale used, and 4) detailed course outline that includes topics covered. Course descriptions, objectives and content/topics covered must demonstrate similarity and congruency to the Hardon course being requested for transfer credit.
- Accepted transfer credits are applied toward graduation requirements.
- The letter grade for the course where transfer credit is requested must be a 'B' (or its equivalent) or better.
- Transfer credit approvals affect the maximum time frame for the program which the student is enrolled.
- Students are responsible for the fee of any assessments/tests required to receive transfer credit. The fee for all assessments/tests is $55.

Transfer Credit Procedure

The following procedure shall be followed to request transfer credit:

1. After official admission to the Certificate in Medical Assistant or the Certificate in Practical Nursing programs, students may request transfer credit for eligible courses from

an approved college, university, technical, or trade school. Transfer credit requests will not be evaluated prior to admission to Hardon Education.

2. Students must submit the following information for transfer credit consideration prior to the start of the student's first term: 1) official transcript from the credit-granting institution; and 2) applicable course syllabi from the credit-granting institution. Syllabi must include all elements as outlined under Transfer Credit Requirements. Transcripts from foreign institutions must be translated and evaluated by an agency recognized by the American Association of Collegiate registrars and Admissions Officers (AACRAO), National Association of Credential Evaluation Services, Inc. (www.naces. org), or Association of International Credential Evaluators (AICE).
3. The Chief Education Officer (CEO) will evaluate the transfer credit request by reviewing the necessary documentation (official transcript and course syllabi) and will make the decision to accept or deny the transfer credit request. The CEO must provide the student a response within 15 days (excluding Saturdays, Sundays, and holidays) of submission of transfer credit request.
4. Following acceptance of the transfer credit(s), students must contact the Office of Student Services to schedule the applicable examination associated with the transfer of credit course (if applicable). The $55 examination fee must be paid before taking the examination. Students must take the exam no later than seven (7) days prior to the start of the student's first term. Students will be notified of examination results within three (3) days (excluding Saturdays, Sundays, and holidays).
5. Following acceptance of the transfer credit(s) and successful completion of course competency examinations, where applicable, tuitions and fees will be adjusted to reflect transfer credit awarded.
6. Students may appeal of the decision of the CEO by following the Appeals Procedure.

Drug Screening Policy

Certain courses and clinical partners require urine drug screening. Students enrolled in a course that requires drug screening will be required to sign an authorization to conduct urine drug screening. Drug screening will be performed by HE or an approved clinical partner and may be unannounced. If you are unable to provide a sufficient quantity of urine, you will be given no more than 30 minutes to provide a urine sample. During this waiting period, you must remain with the testing administrator and will be encouraged to drink liquids during such time. If you are unable to provide a sufficient urine specimen in the allotted time you will be unable to complete the test. You may be evaluated by a licensed physician to determine if there is a valid medical reason for the insufficient urine sample. If not, you will be deemed to have refused to provide the required urine specimen. If you refuse to provide the required specimen, adulterate the specimen, substitute the urine of another person, or the test result is positive for prohibited substances, you will be removed from the program. If the specimen is adulterated or if substituted for the urine of another person, you will be removed from the program indefinitely. If the student refuses to provide the required specimen or the test result is positive for prohibited substances, the student will be removed from the program and will be eligible to return to the program the next available term.

Reasonable Suspicion. Reasonable suspicion testing is performed when evidenced by direct observation from an administrator, instructor, HE staff, or clinical partners. Specific reasons for reasonable suspicion include but are not limited to the following: slurred speech, unsteady gait, physical evidence, patterns of erratic or unusual behavior, disorientation or confusion, an inability to complete a routine task, or odor of alcohol or marijuana. Observations may occur just before, during, or just after a teaching/learning experience. An HE representative must be present anytime reasonable suspicion testing is performed. A student under reasonable suspicion will not be allowed to drive to the testing site. Students who require reasonable testing to be performed while at a clinical site will test at the site. In this case, the student will be required to be removed from the direct patient/client care while waiting to test. Any student who leaves the clinical site for any reason prior to completing the reasonable suspicion testing will be considered a positive test, and this will result in immediate removal from the program.

Readmission. Students removed from a program due to positive drug screening, who are eligible to return, must provide a negative drug screen administered by an HE staff member or by an approved provider (costs incurred to be paid by student). Students readmitted after a positive drug screening may be subject to random drug testing. Any further incidences of a positive drug screen will result in permanent expulsion from all HE programs.

Students who are unable to maintain continuous enrollment may apply for readmission to the school of nursing within one year of last attempted course. After one year, students wanting to request readmission to the school of nursing will be required to audit any course previously completed with a grade of 78% or better. Students are not charged for audited courses previously taken. Students enrolled to audit courses must meet all academic requirements for passing the course. Failure to meet all academic requirements will result in termination from the program. Students requesting readmission after two years of interruption in enrollment will be required to repeat all nursing program courses. Readmission and course audit are not guaranteed and are contingent upon space availability.

Students readmitted to any program are accepted based on availability of space and course offerings. Readmission is not guaranteed, regardless of the reason for interruption of enrollment. Students may be asked to demonstrate competency of previously taught content and knowledge. This may include any combination of course and skills competency testing. Students accepted for readmission are subject to student policies and procedures effective at time of readmission. Criminal history report, drug screening, health records, and Basic Life Support must be resubmitted by any student with interruption in enrollment; all documents must be submitted prior to readmission.

Students requesting readmission must complete the following:

1. Notify the Office of Students Services, in writing, of your request to return to the nursing program. The written request must include the student's full name, date of birth, and details of the reason for program interruption/withdrawal, including the student's detailed plan of how (s)he has addressed any concerns to ensure program success and completion.

2. The Office of Student Services will review the request. This review may include collaboration with the Director of Education to determine eligibility to return. Program readmission is not guaranteed.
3. After review of the student's request for readmission, the student will be scheduled for an interview with the Readmission Review Panel. The review panel will consist of someone from the Office of Student Services and 1-2 faculty members. Scheduling of the Readmission Review Panel interview should be done within one week of receipt of student's request for readmission.
4. Results from the Readmission Review Panel interview will be shared with the student, in writing, within one week of the interview.
5. Students accepted for readmission will be provided information for enrollment to nursing courses, course availability, and any requirements related to competency evaluations that may be required as a condition of readmission to the nursing program of study.
6. Students with an outstanding financial obligation must have a plan for repayment prior to readmission.
7. Students not accepted for readmission may reapply after 60 days. In addition, students not selected for readmission may appeal the decision by following the HE grievance procedure.

Criminal History Policy

HE is committed to the safety of all students, staff, and patients. Applicants to the school of nursing are required to submit a criminal history report. The criminal history check will not be accepted if completed more than 30 days before the first day of class. A new criminal history report may be required prior to the start of a clinical rotation, before the start of a new quarter, prior to acceptance at a clinical site or at the request of a clinical partner, or when a student is readmitted to a program or course. Criminal history reports will be shared with clinical partners for the purpose of clinical placement. HE and its clinical partners will treat criminal history reports as confidential and will keep such results protected from unauthorized access. HE and its clinical partners may require that the criminal history report include any or all of the following elements:

1. County, state, and federal criminal record searches of all places of principal residences for the past seven (7) years (or since age 18, if under 25 years old). Records will be verified against all known names and addresses as revealed by the social security number search.
2. Screening through 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN)
3. Office of Inspector General (OIG)/General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list
4. Social security verification and residency report
5. Maiden name and alias report

Admission to the selected course/program is contingent upon the completion of a criminal history report. Some offenses may be a deterrent to completing clinical rotations. Nursing program applicants and students with any offense listed on the criminal history report may be denied access to an assigned clinical rotation site. Students admitted to the nursing program who encounter a criminal charge during enrollment must self-disclose this information to the Nursing Administrator within 24 hours of the incident (or within 24 hours of release from police detainment, whichever is first). A student denied access to a clinical rotation site due to criminal offenses listed on the criminal history report will be unable to complete the clinical rotation and will not progress through the program or course of study.

Students withdrawn from a course or program of study due to a positive criminal history report may apply for readmission per the Readmission Policy. Students unable to complete clinical rotations are ineligible to sit for licensure or certification exams. In some cases, even if able to complete clinical rotations with criminal offenses, criminal history offenses may lead to denial to sit for the licensure or certification exams by the applicable regulatory agency. In addition, potential employers may deny employment to graduates with a positive criminal history report.

Students are responsible for completing a fingerprint criminal history check utilizing an approved vendor or agency and are responsible for providing the results of the criminal history report to HE. Students who complete and submit the fingerprint criminal history report consent to HE sharing the results with clinical partners, as needed, for the purposes of clinical placement.

Fees & Payment Policies

Fees

Financial aid is not offered, and students are responsible for all fees and tuition costs.

Total Course Cost – Nurse Aide Training Course: $1,075.00

EXPLANATION OF PROGRAM FEES – NURSE AIDE TRAINING COURSE	
Tuition	$675
Enrollment Fee*	$100
Books	$100
Technology Fee	$100
Testing Fee	$100
Total Program Cost	**$1,075.00**

Total Program Cost – Qualified Medication Aide Course: $1,275.00

EXPLANATION OF PROGRAM FEES – Qualified Medication Aide Program	
Tuition	$550
Enrollment Fee*	$100
Books	$200
Technology Fee	$190
Lab Fee	$145
Testing Fee	$90
Total Program Cost	**$1,275.00**

Total Program Cost – Phlebotomy Technician Course: $1,350.00

EXPLANATION OF PROGRAM FEES – Phlebotomy Technician Program	
Tuition	$930
Enrollment Fee*	$100
Books	$90
Technology Fee	$50
Lab Fee	$45
Certification Exam Fee	$135
Total Program Cost	**$1,350.00**

Total Program Cost – Medical Assistant: $3,500.00

EXPLANATION OF PROGRAM FEES – MEDICAL ASSISTANT PROGRAM	
Tuition	$2,250.00
Enrollment Fee*	$100.00
Books	$500.00
Technology Fee	$300.00
Lab Fee	$150.00

Certification Exam Fee	$200.00
Total Program Cost	**$3,500.00**

Total Program Cost – Practical Nursing: $18,160.00

EXPLANATION OF PROGRAM FEES – PRACTIAL NURSING PROGRAM	
Tuition	$255.00 per credit hour
Enrollment Fee*	$95.00
Nursing Supplies Fee	$200.00
Student Services Fee	$150.00 per term
Technology Fee	$112.50 per term
Lab/Simulation Fee	$187.50 per term
Total Program Cost	**$18,160.00**

*This is a consumable fee. Once paid, this fee is not refundable regardless of when the student cancels/withdraws from the course.
Registration is first come, first served. The registration fee will apply towards the student's tuition.

Terms of Payment (Nurse Aide Program)
The Enrollment Fee of $**100** is due with signing of the Enrollment Agreement and is **non-refundable.**

Balance of tuition options:

A. Full payment for the program of **$1,075.00** may be paid upon enrollment to program, payable by money order, cashier's check, or credit card.

B. If full payment is not submitted upon enrollment in the program, outstanding fees may be paid in equal installments over the three weeks. Each installment payment must be paid in full by the last day of week. Installment fees are payable by money order, cashier's check, or credit card.

INSTALLMENT AGREEMENT*

	PAYMENT AMOUNT	DUE DATE
Enrollment Fee	$100.00	Day enrolled
Week 1	$325.00	End of week one
Week 2	$325.00	End of week two
Week 3	$325.00	End of week three

*Hardon Education reserves the right to approve alternate terms of payment for the installment agreement as requested. Alternative installment agreement plans must be approved before implemented.

Terms of Payment (Qualified Medication Aide Program)

The Enrollment Fee of $**100** is due with signing of the Enrollment Agreement and is **non-refundable**.

Balance of tuition options:

A. Full payment for program of **$1,275.00** may be paid upon enrollment to program, payable by money order, cashier's check or credit card

B. If full payment is not submitted upon enrollment to the program, outstanding fees may be paid in equal installments over six weeks. Each installment payment must be paid in full by the last day of the due week. The installment for the last quarter of the program must be paid 1 week prior to program completion. Installment fees are payable by money order, cashiers check or credit card.

INSTALLMENT AGREEMENT*

	PAYMENT AMOUNT	DUE DATE
Enrollment Fee	$100.00	Day enrolled
Week 1	$391.66	End of week 1
Week 2	$391.66	End of week 2
Week 3	$391.68	End of week 3

*Hardon Education reserves the right to approve alternate terms of payment for the installment agreement as requested. Alternative installment agreement plans must be approved before implemented.

Terms of Payment (Phlebotomy Technician Program)

1. The Enrollment Fee of $**100** is due with signing of the Enrollment Agreement and is **non-refundable**.
2. Balance of tuition options:
   a. Full payment for program of **$1,350.00** may be paid upon enrollment to program, payable by money order, cashier's check or credit card
   b. If full payment is not submitted upon enrollment in the program, outstanding fees may be paid in equal installments over the three terms. Each installment payment must be paid in full by the last day of the term. The installment for the last term of the program must be paid 1 week prior to program completion. Installment fees are payable by money order, cashier's check, or credit card.

INSTALLMENT AGREEMENT*

	PAYMENT AMOUNT	DUE DATE
Enrollment Fee	$100.00	Day enrolled
Week 1	$416.67	End of week 1
Week 2	$416.67	End of week 2
Week 3	$416.66	End of week 3

*Hardon Education reserves the right to approve alternate terms of payment for the installment agreement as requested. Alternative installment agreement plans must be approved before implemented

Terms of Payment (Medical Assistant Program)

3. The Enrollment Fee of $**100** is due with signing of the Enrollment Agreement and is **non-refundable**.
4. Balance of tuition options:
    a. Full payment for program of **$3,500.00** may be paid upon enrollment to program, payable by money order, cashier's check or credit card
    b. If full payment is not submitted upon enrollment in the program, outstanding fees may be paid in equal installments over the three terms. Each installment payment must be paid in full by the last day of the term. The installment for the last term of the program must be paid 1 week prior to program completion. Installment fees are payable by money order, cashier's check, or credit card.

INSTALLMENT AGREEMENT*

	PAYMENT AMOUNT	DUE DATE
Enrollment Fee	$100.00	Day enrolled
Week 1	$1,133.00	End of week 1
Week 2	$1,133.00	End of week 2
Week 3	$1,134.00	End of week 3

*Hardon Education reserves the right to approve alternate terms of payment for the installment agreement as requested. Alternative installment agreement plans must be approved before implemented.

Terms of Payment (Practical Nursing Program)

1. The Enrollment Fee of $**95** is due with signing of the Enrollment Agreement and is **non-refundable**.

2. Balance of tuition options:
    a. Full payment for the program of **$18,160.00** may be paid upon enrollment to program, payable by money order, cashier's check or credit card
    b. If full payment is not submitted upon enrollment to the program, outstanding fees may be paid in equal installments over the four quarters. Each installment payment must be paid in full by the last day of the first week of the quarter term. Installment fees are payable by money order, cashiers check or credit card. Personal checks are not accepted.

INSTALLMENT AGREEMENT*

	PAYMENT AMOUNT	DUE DATE
Enrollment Fee	$95.00	Day enrolled
Nursing Supply Fee	$200.00	Day enrolled
Quarter 1	$4,785.00	End of week 6
Quarter 2	$5,040.00	End of week 6
Quarter 3	$4,020.00	End of week 6
Quarter 4	$4,020.00	End of week 6

*Hardon Education reserves the right to approve alternate terms of payment for the installment agreement as requested. Alternative installment agreement plans must be approved before implemented.

Cancellation Policy (Board for Proprietary Education)

If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

Six-Day Cancellation: An applicant who provides written notice of cancellation within six days (excluding Saturday, Sunday and federal and state holidays) of signing an Enrollment Agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.
Other Cancellations: An applicant requesting cancellation within six (6) days after signing an Enrollment Agreement and making an initial payment, or an applicant who has not visited the institution prior to enrollment and attends classes within three (3) days, is entitled to a full refund.

Cancellation Policy (Accrediting Council for Continuing Education & Training)

1. Rejection of Applicant: If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid must be made to the applicant, less a maximum application/registration fee of $200 if such charges are clearly itemized in the enrollment agreement as nonrefundable.
2. Program Cancellation: If an institution cancels a program subsequent to a student's enrollment, the institution must refund all monies paid by the student.
3. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid, less a maximum application/registration fee of $200, if such charges are clearly itemized in the enrollment agreement as being nonrefundable, and any actual housing costs incurred by the institution. The only exception is for an international student who is recruited outside of the United States or its territories, receives an I-20 from the institution, enters the country, and subsequently cancels prior to the start of class or is a no-show. In this event, an institution may only retain a maximum total of $500 for any non-refundable charges clearly identified and itemized in the enrollment agreement, including any application/registration fee, courier fees, and travel cancellation insurance.
4. Cancellation After the Start of Class (Optional Student Trial Period): An institution may consider a withdrawal as a cancellation or no show (for example, within the first week of the program) provided this process is fully delineated in writing as part of the refund policy and provided to all students at or before enrollment. A student who is considered a cancellation or no show under such a policy must have all charges refunded and all payments returned to the individual or the applicable funding source less the maximum allowable application/registration fee of $200, if such charges are clearly itemized in the enrollment agreement as being non-refundable. Cancellations processed in accordance with this trial period section are not treated as a start by ACCET and, therefore, do not negatively impact the institution's completion rate.

Withdrawal or Termination After the Start of Class and after the Cancellation Period:
1. Avocational program less than 300 clock hours (or the credit hour equivalent): For short-term avocational programs such as workshops, seminars, and similar programs, an institution must establish a refund policy in accordance with all guidelines outlined above in this document in order to promote good will through a fair and equitable policy.
2. All Vocational Programs and avocational programs 300 clock hours or greater: For all other programs, an institution must establish, at a minimum, the following refund policy:
    a. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial

week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

b. During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of $1,000.

c. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of $1,000. (See example.) Institutions that do not retain any unearned tuition may assess an administrative fee associated with withdrawal or termination not to exceed $100.

d. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

e. While ACCET requires that tuition be listed on the enrollment agreement, some states require that an institution list the tuition for an entire program on an enrollment agreement even when the institution only financially obligates the student for a portion of the entire program. When calculating a refund, the percentage of tuition retained by the institution must be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped, not the tuition charged for the entire program listed on the enrollment agreement.

Refund Policy

This institution is required to use both the state's refund policy and ACCETs, conducting a calculation against both when a student withdraws or is terminated, and using the policy that is more beneficial to the student.

Refund Policy (Board for Proprietary Education)

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:

(a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.

(b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.

(c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

(d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Refund Policy (Accrediting Council for Continuing Education & Training)

Refund Due Dates:
1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

Trial Period

Students may be enrolled with an optional trial period. Students who elect to enroll using the optional trial period do not have any financial obligations during the trial period. The length of the trial period is dependent on the program type (see Student Trial Period Allowance Table below). During the trial period, students:

- Enjoy all the rights and resources of any admitted student

- May elect to opt out of enrolled classes at any time during the trial period without financial obligation, less any non-refundable fees (not to exceed $200)
- Must adhere to all program and college policies
- Attend all scheduled class sessions, including classroom, laboratory, and clinical/externship experiences
- Are ineligible to receive any scholarship or college-based funding until the end of the trial period
- Will be refunded any monies paid for textbooks if returned at the end of the trial period

At the end of the trial period, students will elect either to continue enrollment or to discontinue their trial enrollment status. Students who elect to discontinue enrollment during the trial period can do so without any financial obligation, except for non-refundable enrollment/registration fees. Any fees or tuition paid during the trial period will be refunded fully with the exception of non-refundable fees. Refunds will be disbursed within 31 days of the student's last date of attendance or the date of determination to discontinue enrollment during the trial period. Students who elect to continue enrollment beyond the trial period are responsible for all program and tuition fees incurred from the start of the program.

Student Trial Period Allowance Table	
Program	Trial Period (by weeks)
Certificate in Nurse Aide	2
Certificate in Qualified Medication Aide	4
Certificate in Medical Assistant	3
Certificate in Practical Nursing	6

Program Offerings & Information

Certificate in Nurse Aide Program – Mission Statement

It is the mission of the Nurse Aide Training program to prepare individuals to demonstrate competency in the psychomotor and cognitive components of the Nurse Aide profession. Public safety, uncompromised curriculum rigor, and professionalism in the workplace are key principles at the foundation of the program's mission.

Certificate in Nurse Aide Program Objectives

At the completion of the Nurse Aide Training Program, students will be able to:

1. Maintain effective interpersonal relationships with members of the health care team.
2. Demonstrate therapeutic communication skills.
3. Demonstrate effective time management.
4. Demonstrate proper infection control practices in carrying out resident/client/patient care.
5. Demonstrate proper and safe implementation of resident care procedures.
6. Maintain professional appearance.
7. Demonstrate employability skills.

Certificate in Qualified Medication Aide Program – Mission Statement
It is the mission of the Qualified Medication Aide Program to prepare competent individuals in the basic skills and concepts of medication administration. Graduates of our Qualified Medication Aide Program will demonstrate high standards in carrying out the duties of the profession, and will seek continued development in the aim of life-long learning.

Certificate in Qualified Medication Aide Program Objectives
At the completion of the Qualified Medication Aide Course, students will be able to:

1. Demonstrate the role of the Qualified Medication Aide in the health care setting.
2. Describe the routes of medication administration.
3. Describe the six (6) rights of medication administration.
4. Explain the function of body systems and relation to medication administration, absorption, and excretion.
5. Demonstrate safety in the administration of medication.
6. Accurately perform mathematical calculations required to safely administer medication.
7. Accurately record and document the process of medication administration.
8. Identify brand and generic names of at least 200 commonly used prescription drugs, including their use, common side effects, and adverse reactions.

Certificate in Phlebotomy Technician Program – Mission Statement
It is the mission of the Certificate in Phlebotomy Technician Program to prepare competent individuals in the basic skills and concepts of phlebotomy and venipuncture. Graduates will demonstrate high standards in carrying out the duties of the profession and will seek continued development in the aim of life-long learning.

Certificate in Phlebotomy Technician Objectives
At the completion of the Phlebotomy Technician Course, students will be able to:

1. Demonstrate proficiency in venipuncture procedures.
2. Apply principles of asepsis and infection control.
3. Demonstrate effective collaboration with the interdisciplinary team.
4. Demonstrate understanding of patient privacy laws and regulations.
5. Accurately document in the medical record.
6. Demonstrate professionalism and soft skills in the workplace setting.

Certificate in Medical Assistant Program – Mission Statement
It is the mission of the Medical Assistant Program to prepare graduates to serve as competent medical professionals across various healthcare environments. We are committed to the professional growth of the Medical Assistant through implementation of a rigorous curriculum of study that will prepare graduates to function at high levels within their prescribed scope of practice. Our goal is to equip our graduates with the cognitive, psychomotor, and affective skills necessary to prove competence through certification and attainment of gainful employment.

Certificate in Medical Assistant Program Objectives
At the completion of the Medical Assistant Program, students will be able to:

1. Demonstrate proficiency in clinical procedures.
2. Apply principles of asepsis and infection control.
3. Collaborate with the interdisciplinary team.
4. Demonstrate therapeutic communication skills.
5. Accurately document in the medical record.
6. Demonstrate professionalism and ethical practices in the provision of care.

Certificate in Practical Nursing Mission, Vision, & Philosophy Statements

Mission

It is the mission of the School of Nursing, in accordance with the mission of Hardon Education, to provide quality education to a diverse student population based on the professional standards of nursing practice. Our aim is to serve our communities, clinical partners, students, and healthcare consumers through the adequate preparation of competent nursing professionals. The School of Nursing provides education based on cultural competence, diversity and inclusion, and a holistic approach to care. Our faculty delivers nursing education that is evidence-based and that encourages lifelong learning of our graduates.

Vision

The vision of the School of Nursing is to provide elite nursing education with a solid foundation in an evidence-based approach. Our nursing programs will be accessible to a diverse population of capable individuals who will serve the community without regard to race, ethnicity, religion, sexual orientation, disability, socioeconomic status or other discriminatory factors.

Philosophy

Nursing is a science that integrates professional standards, legal & ethical considerations, and critical thinking to provide a holistic approach to caring for individuals, families, and communities. The conceptual framework of the nursing education unit is essential to informing curriculum standards, student expectations, and programmatic outcomes. The nursing programs at HE utilize the metaparadigm concepts of person, health, environment and nursing to guide curriculum.

Person – The person is the recipient of nursing care. Person-centered care takes into account the role of the person versus the role of the nurse providing care. Wellness promotion takes into account the person's mind, body, and spirit while incorporating the personal beliefs and values of the individual.

Health – An individual's health and wellness is a dynamic process affected by the individual's perception of wellness and heath, experiences, and their current reality. The health of an individual is determined by his or her approach to coping with a view of the individual in the physical, social, and spiritual realms.

Environment – The individual's environment takes into consideration internal and external factors affecting the patient's health and wellness. Social interactions and cultural expectations, along with the patient's surrounding, impact the individual's ability to access and utilize health resources.

Nursing – The nurse must apply knowledge and skills that consider professional standards of practice. Nursing practice that is culturally competent and informed by a holistic approach to care optimizes health promotion, prevention, and treatment of illnesses and injuries.

Certificate in Practical Nursing Program Student Learning Outcomes

At the end of the program, Practical Nursing graduates will be able to:

1. Deliver patient-centered care using professional standards as defined by the National Association for Practical Nurse Education and Service (NAPNES).
2. Demonstrate nursing care that is culturally competent and promotes diversity, equity, and inclusion across the lifespan.
3. Collaborate with the interdisciplinary team to provide care within the scope of the practical nurse.
4. Implement sound clinical judgement that considers ethical, legal, and professional practice standards relevant to the practical nurse.
5. Apply interpersonal skills to effectively communicate with patients, families, and the interdisciplinary team.
6. Utilize technology to deliver safe and competent patient-centered care.

Certificate in Practical Nursing Competencies

NAPNES Competencies for Graduates of Practical/Vocational Nursing Programs

1. *Professional Behaviors* - Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent licensed practical/vocational nurse. (NAPNES, 2009)
2. *Communication* - Effectively communicate with patients, significant support person(s), and members of the interdisciplinary health care team incorporating interpersonal and therapeutic communication skills. (NAPNES, 2009)
3. *Assessment* - Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate client responses to interventions. (NAPNES, 2009)
4. *Planning* - Collaborate with the registered nurse or other members' of the health care team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data. (NAPNES, 2009)
5. *Caring Interventions* - Demonstrate a caring and empathic approach to the safe, therapeutic, and individualized care of each client. (NAPNES, 2009)
6. *Managing* - Implement patient care, at the direction of a registered nurse, licensed physician or dentist through performance of nursing interventions or directing aspects of care, as appropriate, to unlicensed assistive personnel (UAP). (NAPNES, 2009)

References:

National Association for Practical Nurse Education and Service, Inc. (2009). *Standards of Practice and Educational Competencies of Graduates of Practical/Vocational Nursing Programs.* Springfield, OH. Retrieved from chrome-

extension://efaidnbmnnnibpcajpcglclefindmkaj/viewer.html?pdfurl=https%3A%2F%2Fnapnes.org%2Fwordpress2%2Fstandards_2009.pdf&clen=234282&chunk=true

Patient Safety Competencies

National patient safety goals are integrated into the clinical and simulation laboratory settings using competencies as defined by the Quality and Safety Education for Nurses (QSEN). Student clinical evaluations are conducted with each clinical and simulation learning experience using the Clinical Performance Evaluation (CPE) tool which integrates the National Patient Safety Goals as defined by the QSEN competencies. The purpose of QSEN is to focus on the education, practice, and scholarship to improve the quality and safety of healthcare systems (QSEN.org, 2020). QSEN competencies for pre-licensure programs include the following:

1. Patient-Centered Care
2. Teamwork & Collaboration
3. Evidence-Based Practice
4. Quality Improvement
5. Safety
6. Informatics

Program Descriptions

Certificate in Nurse Aide (Certificate Program) – 6 weeks (75 hours)

The Nurse Aide Training Course is designed to provide comprehensive classroom and clinical learning experiences to prepare students with the basic skills required of nurse assistants according to state and federal guidelines as applicable. The course consists of a minimum of 30 classroom hours and 75 clinical hours, totaling 105 hours. Classroom coursework consists of comprehensive curricula tailored to the Nurse Aide student, including introduction to the role of the Nurse Aide, introduction to the resident, care of the elderly, the aging process, common diseases and disorders, death and the dying process, and professional requirements of the Nurse Aide. The clinical learning experience includes hands-on training in a health care facility under the direct supervision of a licensed nurse. Students who successfully complete the course by meeting all academic requirements will be eligible to sit for the state certification exam to be placed on the nurse aide registry. At the end of the course, students receive a Certificate of Completion.

Certificate in Phlebotomy Technician (Certificate Program) – 8 weeks (160 hours)

The Certificate in Phlebotomy Technician Program provides students with dynamic learning experiences in the classroom, laboratory, and clinical settings. The program curriculum and objectives are designed to provide comprehensive education focused on the most commonly used skills among Phlebotomy Technology professionals. Coursework includes 7 weeks of intensive classroom, laboratory, and externship learning experiences in the areas of human basic anatomy and physiology for blood collection, infection control, medical terminology, venous and capillary specimen collection, routine venipuncture, specialized blood collection, and specimen handling. The classroom and laboratory experiences prepare students for an 80-hour externship experience. The externship opportunity offers students the chance to collaborate with medical professionals

in a real-world setting. Externship opportunities are not paid. At the end of the program, the student is awarded a Certificate of Completion.

Certificate in Medical Assistant (Certificate Program) – 14 Weeks Programs (350 clock hours)
The Medical Assistant Program is designed to offer students dynamic learning experiences in the classroom and clinical settings. Program curriculum and objectives are aimed at providing comprehensive education focused on the most commonly used skills among Medical Assistant professionals. Course work includes classroom, laboratory, and externship instruction in the areas of anatomy and physiology, applied mathematics, role of the Medical Assistant, administrative & office procedures, pharmacology, and medical law and ethical considerations. The classroom and laboratory experiences prepare students for a 160-hour externship experience in ambulatory care facilities. The externship opportunity provides students with an opportunity to collaborate with medical professionals in the real-world setting. Externship opportunities are **not** paid. At the end of the course, the student is awarded a Certificate of Completion.

Certificate in Practical Nursing (Certificate Program) – 12 months (890 clock hours)
The Certificate in Practical Nursing program prepares students with the minimal competencies for entry-level practical nurse practice. The program is a total of 12 months and is structured to layer learning as students' progress through the program of study. Students begin by becoming familiar with healthcare settings, the history of nursing and healthcare, and the role of the practical nurse. Science is incorporated to introduce and provide students' knowledge about anatomy and physiology, concepts of pharmacology, and microbiology. As they progress through the program, students are introduced to specific patient populations and common alterations in health experienced with those patient populations. The program is quarter based (referred to as academic terms) with a total of 63 quarter credits and 890 clock hours. An academic term is 12 weeks, and the program is a total of four (4) academic terms. The credit-to-contact ratio is 1:1 for didactic instruction, 1:2 for laboratory instruction and 1:3 for clinical instruction, resulting in 10 contact hours per quarter credit for classroom, 20 contact hours per quarter credit for laboratory, and 30 contact hours per quarter credit for clinical courses. Students are awarded a certificate upon completion of the Practical Nursing program. At program completion, graduates are equipped to sit for the National Council Licensure Examination for the Practical Nurse (NCLEX-PN). At the end of the course, the student is awarded a Certificate of Completion. See program outline.

Course Code	Course Title	Quarter Credit Hours	Lecture Hours/ Quarter	Lab Hours/ Quarter	Clinical Hours/ Quarter
	First Quarter (12 weeks)				
AP100	Anatomy & Physiology	6	50	20	0
MA100	Dosage Calculation for Nursing	3	30	0	0
PN100	Nursing Fundamentals I	6	40	40	0
BIO100	Medical Terminology	2	20	0	0
		17	**140**	**60**	**0**
	Second Quarter (12 weeks)				

PN201	Nursing Fundamentals II	6	30	40	30
PN200	Gerontology Nursing	8	50	0	90
PN205	Nursing Pharmacology	3	30	0	0
COM100	Health Information Technology	1	10	0	0
		18	**120**	**40**	**120**
	Third Quarter (12 weeks)				
PN305	Introduction to Psychosocial Nursing	3	30	0	0
PN300	Developing Family/Pediatric Nursing	4	20	20	30
PN301	Adult Health Nursing I	6	40	0	60
SOC200	Society & Social Awareness	1	10	0	0
		14	**100**	**20**	**90**
	Fourth Quarter (12 weeks)				
PN400	Ethical Considerations in Nursing	2	20	0	0
PN402	Transition to the Role of Practical Nursing	4	40	0	0
PN401	Adult Health Nursing II	8	40	40	60
		14	**100**	**40**	**60**
	Program Total	**63**	**460**	**160**	**270**

Academic Information

Out-of-Class Learning Activities

HE instructors work diligently to create a dynamic and interactive learning environment. To gain the most knowledge from the any course, students must demonstrate commitment to ongoing learning and development activities outside the classroom. For every hour of classroom or direct faculty instruction, students should expect at least two (2) hours out-of-class student work every week. Out-of-class learning activities may include:

1. Reading and writing assignments
2. Web-based assignments
3. Clinical or practical learning assignments
4. Individual or group projects
5. Field trips related to course content such as guest speakers and job-shadowing opportunities.

Attendance Policies: Certificate in Nurse Aide, Qualified Medication Aide, Phlebotomy Technician, and Medical Assistant Programs

Clinical & externship are used interchangeably throughout the document. Students are expected to attend **all** classes. Hardon Education does not distinguish between excused and unexcused absences. Regular attendance is critical to your success as a student. All hours are state mandated where applicable and will be documented by each student and the instructor. Students are responsible for managing course hours, and to arrive on time to all classes, laboratory, and clinical experiences. Attendance will be taken during all courses; didactic, laboratory and

clinical/externship experiences. In the Certificate in Practical Nursing program, the maximum student-to-faculty ratio in the clinical setting is 10:1.

Certificate in Phlebotomy Technician and Medical Assistant Programs

Classroom

Students are expected to attend all classes. Hardon Education does not distinguish between excused and unexcused absences. Regular attendance is critical to your success as a student. Students are expected to arrive on time to all classes, laboratory and externship experiences, and observational experiences. Attendance will be taken during all didactic, laboratory and externship sessions. It is the student's responsibility to notify the school immediately in the event they are unable to attend.

Students are considered absent after 15 minutes or more of course start time. Students who are absent for their assigned course will not be permitted to make-up attendance hours in an unassigned course. Hours missed in one term are not carried over to the next term. Students will not be permitted to complete exams prior to the scheduled date. Any student who misses an exam due to absenteeism will have seven (7) calendar days from the original test date to contact the course faculty to schedule and complete a make-up exam. Students taking a make-up exam will receive a 10% deduction from their exam grade. Late submission of coursework or homework assignments may be submitted within seven (7) calendar days of the original due date; late submissions, regardless of reason, will receive a 10% grade reduction.

Students who miss any portion of a didactic, laboratory, or externship session are required to complete makeup work comparable to the course objectives missed during the student's absence. This makeup work may include one or more activities that relate to the missed course objectives. These activities may include, but are not limited to, skills testing, written assignments, course projects, or shadow experiences. Students who fail to complete makeup work by the assigned due date are subject to disciplinary action, up to and including course withdrawal.

Externship/Simulation

Externship and simulation laboratory experiences are critical components of the learning process. This attendance policy is applicable to in-facility externship and laboratory simulation experiences.

Students are expected to attend all assigned externship and simulation laboratory hours for the course. Students must notify the course instructor at least 30 minutes prior to the course start time if they cannot attend or if they will arrive after the externship or simulation laboratory start time. It is professional behavior to contact your instructor as soon as possible so as not to interrupt the patient care assignments. Any student who does not provide notification prior to the externship or simulation laboratory start time will be considered a no call-no show and may be dismissed from the externship/simulation laboratory and corresponding course.

Externship (including simulation) absences and makeup days are not allowed. Any student who leaves or is asked to leave by the course instructor or clinical preceptor before the end of the scheduled course time will be counted absent for the entire day. Students who miss an in-facility or simulated externship session will be removed from the course (including didactic and clinical

components of the course), resulting in failure of the course. In the case of extenuating circumstances, a student may appeal the decision for course removal by filing an appeal as outlined in the student catalog. Supporting documentation will be required to prove extenuating circumstances. Students who miss an externship session (in-facility or simulated) with an approved appeal are required to complete makeup work comparable to the course objectives missed during the student's absence. This makeup work may include one or more activities that relate to the missed course objectives. These activities may include, but are not limited to, skills testing, written assignments, course projects, or externship or shadow experiences. Students who fail to complete makeup work by the assigned due date are subject to disciplinary action, up to and including course withdrawal.

Makeup externship and simulation days are not guaranteed and must be approved and arranged by the Chief Education Officer. Makeup activities may fall outside the regularly scheduled course times and may include day, evening and weekend hours. Students will not be permitted to request any particular schedule for makeup activities; the days and times offered, as available, will be the only option for externship/simulation makeup. If makeup activity is not feasible before the end of the term, the student will receive a failing grade for the course. All make-up activities that require in-person training/oversight from a faculty member or preceptor must be completed prior to the start of the next term. In addition, students will incur a cost of $50 per hour for makeup clinical/clinical simulation time.

Students who are more than five (5) minutes tardy to clinical/clinical simulation on the first offense will be placed on probation. Any further incidences of clinical or clinical simulation tardiness will result in removal from the clinical course and the corresponding didactic course. The nursing administration and faculty recommend that students do not work between the hours of 11 p.m. – 7 a.m. the night before class. Students absolutely cannot work between the above hours the night before clinical/simulation/lab. If a student becomes ill in the clinical/simulation/lab setting, the instructor must be notified immediately. The student should NOT leave the clinical/simulation/lab area without your instructor's permission. The instructor will evaluate the situation and take appropriate action. Students who are absent in their assigned clinical/simulation/lab class will not be permitted to make-up attendance in an unassigned clinical/simulation/lab course.

Certificate in Nurse Aide & Qualified Medication Aide Programs. Students are expected to attend all classes. Hardon Education does not distinguish between excused and unexcused absences. Regular attendance is critical to your success as a student. Students are expected to arrive on time to all classes, laboratory and clinical/practicum experiences. Attendance will be taken during all didactic, laboratory and clinical sessions. It is the student's responsibility to notify the school immediately in the event they are unable to attend.

Students are considered absent after 15 minutes or more of course start time. Students are not permitted to complete exams prior to the scheduled date. Any student who misses an exam, quiz, or skills assessment due to absenteeism will have seven (7) calendar days from the original test date to contact the course faculty to schedule and complete a make-up exam. Students taking a make-up exam or quiz will receive a 10% deduction from their exam grade. Late submission of

coursework or homework assignments may be submitted within seven (7) calendar days of the original due date; late submissions, regardless of reason, will receive a 10% grade reduction.

Students who miss any portion of a didactic or laboratory session are required to complete makeup work comparable to the course objectives missed during the student's absence. This makeup work may include one or more activities that relate to the missed course objectives. These activities may include, but are not limited to, skills testing, written assignments, course projects, or shadow experiences. Students who fail to complete makeup work by the assigned due date are subject to disciplinary action, up to and including course withdrawal. Students who miss two (2) or more classroom days or more than one (1) clinical/practicum day will be dismissed from the enrolled course. Any student who does not provide notification prior to the course/clinical/lab start time, will be considered a **no call-no show** and may be dismissed from the program immediately. Any student, who leaves or is asked to leave the classroom, laboratory, or clinical setting by the instructor before the end of the day, will be counted absent for the entire day. If a student becomes ill in the clinical setting, the instructor must be notified immediately. The student should **NOT** leave any classroom, lab, or clinical setting without permission of the assigned instructor. In addition, students may incur a charge up to $50 per hour to make-up missed classroom, clinical, or lab hours. Any fees charged must be paid prior to scheduling make-up hours and prior to release of the official transcript.

Tardies.**.** Students are expected to arrive to each class and clinical/externship experience on time. Students are considered tardy up to 14 minutes after course start time. Students are considered absent after15 minutes or more of course start time. Students with three (3) tardies in a course will be issued an academic warning for that course. Students with four (4) tardies will be issued an academic probation for that course. Five (5) or more tardies will result in dismissal from and failure of the course.

Students who do not complete the minimum number of classroom and/or clinical hours as required will not pass the course and may be subject to removal from the course. Students must make-up all missed classroom, clinical, or lab hours before the end of the course. Make-up hours will be determined by the clinical/externship site (where applicable) and HE; availability of make-up hours are not guaranteed. Failure to make up missed hours will result in dismissal from the program. In addition, students may incur a charge up to $50 per hour to make-up missed classroom, clinical, or lab hours. Any fees charged must be paid prior to scheduling make-up hours and prior to release of the official transcript.

Certificate in Practical Nursing Attendance Policies

Classroom

Nursing students are expected to attend all classes. HE does not distinguish between excused and unexcused absences. Regular attendance is critical to your success as a student. Students are expected to arrive on time to all classes, laboratory and clinical/simulation/lab experiences, and observational experiences. Attendance will be taken during all theory, laboratory and clinical/simulation/lab courses. It is the student's responsibility to notify the school immediately in the event they are unable to attend.

A student who is unable to attend due to extenuating circumstances will be placed on academic probation upon missing 10% of scheduled didactic or laboratory course hours for the term and dismissed from the program upon missing 15% of scheduled didactic or laboratory course hours for the term. If the student chooses, (s)he may complete the non-core courses they are currently enrolled in for that term. Not all students will take the same amount of classes due to transfer of credit and readmission. Please refer to your term schedule to determine how many hours you are taking and what percentage of missed time is allowed before academic probation or program dismissal. This policy applies to each course individually. For example, a student who misses 10% of the total hours for the Anatomy & Physiology course but has not missed any hours for the Medical Terminology course, will be placed on academic probation for the Anatomy & Physiology course only.

Students are considered absent after 15 minutes or more of course start time. Students who are absent from their assigned course will not be permitted to make-up attendance hours in an unassigned course. Hours missed in one term are not carried over to the next term. Students are not permitted to complete exams prior to the scheduled date. Any student who misses an exam, quiz, or skills assessment due to absenteeism will have seven (7) calendar days from the original test date to contact the course faculty to schedule and complete a make-up exam. Students taking a make-up exam or quiz will receive a 10% deduction from their exam grade. Late submission of coursework or homework assignments may be submitted within seven (7) calendar days of the original due date; late submissions, regardless of reason, will receive a 10% grade reduction.

Students who miss any portion of a didactic, laboratory, or clinical session are required to complete makeup work comparable to the course objectives missed during the student's absence. This makeup work may include one or more activities that relate to the missed course objectives. These activities may include, but are not limited to, skills testing, written assignments, course projects, or shadow experiences. Students who fail to complete makeup work by the assigned due date are subject to disciplinary action, up to and including course withdrawal.

Clinical/Simulation/Lab

Clinical/Simulation/Lab experiences are a critical component of the learning process. This attendance policy is applicable to in-facility clinical and clinical simulation experiences.

Students are expected to attend all assigned clinical/simulation/lab hours for the course. Students are responsible to notify the clinical/simulation/lab instructor at least 30 minutes prior to the clinical/simulation/lab start time if they cannot attend or if they will arrive after the clinical start time. It is professional behavior to contact your instructor as soon as possible as to not interrupt the patient care assignments. Any student who does not provide notification prior to the clinical/simulation/lab start time, will be considered a no call-no show and may be dismissed from the clinical/simulation/lab.

Clinical (including clinical simulation) absences and makeup days are not allowed. Any student who leaves or is asked to leave by the clinical/simulation/lab instructor before the end of the clinical/simulation/lab day, will be counted absent for the entire day. Students who miss a clinical day (in-facility or simulation lab) will be removed from the course (including didactic and clinical components of the course), resulting in failure of the course. In the case of

extenuating circumstances, a student may appeal the decision for course removal by filing an appeal as outlined in the student catalog. Supporting documentation will be required to prove extenuating circumstances. Students who miss a clinical day (in-facility or clinical simulation) with an approved appeal must makeup all missed clinical or clinical simulation time. Makeup clinical and clinical simulation days are not guaranteed and must be approved and arranged by the Nursing Administrator. Makeup clinical/clinical simulation days and times may fall outside the regularly scheduled times and may include day, evening and weekend hours. Students will not be permitted to request any particular schedule for clinical makeup days; the days and times offered, as available, will be the only option for clinical/clinical simulation makeup. If clinical/clinical simulation makeup is not available due to space availability or any other issue, the student will receive a failing grade for the course. All make-up hours must be completed prior to the start of the next term. In addition, students will incur a cost of $50 per hour for makeup clinical/clinical simulation time.

Students who are more than five (5) minutes tardy to clinical/clinical simulation on the first offense will be placed on probation. Any further incidences of clinical or clinical simulation tardiness will result in removal from the clinical course and the corresponding didactic course. The nursing administration and faculty recommend that students do not work between the hours of 11 p.m. – 7 a.m. the night before class. Students absolutely cannot work between the above hours the night before clinical/simulation/lab. If a student becomes ill in the clinical/simulation/lab setting, the instructor must be notified immediately. The student should NOT leave the clinical/simulation/lab area without your instructor's permission. The instructor will evaluate the situation and take appropriate action. Students who are absent in their assigned clinical/simulation/lab class will not be permitted to make-up attendance in an unassigned clinical/simulation/lab course.

Grading Policy – Nurse Aide Training

Nurse Aide Training (NAT) students must obtain an 80% or higher complete the course. Students must pass all skill check-offs with 100%, and must complete all skills testing in order to complete the course. An NAT student who obtains an overall course grade less than 80%, or who does not complete all skills testing with 100% will fail the course. Grades are not rounded. Students who fail the NAT Course will be required to pay full tuition and registration fees to re-take the course. Grades will be based on assignments, tests, and skills.

Students must demonstrate successful demonstration of all required skills in the clinical phase of their nurse aide course. Failure to meet the required "Competency" will result in a failure of the course. Clinical Competency is defined as successful demonstration of all required skills.

Grading Policy – Qualified Medication Aide Program

Qualified Medication Aide (QMA) students must obtain an 80% or higher to complete the course. Students must pass all skills check-offs with 100% accuracy during the practicum experience and must complete all skills testing to complete the course. Students must completed all required classroom and practicum hours. A QMA student who obtains an overall course grade

less than 80%, or who does not complete all skills testing with 100% accuracy will fail the course. Grades are not rounded. Students who fail the QMA Course will be required to pay full tuition and registration fees to re-take the course. Grades will be based on assignments, tests, and skills.

Grading Policy – Phlebotomy Technician

Phlebotomy Technician (CPT) students must pass each program course with a grade of 'B' or higher (refer to the Medical Assistant Grading Scale). Students must successfully pass all required course competencies. Failure to achieve an overall course grade of 'B' or higher or to successfully pass all required course competencies will delay advancement in the program until an acceptable grade is achieved. Grades are not rounded. Students who must repeat the program must wait until the course is offered again and will be subject to a waiting list for such course. All externship hours must be completed within the allotted time frame provided and all skills competencies must be met with 100% accuracy. Students must demonstrate 30 successful venipunctures and 10 successful capillary sticks on live individuals before program completion. Failure to complete all required externship hours, skills competency testing, venipunctures, and capillary sticks will result in failure of the clinical externship and course. Students are given one (1) attempt to retake the clinical externship. Any student that must retake the clinical externship must do so within six (6) months of the first failed attempt at the course

Grading Policy – Medical Assistant

Medical Assistant (MA) students must the course with a grade of 'B' or higher (refer to the Medical Assistant Grading Scale). Students must successfully pass all required course competencies. Failure to achieve an overall course grade of 'B' or higher or to successfully pass all required course competencies will delay advancement in the program until an acceptable grade is achieved. Grades are not rounded. Students who must repeat the program must wait until the course is offered again and will be subject to a waiting list for such course. All externship hours must be completed within the allotted time frame provided and all skills competencies must be met with 100% accuracy. Failure to complete all required externship hours or to meet all skills competencies will result in failure of the clinical externship. Students are given one (1) attempt to retake the clinical externship. Any student that must retake the clinical externship must do so within six (6) months of the first failed attempt at the course.

Grading Policy – Practical Nursing

Practical Nursing students should refer to the Nursing Student Handbook for policies related to grading and program progression. Grades are not rounded.

Testing Policy – All Programs/Courses

Students are expected to take tests on the day scheduled, and will not be permitted to take tests prior to the scheduled day. Any student who misses a test due to absenteeism will have seven (7) calendar days from the original test date to contact the instructor to schedule and complete the make-up test. Make-up tests may be different from the original test, and may include alternate format questions such as fill-in-the-blank questions, essay questions, and multiple-answer questions. Students taking a make-up test will receive a 10% reduction from the test grade. All students must follow testing guidelines during all forms of testing – written or skills testing:

1. Students must place all belongings at front of the room during any quiz or exam. This includes cell phones, ear buds, and all electronic devices.
2. Students cannot wear hats, head wraps (except for religious purposes), coats, jackets, or any other outdoor wear during a quiz or exam.
3. Students cannot use cell phones or electronic devices for any reason. Use of electronics for calculator use is not acceptable.
4. Instructor will allow only the allotted time for quizzes and exams except for students who have IEP accommodations. Students receive 30 minutes for quizzes, 60 minutes for exams with 60 questions or less, and 90 minutes for exams that are 100 questions or more.
5. Students must keep eyes on their own paper. Any indication of wandering eyes or cheating will result in a grade of '0' for the quiz/exam being taken.
6. Students cannot leave the room for ANY reason during a quiz or exam. If a student leaves the classroom, his or her quiz/exam is considered complete and must be turned in immediately. If the student leaves during a skills exam before completing the exam, the exam is considered complete and the student's grade will reflect the level of competency demonstrated up to the time of student's exit from the testing environment.
7. Students cannot talk on the phone during a quiz/exam. If a student does so, his/her exam will be stopped immediately, and a grade of '0' will be entered for that exam or quiz.
8. Students may gather belongings and leave the classroom (if applicable) ONLY AFTER ALL QUIZZES, EXAMS, AND ANSWER SHEETS ARE ACCOUNTED FOR.
9. If a student submits a quiz or exam after it's been collected by the instructor, the student receives a grade of '0' for that quiz or exam.

Satisfactory Academic Progress (SAP) Policy – Certificate in Medical Assistant Program (Clock Hours)

Hardon Education defines and applies standards of Satisfactory Academic Progress (SAP) for all students enrolled in the Certificate in Medical Assistant program. The program is a total of 430 clock hours. At the end of each term all students are evaluated for satisfactory academic progress.

- Students are required to make **quantitative progress toward program completion**. Satisfactory academic progress requires that students attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period.
- **Qualitative progress** is determined by reviewing students' academic progress. The minimum requirement is 78% at the conclusion of each evaluation period.

Incomplete grades are not permitted, and students must repeat any course in which they earn less than 78% grade percentage. Grades of "F" are counted as attempted by not achieved, and have a 0.00 value toward the grade point average. The highest grade will be used to calculate the academic average. Repeated course work may negatively impact a student's academic progress related to the maximum timeframe, which is 150% of the published program length. Students who withdraw from a course will earn a 'W' for the course grade, which has no impact on the average grade percentage. The credit hours for the withdrawn course(s) are counted as attempted but not achieved.

Academic Warning

If a student fails to meet cumulative attendance of 90% or a cumulative grade percentage of 78%, or both, during any evaluation period, the student will be placed on academic warning for the next evaluation period. The student is eligible for financial aid while on warning (if appliable). Failure to meet cumulative attendance of 90% or cumulative grade evaluation of 78%, or both, during the evaluation period will result in administrative withdrawal from the program.

Students will be notified, in writing, when they are placed on academic warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from the Director of Student Services or their designee, as appropriate, when they are placed on warning.

Definitions

1. **Academic Warning:** Status assigned to a student who fails to meet the minimum cumulative attendance or grade percentage required for the program of study which student is enrolled at the end of the grading period.
2. **Administrative Withdrawal:** Status assigned to a student who fails to meet the minimum quantitative or qualitative measurements required for the program of study which student is enrolled at the end of an academic warning status.
3. **Appeal:** Process by which a student who is not meeting Satisfactory Academic Progress (SAP) standards petitions the institution for reconsideration
4. **Maximum Timeframe (MTF):** The maximum amount of time a student can be enrolled in their educational program. The maximum time may not exceed 1.5X or 150% of the published educational program length.
5. **Qualitative Standard:** Students are required to maintain the minimum grade percentage required, or better, for the program of study which student is enrolled to achieve satisfactory SAP status.
6. **Quantitative Standard or Pace of Completion (POC):** The quantitative measurement which determines satisfactory academic progress, and calculates the student's ability to maintain a 67% pace of completion based on 150% (MTF) of the student's educational program. The calculation is determined by dividing the

cumulative contact hours successfully completed by the cumulative contact hours attempted.

Qualitative Progress Measurement

The institution expects students to maintain the minimum grade percentage required for the program of study which the student is enrolled in as they progress through their educational program. Students who do not maintain the minimum requirements at the end of the evaluation period will be placed on academic warning.

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while enrolled at Hardon Education. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. Students transferring from one program to another within Hardon Education will have their average grade percentage calculated on a cumulative basis, including all coursework attempted while at the institution. The quantitative and qualitative requirements apply to all students; however, the maximum time frame is based on the number of clock hours the student must complete in the current program. Transfer hours which are accepted toward completion of a student's program count as both hours attempted and hours completed (earned).

Satisfactory Academic Progress (SAP) Appeals Procedure

Students may submit a written appeal of his/her dismissal within three (3) calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extenuating circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a reasonable plan for the student to successfully complete the program within the maximum timeframe allowed.

Students who wish to appeal the decision for program withdrawal due to the not meeting satisfactory academic progress must follow the procedure outlined below:

1. Students must submit their appeal, in writing, to the Chief Education Officer within three (3) calendar days of notification of administrative action. The appeal must include substantiating documentation, including a definitive statement from the student as to why s/he failed to meet SAP standards and what has changed in the student's situation that will allow him/her to meet SAP standards at the end of the next SAP evaluation period.
2. The Chief Education Officer will review the appeal and supporting documentation within seven (7) days of receipt of the appeal.
3. The student may be invited to meet with the Chief Education Officer, virtually or in-person, regarding the appeal.
4. The Chief Education Officer will decide regarding the appeal and notify the student of the decision within 14 calendar days of the appeal submission.
5. Before an appeal is granted, an Academic Plan is required.

Satisfactory Academic Progress (SAP) Policy – Certificate in Practical Nursing Program (Credit Hours)

Hardon Education defines and applies standards of Satisfactory Academic Progress (SAP) for all students enrolled in the Certificate in Practical Nursing program. The program is a total of 63 credits divided into four terms. The total number of credits per term varies. At the end of each term all students are evaluated for satisfactory academic progress.

- Students are required to make **quantitative progress toward program completion**. Satisfactory academic progress requires that students complete at least 75% of credits attempted at the conclusion each evaluation period.
- **Qualitative progress** is determined by reviewing students' cumulative grade point average (GPA). The minimum GPA requirement is 3.0 at the conclusion of each evaluation period.

Incomplete grades are not permitted, and students must repeat any course in which they earn less than 78% grade percentage. Grades of "F" are counted as attempted by not achieved and have a 0.00 value toward the grade point average. The highest grade will be used to calculate the academic average. Repeated course work may negatively impact a student's academic progress related to the maximum timeframe, which is 150% of the published program length. Students who withdraw from a course will earn a 'W' for the course grade, which has no impact on the average grade percentage. The credit hours for the withdrawn course(s) are counted as attempted but not achieved.

Academic Warning

A student fails to maintain the required academic progress at the end of any term will be placed on Academic Warning for the next term. The student must attain the required GPA and/or achieve the required number of credit hours during the warning period or he/she will no longer be eligible for financial aid (if applicable) and may be dismissed from the institution. The student is eligible for financial aid during his/her warning status.

Students will be notified, in writing, when they are placed on academic warning and the steps necessary to be removed from warning status. Students will also receive academic counseling, from the Director of Student Services or their designee, as appropriate, when they are placed on warning.

Definitions

1. **Academic Warning:** Status assigned to a student who fails to meet the minimum cumulative attendance or grade percentage required for the program of study which student is enrolled at the end of the grading period.
2. **Administrative Withdrawal:** Status assigned to a student who fails to meet the minimum quantitative or qualitative measurements required for the program of study which student is enrolled at the end of an academic warning status.
3. **Appeal:** Process by which a student who is not meeting Satisfactory Academic Progress (SAP) standards petitions the institution for reconsideration
4. **Maximum Timeframe (MTF):** The maximum amount of time a student can be enrolled in their educational program. The maximum time may not exceed 1.5X or 150% of the published educational program length.

5. **Qualitative Standard:** Students are required to maintain the minimum cumulative GPA required, or better, for the program of study which student is enrolled to achieve satisfactory SAP status.
6. **Quantitative Standard or Pace of Completion (POC):** The quantitative measurement which determines satisfactory academic progress and calculates the student's ability to maintain a 67% pace of completion based on 150% (MTF) of the student's educational program. The calculation is determined by dividing the cumulative contact hours successfully completed by the cumulative contact hours attempted.

Qualitative Progress Measurement

The institution expects students to maintain the minimum cumulative GPA requirements for the Certificate in Practical Nursing program as they progress through their educational program. Students who do not maintain the minimum requirements at the end of the evaluation period will be placed on academic warning.

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while enrolled at Hardon Education. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. Students transferring from one program to another within Hardon Education will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution. The quantitative and qualitative requirements apply to all students; however, the maximum time frame is based on the number of clock hours the student must complete in the current program. Transfer hours which are accepted toward completion of a student's program count as both hours attempted and hours completed (earned).

Satisfactory Academic Progress (SAP) Appeals Procedure

Students may submit a written appeal of his/her dismissal within three (3) calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extenuating circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a reasonable plan for the student to successfully complete the program within the maximum timeframe allowed.

Students who wish to appeal the decision for program withdrawal due to the not meeting satisfactory academic progress must follow the procedure outlined below:

1. Students must submit their appeal, in writing, to the Chief Education Officer within three (3) calendar days of notification of administrative action. The appeal must include substantiating documentation, including a definitive statement from the student as to why s/he failed to meet SAP standards and what has changed in the student's situation that will allow him/her to meet SAP standards at the end of the next SAP evaluation period.

2. The Chief Education Officer will review the appeal and supporting documentation within seven (7) days of receipt of the appeal.
3. The student may be invited to meet with the Chief Education Officer, virtually or in-person, regarding the appeal.
4. The Chief Education Officer will decide regarding the appeal and notify the student of the decision within 14 calendar days of the appeal submission.
5. Before an appeal is granted, an Academic Plan is required.

Academic Progress

Classroom: Students must complete all required classroom hours during the term of the course. Incomplete classroom hours at the end of the course will result in course failure.

Medical Assistant Program. Students who miss four or more classroom days during the course term will be removed from the course. Students who miss three (3) consecutive days without notice or communication will be automatically withdrawn from the enrolled course/program.

Students must make-up all missed classroom, clinical, or lab hours before the end of the course. The maximum amount of time a student can be enrolled in a course may not exceed 150% of the published course/program length. Medical Assistant students are allowed to repeat one (1) term. Failure to make up missed hours will result in dismissal from the program. In addition, students may incur a charge up to $50 per hour to make-up missed classroom, clinical, or lab hours. Any fees charged must be paid prior to scheduling make-up hours and prior to release of the official transcript.

Nurse Aide, & Qualified Medication Aide Programs. Students who miss two (2) or more classroom days during the course term will be removed from the course.

Students must make-up all missed classroom, clinical, or lab hours before the end of the course. Failure to make up missed hours will result in dismissal from the program. In addition, students may incur a charge up to $50 per hour to make-up missed classroom, clinical, or lab hours. Any fees charged must be paid prior to scheduling make-up hours and prior to release of the official transcript.

Clinical/Externship: Students must complete all required clinical, practicum, externship and/or lab hours during the term of the course. Incomplete clinical, practicum, externship and lab hours at the end of the course will result in course failure. Students must make-up all missed classroom, clinical, externship or lab hours before the end of the course. Failure to make up missed hours will result in dismissal from the program.

Practical Nursing Program. Practical Nursing students are required to meet several requirements for academic progress. See Nursing Student Handbook for details.

Leave of Absence Policy

A leave of absence is a temporary break in a student's attendance during which s/he is continuously enrolled. During a leave of absence, students are not expected to make progress toward program completion, and are not allowed to attend classes, clinical or externship experiences or makeup coursework or time. Students who wish to request a leave of absence must follow the procedure listed below.

1. A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family.
2. A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the institution's attendance policy, s/he must be withdrawn.
3. The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be identified for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
4. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.
5. The length and frequency of a leave of absence must not impede student progress and must be reasonable within the context of the institution's curriculum.
6. A leave of absence cannot exceed 180 calendar days (approximately 6 months) in any 12-month period or one-half the published program length, whichever is shorter. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit.
7. Federal or state regulations may differ from the institution's policy, and if stricter, take precedence.

Eligibility for Certification

Students are responsible to understand the state-specific requirements for certification in their field of choice. Such requirements may change during the length of the course outside the control of HE. No student is automatically certified upon course/program completion and should in no way identify themselves as certified before receiving notification from appropriate state & certifying agencies of such certification. Although our academic programs include learning activities to help prepare students for certification exams, we cannot guarantee students will pass these exams. HE makes a reasonable attempt to equip students with the cognitive and psychomotor skills necessary to successfully gain certification, and to provide accurate information about the certification testing process. Measures taken to help prepare students for certification exams include mandatory in-person or virtual remediation sessions, practice examinations, and onsite certification examination.

In some cases, field experience may be necessary to be eligible to take or to successfully pass these exams. In addition, an office high school transcript or high school equivalency may be required for graduates to take their state, national, or certification exams. Furthermore, the state,

employers, and various other agencies may require a criminal background check, fingerprinting, and/or drug testing before a student can be placed in an externship or take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams. These students may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and passed.

An individual who successfully completes the Nurse Aide Training & Qualified Medication Aide Courses are eligible to take the state-required examination to become a Certified Nurse Aide (CNA) & Qualified Medication Aide (QMA). One must pass the state-issued examination to be placed on the registry. Indiana residents who want more information should visit the Indiana State Department of Health Website at www.state.in.us/isdh.

Requirements for Graduation – Nurse Aide Training Course

1. Successfully pass the course with 80% or higher.
2. Successfully pass the clinical component.
3. Successfully demonstrate competency in performing all resident care procedures (RCPs)
4. Complete all mandated classroom and clinical/lab hours.

Requirements for Graduation – Qualified Medication Aide Program

1. Successfully pass the course with 80% or higher.
2. Successfully pass the practicum component with a score of an overall rating of "Competent/Acceptable" and pass all skills with 100% score.
3. Complete all mandated classroom and practicum hours.

Requirements for Graduation – Phlebotomy Technician Program

1. Successfully pass with an overall course grade of 78%
2. Demonstrate 100% competency for required clinical procedures
3. Demonstrte 30 successful venipunctures on live individuals
4. Demonstrate 10 successful capillary sticks on live individuals
5. Successful completion of all required externship hours
6. Successful completion of all assigned laboratory assignments
7. Complete all certification examination preparatory practice examinations, study modules, focused review, and other review material as assigned

Requirements for Graduation – Medical Assistant Program

1. Successfully pass all required courses with a grade of 'B' or higher.
2. Complete all clinical externship hours.
3. Successfully pass all clinical externship competencies.
4. Meet all required course objectives.

Requirements for Graduation – Practical Nursing Program

Nursing students are eligible for graduation after meeting the following requirements:

1. Successful completion of all nursing program courses with a grade of 78% or better.
2. Completion of all HESI Specialty Exams
3. Completion of the HESI Live NCLEX Review course
4. Completion of the HESI Exit Exam (E2) with a score of 900 or higher (Practical Nursing Program)

Grading System

HE prepares students for entry-level positions in the health care industry. Grading is based on performance in the classroom, clinical, and laboratory setting, including the student's level of achievement on written and skills exams, in-class and out-of-class assignments, assigned projects, mock certification exams, and final exams. All courses use a weighted grading system. Weighted grades will vary by course. Refer to each individual course syllabus for weighted grading system. See below for grading scales specific to each program offered.

GRADING SCALE – CERTIFICATE IN NURSE AIDE & QUALIFIED MEDICATION AIDE PROGRAMS	
% EARNED	GRADE
90-100	A
80-89	B
70-79	C
69 or less	F

GRADING SCALE – CERTIFICATE IN PHLEBOTOMY TECHNICIAN PROGRAM	
% EARNED	GRADE
95-100	A+
90-94	A
85-89	B+
78-84	B
70-77	C
Below 70	F

GRADING SCALE – CERTIFICATE IN MEDICAL ASSISTANT PROGRAM	
% EARNED	GRADE
95-100	A+
90-94	A
85-89	B+
78-84	B
70-77	C
Below 70	F

Students must demonstrate "Competency" in the clinical/practicum/externship phase for any course with an assigned clinical/practicum component. Failure to meet the required "Competency" will result in a failure of the course. Clinical Competency is defined as successful demonstration of all required skills.

GRADING SCALE – CERTIFICATE IN PRACTICAL NURSING PROGRAM	
% EARNED	GRADE
95-100	A+
90-94	A
85-89	B+
78-84	B
70-77	C
Below 70	F

Nursing students are required to pass all nursing program courses with a grade of 78% or better. Didactic courses with a corresponding clinical course must both be taken concurrently. If a student fails the didactic or clinical section of the course, the student must repeat both course sections. Students are allowed to repeat any nursing course one time. Nursing students will follow the grading scale as listed above. No grades will be rounded, included final course grades. Students must attain an overall final grade of "2" or "Expected Performance" or higher on the Clinical Performance Evaluation tool for all clinical courses.

Tutoring

Students may request academic tutoring, at any time during the term or course, by reaching out directly to course faculty. Nursing & Medical Assistant students may request peer tutoring by contacting the Office of Students Services at studentservices@hardoneducation.org. Nursing students placed on academic probation are required to attend at least two (2) hours of tutoring within 2 weeks of being placed on academic probation. This tutoring may be provided by course faculty or a peer tutor (if applicable).

Appeal Procedure

Students have the right to appeal against any disciplinary action or program or course withdrawal. Students wanting to submit an appeal must follow the process outlined below:

1. A student who wishes to appeal a disciplinary action must submit their appeal, in writing, to the Chief Education Officer for review within three (3) business days of notification of the disciplinary action. The appeal should include documentation of substantiating circumstances relevant to the situation.
2. The Chief Education Officer will review the appeal and supporting documentation within seven (7) calendar days of receipt of the appeal.
3. The student may be invited to meet with the Chief Education Officer, by phone, virtually or in-person, regarding the appeal.
4. The Chief Education Officer will decide regarding the appeal and notify the student of the decision within 14 calendar days of the appeal submission.

5. The decision of the Chief Education Officer shall be final and binding.
6. Students may file complaints to the Accrediting Council for Continuing Education & Training (ACCET) at (202) 955-1113 or via email at info@accet.org. Refer to *ACCET Notice to Students: ACCET Complaint Procedure* in the Student Catalog.

Student Grievance Policy

Hardon encourages students to bring any concerns to the course instructor. Many student concerns and questions can be resolved through discussion. A grievance is an issue or concern that may arise due to questions regarding application of HE policies, standards, or expectations. Students should follow these steps to appropriately handle a grievance:

1. Notify the appropriate instructor or staff member of the grievance via email, or hand-written or typed letter, within 48 hours.
2. If the matter is not resolved or the appropriate instructor or staff member does not respond within 48 hours, submit the grievance, in writing, to the Chief Education Officer.
3. The Chief Education Officer will conduct a review of the grievance. The Chief Education Officer has seven (7) calendar days (excluding holidays or specified academic break times) to review the grievance and schedule a day and time to meet with the student. This meeting may occur by phone, in-person or by virtual meeting, at the discretion of the Chief Education Officer.
4. The Chief Education Officer will notify the student, in writing, of the final decision regarding the grievance within 14 calendar days.
5. The decision of the Chief Education Officer is final and binding.
6. Students may file complaints to the Accrediting Council for Continuing Education & Training (ACCET) at (202) 955-1113 or via email at info@accet.org. Refer to *ACCET Notice to Students: ACCET Complaint Procedure* in the Student Catalog.

ACCET Notice to Students: ACCET Complaint Procedure

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that quality educational training programs are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET-accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure, which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (https://accet.org/about-us/contact-us). The online form will require the following information:

1. Name and location of the ACCET institution

2. A detailed description of the alleged problem(s)
3. The approximate date(s) that the problem(s) occurred
4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved
7. The status of the complainant with the institution (e.g., current student, former student)

Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Note: Complainants will receive an acknowledgment of receipt within 15 business days.

Student Code of Conduct – All Programs/Courses

Hardon Education prides itself on developing professional students. Students are expected to behave in a professional manner that is conducive to the learning environment. Any behavior that is detrimental to the learning environment or that compromises the safety of the individual, other students, staff, faculty, clients or other healthcare workers in the clinical setting may result in immediate dismissal from the program. The decision for suspension or dismissal shall be determined by the HE Administrator. Any student who causes a disturbance in class, (sleeps, reads material other than what is studied in current class, uses electronic equipment) or causes any other disturbance that offends classmates or the instructor, will be dismissed from class and counted absent (please refer to the attendance policy).

Respect for the classroom and clinical environment is necessary to cultivate an environment conducive to teaching and learning. Therefore, cellular and other mobile electronic devices may not be used at any time. Usage includes talking, texting, video recording, and photographing. All devices should be kept on silent at all times. Students are not permitted to carry any electronic devices in the clinical area. Bluetooth devices should be removed prior to entering the classroom and when in ANY clinical setting. Social media can be a violation of HIPAA or poor professional practice. Students are not allowed to post information regarding their clinical site; including patients and staff. Students are not allowed to post negative information regarding peers, faculty, or the school.

Honesty regarding all work completed for all courses is expected. Dishonesty is not tolerated. Academic dishonesty includes cheating, copying another student's work, plagiarism, or other dishonest acts. Plagiarism means to steal and use the ideas or writings of another person's as your own. If you do not document that is not your own, you will be using someone else's work as your own. Whether you borrow a single idea, a sentence, or an essay, it is plagiarism. Any student caught cheating on any material will be subject to immediate disciplinary action. Disciplinary actions that may be taken include, but are not limited to:

- An "F" or zero grades on material in question.

- Dismissal from the program.

Student Code of Conduct Offenses

A. Offenses Related to Persons
   An offense related to a person is committed when a student:
   1. Intentionally or knowingly and without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner
   2. Threatens (by any means), intimidates or uses physical or sexual force in a manner that endangers the health or safety of another person or which reasonably causes another person to be fearful of physical or emotional harm
   3. Intentionally harasses another person. Harassment includes, but is not limited to, impeding another persistently or wronging or bothering another persistently
   4. Engages in any activity related to other persons which is prohibited by law or court order

B. Offenses Related to Property
   An offense related to property is committed when a student:
   1. Knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or of HE.
   2. Intentionally or negligently damages or destroys property owned or in the possession of another person or of HE.
   3. Obtains the property of another person by misrepresentation or deceptive means.
   4. Enters or uses the facilities or property of another person or HE without consent or authorization.
   5. Commits a computer-related offense

C. Offenses Related to the Operation of HE
   An offense related to the operation of HE is committed when a student:
   1. Engages in illegal, obscene or indecent conduct on HE property or at HE-sponsored events.
   2. Forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or the authorization of appropriate HE staff.
   3. Forges, alters, or falsifies documentation related to HE course completion, including falsification, alteration, or forgery of certificate of completion, degree, or transcripts.
   4. Working as a graduate of any HE program in a role related to programs offered under false pretenses or as a graduate without meeting all course requirements for graduation, or for certification/licensure for such role.
   5. Fails without just cause to comply with the lawful order of an HE staff member acting in the performance of his/her duties and authority.
   6. Engages in solicitation in or on HE property or involving the use of campus property unless such solicitation is approved by appropriate HE associates.
   7. Intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of HE.
   8. Failure to comply with policies of HE or clinical partners related to use of electronics and cell phones on campus or while engaged in clinical/community/externship opportunities provided and sanctioned by HE.
   9. Failure to comply with HE clinical and externship policies, including attendance and uniform policies.

D. Offenses Related to Welfare, Health or Safety

An offense related to welfare, health or safety is committed when a student:

1. Uses, possesses, or manufactures, without HE authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property
2. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on HE property
3. Abuses, removes, or damages fire and safety equipment; or fails to vacate a building or facility when a fire alarm is activated
4. Fails to leave a building, streets, walks, driveways or other facilities of HE when directed to do so by an associate of the campus having just cause to so order
5. Uses, possesses, distributes, sells, or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law
6. Reasonable suspicion of use of or being under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.

Violations of the Student Code of Conduct: Penalties and Procedures

Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of HE, or which the administration feels would endanger members of the campus community, shall be subject to disciplinary action.

Disciplinary action, up to and including expulsion, will be taken toward those who violate these general guidelines or the Student Code of Conduct.

Procedures

A. Filing a Complaint

1. Any member of the Hardon community may file a complaint with the Chief Education Officer against any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form and forward it directly to the Chief Education Officer or his/her designee. All submissions must include the full name, contact information, and company affiliation (if applicable) of the complainant.
2. Investigation and Decision
    a. Within three (3) business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Chief Education Officer will complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the Complaint was filed. In the event that additional time is necessary, the student will be notified. After discussing the Complaint with the student, the Chief Education Officer shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
    b. If the student fails to respond to the Chief Education Officer within three (3) business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Chief Education Officer will consider the available evidence without student input and make a determination.

c. In the event that a Complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding shall be conducted individually.
d. If the Chief Education Officer or his/her designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Chief Education Officer or his/her designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

B. Disciplinary Sanctions
1. After a determination that a student has violated the Student Code of Conduct, the Chief Education Officer or his/her designee may impose one or more of the following sanctions:
a. Restitution – A student who has committed an offense against property may be required to reimburse HE or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
b. Reprimand – A written reprimand may be given to any Student. Such a reprimand does not restrict the student in any way, but it signifies to the Student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the HE community, and that any further violation may result in more serious sanctions.
c. Restriction – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent HE in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
d. Disciplinary Probation – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
e. Disciplinary Suspension – If a student is suspended, he/she is separated from HE for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
f. Disciplinary Expulsion –Removal and exclusion from HE, HE-controlled facilities, programs, events, and activities. This may include denial for re-admission, where applicable. A record of the reason for the student's dismissal is maintained by the Chief Education Officer or his/her designee. Students who have been dismissed from HE for any reason may apply in writing for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Chief

Education Officer or his/her designee. Students and graduates who are found to falsify course and program completion documents, such as certificates of completion, transcripts, or degrees, are ineligible for readmission for perpetuity.

g. Interim Disciplinary Suspension – As a general rule, the status of a student accused of violations of the student Code of Conduct should not be altered until a final determination is made regarding the charges against him/her. However, interim suspension may be imposed upon a finding by the Chief Education Officer or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the HE community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other HE-related activities.

2. Violation of Federal, State, or Local Law
    a. If a student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to HE's vital interests and stated mission and purpose.
    b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
    c. When a student is charged by federal, state, or local authorities with a violation of law, HE will not request or agree to special consideration for that individual because of his/her status as a student. HE will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. Conditions of Disciplinary Suspension and Expulsion
    a. A student who has been suspended or expelled from HE shall be denied all privileges afforded a student and shall be required to vacate HE premises at a time determined by the Chief Education Officer or his/her designee.
    b. In addition, after vacating HE Premises, a suspended or expelled Student may not enter upon HE Premises at any time, for any purpose, in the absence of written permission from the Chief Education Officer or his/her designee. A suspended or expelled student must contact the Chief Education Officer or his/her designee for permission to enter HE Premises for a limited, specified purpose.
    c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Chief Education Officer or his/her designee must accept the Form by mail

or fax if he/she refuses the student's request to enter the HE premises for that specified purpose.

C. Appeals Procedure
   7. A student who wishes to appeal a disciplinary decision must submit their appeal, in writing, to the Chief Education Officer for review within three (3) business days of notification of the decision. The appeal should include documentation of substantiating circumstances, as applicable.
   8. The Chief Education Officer will review the appeal and supporting documentation within seven (7) days of receipt of the appeal.
   9. The student may be invited to meet with the Chief Education Officer, virtually or in-person, regarding the appeal.
   10. The Chief Education Officer will decide regarding the appeal and notify the student of the decision within 14 calendar days of the appeal submission.
   11. The decision of the Chief Education Officer shall be final and binding.
   12. After exhausting all grievance options within the institution, the student may contact the Office for Career and Technical Schools (OCTS). See the *Student Complaint Process* on the OCTS webpage at http://www.in.gov/dwd/2731.htm

Copyright Policy

Students are expected to use originality in their work, making sure to submit work that is created by the students. In completing assigned course work, students may decide (or may be required to) demonstrate evidence of students' original thoughts and ideas through assimilation of scholarly work. Assimilation of scholarly work may include quoting other authors and use of another person's images, audiovisual works, recordings, and previously written/created information. When using the work of others, students are responsible for not exceeding the scope of fair use. In addition, students are responsible for following any licensing terms associated with the use of other's works.

Assignments, projects, papers, and other assigned course work should be completed in a way that does not violate the copyrights of others. Honesty regarding all work completed for all courses is expected. Dishonesty is not tolerated. Academic dishonesty includes cheating, copying another student's work, plagiarism, or other dishonest acts. Plagiarism means to steal and use the ideas or writings of another person's as your own. If you do not document that is not your own, you will be using someone else's work as your own. Whether you borrow a single idea, a sentence, or an essay, it is plagiarism.

When a student creates original and creative work through assignments, projects, papers, and other assigned course work, the student automatically owns copyrights to that work without the need to register the work to attain copyrights. Hardon Education retains the right to use student work for scholarly, academic, or administrative purposes.

Course materials include syllabi, textbooks, online modules and examinations, and instructor copyrighted material. Students are not allowed to copy, redistribute, or upload any course or learning material provided, including syllabi, instructor lesson plans, course assignments, or scholarly material utilized in the course or program. Students are not permitted to upload course

material to any website or provide to any third-party company. Copying of entire textbooks is strictly prohibited.

Hardon Education's email system and Internet access may not be used for any non-course-related purpose without prior authorization. Students are strictly prohibited from using Hardon's email system or Internet access for any of the following purposes:

- Violating copyright or other intellectual property laws
- Viewing, transmitting, retrieving, or storing material that may in any way be considered pornographic or obscene
- Transmitting any messages containing derogatory, harassing or inflammatory remarks about an individual or group's race, color, religion, gender, national origin, age, disability, other legally protected status, or other characteristic or attribute
- Transmitting any abusive, profane, or offensive language
- Transmitting any maliciously false information or information the employee knows or has reason to believe is defamatory or libelous
- Sending or posting any chain letters, jokes, or advertisements not directly related to some school or business purpose or activity
- Using the email system or Internet access for any political or religious causes or activities
- Using the email system or Internet access for any other purpose that is illegal, may damage the reputation of Hardon Education or is otherwise contrary to the school's best interest, and is not protected by applicable law.

Uniform Policy – Health Programs & Courses

Students are to wear the designated scrubs every day during clinical, externship and lab experiences, and to classes as instructed. A white lab coat may also be worn with scrubs. Students will be asked to leave class and be counted absent if found to be out of compliance with the Hardon Education Uniform Policy.

1. Scrubs and lab jackets are to be spotless, wrinkle free, and neat. They are not to be worn at another job before or after classes where they can be stained or damaged.
2. Scrubs should fit well, not too tight or too loose and must not drag the floor.
3. Plain, neutral color (white, grey, black, tan, or brown) shirts may be worn under the scrub top for warmth.
4. Name badges must be worn on scrubs. Analog watches with a second hand must be worn.
5. Clean, white, practical (not clogs or canvas) shoes and white socks must be worn with scrubs. Shoes must be of leather or vinyl material (no canvas or mesh shoes allowed).
6. Proper and modest undergarments must be worn under scrubs.
7. Hair must be clean, neat, off the collar, and out of the face, & a natural color.
8. Nails must be short (no more than ¼ inch from nail bed), clean, natural, and only neutral polish must be used. No artificial nails are permitted.
9. Personal hygiene must be maintained, including daily bath or shower, brushing and flossing of teeth, and use of deodorant.

10. Make up, when used, should be used in moderation.
11. Wedding rings may be worn. One simple post earring may be worn in each ear lobe. Gages are discouraged, but if present flesh color gages must be worn. No other jewelry is acceptable.
12. Only natural color contact lenses can be worn.

Clinical, Externship & Skills Lab Guidelines (Health Programs & Courses)

Clinical, externship and skills lab experiences are designed to assist the student to meet the course objectives. It is the student's responsibility to make transportation arrangements to be at the assigned clinical/simulation/lab site on time. Students enrolled in a program that requires phlebotomy and venipuncture skills are expected to allow other students to practice these skills with other students. This means that all students are expected and required to perform venipuncture and phlebotomy skills on other students and to allow other students to practice these skills on you. It is understood, when enrolling in any course or program that requires venipuncture and phlebotomy skills, that you will be exposed to other people's body fluids and agree to allow amateur students to practice these skills on you. In addition to the previously stated Uniform Policy, students must abide by the following:

Clinical/Simulation/Lab Dress Code

Any student considered to be unprofessional in appearance will be asked to leave the clinical or skills lab setting and will be counted absent. Instructors may make adjustments to the uniform policy according to the clinical site policy. If a student is employed by a health care agency, she/he may not wear the college name pin, patch, lab coat or uniform during employment hours.

Clinical and Skills Lab Uniform

Students are expected to wear a designated uniform that is neat, clean, not wrinkled and fit appropriately. If a sweater or short lab coat is worn to the clinical or skills lab area, it must be white. Street clothes will be acceptable in certain clinical facilities or during certain skill lab activities, as directed by the instructor. The student ID badge and a facility ID, if required by the facility, must be visible when in the clinical or skills lab setting.

Contact Lenses

Only natural color contact lenses can be worn at clinical.

Shoes

Clean nursing shoes or athletic shoes (no clogs, slides, crocs, sling backs, sandals, or street shoes) must be worn in the designated color. Shoes must have closed toes and should be clean and polished. Shoes must be leather or vinyl – no canvas or mesh shoes allowed.

Hosiery & Socks

Students must wear white hosiery or white socks.

Jewelry

Jewelry permissible in the clinical or skills lab area includes a wristwatch with second hand (mandatory) and plain band-type ring.

Piercings

No visible body or tongue piercing are allowed except for pierced ears. Post-type earrings (maximum number of earrings per ear is one; no dangling or large earrings allowed). Gauges are discouraged, but if present flesh color gauges must be worn.

False eye lashes
False eye lashes are not permitted in the clinical/simulation/lab area.
Personal Hygiene and Habits
Fingernails must not to extend more than ¼ inch beyond the fingertip and must be clean. No artificial nails or nail polish is allowed in the clinical or skills lab area. Nail jewelry and appliques are not permitted. Hair must be clean, styled, away from the face, and kept off the shoulders. No decorative hair ornaments are permitted to be worn. Extreme hair colors are not permitted. Beards, sideburns, and mustaches must be clean and trimmed (no stubble). No perfume or perfumed body lotions may be worn and student may not smell of smoke. Make up should be used in moderation.
Cell Phones/Smart Phones/Tablets
Students are not permitted to carry cell phones/smart phones/tablets in the clinical or skills lab area. They may be stored with the student's belongings in the designated area.
Chewing gum and Smoking
Chewing gum, eating or drinking is not permitted in the clinical and skill lab area while providing care to clients. Smoking is prohibited in the clinical and skill lab facility.
Equipment Needed
Nursing students will need the following equipment in most clinical facilities. Clinical faculty will adjust this list as needed per facility and institutional policy. All equipment is at the expense of student and must be purchased by the first day of term 2: black ballpoint pen, small note pad, clipboard, penlight, wristwatch with second hand, personal stethoscope, school-approved scrub set, small calculator (cannot use calculator on phone or electronic device), and nursing drug handbook (current – no more than one year old; may use an app that is reputable and current).
Student Behavior
If any student demonstrates negligent or unsafe behavior in the clinical, externship or skills lab area, attends the clinical or skills lab experience under the influence of alcohol or illegal drugs, demonstrates signs of a physical or mental condition that interferes with the ability to perform safe nursing care, demonstrates disrespect, violence or harassment, or does not comply with program or school policies, the student will be dismissed from the clinical or externship site or skills lab and may be dismissed from the program/course. The clinical/externship facility has the right to recommend to the school that a student not be allowed in the clinical area if the student's performance is unsatisfactory or if s/he violates any rules/regulations or policies or procedures of the agency or the school.

Transcript Issuance Policy

A student who has been enrolled at HE may obtain a copy of his/her own academic record in person at the location where the student is enrolled by completing a transcript request form. A transcript can also be obtained by writing the Director of Student Services. The fee for an official transcript is $15.00, which is payable in advance by money order, cashier's check or debit/credit card.. In order to receive an official transcript, the student must have satisfied all financial obligations to HE.

In compliance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, written authorization from the student is required for release of an academic transcript. Therefore, all requests must be in writing either in person, by mail, email or by fax (telephone requests cannot be accepted). Please complete this form and submit payment using the form

posted on Hardon's website. Requests are processed in the order they are received. Please allow 7 to 10 business days for processing. Transcripts cannot be faxed.

Job Placement Assistance

HE graduates are encouraged to matriculate to employment in the program of study as soon as possible following graduation. Placement assistance is provided through the Office of Student Services, and includes resume-writing assistance, job search assistance, and mock interviews. Other placement activities may take place throughout the course of your program, including hiring fairs and visits from potential employers relevant to the program of study. In addition, clinical and externship placement personnel work with our partnering clinical agencies to assist with job placement. This assistance may include HR referrals at students' assigned clinical/externship placement site. Many factors are considered with job placement and is not guaranteed.

Course/Program Withdrawal

Students who wish to withdraw from a course or program should take the following steps:

1. Notify the Chief Education Officer or instructor in-person or in writing.
2. Students who violate the attendance policy, or who miss three (3) or more consecutive days without notice will be automatically withdrawn from the enrolled course/program.
3. Students have three (3) business days from the date they receive the letter stating they have been withdrawn to appeal the withdrawal.
4. Students must appeal in writing to the Chief Education Officer. The appeal must be postmarked or received by hand no more than three (3) business days after receipt of the notification letter. Appeal forms are available from the Chief Education Officer.
5. The Chief Education Officer will respond within three (3) business days of receipt of the appeal request.
6. The decision of the Chief Education Officer is final.
7. Students who withdraw will receive a refund as applicable based on the Refund Policy.

Health Records (Health Programs & Courses)

All students must satisfy the clinical requirements (immunizations, health status, insurance, criminal background, etc.) for a particular institution before the first day of clinical. The student is responsible for keeping immunizations, TB skin test or Chest X-ray, and AHA or American Red Cross healthcare provider CPR current and ensuring that these records are submitted to the school representative. It is the sole responsibility of the student to maintain current vaccination status through the duration of the program. Any student whose file does not contain current records will not be permitted to attend clinical rotations, and will be counted absent.

Vaccination Declination Policy

Students have the right to decline any vaccination as required by a clinical or externship partner. Declination of a vaccination may result in refusal from the clinical or externship facility to accept the student for the assigned clinical rotation assignment. Students who are unable to

complete clinical or externship rotation due to denial of access by the clinical or externship facility related to vaccine declination are unable to progress through the program of study. All clinical or externship rotation courses must be completed for program completion, where applicable. Students who decline vaccinations are solely responsible for and release Hardon Education from liability from exposure to communicable diseases that may occur during clinical or externship rotation.

Bloodborne Pathogens, Emergencies and First Aid Policy

During clinical, skills and simulation laboratory learning experiences, students are at risk of coming into contact with bodily fluids, harmful substances, bloodborne- and airborne pathogens, and other potentially hazardous conditions. Bloodborne pathogens are disease-causing microorganisms that are present in the bloodstream. This may include, but is not limited to, human immunodeficiency virus (HIV), hepatitis B virus (HBV) and hepatitis C virus (HCV). Airborne pathogens are disease-causing microbes spread by sneezing, coughing, or laughing. These pathogens are generally transmitted through respiratory droplets, and may include, but not limited to, whooping cough, mumps, and varicella zoster (Chicken Pox). Students are encouraged to always follow standard precautions and facility and institutional policies when engaged in the clinical, skills, and simulation laboratory settings. Strict adherence to all clinical policies, as outlined in the Student Catalog, is mandatory while practicing, demonstrating, and performing nursing skills and patient care under the direct supervision of the assigned course faculty and/or preceptor.

Hardon Education staff and faculty must call 911 for urgent and emergency treatment. Hardon faculty and staff cannot provide medical treatment for emergencies and medical needs that occur while in the classroom, clinical, skills or simulation laboratory settings. Students must be referred to a medical provider of his or her choice. In the case of a medical emergency where the student is unable to provide consent, 911 will be called and students transported to the nearest and most appropriate medical facility.

In the event of exposure to body fluids, chemicals, or other potentially hazardous material (OPHM) in the clinical, skills or simulation laboratory settings, students should adhere to the following procedure:

1. Students exposed to other people's body fluids via needle stick or direct exposure should wash the area with soap and water. Skin, mouth, and nose exposed by splash of blood or body fluids should be irrigated with clean water or sterile water or saline. Eyes and ears exposed by splash of blood or body fluids should be irrigated with sterile water.
2. Notify clinical faculty immediately following cleansing of exposed area.
3. Seek immediate medical attention from the medical provider of choice. Hardon faculty and staff cannot provide medical care or advice under any circumstances.
4. Students are responsible to schedule and attend any follow up medical appointments as advised by the treating medical professional. In addition, students should follow instructions as provided by the treating medical professional related to medication regimens, laboratory and diagnostic testing, or making arrangements with other healthcare providers as referred/advised.
5. Source testing of blood is recommended when a student is exposed to other people's blood or body fluids. Source testing will require consent of the individual and typically

includes testing for infectious diseases. Students exposed to other people's blood or body fluids during a clinical rotation must follow the clinical facility's policy related to source testing of blood and getting consent from the source individual.

6. Students who experience a clean needle stick in the skills lab, simulation lab, and clinical settings are advised to cleanse the area with soap and water. Medical attention is not necessary unless the student sustains an injury that requires medical treatment or follow-up care.
7. Students exposed to airborne pathogens should notify the clinical faculty immediately and seek testing and treatment, as needed, at the nearest medical facility or medical provider of choice.
8. Students exposed to hazardous chemicals during the clinical rotation should inform the course faculty immediately and follow instructions as outlined in the Material Safety Data Sheets (MSDS) or as outlined in facility policy.
9. An incident report must be completed within 24 hours of exposure to blood, body fluids, airborne pathogens, chemicals, or OPHM and submitted to the course faculty.

HE bears no responsibility in the event of exposure to body fluids, chemicals, or OPHM. In addition, HE bears no financial responsibility for follow-up medical care needed after exposure to body fluids, chemicals, or OPHM during any learning experience in the classroom, skills and simulation laboratory, or clinical settings. All HE students are required to maintain medical continuous medical insurance coverage for the duration of their enrollment in their program of study.

Medical Insurance Policy

Medical insurance is mandatory for students while enrolled in their program of study. Students must maintain continuous coverage for the duration of their enrollment in their program of study, including clinical rotations and externship experiences. Medical insurance plans should, at minimum, include the following:

- Coverage for hospitalization, emergency care, and outpatient services
- Coverage for injuries sustained in the clinical setting
- Coverage for prescription medications
- Coverage for mental health services
- Preventative care, including vaccinations and routine screenings

Students may be asked to provide proof of active medical insurance at the time of program admission and continued coverage throughout the program. Acceptable documentation for proof of coverage includes:

- A copy of insurance card with policy details
- A certificate of coverage from an insurance provider
- Verification letter from the insurer

Failure to maintain medical insurance during enrollment may result in removal from your enrolled program, denial in participation of laboratory and clinical/externship experiences and disciplinary action.

Student Services Policies

Barrier-Buster Relief Policy

Students experiencing any of the following barriers will follow the steps outlined in this policy:

- Transportation
- Housing assistance
- Daycare/child care assistance
- Utilities
- Basic human needs (i.e. food security, etc)

Students experiencing these barriers will follow the following procedure:

1. Meet with the Office of Student Services to express the need for financial assistance.
2. Complete the Scholarship Request Form. Students must submit supporting documentation with scholarship application (i.e. utilities termination notice/bill).
3. Scholarship Request Forms are reviewed once per week by the Director of Student Services and the Chief Operations Officer. Requests submitted without supporting documentation will not be considered.
4. Students will be granted only one scholarship allotment during program enrollment.
5. Selected students will be notified of decision regarding scholarship request from the Office of Student Services.
6. Requested funds are distributed directly to the debtor. No funds will be directly distributed to students.

Scholarship Requirements

Hardon Education understands that financial barriers can be a tremendous challenge for those pursuing post-secondary education. Investing in our students is a top priority for Hardon as we strive to improve access to quality and affordable career training. We are truly honored to offer scholarship opportunities to Hardon students who meet the criteria. Scholarship disbursement is not guaranteed and can be forfeited if requirements are not maintained. Students may be selected one time for a Hardon scholarship. Scholarship recipients must meet the following criteria:

1. Student must maintain 90% attendance per class and term.
2. Student must not be on academic probation, this includes non-core courses.
3. Scholarship recipients must attend remediation if an exam or course grade falls below 80%.
    a. Must attend 1-hour per week of remediation for every exam grade that falls below 80%
    b. Must attend 1-hour per week of remediation for any course grade that falls below 80%; remediation must continue weekly until course grade(s) are above 80%
    c. Remediation is scheduled with an instructor. If a student has difficulty scheduling, Student Services must be contacted.
4. Student must attend and volunteer for the annual scholarship fundraiser.
5. Clinical days cannot be missed.
6. Scholarship recipients must maintain government laws for citizenship and maintain a clean criminal record.
7. Scholarship recipients must not fail a drug screening.

8. Scholarship recipients cannot violate the student code of conduct.
9. Scholarship recipients must maintain all clinical requirements (vaccines etc.)
10. Scholarship recipients are expected to communicate with Students Services with program concerns, questions and external stressors that may inhibit their success.
11. Scholarship recipients must participate in one day of community service per term. This service will be communicated with students from Student Services with ample notice to attend. Students can provide their own service opportunities and submit for approval.
12. Scholarship recipients must maintain normal progression of courses for the program with no repeat of courses.
13. A course cannot be repeated or withdrawn.
14. Scholarship recipients must follow the uniform policy.
15. Scholarship recipients may be required to provide personal information for grant submissions, this could include financial statements, household income etc.

Counseling & Guidance

Students in need of academic counseling will follow the guidelines as outlined in the Student Catalog. Students requesting counseling and guidance related to mental health needs should follow the following process:

1. Contact the Office of Student Services to schedule an appointment.
2. Following a meeting with a Hardon staff member, students may be referred to community mental health resources. Students in need of financial assistance following a referral may refer to the Barrier-Buster Relief Policy to request assistance.

Health Services

Hardon Education values the health and safety of our students. HE partners with a number of local healthcare providers who may be able to provide services at a reduced or nominal cost. Students in need of health care services may contact the Office of Student Services for a list of affiliated providers. Students in need of health care services should follow the following process:

1. Contact the Office of Student Services to schedule an appointment.
2. Following a meeting with a Hardon staff member, a referral will be made to an affiliated partner.
3. Students are responsible for any fees/costs associated with health services.
4. Students in need of financial assistance following the referral may refer to the Barrier-Buster Relief Policy to request assistance.

Student Organizations

Student Membership to National Association for Practical Nurse Education & Service, Inc (NAPNES)

Enrolled practical nursing students are provided a complimentary student membership to the National Association for Practical Nurse Education & Service (NAPNES). This membership provides an opportunity for students to gain experience with serving and participating in a professional nursing organization. Student involvement and use of the NAPNES student membership is required and may include assigned work throughout the course of their program.

Transportation

Clinical experiences are varied, and locations may be located up to 90 minutes from Marion County. Students are expected to travel to and from clinical sites and are responsible for their own transportation and vehicle maintenance, including vehicle gas and regular vehicle maintenance. In addition, students are responsible for carrying appropriate auto insurance coverage as required by law. HE is not responsible for any damages or accidents that may occur during commute or while student is participating in clinical rotation.