



NURSING STUDENT HANDBOOK

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Introduction

This handbook is intended for and is applicable to all students enrolled to a nursing program offered by Hardon Education (HEI). This handbook and the Student Catalog are the primary sources of information related to student policies, procedures, and guidelines while enrolled at HEI. The Nursing Student Handbook is not inclusive of all HEI policies, procedures, and guidelines and 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 HEI website (www.hardoneducation.org) by clicking 'Student Forms' and logging in to the portal.

Non-Discrimination Statement & Requests for Accommodations

HEI 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. HEI 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 HEI. 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.

Accreditation/Approvals

- 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](#).
- Hardon Education, LLC is an approved business in the state of Indiana under the Indiana Secretary of State.

Our Core Values

Knowledge – The preparation of competent health care providers begins with the fundamental knowledge in the field of study. At HEI, health care training curricula are based on evidenced-based practice and current trends.

Guidance – At HEI, 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.

School of 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 HEI 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 health, 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.

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.

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://efaidnbmnnibpcajpcglclefindmkaj/viewer.html?pdfurl=https%3A%2F%2Fnunes.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

Essential Functions for Nursing Students

The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination against qualified individuals with disabilities. The ADA defines a qualified individual with a disability as a person who meets legitimate skill, experience, education, or other requirements of an employment position that he or she holds or seeks, and who can perform the "essential functions" of the position with or without reasonable accommodation. Requiring the ability to perform "essential" functions assures that an individual will not be considered unqualified simply because of inability to perform marginal or incidental job functions. (EEOC, 2002)

Requests for reasonable accommodations for nursing students will be considered on a case by case basis in collaboration with the Office of Students Services and the clinical facility, where applicable. To gain admission to and complete a nursing program, students must be able to meet the essential functions listed below, with or without reasonable accommodations:

Emotional

Students must be able to effectively cope with stress in academic studies and the demands of working under direct supervision during clinical experiences. Students must demonstrate the ability to provide safe nursing care to patients in the clinical setting under direct supervision and observation of clinical faculty and clinical staff.

Cognitive

Students must have the capability to process information from various sources in written and verbal format. Mathematical functions are required, including the ability to perform

multiplication, division, addition, subtraction, percentages, and fractions with or without a calculator.

Physical

Nursing students must provide their own transportation to and from the clinical facility. Students must be able to safely perform clinical skills and patient care. This includes the ability to move, lift, and transfer patients. Mobility is an essential function in the clinical skills lab and healthcare setting, including bending, stooping, and ability to move around rapidly. Gross and fine motor skills are essential, including the ability to stand for extended periods of time, manipulate syringes and intravenous (IV) lines, participate in hand-written and electronic documentation, and assisting patients with activities of daily living (i.e. feeding, dressing, toileting).

Students must have the ability to communicate in English, verbally and in-writing/electronic documentation. The ability to effectively communicate with patients, families, faculty, peers, and healthcare team members is essential. Vision, hearing, and touch are essential functions, including the ability to complete physical assessments, communicate on the telephone, listen and hear through a stethoscope to discriminate sounds, and to hear emergency alarms or announcements in the classroom, laboratory, and clinical settings. Manual dexterity is an essential function, including the ability to manipulate small objects with precision and accuracy.

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 and 2) 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)

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 60 days and no more than 3 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.

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 be at least 18 years of age – verified by a government-issued photo ID. ID must be current/active.
- Completion of a fingerprint criminal background check. Results must be submitted before admission is granted.
- 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, including MMR, polio, varicella, TDAP, and tetanus booster (other vaccinations may be required to attend clinical rotation, including flu and COVID vaccinations)
- Completion of urine drug screening
- CPR Training Card (completed no more than 6 months from program start date)
 - 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 general education credits from an institution outside of HEI based on grades achieved and validation through review of transcripts and course descriptions.

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 60 days and no more than 3 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. HESI A2 exam scores from another college/institution that meet minimum scoring requirements may be used to meet HEI 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.

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. To be considered for transfer credit, applicants must submit *official* college transcripts with the Enrollment Agreement by the specified deadline.

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 the enrollment fee.
2. Submit required documentation, including proof of age, official college transcripts (for transfer of general education/non-nursing credit, as applicable), background check, Basic Life Support for Healthcare Providers, and physical examination. Satisfactory forms of ID 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 A2 entrance examination.
5. Submit Personal Plan for Success.
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 Nursing Information Session prior to the first day of class(es).

Applicants who are not accepted to the School of Nursing may reapply in 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 HEI'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. **Grades are not rounded.** 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 78% at midterm. Grades are not rounded.
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. The student has been absent from 10% of any didactic course (including any corresponding laboratory component) at any point during the term.
4. A student readmitted to the current term.
5. A student who is repeating any course.
6. A student who scores below 900 on the HESI Exit Exam (Version I).
7. A term cumulative grade average less than 78% at midterm. Grades are not rounded.

Nursing students placed on academic probation will be notified by the course faculty member or Chief Education Officer with written follow up (email or hardcopy). Students placed on academic probation due to an overall course or term grade below 78% and who scored below 900 on version one of the HESI Exit Exam must demonstrate a cumulative grade average of 78% or higher within one academic term. Students who are readmitted to the nursing program or who are repeating a course are placed on academic probation for the entire term which they were readmitted or the term in which they are repeating a course(s). Students placed on academic probation must attend at least one (1) hour of tutoring per week for the course(s) which the overall grade is below 78% or for the course(s) they are repeating. Academic probation for students readmitted to the nursing program or who are repeating any course begins at the start of academic probation and continues through the duration of the term. Tutoring sessions may be scheduled and conducted with program faculty or a peer tutor. Students are responsible for making arrangements for tutoring with faculty by directly contacting faculty. Students may request a peer tutoring session by contacting the Office of Student services at studentservices@hardoneducation.org.

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 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.

Dosage Competency Examinations Policy

Patient safety and the prevention of medication errors is a priority for Hardon Education School of Nursing faculty. Nursing students are required to pass a dosage calculation competency examination with a score of 90% or higher, to be administered in PN 201, PN 301, and PN 401. For each course listed, course faculty will administer the dosage competency examination within the first two (2) weeks of the course. Students who do not successfully complete the dosage competency examination with a score of 90% or higher will meet with the course faculty to develop a plan for remediation and practice. Students will retake the dosage competency examination at time determined by faculty. The dosage competency examination must be reattempted prior to the mid-term point of the clinical rotation. Students who do not earn a score of 90% or higher on the second attempt will collaborate with course faculty to develop a plan of action. The plan of action must include weekly tutoring, the amount of time at the discretion of faculty based on students' needs.

Students who do not meet the passing standard on the first or second attempt of the dosage competency examination will continue to participate in supervised medication administration in the clinical facility, however, cannot pass the clinical component of the course without passing the dosage competency examination with a score of 90% or higher. Students must earn a score of 90% or higher on the dosage competency examination by the end of the clinical rotation to be successful in the clinical component of the respective course and to progress in the nursing program. The retake examination may be a different exam for each attempt with different question types (i.e. multiple choice, fill-in-the blank, etc).

Maintaining Dosage Competency

Maintenance of dosage competency throughout the nursing program is critical to student success and patient safety. Starting with term 2 courses, each nursing course with the prefix NUR- will include dosage competency questions on course examinations. Course faculty will monitor and assist students who are unsuccessful with dosage calculation problems. NUR- courses with a corresponding clinical component require students to demonstrate accurate dosage calculation of all medications ordered for the assigned patient(s), even if students are not administering medications. Medication and dosage errors will be documented on the Clinical Performance Evaluation (CPE) and may result in failure of the clinical component of the course.

Course Repeat Policy

Students who are repeating any course are placed on academic probation through the duration of the term and are required to follow the terms of academic probation as outlined in the

Progression Policy. Students required to repeat course *PN 402 Transition to the Role of Practical Nursing* must attend weekly content review sessions as scheduled by the Chief Education Officer. Weekly content review sessions may include comprehensive content review and exams and may be conducted in person or virtually. In addition, weekly content review sessions may be scheduled during any term, regardless of when the course is offered. This means that students may be required to complete weekly content review sessions during a term in which the course is not being offered. Weekly content review sessions must be attended over a 12-week term and are in addition to the required weekly tutoring sessions as outlined in the Progression Policy for academic probation.

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 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 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.
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 HEI appeals procedure.

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 Review course
- Completion of the HESI Exit Exam (E2) with a score of 900 or higher
- 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

Eligibility for the National Council Licensure Examination Practical Nurse (NCLEX-PN)

An individual who successfully completes the nursing program is eligible to take the national licensure examination. One must pass the NCLEX-PN to receive a license to practice as a Licensed Practical Nurse (LPN). For more information, please visit the National Council for State Boards of Nursing (NCSBN) at www.ncsbn.org.

Attendance

Classroom

Nursing students are expected to attend all classes. HEI 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 during the term and dismissed from the program upon missing 15% of scheduled didactic or laboratory course hours during 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.

Drug Screening Policy

Students enrolled in a nursing program of study are required to sign an authorization to conduct urine drug screening. Drug screening will be performed by Hardon, or a Hardon-approved facility, 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, HEI 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. Two individuals must be present anytime reasonable suspicion testing is performed (cannot be a student). 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 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 HEI 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 the nursing program of study.

Criminal History Policy

HEI 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. Applicants who do not complete the application process within 30 days must submit an updated criminal history report. 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. HEI and its clinical partners will treat criminal history reports as confidential and will keep such results protected from unauthorized access. HEI 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 HEI. Students who complete and submit the fingerprint criminal history report consent to HEI sharing the results with clinical partners, as needed, for the purposes of clinical placement.

Student Code of Conduct

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 HEI 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 HEI.
2. Intentionally or negligently damages or destroys property owned or in the possession of another person or of HEI.
3. Obtains the property of another person by misrepresentation or deceptive means.
4. Enters or uses the facilities or property of another person or HEI without consent or authorization.
5. Commits a computer-related offense

C. Offenses Related to the Operation of HEI

An offense related to the operation of HEI is committed when a student:

1. Engages in illegal, obscene or indecent conduct on HEI property or at HEI-sponsored events.
2. Forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or the authorization of appropriate HEI staff.

3. Fails without just cause to comply with the lawful order of an HEI staff member acting in the performance of his/her duties and authority.
4. Engages in solicitation in or on HEI property or involving the use of campus property unless such solicitation is approved by appropriate HEI associates.
5. Intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of HEI.
6. Failure to comply with policies of HEI 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 HEI.
7. Failure to comply with HEI 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 HEI 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 HEI 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 HEI 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 HEI, 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 HEI 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.
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 HEI 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 HEI 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 HEI 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 HEI 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 HEI, HEI-controlled facilities, programs, events, and activities. 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 HEI 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.
- 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 HEI community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other HEI-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 HEI'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, HEI will not request or agree to special consideration for that individual because of his/her status as a student. HEI 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 HEI shall be denied all privileges afforded a student and shall be required to vacate HEI premises at a time determined by the Chief Education Officer or his/her designee.

- b. In addition, after vacating HEI Premises, a suspended or expelled Student may not enter upon HEI 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 HEI 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 HEI premises for that specified purpose.

Appeals 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.

Grading Practices

Nursing students are required to pass all nursing program courses with a grade of 78% or better. Grades will not be rounded. 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 below. No grades will be rounded, including 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.

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

Testing Policy

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 their 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.

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.

Tutoring

Students may request academic tutoring, at any time during the term, by contacting course faculty. Peer tutoring may be requested by contacting the Office of Student Services at studentservices@hardoneducation.org. 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.

HESI Policy

All students enrolled in the HEI School of Nursing will take the nationally normed HESI Specialty Exam in specific courses and two versions of the HESI Exit Exam (E2) in the final term. Students should aim to achieve a score of 900 or higher on each exam. Research demonstrates that scores in this range on the HESI E2 are highly predictive of NCLEX success. To prepare for the comprehensive HESI E2, students are required to remediate according to the prescribed plan of study that accompanies the HESI feedback. Students must provide documentation of remediation after each specialty exam, prior to sitting for the respective course final examinations.

HESI Specialty Exams

HEI utilizes Elsevier's HESI products throughout the nursing program of study to enhance students' preparation for the NCLEX licensure examination. HESI online tools are integrated through the entirety of the nursing program of study, and compliance with HESI assignments affects students' progression. All nursing students are required to adhere to the following guidelines related to HESI products:

- HESI Specialty Exams must be completed by the specified due date and will count as 10% of the overall course grade. The benchmark score for all HESI Specialty Exams is 900. Students are required to complete remediation following all HESI Practice and Specialty Exams. Documentation of remediation of all practice exams assigned must be presented prior to taking the assigned Specialty Exam. In addition, documentation of remediation of the assigned Specialty Exam must be provided to course faculty prior to sitting for the course final exam. Students will earn a grade for the assigned HESI Specialty Exam using the following scale:

HESI Specialty Exam Score	Grade (# of points out of 100)
900 or more	100
800-899	90
700-799	80
600-699	70
599 or below	60

- HESI Specialty Exams are administered in various core nursing courses. Following test administration, students receive a score and an online remediation plan for each question missed. Remediation for each question has multiple content items and may include

practice questions. The following remediation is required in following each HESI Specialty Exam. Study plans for remediation must be printed out and handed to the instructor for admission into the final exam. Failure to hand in remediation will result in a failing grade for the HESI Specialty Exam.

HESI Specialty Exam Mandatory Remediation Guidelines

Score	Mandatory time for remediation (hours)
800-899	2
700-799	3
600-699	4
500-599	5
400-499	6
300-399	8

- Prior to taking the HESI Specialty Exam for any applicable course, the nursing student must take assigned HESI Practice Quizzes and Exams that correspond with the specialty exam assigned and must complete any assigned remediation work associated with the practice quizzes and/or exams. The practice quiz and/or exam results and assigned remediation work must be submitted to course faculty prior to scheduling and taking the proctored HESI Specialty Exam. Failure to complete the practice quizzes and/or exams and assigned remediation work will result in a failing grade for the corresponding HESI Specialty Exam.
- For nursing courses assigned a HESI Specialty Exam, students may be required to complete HESI adaptive quizzing or case study assignments. All assigned HESI quizzes and case studies must be completed as assigned.
- Students must complete all HESI Specialty Exams by the end of the term for all applicable courses. Nursing students will not be allowed to progress to the next term without completing all assigned HESI Specialty Exams.
- Students who fail to complete the HESI Specialty Exam for any applicable course will not be allowed to move on to any nursing program course for which the course is a prerequisite.

HESI Exit Exam (E2)

The HESI Exit Examination (E2) is administered during the final term of the nursing program of study. An online remediation plan is developed for each question missed. Students scoring less than 900 on the exit examination must remediate according to the following guidelines and must submit proof of remediation to the course faculty before the second attempt is taken. Students should aim for a 900 or higher benchmark score on the HESI E2 before sitting for the NCLEX-PN® examination.

HESI Exit Exam Mandatory Remediation Guidelines

Score	Mandatory time for remediation (hours)
800-899	3
700-799	5
600-699	7
500-599	9

400-499	11
300-399	13

- Nursing students in their final term must take the HESI Exit Exam (E2) by the end of the term. Practical Nursing students must score a 900 or better on the HESI Exit Exam (E2) to be eligible for graduation.
- If the nursing student does not attain a score of 900 or better on the HESI Exit Exam (E2) after two (2) attempts, the student will meet with the Nursing Administrator to receive a plan for focused review.
- The HESI Exit Exam (E2) will count as 30% of the overall course grade for *PN402 Transition to the Role of Practical Nursing*. Students will earn a grade for the assigned HESI Exit Exam (E2) using the following scale:

HESI Exit Exam Score	Grade (# of points out of 100)
900 or more	100
800-899	90
700-799	80
600-699	70
599 or below	60

Uniform Policy

Students are to wear the designated scrubs every day during clinical, externship and lab experiences, and to didactic courses as instructed. A lab coat may be worn, in the designated color, 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. Nursing students must wear Hardon-issued scrub tops, pants, and lab jackets.
2. Scrubs and lab jackets are to be spotless, wrinkle free, and neat. They are not to be worn to a job before or after classes where they can be stained or damaged.
3. Scrubs should fit well, not too tight or too loose and must not drag the floor.
4. Plain, neutral color (white, grey, black, tan, or brown) shirts may be worn under the scrub top for warmth.
5. Name badges must be worn on scrubs, where provided. Analog watches with a second hand must be worn.
6. Clean, practical (not clogs or canvas) shoes (in the designated color), and neutral socks must be worn with scrubs. Shoes must be of leather or vinyl material (no canvas or mesh shoes allowed).
7. Proper and modest undergarments must be worn under scrubs.
8. Hair must be clean, neat, off the collar, and out of the face, & a natural color.
9. Nails must be short (no more than $\frac{1}{4}$ inch from nail bed), clean, natural, and only neutral polish must be used. No artificial nails are permitted.
10. Personal hygiene must be maintained, including daily bath or shower, brushing and flossing of teeth, and use of deodorant.
11. Make up, when used, should be used in moderation.

12. 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.
13. Only natural color contact lenses can be worn.

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 adjust 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 fits appropriately. If a lab coat is worn to the clinical or skills lab area, it must be in the designated color. Street clothes will be acceptable in certain clinical facilities or during certain skill lab activities, as directed by the nursing faculty. 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 $\frac{1}{4}$ 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.

Clinical, Simulation, & Skills Lab Guidelines

Clinical, simulation 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. Nursing students are required to learn phlebotomy and venipuncture skills and are expected 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 the nursing program of study, that you will be exposed to other people's body fluids and agree to allow amateur students to practice these skills on you.

Skills & Simulation Lab Guidelines

Students who enter the skills and simulation labs for practice or skills competency testing agree to following the guidelines listed below:

1. Students are only allowed in the skills and simulation labs during assigned times. Students wanting to access the labs outside of scheduled class times must make an appointment with nursing faculty or a Hardon staff member.
2. Students must always adhere to the clinical/simulation/lab dress code policy.
3. If provided, students should bring assigned skills lab kit or supplies when practicing or completing skills competency testing.
4. Under no circumstances are children, dependents, or individuals who are not enrolled at Hardon be in the skills and simulation labs.

5. Students must adhere to common infection control practices, including proper handwashing, use of personal protective equipment, and handling of sharps, while in the skills and simulation labs.
6. Eating and drinking in the skills and simulation labs is strictly prohibited.
7. Under no circumstances should any products in the skills and simulation labs be ingested or injected. All equipment, supplies, and products are for practice only and should not be used for human consumption.
8. Fidelity mannequins should be treated with tenderness and care. Students are prohibited from utilizing, practicing with, or touching mannequins without direct supervision from a faculty member or Hardon staff member. Ink pens will permanently stain mannequins and are strictly prohibited within 6 feet of mannequins.
9. Betadine and chloroprep permanently stain mannequins and are strictly prohibited for use on mannequins.
10. Under no circumstances should mannequins or mannequin parts be moved without faculty assistance.
11. Beds, overbed tables, and other equipment are for learning purposes only. Students should not sit on, lean on, or write on any equipment or to use outside of learning purposes.
12. Students must maintain cleanliness of lab by putting away supplies and equipment following use and proper disposal of sharps and contaminated items.
13. Sharps must be disposed of in the proper sharps container. Needles should never be recapped, and needles and syringes should never be reused on humans.
14. Phlebotomy and venipuncture skills will be practiced in the skills and simulation labs. Students agree to follow all infection control practices, to properly use personal protective equipment, and to properly handle and dispose of sharps when practicing these skills on simulation products or humans.
15. No equipment or supplies should be removed from the skills and simulation labs without approval from the Nursing Administrator.

Skills Competency Testing Policy

During skills testing, nursing students must adhere to all guidelines as outlined in the uniform and skills and simulation lab policies. Skills testing is an important aspect of instruction throughout the nursing curriculum and should be treated with the highest importance. Courses with a laboratory component require skills testing, and students must demonstrate competency in all skills assigned. Students will find a list of skills competencies required in the course syllabi, where applicable. The procedure as listed below must be followed for skills competency testing:

1. Students must schedule a time to complete assigned skills competency testing. Missed appointment times will count as a failed attempt.
2. Students must arrive at scheduled time in appropriate clinical attire. Students who are not in appropriate clinical attire will not be allowed to test, and the missed time will count as a failed attempt.
3. Students will complete skills competency testing in the simulation or skills lab with the testing evaluator/faculty only. Other students may not be in the room during skills competency testing. Faculty will not provide coaching, teaching, guidance, or remediation during testing. Students may ask faculty to clarify or to repeat instructions only.
4. Students must demonstrate a satisfactory rating for the skills competency examination.

5. Skills competency testing is pass or fail. Students who demonstrate satisfactory skills competency will earn a grade of 100%. Students who do not demonstrate satisfactory skills competency will earn a grade of 0.

Skills Competency Remediation and Re-Testing

Students are allowed two attempts to satisfactorily demonstrate required skills competencies, and must adhere to the following procedure when re-testing is required:

1. Students unsuccessful on the first attempt of a skills competency test must remediate by practicing the skills in the skills or simulation lab under the supervision of a nursing faculty or Hardon staff member. Remediation must be documented using the Skills Remediation Form. A copy will be provided to the student and the original copy will be placed in the student's file.
2. Students must schedule re-testing with course faculty within 48 hours of failure of skills competency test.
3. Students must submit their copy of the Skills Remediation Form to the skills evaluator/faculty member prior to re-testing.
4. All re-testing must be completed by week 12 of the term. Students are not allowed to carry over testing into the subsequent term.
5. Students who do not demonstrate satisfactory skills competency on the second attempt of any skill will fail the course.

Health Records

All students must satisfy the clinical requirements (immunizations, health status, insurance, criminal background, etc.) before the first day of clinical. The student is responsible for keeping immunizations, TB skin test or Chest X-ray, and healthcare provider CPR current and ensuring that these records are submitted to the school representative. 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 partner. Declination of a vaccination may result in refusal from the clinical 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. Vaccination requirements may include booster doses and may be required to meet vaccination requirements from clinical partners.

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.

HEI bears no responsibility in the event of exposure to body fluids, chemicals, or OPHM. In addition, HEI 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 HEI 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 the program, 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.