



**2026**

**Hallmark University  
Student Handbook**



**HALLMARK**  
UNIVERSITY

# Student Handbook

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**2025-2026 Student Handbook**

**Volume 1**

[www.hallmark.edu](http://www.hallmark.edu)



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## WELCOME TO HALLMARK UNIVERSITY

We are committed to transforming lives by providing career-focused education that equips students with superior skills, knowledge, and character. Whether pursuing a degree in Aeronautics, Business, Nursing, or Information Systems, this handbook serves as a guide to understanding the policies, procedures, and expectations that will shape a student's academic journey. The University is driven to prepare students for success in their chosen profession while fostering personal growth and professional excellence.

This General Student Handbook Section applies to all students across Hallmark University's programs. It is followed by program-specific sections tailored to the College of Aeronautics, the School of Business, the School of Nursing, and the School of Information Systems. Together, these resources ensure that students have the information they need to thrive throughout their educational journey.





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## **PURPOSE STATEMENT**

To nurture the discovery and development of one's greater purpose, through undergraduate and graduate education, consistent with biblical principles.

## **MISSION STATEMENT**

We change individual lives by developing superior skills, knowledge, and character.

## **UNIVERSITY OVERVIEW**

Hallmark University is a private, nonprofit institution dedicated to serving students, businesses, and the community through innovative, hands-on educational opportunities. Located in San Antonio, Texas, our campus includes state-of-the-art facilities designed to support student learning, including aeronautics hangars, simulation labs, a security operations center, and business consulting environments. We emphasize practical experience, academic rigor, and the development of personal attributes like integrity, reliability, and professionalism—qualities employers value in today's workforce.

Our faculty and staff are here to support students every step of the way. We encourage students to fully engage in their education, communicate openly with university faculty and staff, and take advantage of the resources available to ensure academic success.



## GENERAL INFORMATION

### Normal Hours of Operation

#### Administrative Offices & Student Affairs Business Hours

8:00 am to 5:00 pm Monday – Thursday

8:00 am to 5:00 pm Friday

Saturday by appointment only

#### College of Aeronautics

Monday through Friday, 7:55 a.m. to 2:55 p.m.

Class Break - 9:25 a.m. to 9:45 a.m., 1:10 p.m. to 1:20 p.m., 2:40 p.m. to 2:55 p.m.

Lunch – 11:00 a.m. to 11:30 a.m.

***Note:** Schedules are subject to change at the discretion of university representatives. Check with your program for specific class times, breaks, and operational hours.*

### University Holidays

Holiday	2025	2026	2027
New Year's Day	Jan. 1st	Jan. 1st	Jan. 1st
Martin Luther King Jr.*	Jan. 20th	Jan. 19th	Jan. 18th
Good Friday	April 18th	April 3rd	March 26th
Student Spring Break*	April 18th – April 24th	April 17th – April 23rd	April 16th – April 22nd
Memorial Day	May 26th	May 25th	May 31st
Juneteenth	June 19th	June 19th	June 19th
Independence Day	July 4th	July 3rd	July 5th
Student Summer Break*	Aug. 15th – Aug. 21st	Aug. 14th – Aug. 20th	Aug. 13th – Aug. 19th
Labor Day	Sep. 1st	Sep. 7th	Sep. 6th
Thanksgiving	Nov. 27th & 28th	Nov. 26th & 27th	Nov. 25th & 26th
Student Winter Break*	Dec. 22nd – Jan. 4th	Dec. 21st – Jan. 3rd	Dec. 20th – Jan. 2nd
Christmas	Dec. 24th & 25th	Dec. 24th & 25th	Dec. 24th

*\*Student only holiday – Employee Workday*

### Key Contact Information

**Main Line:** (210) 690-9000

**Registrar:** Ext. 7692

**Student Affairs:** Ext. 7696 or 7586

**Financial Planning Advisor:** Ext. 7640

**Career Services:** Ext. 7632



### **Campus Facilities Student Break Area**

Located on the first floor of the main building, the break area includes lunch tables, refrigerators, trash bins, Smart and Go Market, and a cafe. Please dispose of trash properly. *Refrigerators are emptied every Friday to maintain cleanliness.*

### **Smoking Policy**

Smoking and vaping are permitted only in designated areas outside of the main building. Signs are posted in designated areas. Cigarette butts must be disposed of in the provided containers. Smoking or vaping is prohibited elsewhere on campus, including parking lots, buildings, and hangars.

### **Computer Lab**

The computer lab in the library provides a quiet study space with internet access, academic software, and resources. Food and loud talking are prohibited. Cell phones must be silenced; step outside for calls to avoid disrupting others. Violations result in progressive disciplinary measures (warnings, probation, loss of privileges).

### **Library Resources**

Students have access to digital and physical library resources for research and study. Contact the Librarian for assistance.

### **Student Expectations: Keys to Success**

Hallmark University emphasizes three core principles for success—**Attendance, Appearance, and Attitude** (the “3 A’s”):

- **Attendance:** Regular presence in class, labs, and clinicals is critical. Employers value reliability, and attendance records often influences job prospects.
- **Appearance:** Dress professionally and adhere to program-specific dress codes to reflect the industry standards in the chosen career field.
- **Attitude:** A positive, proactive mindset drives success. We encourage students to embrace challenges, seek help when needed, and maintain respect for peers, faculty, and staff.

*"Attitude is everything. We are in charge of our attitudes." – Charles R. Swindoll*

### **General Policies Attendance**

*Attendance is mandatory across all programs.*

- Absences impact participation grades; there are no excused absences unless specified by your program.
- Students absent for more than 10 consecutive days from their last recorded attendance may be terminated.
- Exceeding 20% absenteeism in a grading term results in Attendance Probation for the



next two terms, with potential termination if absenteeism persists.

### **Academic Integrity**

Cheating, plagiarism, or any dishonesty is strictly prohibited. Consequences escalate with each offense. Refer to the “Academic Honesty Policy” on pages 25-26 of the Hallmark catalog for details. <https://hallmark.edu/hallmark-university-catalog/>

### **Professional Code of Conduct**

Hallmark University expects students to conduct themselves in a socially acceptable manner and to always abide by the school's rules and regulations. An important element of training at Hallmark University includes the development of professionalism. Prospective employers seek employees who will be positive additions to their company. The high standards maintained in our programs and the business-like environment prepare each student to meet employers' expectations in the workplace.

Learning to communicate and work with the public, team-building, problem-solving, developing self-discipline, maintaining a good attitude, and dressing appropriately are the basic standards of professional conduct required of all Hallmark University students.

Hallmark University expects its students to conduct themselves professionally. We reserve the right to place a student on Conduct Probation or to dismiss any student whose conduct becomes unsatisfactory. Students who participate in unsatisfactory conduct, as determined by any University representative, or violate any item listed below, are subject to disciplinary action or dismissal.

- Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution or a university representative, forgery, alteration, or use of institution identification documents with the intent to defraud.
- Assault upon a student or staff member.
- Repeated violation of the school's professional dress code policy.
- Theft of school property or damage to school premises or to the property of a member of the school community on the school premises.
- Insubordination/ failure to comply with directions of school officials acting in the performance of their duties.
- Talking or any unnecessary noise while an instructor is conducting class.
- Foul and abusive language (profanity/cursing).
- Food, drinks, or smoking in the classrooms or laboratories.
- Violating the Guidelines for Parking- vehicles must be parked in designed student parking areas.
- Sleeping in the classrooms or laboratories.
- Physical or verbal abuse of a student, faculty, or staff member on school premises or at school-sponsored functions.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities. An instructor decides on what constitutes a disruption in the classroom.



- Sexual harassment of students and employees at Hallmark University is unacceptable. Sexual harassment means unwelcome sexual advances and/or requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive environment for the student or employee.
- Electronic device usage that interferes with the learning process is prohibited in the classroom, including but not limited to cellular telephones, pagers, etc.
- Possession or usage of weapons, including, but not limited to, the following: explosive weapons, firearms, firearm ammunition, switchblades or other illegal knives, martial arts weapons, chemical-dispensing devices, fireworks, razor blades, clubs, and other weapons. **Note:** (a) This shall not normally apply to instructional supplies such as pencils, compasses, etc., unless those instruments are used in a menacing or threatening manner.
- (b) Any vehicle parked on Hallmark University premises may be inspected by a Hallmark University official if there is reasonable cause to believe it contains weapons.
- Any violation of federal, state, or local law on Hallmark University premises or at Hallmark University-sponsored functions.
- Violation of the Computing Policy (posted in the school catalog).
- Violating Attendance Policies and Procedures.
- Violation of the Drug Free Program (Drug and Alcohol Policy).
- Failure to meet Satisfactory Academic Progress Standards as defined in the school catalog.
- Taking unauthorized photos or videos on the flightline, in the classroom, or in lab areas

Hallmark University reserves the right to make the administrative and educational decisions as to whether the “Professional Code of Conduct” has been violated. All unsatisfactory conduct cases are reviewed on an individual basis. The school’s decision is final. A student who has been dismissed for unsatisfactory conduct may be considered for re-admittance by submitting a written request to the Dean, College of Aeronautics.

### **Drug Free Program**

Hallmark University has a vital interest in maintaining a safe, healthy, and efficient environment. Being under the influence of a drug or alcohol on the campus poses serious safety and health risks to the user and to all those who work with and around the user. The use, sale, purchase, transfer, or possession of an illegal drug on campus, and the consumption, or the act of being under the influence of alcohol, also pose unacceptable risks for safe and efficient operations.

Hallmark University believes it has the right and obligation to maintain a safe, healthy, and efficient environment for all its employees, staff, and students, and to protect the organization’s property, information, equipment, operations, and reputation.

Hallmark University further expresses its intent, through its Drug Free Program, to comply with Federal and State rules, regulations, or laws that relate to maintaining an environment free from illegal drugs and alcohol. As a condition of enrollment, all students must abide by the terms of this policy.



Students are required to agree and abide by all the conditions of enrollment as outlined in the Drug Free Policy. A failure to submit to a drug test may be grounds for termination or dismissal. Positive or non-negative test results are also grounds for termination or dismissal.

Hallmark University reserves the right to administer drug testing at its discretion.

## **Computer Lab**

### **Rules and Procedures**

The computer lab serves as a study environment for all students; therefore, it should remain quiet at all times. Food, beverages, loud talking, and foul language are not permitted in the computer lab at any time.

Cell phones must be off or on vibrate. Please use discretion and step outside of the computer lab to prevent disruption to other students if taking a phone call becomes necessary. The computer lab has workstations with Internet, ASA Prepware, ATP online maintenance manuals, and Air GTI maintenance manuals available.

### **Computer use**

Computers in the computer lab are for **official school use only**. This includes class research and projects, researching and applying for employment, etc. This does not include reading email and attending internet sites not applicable to the course you are currently enrolled in.

Therefore, the above policy will be strictly enforced in the computer lab, and violations are outlined below:

- 1<sup>st</sup> violation: Warning
- 2<sup>nd</sup> violation: Sign out for the rest of class; placed on conduct probation.
- 3<sup>rd</sup> violation: Lose computer lab privileges for the rest of the term.
- **Please be courteous and respectful of others!**

Students must always uphold professionalism, including:

- Respectful communication and behavior.
- Compliance with university rules and federal/state laws.
- No weapons, drugs, or alcohol on campus (see Drug-Free Program page 64 of Hallmark University catalog).
- Adherence to dress codes and electronic device policies.

Violations may lead to Conduct Probation or dismissal, reviewed case-by-case basis by university officials.

## **Dress Code (General)**

All students are expected to dress professionally and uphold good personal hygiene. Attire such as revealing clothing, torn garments, flip-flops, and indoor headgear (except for medical or



religious purposes) is not permitted. In addition to the general dress code outlined on page 64 of the Hallmark University catalog, program-specific requirements apply—refer to the relevant sections of this handbook for program-specific details. Failure to comply may result in being sent home and recorded as absent.

### **Electronic Devices**

Usage is restricted in classrooms, labs, and clinical settings unless permitted by instructors. Disruptive use (e.g., phones or tablets) is prohibited and may result in disciplinary action.

### **Grading Scale (General Education Courses)**

- 90–100: A (4.0)
- 80–89: B (3.0)
- 70–79: C (2.0)
- Below 70: F (0.0)

Program-specific scales vary (e.g., 75% minimum passing for Aviation and Nursing courses). See program sections for details.

### **GPA Requirements**

A cumulative GPA of 2.0 or higher is required to graduate. Falling below 2.0 triggers Academic Probation; failure to improve may lead to termination.



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## STUDENT SERVICES

### Student Affairs

The Student Affairs team is available to assist students in overcoming personal obstacles in order to realize their vision of success. Student Affairs can help alleviate some of the stresses on students and their families by assisting with part-time job placement, transportation, carpools, apartment/roommate locating, and state and federal assistance for childcare, public assistance, security/badging, coordination of graduation events, and any community referrals that will make your college life easier and help you succeed.

Located in Room 165, the Student Affairs team assists with personal and academic challenges, including job placement, transportation, housing, and community resources. Call (210) 690-9000, Ext. 7696 or 7586, or visit during office hours.

To ensure the best opportunity for your success, the Student Affairs team will be calling you when an academic or attendance concern arises. If you have a question or concern regarding assistance, please call 210.826.1000, ext. 7696 or 7586.

If ever you have any questions or problems in any area of our school, be it Academic, Attendance, or Personal, please feel free to stop by these offices at any time. We provide assistance for the following community resources and MORE!

- Library & Computer Usage
- Public Assistance
- Attendance
- VIA Bus Passes
- University Events
- Carpooling
- Payments (Tuition etc.)
- Housing
- Part-time Employment
- Day Care

### Career Services

Career Services supports your transition to employment with resume development, job search assistance, and employer connections. Contact Career Services at 210-690-9000 Ext. 7632 or visit during office hours.

Career Services also plays a vital role in verifying students' employment after graduation. Placement of students into their career field is important to the University's faculty and staff and to Accreditation. All graduates are expected to confirm their job placement with Career Services after graduation.



Career Services has two main functions:

- To help students develop the skills and tools they need to make a smooth transition from student to employee.
- To provide aviation job search/placement assistance

You will meet with Career Services several times during the school year. We will discuss your prior work and school experience, military background, special qualifications, and family situation. The information will help you develop a resume that highlights your strengths and attracts the attention of potential employers.

Students should have an initial resume on file with Career Services by the end of Term 5.

Once you have a resume, Career Services will assist you with your post-graduate job search. While we expect you to put your best efforts into finding a job in the aviation field, Career Services will help make that search easier.

We develop and maintain contacts with local, state, and national employers. Career Services will host employer campus visits, where students can get real-world job advice from industry professionals and, in some cases, be interviewed on the spot. In addition, we are constantly on the lookout for new opportunities and will provide lists of websites and other resources.

Because Career Services is focused on your success, we ask that you treat us as you would an employer. We expect that you will exhibit the courtesy, attitude, punctuality, and respect required of a successful candidate and employee. If you need help with any of those qualities, we are here for that, too. We can help you develop interviewing and communication skills through mock interviews and constructive feedback.

Career Services will help ensure you have a solid resume and access to resources that let you put your Hallmark University education to work.

Career Services is here to assist you in preparation for your future in aviation. Since hours are limited, making an appointment is recommended.

**Career Services Advisor**

**Adria James**

**(210) 826-1000 x7632**

**AJames@Hallmark.edu**

**Career Services Advisor**

**Lanae Miller**

**(210) 826-1000 x 7591**

**LMiller@Hallmark.edu**

**Academic Assistance**

Tutoring is available from instructors, Student Mentors, and Student Services. Contact your program's faculty or Student Affairs 210-690-9000 (Ext. 7696) to arrange support. Communication is key; don't hesitate to ask for help.



## **Transcript Requests**

Request grade reports or official transcripts via [hallmarkuniversity.edu/transcript-request](https://hallmarkuniversity.edu/transcript-request).

## **Inclement Weather**

Student safety is of the utmost importance. For that reason, during periods of inclement weather, students should check social media, local television, and/or the Hallmark University website to determine if classes have been cancelled. If severe weather or other emergency situations make it advisable to discontinue classes, Hallmark University will make every effort to notify students through the previously mentioned avenues. Makeup days for official closings will be scheduled as needed. Remember, if the campus is open and activities are scheduled, then students are expected to be present at the assigned agency, prepared to perform.

During campus closures, virtual lectures or online assignments may be used to replace on-ground lectures. Inclement weather will not change the due dates of online assignments.



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## EXTRA-CURRICULAR ACTIVITIES

### Registered Student Organizations

#### Order of the Wrench and Wings (OWW)

The Hallmark University, College of Aeronautics, created OWW “Generate lift for ourselves and the fellowship of aviation”. This organization’s Purpose is: “Offering a pathway for passionate students eager to delve into the aviation fraternity. Fostering curiosity, unity, involvement, and knowledge within the community”.

#### *Membership Requirements:*

- Must be in good financial standing with Hallmark University
- GPA of 2.0 or higher
- Must be in good standing concerning the University attendance policy

#### Student Veteran Organization (SVO)

This organization primarily provides military veteran students with the resources, support, and advocacy needed to succeed in higher education and, following graduation, also provides opportunities to participate in community service projects.

- No academic criteria required.
- POC is Mr. William Casteel, Aviation Instructor, 826-1000, ext. 7656.

#### Student Ambassadors

The office of Student Affairs will select Ambassadors to represent Hallmark University at various on- and off-campus events. For more information, contact the Student Affairs office.

#### Class President

Duties and responsibilities of a Class President include:

- Be an exemplary Student while enrolled in the program.

This includes, but is not limited to:

- Following all policies of the University and those outlined in the student handbook.
- Always being in uniform.
- Maintaining professional conduct and communication with all members of the University.
- Maintaining a 90% or better course average throughout the entire AV program.
- Maintaining 90% or better attendance average throughout the entire AV program.

Acting as the representative for your class to bring issues or concerns to the Academic Leadership.

This requires, but is not limited to:

- The ability to have open and honest communication with classmates, listening to



comments, suggestions, and concerns.

- The ability to communicate those ideas to a member of the Academic Leadership.

**If at any time a student does not meet the above criteria, they will be removed as Class President by a University Representative.**

### **Chi Beta Alpha (XBA):**

The Hallmark University School of Business Chapter of Chi Beta Alpha (XBA) was chartered to encourage and recognize superior academic classroom performance.

Requirements for membership include:

1. GPA of 2.0 or higher
2. Excellence in classroom, shop, and laboratory work
3. Leadership and service in class and school activities
4. Personal integrity and good moral character

### **Your Responsibility**

As a Hallmark University student, you are responsible for:

- Reading and adhering to this handbook and your program-specific section.
- Maintaining open communication with faculty and staff.
- Meeting academic, attendance, and conduct standards.
- Seeking assistance proactively to ensure your success.
- Confirming job placement after graduation

We are committed to doing “Whatever It Takes” to help you achieve your goals. Welcome to the Hallmark community. Let’s make this academic experience rewarding and transformative!



**COLLEGE OF AERONAUTICS**



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## INTRODUCTION

The primary purpose of Hallmark University, College of Aeronautics is to serve students, businesses, and the community by providing current career educational opportunities in the field of Aeronautics. Our mission is to change lives by providing highly skilled Aircraft Maintenance Technicians to the aviation industry. The dedication of staff and faculty to professional excellence in technical education affords students the opportunity to attain a high degree of skill competency while learning, by example, the personal attributes of integrity and reliability, which are so vitally needed in today's business and industrial communities. Hallmark University's philosophy and goal are to enhance communities worldwide by producing graduates who are devoted to excellence in personal and professional service. Our mission statement is: We change individual lives by developing superior skills, knowledge, and character.

This section of the student handbook is designed to inform students of the University's policies and procedures that will make training at Hallmark University much more fruitful and rewarding. At Hallmark University, our main concern is to provide the best possible instruction and facilities to equip students with the knowledge and skills for a successful career. The school staff and instructors are dedicated to assisting you to that end. Every course is demanding and will challenge you to do your very best. Each student has a responsibility to do his/her best to acquire the training that will be presented. The more effort you put in daily, the more you will learn. We will do everything in our power to make your course of study at Hallmark University a pleasant, memorable, and academically rewarding experience.

*Stan Younger*

Stan Younger  
Dean of Academic Operations  
Hallmark University



## Keys to Success – “AAA”

Hallmark University, College of Aeronautics, maintains an excellent working relationship with numerous local and worldwide aviation companies. These companies regularly visit our campus to view our facilities, interview and hire our students. These companies continually stress their triple formula for success in the aviation industry – the “3 A’s”. Therefore, this is the driving force behind what we expect of our students. The “3 A’s” are:

A = ATTENDANCE

A = APPEARANCE

A = ATTITUDE

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\$UCCE\$\$!!!

Employers have come to expect these qualities from our graduates. These qualities will not only provide you with success as a student at Hallmark, but also out in the aviation industry.

**REMEMBER: Attitude is Everything!!** Everyone at Hallmark University, College of Aeronautics, wants to see every student succeed, and we will all do **“Whatever It Takes”** to help you reach your goal. **Keep your goals in sight and take one day at a time.**

### Some thoughts on attitude:

“The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failure, than successes, than what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a company... a church... a home. The remarkable thing is we have a choice everyday regarding the attitude we will embrace for that day. We cannot change our past... we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude.

**I am convinced that life is 10% what happens to me and 90% of how I react to it. And so it is with you... we are in charge of our Attitudes.” - Charles R. Swindoll**

**"In the confrontation between the stream and the rock, the stream always wins not by strength but by perseverance." - H. Jackson Brown**



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## FACULTY AND STAFF

**Dean of Academic Operations:** Stan Younger Ext. 7657

**Associate Dean:** Scott Pearce Ext. 7633

**Scott Pearce**

Associate Dean

A.A.S., B.S., M.B.A., Hallmark University

**Robert Abad**

A.A.S., St. Phillips's College

**William Casteel**

A.A.S., Hallmark University

**Roel Fuentes**

A.A.S., Hallmark University

**Joshua Morales**

B.S., Devry University

**Eisenhower Padamada**

A.A.S., Hallmark University

**Carlos Bruce**

A.A.S., Hallmark University  
B.B.A., University of Incarnate Word  
M, Ed., Texas A & M University

**Jose Cavazos**

A.A.S., B.S., Hallmark University

**Clayton Hollinshead**

A.A.S., Hallmark University

**Hector Nieves**

B.S., Embry-Riddle University

**Carl Yutzenka**

A.A.S., Hallmark University  
B.A., M.S., Columbia Southern University



## ATTENDANCE POLICIES

### Tardies

Attendance is mandatory; therefore, all Tardy Time is recorded as absent time in the student records.

Communication is vital to ensure that each student is afforded the best education possible. If a student knows he/she will arrive late, they must call ahead to inform the instructor/staff and explain why (Student Affairs —210.826.1000, extension 7696).

**Upon late arrival, a student must sign in with the Academic Advisor/Student Affairs and obtain a tardy pass to enter the class.**

The student must also sign in on the Tardy Sign-In Sheet maintained by the Academic Advisor/Student Services, and **make-up work is required for all time missed at the instructor's discretion** (see makeup work below).

### Attendance

ATTENDANCE REQUIREMENTS ARE MANDATORY and are mandated by the State of Texas, the Federal Aviation Administration (FAA), and our accrediting agency. A strong attendance record is a great asset in your career search and is the one item most often asked about by a prospective employer.

**PER FAA REGULATIONS, there are no excused absences! Any absence will result in a deduction from the student's attendance grade.**

Attendance will be taken at the beginning of the class and whenever the instructor feels it is necessary. A student not present when attendance is taken will be marked absent for that class time. Remember, absences require a deduction from the attendance/participation grade.

### Attendance Standards

- Students will be terminated from school when they are absent for more than 10 consecutive days from their last recorded attendance.
- Students who are absent more than 20% of the hours scheduled for a grading Term of Instruction are placed on Attendance Probation for the next two grading Terms of Instruction or grading periods. If student absenteeism continues, Hallmark University will consider termination of the student from the program.
- If a student is terminated from the program for poor attendance, they may reapply for admittance after a full Term of Instruction or grading term has elapsed (8 Weeks).
- Attendance can affect receiving TIPS – please refer to that section of this handbook.
- Students must meet the attendance standard, as defined, in order to graduate.



### **Attendance Recognition**

**Perfect Attendance Award:** Students who maintain perfect attendance for the entire length of his/her program may request a perfect attendance certificate through the Registrar's Office.

**For additional information and policies regarding attendance and Attendance Probation, please see your school catalog.**



## ACADEMIC POLICIES

### Grading

Students are evaluated and given recorded grades in each Unit of Instruction. The following table converts percentile grades to letter grades and to grade points.

#### General Education Courses

Percentile	Letter	Grade Points
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
Below 69	F	0

#### All Aviation Courses

90-100	A	4
80-89	B	3
75-79	C	2
74 or below	F	0
I (Incomplete)		0
CR (Credit)		0
WP (Withdrew Passing)		0

Neither grades nor semester hours credit attempted or completed are calculated for "I", "CR", "WP", "AU", "W", "PA", "NP", or "EX".

GPA is calculated as follows (see example below):

1. Multiply the number of semester hours each course is worth by the grade points earned.
2. Total these amounts.
3. Divide this total by the number of semester hours attempted. Example of a GPA Calculation:

Course	Credits	Grade	Grade Points	Total
Course 1	3	A	4	12



Course 2	6	C	2	12
Course 3	3	B	3	9
Course 4	3	A	4	12
Course 5	0	WP	0	0
Course 6	<u>3</u>	F	0	<u>0</u>
Totals	18			45

$$\text{GPA} = 45/18 = 2.50$$

### Course Grading Composition

Method of Evaluation	Percentage of Course Grade
Projects (Practicals)	20%
Workbooks/KCs	15%
Mid-Term/Final Exam	50%
Attendance	15%

Students are provided with a 100% attendance at the beginning of each Term. This grade can be tracked (live) on Canvas and will be adjusted as follows:

- Each class day is valued at 8 points.
- Students will receive a 4-point deduction on any day they arrive late or leave early.
- Any fully absent days, students will receive an 8-point deduction for that day.

Minimum passing scores for the Mid-Term/Final Exam's is 75%. Exams with less than 75% will be allowed one retake with a maximum score of 75%.



**Students must have an overall average of 75% or higher to pass any Aviation course.**

A student will be placed on Academic probation if their GPA falls below 2.0.

All coursework (projects and makeup) must be completed, as directed by the instructor, prior to being administered a Mid-Term or Final exam.

All hands-on Practical Projects will also take the following areas into consideration for determining the practical project grade:

1. Safety
2. Use of tools and equipment
3. Use of reference materials and manuals
4. Reliability
5. Quality of completed assignments
6. Attitude towards the work performed

Knowledge checks can be given orally or in writing at any time during lab or class sessions. Oral exams are primarily used in Capstone courses and are recorded as knowledge-check grades; however, they may be used at any point in the course.

**Note-taking is encouraged by the following guidelines.**

1. Note-taking is optional for all classes to be used as study material.
2. The use of handwritten notes during knowledge checks is at the instructor's discretion.
3. The use of handwritten notes will not be allowed during Midterm, Final, or Capstone exams.
4. Notes can be taken in the University-provided notebook or in your own personal notebook.

**All grades throughout the course will be averaged before determining the Course's pass/fail status. Minimum passing grade is 75%.**

### **General, Powerplant, and Airframe Capstone courses**

Capstone courses are built into Term 2 (Generals), Term 5 (Powerplant), and Term 8 (Airframe). The completion and satisfactory grade of the Capstone portions within those terms are as follows:

### **Capstone Exams Simulate FAA Designated Mechanic Examiner (DME) Process**

**Capstone written exams:**

- Must be passed with a 75% or better. Students will be allowed one retest of a Capstone written exam to achieve a maximum of 75%.
- Students who do not pass the written exam on their first and second attempts have failed that respective Capstone course, requiring a retake of the entire term.

**Capstone oral exams:**

- Will cover every subject matter area contained within that respective program (General, Powerplant, and Airframe).
- A student will be given four oral questions per subject area.
- Each oral question is valued at 25 points.

**Capstone practical exams:**

- Students will be randomly assigned projects.
- The instructor should not intervene or correct at any time during the completion of the project, unless required for safety reasons.
- A student will receive 100% if the project is completed without intervention or correction on their first attempt.
- If the instructor must intervene or correct during the completion of the project, a maximum of 75% is earned.
- The instructor has the authority to fail a student for safety or procedure violations at any time, resulting in a zero (0) for that practical.

**Written, oral, and practical exams** will be averaged together to provide a student with their Capstone average, which must be 75% or higher. A student who does not meet the 75% threshold will fail Capstone and must retake the associated course.

**Course Work Standards and Policies****Testing Standards:**

A student must complete all coursework, as directed by the instructor, to be eligible to take a Mid-Term/Final Exam. Unsatisfactory progress will prohibit a student from testing, and a zero (0) will be recorded for that exam.

**Makeup Assessments:**

A make-up test (exam) is defined as: A test taken to “make up” for a test that was missed due to an absence or when a student fails to meet the 75% threshold on their initial test.

Instructors have the authority to grant or deny the student the opportunity to make up a missed test (based on student performance).

Knowledge Check retakes are not allowed. However, if there are unique circumstances (i.e., family emergency), see the instructor.

**Retesting Standards:**

Students may be given one (1) retake of a Mid-Term/Final Exam, which must be accomplished within the following two class days.

- A Mid-Term/Final Exam administered due to absence is considered a retest.
- The maximum score for any retest is 75%.
- The retest score will be recorded as the final grade.



### **Makeup Work:**

Time missed from class may result in make-up work for a student. It will be at the instructor's discretion if make-up work is required for any period of missed time.

### **All make-up work must be turned in prior to taking a Mid-Term/Final Exam. Late Work:**

- Coursework turned in after the assigned due date will have points deducted.
- One day late is 11 points off, two days late is 21 points off, and a 10-point deduction for each additional day late.

### **Disputes or Disagreements:**

Questions or disputes concerning grades, attendance, or other classroom-related activities should be discussed with the classroom instructor first. If the issue cannot be resolved, see the Lead Instructor or Dean.

### **Academic Standards**

Cheating of any kind will not be tolerated. If caught cheating, you will receive a "0" on the assignment, the second time caught cheating, you will receive a failing grade for the course, and the third time caught cheating, you will be terminated from the program.

**A student must maintain a cumulative GPA of 2.0 or higher to graduate.**

### **Academic Probation**

If a student's GPA is below 2.0, the student will be placed on academic probation. If a student on academic probation fails to improve their GPA to a 2.0 or higher during that term, the student will be terminated.

Students receiving VA educational benefits who accumulate deficiencies that will result in a program extension beyond the allowed time will be terminated, and the VA will be notified. Students receiving VA educational benefits who have been terminated from school will not be certified.

A student who has been terminated for lack of academic progress may not be reinstated until a full grading period (8 weeks) has elapsed. The student's financial aid eligibility may be affected.

### **Academic Assistance**

**Tutoring: Communication is the key.**

If you are having trouble with any course material, all Aviation Instructors are available to assist. **Please see any instructor if you need additional help.**

All instructors are available to help you in any way they can; all you must do is ask.

Student Mentors are an available resource. These are high-performing students who have maintained a 90% or better GPA and attendance, and have attained their FAA Powerplant certification. Contact the Lead Aviation Instructor for more information.

Additionally, tutoring is available outside of the normal class time upon request. Students may contact the Student Services Advisor to schedule special assistance, as needed, and tutoring will be



arranged.

### **Course Repeats/Retake Fees**

A student earning a grade of C (75%) or above is considered to have passed the course and is eligible to pursue further studies. A student receiving a grade of F (below 75%) has failed the course and will be scheduled to retake the course at its next available offering.

If the student is required to retake the course and it is not offered in the following term, they will be required to sign out on Schedule Hold with the Dean of the College of Aeronautics and sign back in from Schedule Hold the first day back.

Failure to sign in and out could result in termination of attendance.

### **Student Re-entry After a 6-Month or More Absence**

To best serve our students, provide for their successful completion of the Aviation Program, and to acquire their FAA A&P Certifications, a student must:

- Complete a comprehensive test over the previously completed program material (one or a combination of the following):
  - General
  - Powerplant
  - Airframe
    - The test must be proctored by a university official.
- Successful completion, 75% or better, will not require the student to retake previously passed course material.
- Unsuccessful completion, 74% or lower, will require the student to retake that course material, even if previously passed.

### **Maximum Program Completion Times**

All programs must be completed within 1½ times the normal scheduled program length. For example, the normal program length is 2073 contact hours. One and one-half times the program length would be 3110 hours. All hours attempted count towards the total hours available, including hours in class prior to taking a LOA, repeated course, etc.

### **Audio Recording Policy**

A student may audio-record class lectures as a form of reasonable academic accommodation. Use of this accommodation is subject to the following conditions:

1. The student must notify the instructor of the course of their intent to use this accommodation prior to recording any material.
2. Recordings of class lectures are only for the student's personal use in study and preparation related to the class.
3. The student must comply with instructors' requests to stop recording during discussions, demonstrations, guest speakers, or other situations of a sensitive nature that do not contain information affecting course competencies or grades.



4. The student may not share these recordings with any other person without the written consent of the instructor.
5. Information contained in the recorded lectures is protected under federal copyright laws and may not be published or quoted without the expressed consent of the instructor and without giving proper identity and credit to speakers.
6. The student may not use the recorded lectures in any way against the faculty member, other instructors, or students whose classroom comments are recorded as part of the class activity.
7. The student is encouraged to delete all recorded class lectures once they are no longer needed for academic work or the course is completed.
8. Students who wish to keep recordings beyond the end of the course for future review must obtain written permission from the instructor.
9. Students under the age of 18 must receive permission from their parent or guardian to record or be recorded.

### **Testing Incentive Program (TIP)**

If a student is eligible, Hallmark University will pay for the FAA Written and Oral/Practical Exams. Eligibility may be earned for each individual section (General, Powerplant, and Airframe).

The following criteria must be met for a student to be eligible:

1. A student must have a 3.0 GPA or better.
  2. A student must have a minimum of 90% attendance rate.
  3. A student cannot be on any type of probation and all financial obligations must be met.
  4. Passing Capstone with a 90% or better, or
    - a. Passing a Capstone with an Average of 75% to 89%, an opportunity to earn TIPs is provided by completing two practice tests with a score of 90% or above.
      - i. There is no limit to the quantity of practice tests.
      - ii. No class time may be used to perform these tests.
      - iii. The student will have up to 60 days to complete the practice test from the end of each program.
      - iv. All tests must be proctored.
  5. A score of 85% or higher on an FAA written exam can earn up to \$500.00 in tool vouchers:
    - a. General Exam - \$100
    - b. Power Plant Exam - \$200
    - c. Airframe Exam - \$200
- TIP vouchers are valid for 10 days after distribution.
  - Vouchers for DME examinations are valid for 60 days after distribution.
  - A tool voucher is distributed after graduation.
  - Reissuing expired vouchers is at the Dean's discretion.



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## Academics Award Program

### President's List

This is earned by students who maintain a cumulative GPA of 4.0 each term and throughout the entire program.

### Dean's List

This is earned by students who maintain a cumulative GPA of 3.5 or higher each term and throughout the entire program.

### Perfect Attendance:

This is earned by students who maintain perfect attendance, meaning no absences, no late arrivals, and no early departures each term and throughout the program.

## Aviation Maintenance Technician (AMT) Award Program

This FAA program provides students with additional industry training and knowledge.

Students who have completed Term-two are eligible to participate. Visit [www.faa.gov](http://www.faa.gov) for more information.

### Requirements are:

- A student in an FAA-certificated Part 147 Aviation Maintenance Technician School
  - Must maintain a course average above a "C".
- The student must receive training required by this award program outside of their regular Part 147 school curriculum.

### Individual William (Bill) O'Brien Awards:

- **Phase I. Bronze:** Obtain a minimum of 12 hours of eligible aviation maintenance training.
- **Phase II. Silver:** Obtain a minimum of 40 hours of eligible aviation maintenance training.
- **Phase III. Gold:** Obtain a minimum of 80 hours of eligible aviation maintenance training.

### The Gold award is the only level recognized by the University and requires:

The student must input college-level credit documentation (into the FAA site) to be eligible. Provide documentation of completion to the Lead Instructor.

A gold polo will be awarded to an eligible student at the next University awards ceremony. Students may wear the gold polo at their discretion. **AMT Point of Contact is the Lead Aviation Instructor.**



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## PROGRAM POLICIES

### **Student Dress Code Policy**

Hallmark University students have selected a career field that requires them to always present themselves professionally. Individual self-awareness is necessary from the first day that a student enters Hallmark University. Students must dress appropriately for a professional, safe working environment. The dress code applies to all Hallmark University students, everywhere on campus.

### **Dress Code Regulations**

Where required, identification badging must be worn, at all times, following guidelines set forth by the issuing party.

### **Safety Glasses**

- All students will be issued a pair of Safety Glasses.
- The provided glasses will become the students' responsibility.
- All students, faculty and staff are required to wear safety glasses when they are on the hangar floor and not in an approved walkway.
- If a student loses or forgets their safety glasses, they will not be allowed on the hangar floor outside the approved walkways.
- Students can purchase a pair of safety glasses from the Student Success Office or bring their own.

### **Shirts, Shorts, and Trousers**

Only the official Hallmark University polo shirt or other school-approved shirt is authorized.

- University polos must be worn tucked in.
- A belt is required.
- Trousers or shorts must be conservative and in a solid color.
  - Bell-bottom, hip-hop, or excessively baggy leg trousers are not acceptable.
  - Sweatpants, sweatshirts, Yoga Pants, nylon training pants, gym/athletic shorts, and training jackets are not acceptable.
  - Shorts may not be worn while on the Westover campus, nor may they rise above the knee more than two inches (while standing), and are only permitted, at the Airport campus, when excessively high ambient temperatures are a concern.
  - Trousers or shorts with holes are not authorized.
- On Thursdays, students may participate in the SVO 'Dress Down Day'. Check with an



authorized SVO member for details and rules surrounding the 'Dress Down Day'.

**The Dean has final discretion on dress code interpretation and violations.**

**Shoes**

Only closed shoes are permitted. Sandals or any shoes with open toes or open backs are not acceptable.

**Piercing**

For safety reasons, post-ball-type earrings are the only acceptable type of jewelry.

- Hoops, dangle earrings, hardware used in ear gauging, and other body piercings are not acceptable and must be removed.
- Pierced body jewelry may not be visible, except for earrings.

**Headgear**

Headgear **will not** be worn inside the building at any time.

This includes hats, caps, bandanas, stocking caps, skull caps, du-rags, hoodies, etc. (Exceptions will be made for inclement weather).

Earbuds and headphones are not to be worn in class or while on the hangar floor.

**Eyewear**

Sunglasses/dark glasses will not be worn in the classroom.

**Personal Hygiene**

Personal care and personal appearance are both important parts of individual development. Proper grooming and personal hygiene (being clean and free of offensive odors), wellness, and professional dress all help to portray a professional image. Personal hygiene and cleanliness are important to how you look and to your health.

**NOTE: If you attend class in violation of the Dress Code Policy, the instructor will send you home, and your attendance will be adjusted.**

**Hangar Procedures and Security**

Hallmark University, College of Aeronautics is located on the Port of San Antonio (PSA) Airport Property. The advantages this offers to our students are many. Along with the privilege of operating on a military airport comes certain responsibilities. First and foremost, among these responsibilities is to adhere to all PSA and University regulations.

**Port SA Badge Procedures**

Individuals must wear an appropriate security identification badge while attending Hallmark University, College of Aeronautics. This badge must be readily visible and on the outermost layer of



the garment.

A Hallmark University Student ID will provide access to the exterior doors of the hangar. The Student ID is not an acceptable ID to venture onto the Air Operations Area (AOA) and is strictly prohibited without a Port SA badge.

Individuals without proper badge identification will be approached and questioned.

- All persons on the PSA AOA are subject to being challenged and must comply with any challenge to access requirements.
- It is the responsibility of all PSA badge holders to be vigilant in maintaining secure AOA access.
- No attempt should be made to restrain an unauthorized person, only observe their activity, obtain a description of the individual(s) and vehicle, monitor their travel, and contact AOCC.

Badges remain the property of PSA and must be returned to Hallmark University, College of Aeronautics upon graduation, leave of absence, or termination. A replacement charge and/or penalty fee applies for an unreturned badge.

Lost, damaged, or stolen badges or access cards must be reported to the Trusted Agent.

- A \$100.00 or \$150.00 (AOA or AOA with driving privileges) replacement fee will be assessed to the person requiring replacement.
- Request for replacement will be made.
- If a person loses their badge a third time, their AOA access will be revoked.

### **Badge Initial Issue**

Requesting Initial Unescorted AOA access:

- Individuals must be familiar with the Tenant Airport Security Plan.
- The Trusted Agent will request AOA Badging on behalf of the individual.
  - AOA Access is unescorted with or without driving privileges.
    - Red Badge: AOA access without driving privileges (Student).
    - Red Badge (E): AOA access with escort privileges (Student).
    - Green Badge: AOA access with driving privileges (Instructor).
    - Green Badge (E): AOA access with driving and escort privileges (Instructor).
- A Criminal History Records Check (CHRC) will be conducted on persons requesting AOA access.

### **Facility Procedures**

**Gates and access points are monitored.**

#### **Reference Figure 1**

Students, Faculty, and Staff will access the hangar space via the exterior doors outside of the AOA (identified with red arrows, Figure 1).

- Normal business hours are 7:30 AM to 3 PM, Monday through Friday.



- Students will not be allowed access outside of these hours.
- Access to the hangar space will be secured as follows:
  - Outside of normal business hours, all exterior hangar doors will be secured with latches, pins, or locks.
  - During normal business hours, the exterior doors will remain unlocked, but entry will only be granted with proper ID.
  - Students, Faculty, and Staff must show their University ID to gain access to the hangar.
- Students, Faculty, and Staff who do not hold a PSA AOA badge will not be allowed to exit the hangar onto the AOA (Figure 1).
- Only those who currently hold a PSA AOA badge will be allowed access through the interior side doors (identified with an orange arrow, Figure 1).

It is the responsibility of all Students, Faculty, and Staff to maintain the integrity of our secure entry portals (doors and gates). Any unknown/unidentified person should be challenged, monitored, and reported to AOCC (210) 362-7875.

Procedures for entering and exiting the hangar is as follows:

All individuals entering the hangar are required to show a valid University ID to gain entry.

- Persons holding a valid University ID are allowed access to the interior of the hangar space and the adjacent building, which houses a break area, Instructor space, and classroom.
- The final Faculty/staff member to leave for the day must ensure that all exterior doors, including hangar doors, are closed and secure.
- During normal business hours the rear hangar door(s) and side man-door(s) will remain unlocked, but access will only be allowed with proper University ID, or if being escorted.

**Individuals without proper identification will be denied entry.**

**Access to the Hangar and AOA will be secured via door locks and ID verification, and monitored by surveillance cameras.**

### **Escort Procedures**

People who are issued either a green or red PSA AOA badge with an 'E' are granted escort privileges.

**Escort privileges are to be exercised in the following manner:**

- Escorting is the process wherein an individual with a valid Airport access badge and the appropriate escort privileges accompanies an individual who does not have Airport access authority. The individual performing escorting duties must maintain positive control over the person(s) being escorted at all times while in the controlled area.
- Positive control is defined as line-of-sight visibility and the ability to provide verbal instructions to the person being escorted and that person hear and carry out the instructions.
- Escorting is only authorized for official business and is not allowed for the purposes of taking



family members, friends, or associates into the secure areas of the Airport for tours, events, or unofficial company business.

- Individuals with unrestricted access to the Port San Antonio airport-controlled area must display the proper identification media as issued by the Airport Operations.
- An escort vehicle is a vehicle authorized by the Port Authority to operate on the Port Authority Ramp that is used to lead a vehicle or group of vehicles while on the ramp.

**Escort Requirements:**

- Escorts are required for all people on the Port Authority Ramp who do not possess authorized access badges or those who have received temporary access badges, and Airport Operations deems it necessary to have the individual(s) escorted.
- Any person holding a Port Authority access badge and who has been granted escort authority is authorized to escort guests and vehicles on the Port Authority Ramp as stated above.
- The escort must accompany the person(s)/vehicle(s) being escorted at all times while the person or vehicle is entering, traveling on, or exiting from the Port Authority Ramp. The escort will ensure that all items brought into the Port Authority Airport controlled area by the visitors are needed to perform the required duties.
- An escorting badge holder must keep individuals under his or her escort, in view, and under his or her control at all times.
- For every five (5) un-badged individuals under escort, there must be at least one (1) escorting Airport badge holder (5:1 ratio). Airport Operations may approve different escort ratios for special events.
- Non-badged individuals will be allowed to be escorted for up to three (3) days into the controlled area for official business only. Individuals who require more than three (3) daily escorts must be badged or have approval from Airport Operations.
- In the case of a vehicle requiring entry that is transporting individual(s) requiring escort into the area, the escort will ensure the vehicle does not contain unauthorized personnel or material.
- If a tenant has a more stringent escort procedure, comply with the tenant's procedure for access or escort through the tenant's lease areas.

**SECURITY QUESTIONS?**

**Contact the Trusted Agent(s):**

**Sandra Vasquez  
(210) 696-7430**

**Scott Pearce  
(210) 696-7633**

## Port SA Facility

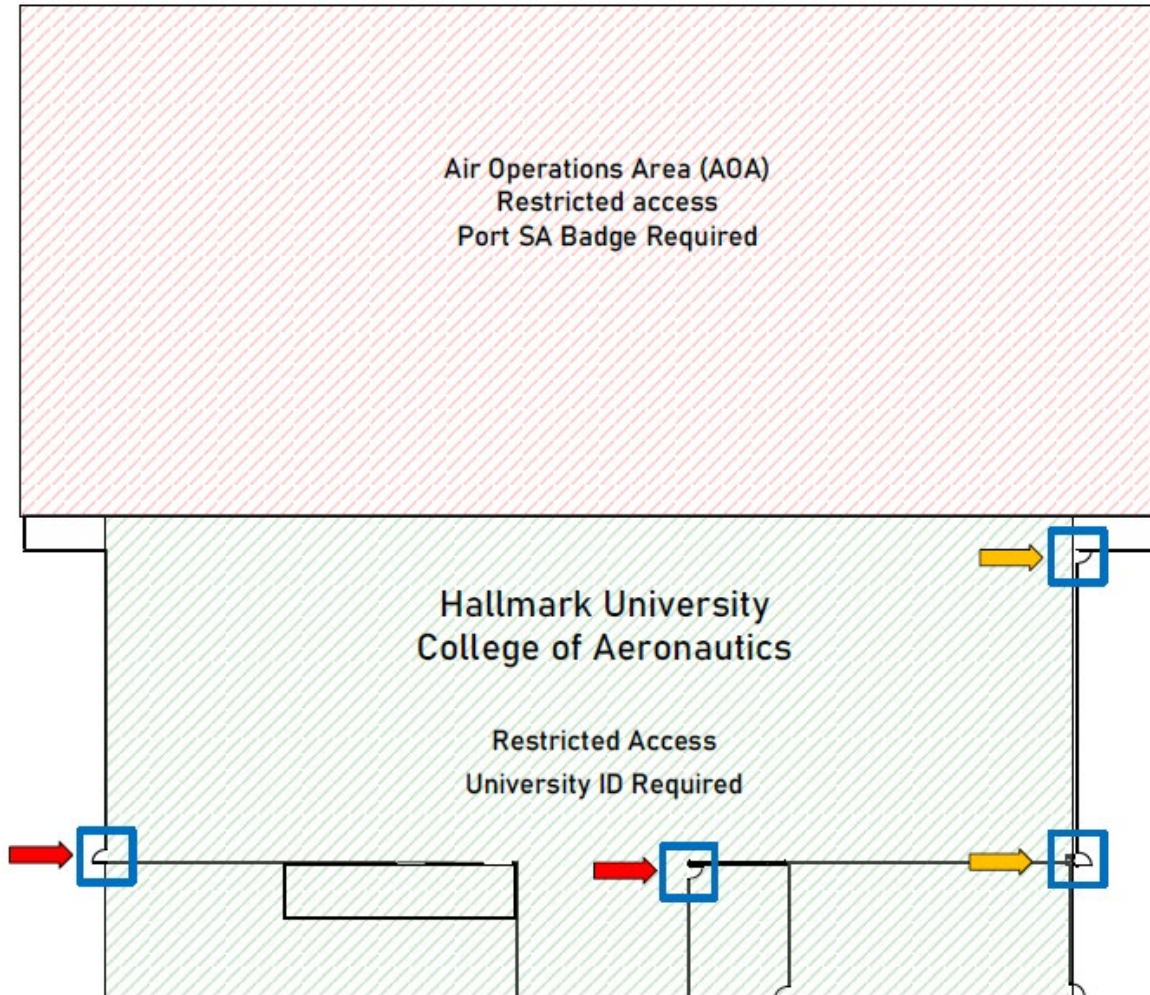


Figure 1



**SCHOOL OF BUSINESS**



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## INTRODUCTION

The primary purpose of Hallmark University School of Business is to serve students, businesses, and the community by providing current career educational opportunities in various high-visibility business fields. Our mission is to change lives by providing highly skilled business professionals to employers in the San Antonio area. The dedication of staff and faculty to professional excellence in business education affords students the opportunity to attain a high degree of skill competency while learning, by example, the personal attributes of integrity and reliability, which are so vitally needed in today's business community. Hallmark University's philosophy and goal is to enhance the community worldwide with graduates who are devoted to excellence in personal and professional service. Our mission statement is: We change individual lives by developing superior skills, knowledge, and character.

This student handbook is designed to inform students of the University's policies and procedures that will make studying at Hallmark University much more fruitful and rewarding. At Hallmark University, our main concern is to provide the best possible instruction and facilities to equip students with the knowledge and skills for a successful career. The school staff and instructors are dedicated to assisting you to that end. Every course is demanding and will challenge you to do your very best. Each student has a responsibility to do his/her best to acquire the training that will be presented. The more effort you put in daily, the more you will learn. We will do everything in our power to make your course of study at Hallmark University a pleasant, memorable, and academically rewarding experience.

*Stan Younger*

Stan Younger  
Dean of Academic Operations  
Hallmark University



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## A Business School that Develops Business Professionals

Hallmark University's School of Business equips you with the skills and knowledge to thrive in today's dynamic business environment. We offer a streamlined curriculum featuring bachelor's and master's degrees in business with various concentration options.

**Get Hands-On, Fast.** Our accelerated programs emphasize practical learning. You'll go beyond traditional classroom simulations by joining the Hallmark Consulting Group. This unique program allows you to consult with real San Antonio businesses, develop proposals, and present directly to leaders and owners. This real-world experience is a resume-builder that sets you apart from the competition.

**Structure for Success.** The School of Business stands out for its clear and concise curriculum. You'll know exactly what courses you'll take and the specific skills you'll gain in each. Alongside a strong core curriculum, you'll delve deeper into specialized courses tailored to your chosen concentration.

The Hallmark University School of Business is dedicated to endowing students with practical professional skills, empowering them with invaluable knowledge, and shaping their character through ethical principles to foster the next generation of business leaders who will drive positive change in the world.

Our commitment resonates with the desire to see our graduates excel not only in their careers but also as compassionate, honorable, and visionary human beings.

*Ray Martinez*

Ray Martinez, PhD

Associate Dean

School of Business & Information Technology



## FACULTY AND STAFF

***Stan Younger***

Dean of Academic Operations  
[SYounger@Hallmark.edu](mailto:SYounger@Hallmark.edu)

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***Todd Brauckmiller, PhD***

(Management, Leadership)  
[TBrauckmiller@Hallmark.edu](mailto:TBrauckmiller@Hallmark.edu)

### Key Phone Numbers: 210-862-1000

Dean, Academic Operations	Ext. 7657	Stan Younger
Associate Dean	Ext. 7433	Dr. Ray Martinez
Student Affairs Coordinator	Ext. 7634	Bianca Rodriquez
Registrar	Ext. 7692	Telisha Brown



## ATTENDANCE POLICIES

### Attendance

**Online classes:** Attendance is on Thursday and Monday mornings. Specifically, if assignments are due on Wednesday, 11:59 pm, attendance will be recorded on Thursday morning. If assignments are due on Sunday, 11:59 pm, attendance will be recorded on Monday morning.

Students who do not turn in assignments on the due date will be marked absent.

**Saturday classes:** Attendance on Saturday Hybrid on campus classes is **mandatory**. Virtual attendance for Saturday Hybrid classes **is not allowed**.

If a student misses or does not attend **two** Saturday sessions, then the student will be dropped from the class and placed on an academic probation plan.

**There are no excused absences! Any absence will result in a deduction from the student's attendance grade.**

Attendance will be taken at the beginning of the class and whenever the instructor deems necessary. A student who is not present when attendance is taken will be marked absent for that class period. Remember, absences require a deduction on the attendance/participation grade.

**ATTENDANCE REQUIREMENTS ARE MANDATORY and are mandated by the State of Texas and our accrediting agency.** A strong attendance record is a great asset in your career search and is the one item most often asked about by a prospective employer.

### Attendance Standards:

- Students will be terminated from school when they are absent for more than ten (10) consecutive days from their last recorded attendance.
- Students who are absent more than 20% of the hours scheduled for a grading Term of Instruction are placed on Attendance Probation for the next two grading Terms of Instruction or grading periods. If student absenteeism continues, Hallmark University will consider termination of the student from the program.
- If a student is terminated from the program for poor attendance, they may reapply for admittance after a full Term of Instruction or grading term has elapsed (8 Weeks).
- Students must meet the attendance standard, as defined, in order to graduate.

### Attendance Recognition

**Perfect Attendance Award:** Students who maintain perfect attendance for the entire length of his/her program may request a perfect attendance certificate through the Registrar's Office.

**For additional information and policies regarding attendance and Attendance Probation, please see your school catalog.**



## ACADEMIC POLICIES

### Grading Policy

Students are evaluated and given recorded grades in each Unit of Instruction. The following table converts percentile grades to letter grades and to grade points.

General Education Courses		
Percentile	Letter	Grade Points
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
Below 69	F	0

All School of Business Courses		
90-100	A	4
80-89	B	3
75-79	C	2
74 or below	F	0
I (Incomplete)		0
CR (Credit)		0
WP (Withdrew Passing)		0

Neither grades nor semester hours credit attempted or completed are calculated for "I", "CR", "WP", "AU", "W", "PA", "NP", or "EX".

GPA is calculated as follows (see example below):

1. Multiply the number of semester hours each course is worth by the grade points earned.
2. Total these amounts.
3. Divide this total by the number of semester hours attempted.



Example of a GPA Calculation:

Course	Credits	Grade	Grade Points	Total
Course 1	3	A	4	12
Course 2	6	C	2	12
Course 3	3	B	3	9
Course 4	3	A	4	12
Course 5	0	WP	0	0
Course 6	<u>3</u>	F	0	<u>0</u>
Totals	18			45

$$\text{GPA} = 45/18 = 2.50$$

### Course Grading Composition

Method of Evaluation	Percentage of Course Grade
Discussion Questions	30%
Assignments	20%
Mid-Term/Final Exam	40%
Participation	10%

Minimum passing scores for the Mid-Term/Final Exam's is 75%. Exams with a score below 75% will be allowed one retake, with a maximum score of 75%.

**Students must have an overall average of 75% or higher to pass any School of Business course.** A student will be placed on Academic probation if their GPA falls below 2.0.

All coursework (projects and makeup) must be completed, as directed by the professor, prior to administering a Mid-Term or Final exam.

**Note-taking is encouraged with the following guidelines:**

1. Note-taking is optional for all classes to be used as study material.
2. The use of handwritten notes during knowledge checks is at the instructor's discretion.
3. The use of handwritten notes will not be allowed during Midterm, Final, or Capstone exams.
4. Notes can be taken in the University-provided notebook or in your own personal notebook.



**All grades throughout the course will be averaged before determining the Course's pass/fail status. Minimum passing grade is 75%.**

### **Course Work Testing Standards**

A student must complete all coursework, as directed by the professor, to be eligible to take a Mid-Term/Final Exam. Unsatisfactory progress will prohibit a student from testing, and a zero (0) will be recorded for that exam.

### **Makeup Work:**

A make-up assignment is defined as an assignment taken to “make up” for one that was missed due to an absence. Professors have the authority to grant or deny the student the opportunity to make up a missed assignment (based on student performance).

### **Late Work:**

Coursework turned in after the assigned due date will have points deducted.

One day late is 11 points off, two days late is 21 points off, and a 10-point deduction for each additional day late.

### **Disputes or Disagreements:**

Questions or disputes concerning grades, attendance, or other classroom-related activities should be discussed with the professor first. If the issue cannot be resolved, see the Lead Instructor or Program Chair.

### **Academic Standards and Integrity Policy**

In line with its educational philosophy, Hallmark University is strongly committed to academic excellence, honesty, and personal integrity. Students are expected to complete their work without unauthorized assistance during exams, quizzes, papers, assigned projects, etc. Any form of academic dishonesty is considered a serious matter because it violates the trust on which an academic community depends.

Cheating of any kind will not be tolerated. If caught cheating, you will receive a “0” on the assignment, the second time caught cheating, you will receive a failing grade for the course, and the third time caught cheating, you will be terminated from the program.

### **AIU Usage Guidelines**

The School of Business does differentiate between AI-Generated work and AI-Assisted assignments:

**AI-Assisted:** If the work or assignment content is original and created by the individual student, and used AI-based tools to edit, refine, error-check, or otherwise improve that content (whether text or images), then it is considered “AI-Assisted” and not “AI-Generated.”

Approved assistance tools:

- AI-based tools (with permission explicitly given by the instructor)



- Grammarly & Grammarly Go
- Spell check
- Pro Writing Aid
- Other grammar and spell check editing tools

**AI-Generated:** AI-Generated content as text, images, or translations created by an AI-based tool. If you used an AI-based tool to create the actual content (whether text, images, or translations), it is considered "AI-generated," even if you applied substantial edits afterward. **The School of Business practices a 0% tolerance policy for the use of AI-Generated assignments and work.** Similarly, if an AI-based tool is used to brainstorm and generate ideas, but the resulting text is original, this is also considered "AI-Assisted" rather than "AI-Generated."

### Academic Probation

If a student's GPA is below 2.0, the student will be placed on academic probation. If a student on academic probation fails to improve their GPA to a 2.0 or higher during that term, the student will be terminated.

Students receiving VA educational benefits who accumulate deficiencies that will result in a program extension beyond the allowed time will be terminated, and the VA will be notified. Students receiving VA educational benefits who have been terminated from school will not be certified.

A student who has been terminated for lack of academic progress may not be reinstated until a full grading period (8 weeks) has elapsed. The student's financial aid eligibility may be affected.

### Academic Assistance

**Tutoring: Communication is the key.**

If you are having trouble with any course material, all professors are available to assist. **Please see any professor and the Advising Team if you need additional help.**

All professors are available to help you in any way they can; all you must do is ask.

### Certification Testing Incentive Program(CTIP)

If a student is eligible, Hallmark University will pay for specific certification exams (CAPM, SSGI). Airframe).

The following criteria must be met for a student to be eligible:

1. A student must have a minimum of 90% attendance rate.
2. A student must have a minimum of 3.0 GPA.
3. A student cannot be on any type of probation and all financial obligations must be met.
4. Passing class with a 90% or better, or
  - a. Passing a Capstone with an Average of 75% to 89%, an opportunity to earn CTIP is provided by completing two practice tests with a score of 90% or above.
    - i. There is no limit to the quantity of practice tests.
    - ii. No class time may be used to perform these tests.



5. The student will have up to 60 days to complete the practice test from the end of each program.
6. All tests must be proctored.

## **Academic Awards Programs**

### **President's List**

This is earned by students who maintain a cumulative GPA of 4.0 each term and throughout the entire program.

### **Dean's List**

This is earned by students who maintain a cumulative GPA of 3.5 or higher each term and throughout the entire program.

### **Perfect Attendance**

This is earned by students who maintain perfect attendance, meaning no absences, no late arrivals, and no days leaving early each term and throughout the entire program.

### **Course Repeats/Retake Fees**

A student earning a grade of C (75%) or above is considered to have passed the course and is eligible to pursue further studies. A student receiving a grade of F (below 75%) has failed the course and will be scheduled to retake the course at its next available offering.

If the student is required to retake the course and it is not offered in the following term, they will be required to sign out on Schedule Hold with the VP of Academics and sign back in from Schedule Hold the first day back.

**Failure to sign in and out could result in termination of attendance.**

### **Maximum Program Completion Times**

All programs must be completed within 1½ times the normal scheduled program length. For example, the normal program length is 2073 contact hours. One and one-half times the program length would be 3110 hours. All hours attempted count towards the total hours available, including hours in class prior to taking a LOA, repeated course, etc.

### **Transcript Requests**

At the end of each grading period, a report card is distributed to each student. A Grade History Report and/or Official Transcript are available upon request from the Registrar's Office by visiting this website <https://hallmarkuniversity.edu/transcript-request>



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## PROGRAM POLICIES

### Professional Code of Conduct

Hallmark University expects students to conduct themselves in a socially acceptable manner and to always abide by the school's rules and regulations. An important element at the Hallmark University School of Business includes the development of professionalism. Prospective employers seek employees who will be positive additions to their company. The high standards maintained in our programs and the business-like environment prepare each student to meet employers' expectations in the workplace.

Learning to communicate and work with the public, team-building, problem-solving, developing self-discipline, maintaining a good attitude, and dressing appropriately are the basic standards of professional conduct required of all Hallmark University students.

Hallmark University expects its students to conduct themselves professionally. We reserve the right to place a student on Conduct Probation or to dismiss any student whose conduct becomes unsatisfactory. Students who participate in unsatisfactory conduct, as determined by any University representative, or violate any item listed below, are subject to disciplinary action or dismissal.

- Any type of dishonesty includes cheating, plagiarism, knowingly furnishing false information to the institution or a university representative, forgery, alteration, or use of institution identification documents with the intent to defraud.
- Assault upon a student or staff member.
- Repeated violation of the school's professional dress code policy.
- Theft of school property or damage to school premises or to the property of a member of the school community on the school premises.
- Insubordination/ failure to comply with directions of school officials acting in the performance of their duties.
- Talking or any unnecessary noise while an instructor is conducting class.
- Foul and abusive language (profanity/cursing).
- Food, drinks, or smoking in the classrooms or laboratories.
- Violating the Guidelines for Parking- vehicles must be parked in designed student parking areas.
- Sleeping in the classrooms or laboratories.
- Physical or verbal abuse of a student, faculty, or staff member on school premises or at school-sponsored functions.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities. An instructor decides on what constitutes a disruption in the classroom.
- Sexual harassment of students and employees at Hallmark University is unacceptable. Sexual harassment means unwelcome sexual advances and/or requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive environment for the student or employee.
- Electronic device usage that interferes with the learning process is prohibited in the



classroom, including but not limited to cellular telephones, pagers, etc.

- Possession or usage of weapons to include, but not limited to, the following: explosive weapons, firearms, firearm ammunition, switchblades or other illegal knives, martial arts weapons, chemical-dispensing devices, fireworks, razor blades, clubs, and other weapons.

**Note:** (a) This shall not normally apply to instructional supplies such as pencils, compasses, etc., unless those instruments are used in a menacing or threatening manner. (b) Any vehicle parked on Hallmark University premises may be inspected by a Hallmark University official if there is reasonable cause to believe they contain weapons.

- Any violation of federal, state, or local law on Hallmark University premises or at Hallmark University-sponsored functions.
- Violation of the Computing Policy (posted in the school catalog).
- Violating Attendance Policies and Procedures.
- Violation of the Drug Free Program (Drug and Alcohol Policy).
- Failure to meet Satisfactory Academic Progress Standards as defined in the school catalog.
- Taking unauthorized photos or videos on the flightline, in the classroom, or in lab areas
- Hallmark University reserves the right to make the administrative and educational decisions as to whether the “Professional Code of Conduct” has been violated. All unsatisfactory conduct cases are reviewed on an individual basis. The school’s decision is final. A student who has been dismissed for unsatisfactory conduct may be considered for re-admittance by submitting a written request to the Dean, School of Business.

### **Drug Free Program**

Hallmark University has a vital interest in maintaining a safe, healthy, and efficient environment. Being under the influence of a drug or alcohol on the campus poses serious safety and health risks to the user and to all those who work with and around the user. The use, sale, purchase, transfer, or possession of an illegal drug on campus, and the consumption, or the act of being under the influence of alcohol also poses unacceptable risks for safe and efficient operations.

Hallmark University believes it has the right and obligation to maintain a safe, healthy, and efficient environment for all its employees, staff, and students, and to protect the organization’s property, information, equipment, operations and reputation.

Hallmark University further expresses its intent, through its Drug Free Program, to comply with Federal and State rules, regulations, or laws that relate to maintaining an environment free from illegal drugs and alcohol. As a condition of enrollment, all students are required to abide by the terms of this policy.

Students are required to agree and abide by all the conditions of enrollment as outlined in the Drug Free Policy. A failure to submit to a drug test may be grounds for termination or dismissal. Positive or non-negative test results are also grounds for termination or dismissal.

**Hallmark University reserves the right to administer drug testing at its discretion.**



## Computer Lab

### Rules and Procedures

The computer lab serves as a study environment for all students; therefore, it should remain quiet at all times. Food, beverages, loud talking, and foul language are not permitted in the computer lab at any time.

Cell phones must be off or on vibrate. Please use discretion and step outside of the computer lab to prevent disruption to other students if taking a phone call becomes necessary.

### Computer use

Computers in the computer lab are for **official school use only**. This includes research and projects for class, researching and applying for employment, etc. This does not include reading email and attending internet sites not applicable to the course you are currently enrolled in.

Therefore, the above policy will be strictly enforced in the computer lab and violations are outlined below:

- 1<sup>st</sup> violation: Warning
- 2<sup>nd</sup> violation: Sign out for the rest of class; placed on conduct probation.
- 3<sup>rd</sup> violation: Lose computer lab privileges for the rest of the term.

**Please be courteous and respectful of others!**



**SCHOOL OF INFORMATION TECHNOLOGY**



## INTRODUCTION

School of Information Technology Students,

On behalf of the faculty and staff at Hallmark University, I am thrilled to welcome you to our School of Information Technology. You chose a school where skills, knowledge, and character will help you succeed academically and professionally.

Our Program is accelerated, so you can start your career sooner rather than later. We AIM to succeed as Attendance is Mandatory. Being in class, completing your assignments, and communicating with your faculty will help you succeed. We will guide you through a comprehensive survey of Information Technology, from Information Systems to Cyber Security to Cloud Computing. We expect to provide you with the tools you need to stand out in this ever-changing profession. Our curriculum concentrates on practical application, knowledge, and professional certifications. This, along with teamwork, will enable you to make an impact in your chosen field.

You will have opportunities to engage in hands-on projects, collaborate with industry professionals, and interact with instructors who offer real-world experience. Our state-of-the-art facilities and resources are at your disposal to enhance your learning experience.

Our school believes in supporting our students every step of the way. Our faculty members are not only experts in their fields but are also here to guide you through your academic journey. Additionally, our career services team is dedicated to helping you secure internships and job placements upon completing your degree. We believe in getting you the education you desire by doing Whatever It Takes (W.I.T.) to help you with your journey.

As you embark on this exciting endeavor, remember that you are now part of a community that values character, hard work, and collaboration. We are excited to see the contributions you will make to the field of information technology.

Warm regards,

*Dr. Robert A. Massie*

Dr. Robert A. Massie – Dr. RAM  
Program Chair  
School of Information Technology  
Hallmark University  
[rmassie@hallmark.edu](mailto:rmassie@hallmark.edu)



## FACULTY AND STAFF

**Dr. Refugio Martinez, III**

**Associate Dean**

M.B.A., B.B.A., American InterContinental  
University  
Ph.D., M.S., Our Lady of the Lake  
University

**Dr. Robert Massie**

**Program Chair - IT**

DCS, Colorado Technical University  
M.S. & BSAM, St. Mary's University

**Gumaro Cabrera**

B.S., University of Texas San Antonio  
M.S. University of Phoenix

**Efosa-Dimitar Iyinbor**

M.S., B.S. Hallmark University

**Sopuru Njoku**

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**Manuel Rosado**

MSIT, Kaplan University  
B.B.A, University of Texas San Antonio

**Ramiro Salazar**

M.S. University of Phoenix  
B.S. Our Lady of the Lake University



## **Mission**

Empowering future technology leaders through character with our cybersecurity, cloud, and information systems programs to cultivate critical and ethical thinkers and innovators to make a positive impact on the world.

## **Core Values**

At Hallmark University, we prepare our students throughout their academic journey for success in life and their chosen careers. We guide, assist, and advocate for you in a welcoming atmosphere that focuses on program completion and academic excellence. These traits are part of the class modules and will be discussed in class. That is why we focus on these seven-character traits:

- Communication
- Leadership
- Agile
- Servant
- Steward
- Integrity
- Dependable



## ATTENDANCE POLICIES

### “We AIM to Succeed (Attendance Is Mandatory)”

Hallmark University is an attendance-taking institution, and attendance is taken daily for each course. Attendance is extremely important to students’ professional development and success while at Hallmark University. An official record is maintained of each student’s attendance covering his or her entire period of enrollment.

It is the student's responsibility to contact their faculty member when they may be tardy or anticipate an absence. A series of consecutive absences in any course or combination of courses or missing 20% or more of the scheduled hours in the grading period is considered excessive absenteeism. Excessive absenteeism violates the Professional Code of Conduct (see the Hallmark University Catalog) and may result in probation and/or termination. Students whose enrollment is terminated for violation of the attendance policy while on Attendance Probation (see the Hallmark University Catalog) may apply to re-enter after at least one full grading period has passed (see the Hallmark University Catalog for the Re-Entry Policy)

- IT students are expected to attend all lectures and laboratory experiences.
- If the student arrives 30 minutes late, they will be marked absent. Below are examples and not a complete list of classes:
  - 8 AM class means that at 8:30 AM is absent.
  - 11:40 AM class means that 12:10 PM is absent.
  - 6:00 PM class means that 6:30 PM is absent.
  - 7:35 PM class means that 8:05 PM class is absent.
- If the student leaves before the class is over, or before the professor releases them, they will be marked absent.
- Absent, no matter the reason, will be marked absent.
- On-Ground is physically present. Being online for an on-ground class is still absent.
- All online students are held to the same standards, but in that case, it is completing the assignments on time. The attendance for online classes is based upon turning work in such as discussion posts, homework, tests, quizzes, labs, etc. You must submit work for attendance. Only logging in will not suffice for attendance.
- **Exceptions will be made at the instructor’s discretion.**



## Communication with Faculty, Administration, and Staff

As part of the education of cybersecurity professionals, faculty members in the School of Information Technology expect students to practice appropriate communication and critical thinking. The faculty will schedule office hours upon student request and provide valid contact information. Faculty members may be contacted through the University email system and other verifiable methods provided by the faculty.

If contacting your professor via email, you must include the class and day you meet in the email's Subject Line.

For example, "CIST-1310 M/W - <<Your Subject>>".

Communication from faculty regarding tutoring, study groups, and other pertinent information about program activities will be posted on the course Canvas webpage and/or emailed to the student's email. It is the student's responsibility to check their course webpage and Hallmark University student email account daily and to reply to all Hallmark faculty and staff within 24 hours. **Failure to respond is considered unprofessional behavior.**



## ACADEMIC POLICIES

### Artificial Intelligence and Technology Use in IT Studies

In the field of Information Technology, students have access to a wide array of digital resources and tools designed to enhance learning and productivity. Among these resources are advanced software applications such as Microsoft Word and Excel, integrated development environments (IDEs) for programming, and comprehensive research tools, including search engines like Google and collaborative platforms such as Stack Overflow. Additionally, the emergence of Artificial Intelligence (AI) technologies offers unprecedented capabilities to assist in various aspects of your academic journey.

As future IT professionals and scholars, it is imperative to use these tools with integrity and in accordance with the college's academic standards. Here are some guidelines for using technology responsibly:

- **AI and Digital Tools for Ideation and Study**
- **Permitted Uses:** Leverage AI and other digital tools for brainstorming, generating ideas, and gaining insights into complex topics. These tools can serve as a springboard for your original thoughts and analyses.
  - **Prohibited Uses:** Do not use AI to produce academic work that is meant to represent your personal effort, such as writing papers or completing assignments.
  - Writing and Proofreading Assistance
- **Permitted Uses:** Utilize tools like Grammarly for proofreading and refining your grammar and syntax in written assignments to ensure clarity and coherence.
- **Prohibited Uses:** Do not substitute AI-generated content for your own analysis and writing.
- **Research and Information Gathering**
- **Permitted Uses:** Employ search engines and AI tools for research purposes, to study various viewpoints, and to expand your knowledge base.
- **Prohibited Uses:** Do not present information gathered from AI tools as your own unique findings without proper analysis and attribution.
- **Coding and Software Development**
  - **Permitted Uses:** Use IDEs and collaborative forums to understand coding practices, debug software, and learn from shared knowledge within the IT community.
  - **Prohibited Uses:** Do not copy code generated by AI or sourced from online platforms without understanding its function or without proper attribution if the assignment requires original work.

The School of IT encourages students to engage with technology ethically and to recognize the distinction between tool-assisted learning and technology-reliant shortcuts. AI should complement your learning process, not replace the critical thinking and problem-solving skills that you are here to develop.



## Academic Honesty

College is a socialization process grounded in an educational partnership among faculty, staff, and students. Society gains when its members are honest with each other. For example, when we do “honest” work, work that is from within ourselves, sound foundational products are produced, including strengthening our morality. Without a sound foundation, a building will fail. Besides building your knowledge database at Hallmark University, you are building your mental health – there is a positive moral cost when the Honor Code is upheld vs disregarded.

Life presents us with challenges. We, together, will build a stronger University and student body by meeting these challenges courageously. The faculty and staff are committed to inspiring you toward excellence. The faculty and staff trust you to seek their help if you observe or suspect significant violations of our partnership and to trust the University to help guide and instruct you to meet any course challenges.

## Academic Dishonesty/Cheating During Examinations/Quizzes

No form of cheating is allowed during examinations/quizzes. Cheating includes, but is not limited to:

- Looking at or copying from another student’s exam/quiz.
- Communicating or receiving answers during the exam/quiz.
- Using unauthorized notes, texts, or other materials during an exam/quiz.
- Obtaining and/or distributing an unauthorized exam or part of an exam/quiz.
- Having additional browser windows open before, during, or after an exam/quiz.
- Discussing content or questions with classmates who have not yet taken the exam/quiz.



## PROGRAM OUTCOMES

At the completion of the baccalaureate cybersecurity/information system program, the graduate will be able to:

1. Command competitive starting salaries, reflecting their skills, knowledge, and character.
2. Equip themselves for career advancement by acquiring the requisite knowledge, certifications, and character, and showcasing their proficiency.
3. Cultivate robust critical thinking and problem-solving skills.
4. Cultivate effective communication and collaboration skills.
5. Foster an entrepreneurial mindset to recognize and pursue opportunities for innovation and business creation.
6. Attain industry-leading certifications to enhance employability and secure competitive salaries.
  - a. CompTIA Network+
  - b. CompTIA Security+
  - c. EC-Council Certified Ethical Hacker
  - d. Cisco Certified Network Associate
  - e. Certified Information Systems Security Professional (MsCS)



## STUDENT/FACULTY RESPONSIBILITIES

Expectations	Student Responsibilities	Professor Responsibilities
<b>Academic Engagement</b>	Attend classes regularly and punctually.	Conduct classes as per the syllabus and schedule.
	Actively participate in class discussions and activities.	Facilitate meaningful class discussions and engage students.
	Complete assignments and projects on time.	Provide clear assignment guidelines and grading criteria.
<b>Preparation</b>	Review course materials before attending classes.	Prepare and organize course materials, lectures, and resources.
	Seek clarification when concepts are unclear.	Be available for office hours and provide academic support.
	Stay organized and manage time effectively.	Offer guidance on effective study strategies and time management.
<b>Communication</b>	Communicate with professors about concerns or questions.	Respond promptly to student inquiries and provide feedback.
	Participate in academic discussions and ask questions.	Foster open and inclusive communication in the classroom.
	Use appropriate and respectful language in interactions.	Maintain a respectful and professional demeanor.
<b>Academic Integrity</b>	Adhere to academic integrity policies and avoid plagiarism.	Uphold academic integrity and address violations if detected.
	Cite sources correctly in academic work.	Provide guidance on citation styles and on preventing plagiarism.
<b>Learning Outcomes</b>	Set learning goals and objectives for the course.	Design course objectives aligned with learning outcomes.
	Actively engage in the learning process to achieve goals.	Use effective teaching methods to facilitate learning outcomes.
<b>Feedback</b>	Seek and utilize feedback for self-improvement.	Provide constructive feedback on assignments and assessments.
	Provide constructive feedback to professors when necessary.	Be receptive to student feedback and make improvements.
<b>Respect and Inclusion</b>	Treat peers and professors with respect and courtesy.	Promote an inclusive and respectful classroom environment.
	Value diverse perspectives and contributions.	Encourage open dialogue and diverse viewpoints.



## Social Media Employment Considerations

- **Public Persona:** Be mindful that potential employers often review social media profiles as part of the hiring process. Your digital footprint can impact your career opportunities.
  - Remember, the impressions you create in the digital world can have lasting effects. We urge you to use social media in a way that showcases your professionalism, respects the privacy and rights of all individuals, and upholds the reputation of Hallmark University. Your digital choices are your future opportunities.

## Tutoring

All students are encouraged to seek tutoring from their individual faculty members.



**SCHOOL OF NURSING**



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## INTRODUCTION

Dear Hallmark Nursing Student:

Welcome to the Hallmark University School of Nursing! On behalf of the administration, faculty, and staff, we are excited to have you join our community. By choosing to pursue a career in nursing, you are entering a field defined by innovators, lifesavers, scientists, educators, and passionate advocates for patients. Your dedication and hard work have brought you to this important milestone, and we are honored to be part of your journey.

As you continue your studies, you will refine your critical thinking and clinical reasoning skills, which are essential to becoming a professional nurse. We are committed to supporting you in this endeavor by providing an academic environment that fosters both your intellectual and personal growth, grounded in Hallmark University's core values: integrity, dependability, leadership, service, stewardship, effective communication, and agility.

This handbook serves as a companion to the Hallmark University Catalog and specifically addresses nursing program policies, procedures, and your responsibilities as a nursing student. We encourage you to read it carefully and refer to it throughout your time in the program.

Once again, welcome! We hope you find your experience as a nursing student both challenging and rewarding as you work towards achieving your goal of becoming a professional nurse

Sincerely,



## **Mission**

The mission of the Hallmark University School of Nursing is to prepare baccalaureate and vocational students to develop superior skills, knowledge, and character for professional practice, compassionate healthcare delivery, and effective leadership to serve in the community, Texas, the nation, and the world.

## **Vision**

The vision of the Hallmark University School of Nursing is to prepare leaders to provide compassionate, competent, caring, and innovative nursing care to individuals, families, and communities in a diverse, culturally sensitive healthcare environment.

## **Core Values**

The Hallmark University School of Nursing has identified the following core values that guide its relationships, decision-making, and problem-solving:

- Integrity
- Diversity
- Collaboration
- Respect
- Stewardship
- Compassion
- Excellence
- Innovation



## ATTENDANCE POLICIES

Hallmark University is an attendance-taking institution, and attendance is taken daily for each course/clinical. Attendance is extremely important to students' professional development and success while at Hallmark University. An official record is maintained of each student's attendance covering his or her entire period of enrollment.

- It is the student's responsibility to contact their faculty member when they may be tardy or anticipate an absence. A series of consecutive absences in any course or combination of courses, or missing 20% or more of the scheduled hours in the grading period is considered excessive absenteeism. Excessive absenteeism violates the Professional Code of Conduct (see the Hallmark University Catalog) and may result in probation and/or termination. Students whose enrollment is terminated for violation of the attendance policy while on Attendance Probation (see the Hallmark University Catalog) may apply to re-enter after at least one full grading period has passed (see the Hallmark University Catalog for the Re-Entry Policy).
- Nursing students are expected to attend all lectures, clinical experiences, and laboratory experiences. **Students who are absent and/or tardy are subject to the HUSON Corrective Action Process. Please see the Corrective Action Process.**
- Any student who is not present in the designated location at the start of lecture, clinical, lab, and/or break will be counted as tardy. Any quizzes, exams, or assignments completed during the time not present will receive a grade of zero, and the missed material cannot be completed later.
- Students are expected to plan their personal schedules to allow for attendance at all lectures, clinical experiences, and laboratory experiences as scheduled. Failure to make appropriate arrangements for scheduled nursing activities may result in dismissal from the nursing program.
- Students have the responsibility to discuss with their faculty members any conflicts with their schedule well in advance. In most cases, it is not possible to plan around personal schedules, but faculty will assess each situation and advise students of the possibilities and consequences of being absent.
- Students involved in employment outside scheduled school activities should consider their commitment to the School of Nursing first.
- Nursing students may be required to perform clinical during day, evening, or night hours and on weekends as needed. Schedules will be provided to students at the beginning of each term but are subject to change as needed to meet the School of Nursing's needs. Any schedule changes will be communicated to students via Canvas and/or Hallmark University email.
- Online courses will record attendance on Mondays and Thursdays. To be counted as present, the assignment/discussion due the night before must be submitted on time. If the assignment/discussion is not submitted on time, the student will be marked as absent for that day.



## Absences – Classroom, Clinical, and/or Lab

Absences in the School of Nursing are classified as either an ***absence with an excuse*** or an ***absence without an excuse***:

For an absence to be classified as an ***absence with an excuse***, the student must do the following:

- Notify the faculty members prior to the start of the activity.
- Provide official/original documentation of the absence to the faculty member/clinical coordinator within 24 hours of returning to school. Examples of documentation include, but are not limited to, healthcare providers' notes on letterhead, car repair bills, and other documents. The documentation must include the student's name and the appropriate date.
- Meet with the faculty member and/or the clinical coordinator upon return to school to discuss and plan for an appropriate makeup activity.
- Absences without an excuse include but are not limited to tardiness, oversleeping, heavy traffic, lack of childcare arrangements, etc. If a student does not follow the requirements for a potential excused absence, the absence will become unexcused. ***Two absences without an excuse during the same course will result in course failure.***

Students who arrive more than 10 minutes late for an activity (clinical, class, exam, etc.) may be sent home at the discretion of the faculty. If the student is sent home, the absence is classified as unexcused. Incomplete clinical rotations due to late arrivals or early departures are not permitted and will result in a clinical absence without an excuse.

A makeup quiz/examination is given at the discretion of the faculty member. To be eligible to take a makeup quiz/examination due to an absence, the student must meet all the requirements for an absence with an excuse. The makeup quiz/examination must be completed before the next exam/quiz is given in the course, or the makeup will result in a zero.

All missed clinicals, classes, and labs must be made up in the term in which they were missed for a student to progress to the next term of study. Attendance at these make-up sessions is mandatory to receive full credit for the missed hours and fulfill course requirements. Failure to complete all assigned make-up hours will result in course failure.

The maximum number of excused absences allowed per term is two, only one of which can be a clinical absence with an excuse. ***More than two absences with an excuse per term during the same course may result in course failure.***



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## ACADEMIC POLICIES

### Academic Honesty

See the most recent addition of the Hallmark University Catalog for the Hallmark University Academic Honesty Policy.

### Academic Probation/Satisfactory Progress

Students who have failed one course are placed on Academic Probation for the duration of their program. These students may continue in the program but must repeat the course when it is offered again.

Course failure for the second time, either the same or a different course, will result in termination from the program. Students terminated for academics will not be permitted to apply to re-entry into the Nursing program.

#### **Satisfactory Progress:**

For a student to satisfactorily progress from one term to the next, the following criteria must be met:

- A grade of 75% or better in each nursing course.
- An evaluation of “Pass” in each clinical rotation and skills laboratory.
- If a student is successful in the didactic portion of a course and not in the clinical or vice versa, the student must repeat both the didactic portion and the clinical portion of the course.
- Currently with all Health Records and Requirements as outlined in the Admissions Requirements section of the handbook.

### Grading

#### **Course Grade**

Grades for on-ground courses are based on performance in a variety of activities, including homework, quizzes, exams, and many other course activities. For a course with a lab or clinical component, all components must be completed successfully for the course to be completed successfully.

Online course grades are based on performance on assignments, quizzes, discussion postings, and other written work. Evaluation of academic performance is ongoing for each course, and grades are assigned upon completion. The grading criteria for each course are included in the course syllabus. If students have questions about grades or grading criteria, they are responsible for contacting their instructor via email.

The HUSON grading scale may differ from that of the university and aligns with the minimum passing criteria of the credentialing organizations. The following is the grading scale used by the School of Nursing:

A = 90-100	4.0 Grade Point per semester credit hour
B = 80-89	3.0 Grade Point per semester credit hour
C = 75-79	2.0 Grade Point per semester credit hour



F = 0-74

0.0 Grade Point per semester credit hour

**There is NO ROUNDING of grades in the School of Nursing.**

**Any assignment submitted late, without prior faculty approval, or not submitted will receive a zero.** The Canvas Clock is utilized for all online assignments. Most assignments on Canvas will be unavailable within one minute of the due-by date/time. It is important that students plan to submit early to account for potential differences in their clocks and Canvas. Assignments due at the start of class will not be accepted if the student arrives late. **NO late assignments will be accepted unless the faculty member has allowed late submission due to an extenuating circumstance.**

Students will receive grades on discussions and weekly deliverables (excluding papers or comparable deliverables) within three (3) days after submission or the due date. All papers or comparable deliverables will be graded within five (5) days after submission or due date.

Students should maintain a list of their grades and calculate their current average in their courses. The instructor provides an updated grade report on Canvas. If the student disagrees with what is shown on Canvas, they should contact their instructor to schedule an appointment to discuss.

Students are not allowed to complete extra assignments to boost their grades.

Any student achieving an examination grade of less than 75% MUST schedule an Academic Advisory appointment with their faculty member within two days from the return of the exam grades.

Lab and clinical sections will be “Pass” or “Fail,” and a grade of “Pass” is required to successfully complete the full course. The criteria for “Pass” will be included in the course syllabus. **Failure of the Lab or Clinical section of a course is an overall failure of the course, and the course in its entirety must be repeated.**

### **Grade Rounding Policy**

Grades will not be rounded. There will be no rounding of the final course grade. The final course grade will be recorded as a letter grade according to the HUSON grading scale.

### **Late Assignments**

Any assignment submitted late, without faculty prior approval, or not submitted will be given a grade of zero. The Canvas clock is utilized for all assignments. Most assignments on Canvas will be unavailable within one minute of the due-by date/time. It is important that students plan to submit early to account for potential differences in their clocks and Canvas. Assignments due at the start of class will not be accepted if the student arrives late. **NO late assignments will be accepted unless the faculty member has allowed late submission due to an extenuating circumstance.**



## **Academic Dishonesty/Cheating During Examinations/Quizzes**

No form of cheating is allowed during examinations/quizzes. Cheating includes, but is not limited to:

- Looking at or copying from another student's exam/quiz.
- Communicating or receiving answers during the exam/quiz.
- Using unauthorized notes, texts, or other materials during an exam/quiz.
- Obtaining and/or distributing an unauthorized exam or part of an exam/quiz.
- Having additional browser windows open before, during, or after an exam/quiz.
- Discussing content or questions with classmates who have not yet taken the exam/quiz.



## PROGRAM OUTCOMES

### BSN Program Outcomes

At the completion of the baccalaureate nursing program, **the graduate** will be able to:

1. Apply theoretical knowledge and practical experiences in decision-making processes to meet the health needs of individuals, families, populations, and communities both safely and compassionately in varied environments of care.
2. In the practice of nursing, exhibit personal characteristics of self-discipline, integrity, character, and accountability in accordance with the standards of the Texas Nursing Practice Act, the Texas Board of Nursing Rules, and the ANA Code of Ethics.
3. Utilize and apply nursing principles, evidence-based practice, technology, and interprofessional collaboration to create a culture of patient safety and enhanced quality outcomes with minimized risks in varied settings.
4. Apply concepts of leadership, stewardship, and citizenship to patient advocacy and interprofessional practice to promote, maintain, and restore health to individuals and communities.
5. Demonstrate resiliency and personal and professional growth through self-care behaviors, engagement, and inquiry.
6. Demonstrate both value and respect for the diverse human experience using reflective communication and delivering holistic and collaborative patient care.

### VN Program Outcomes

At the completion of the vocational nursing program, **the graduate** will be able to:

1. Accepting accountability and responsibility for the ethical and legal principles defined in the vocational nursing code of ethics and the Texas Board of Nursing Nurse Practice Act.
2. Utilize information technology, patient care technology, and quality improvement to assist in the coordination and delivery of nursing care.
3. Use critical thinking principles and clinical reasoning to provide safe, patient-centered, and holistic nursing care to individuals and families.
4. Competently provide care to communities with diverse cultures that are based on nursing theory and evidence-based research.
5. Exemplify caring through behaviors that support relationship-centered care and demonstrate respect and sensitivity to others.
6. Make sound clinical judgments necessary for providing safe patient care, contributing to quality improvement.
7. Communicate effectively with clients, their families, and other members of the healthcare team to plan, coordinate, provide, and evaluate safe, caring, and effective patient-centered nursing care



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## PROGRAM REQUIREMENTS

### Entrance Requirements

See the most recent addition of the Hallmark University Catalog for the entrance requirements an applicant must meet to be considered for admission to the Bachelor of Science Nursing degree program and the Vocational Nursing Program.

### Health Record Immunizations

*COVID-19 Vaccine* – Not required for program entry, the vaccine may be required for certain clinical experiences.

*Hepatitis B* – A complete immunization series (2, 3, or 4 dose series) is required before the start of the program for entry. The immunization series may require more than 6 months to complete. Program entry is permitted if the vaccination series is still in progress.

- Hepatitis B vaccine series (at 0, 1, 6-month schedule), or
- Hepatitis A/B vaccine series (at 0, 1, 6-month schedule), or
- Hepatitis A/B vaccine series (alternative schedule of doses at 0, 7 days, 21- 31 days, and a booster dose 12 months after the first dose).
- Hepatitis B Surface Antibody Titer documents are required if the vaccination series was completed within 3 years.

*Influenza (Flu)* - One dose of the influenza vaccine annually within the current season.

*Measles, Mumps, Rubella (MMR)* – Two doses of measles and mumps virus- containing vaccine or laboratory confirmation of past infection are required.

*Tetanus (Td or Tdap)* - Immunization within the past 10 years and Td boosters every 10 years thereafter.

*Varicella (also known as chicken pox)* - Two immunizations given four weeks apart, or provide proof of immunity by a positive titer result.

Students who have allergic/adverse reactions to any of the above immunizations must submit appropriate documentation from their healthcare provider. Students who are pregnant should seek advice from their healthcare provider concerning any immunizations, and appropriate documentation must also be submitted to the HUSON. Additional immunizations or health screenings may be required to meet specific clinical agencies and/or Centers for Disease Control (CDC) requirements.

### Physical Examination

Students must have a recently completed physical examination (no sooner than 90 days before starting the nursing program) documented on the provided Hallmark University Applicant Report form. Please note that any immunization information documented on this report form still requires separate proof of completion to be submitted.



## Other Requirements

### Basic Life Support (BLS)

Students are required to be certified in Basic Life Support (BLS) and maintain current certification. Only the American Health Association (AHA) or the American Red Cross BLS courses will be accepted. Also, only the in-person or hybrid versions of these courses meet this requirement. Entirely online courses will not be accepted.

### Criminal Background Check (CBC)

All nursing students must submit to and satisfactorily complete a criminal background review as a condition of admission. This requires that applicants be fingerprinted through a select agency. TBON has initiated a process for nursing school applicants to complete a background check. Upon being fingerprinted, applicants will undergo both a Department of Public Safety and a Federal Bureau of Investigation check, which will meet the requirements of the TBON when the student prepares to apply for licensure in their final term of nursing school. The applicant is responsible for the cost. Regardless of any past background checks students may have had, they are still required to submit to this particular background check. A declaratory order is required by TBON if there is any history related to criminal activity, alcohol/substance abuse, or mental illness. More information may be obtained on the TBON website.

### Procedure for Criminal Background Check

- The Office of Admissions sends a roster of applicants to TBON.
- Applicants are then sent an email from the vendor, Identigo, to schedule fingerprinting.
- The fingerprinting company electronically submits the fingerprint scan to the Department of Public Safety to initiate the background check and transmits results directly to TBON.
- When received, TBON will do one of the following:
  - Mail a blue postcard directly to those students who have a clear check; or
  - Correspond with students who have a rejected fingerprint scan and request another scan; or
  - Correspond with students who have a positive background check and request that they submit a petition for declaratory order (DO); or
  - Correspond with students that the Operations Team at TBON cannot approve their DO petition, they must pay a review fee, and their file will be transferred to the TBON Enforcement Team.
  - Students must obtain TBON clearance prior to enrollment in their fourth term (BSN students) or first term (VN students). Students may be required by TBON to repeat a background check if any offenses occur while in the program. All students are expected to obey federal, state, and local laws. Criminal activity that occurs while a student is enrolled in the program must be self-disclosed to the Dean of the School of Nursing within 72 hours of the offense. Depending on the circumstances of the charge, student access to clinical experiences may be impacted. Failure to disclose information may result in dismissal from the program. Background check results will be kept in the student's confidential file.



## Declaratory Order of License Eligibility

TBON has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in Texas. TBON provides individuals with the opportunity to petition the Board for a Declaratory Order as to their eligibility in accordance with Article 301.257 of the Nursing Practice Act. A Declaratory Order is required if there is any history related to criminal activity, alcohol/substance abuse, or mental illness. It is the student's responsibility to read and respond, if needed, to the Order. Failure to file the Order with the TBON in a timely manner could prevent the student from being eligible to sit for the NCLEX.

## Substance Abuse Testing

Hallmark University is committed to maintaining an environment free from substance abuse and to complying with state and federal laws. As health care professionals, the HUSON faculty members support a policy wherein everyone providing patient care in a clinical setting or preparing educationally to become a care provider adheres to high personal health standards. This includes, but is not limited to, the avoidance of substances that impair thinking and behavior. The HUSON requires all students to participate in a drug screen after admission into the program through a company determined by the HUSON.

Students are required to participate in unannounced/random drug screening. If a positive drug screen is reported, the student will not be allowed to continue in the program. The student will be required to withdraw from all coursework. To return to the program, the student must re-apply and be accepted and have a negative drug screen. If accepted back into the program, he/she will be subjected to unannounced random drug screening.

For the protection of patients, faculty, staff, and students, the HUSON retains the right to require a student to submit to testing for substance abuse when the nursing program has reasonable cause to believe that a student is abusing controlled substances:

- Observable phenomena, such as:
  - Direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug or alcohol, such as, but not limited to, slurred speech, noticeable change in grooming habits, impaired physical coordination, inappropriate comments or behaviors, or pupillary changes.
  - Abnormal conduct or erratic behavior, absenteeism, tardiness, or deterioration in performance.
  - Report of drug use provided by credible sources.
  - Evidence that a student has tampered with a previous drug or alcohol test.
  - Possession of drug paraphernalia

If a faculty member observes such behavior, and if such behavior is observed or validated by another faculty member or clinical agency staff member, the faculty member must excuse or remove the student from the educational or patient setting immediately. The student will be transported immediately to the designated site for a drug screen. If questionable behavior is observed by a preceptor or other agency personnel overseeing a student's clinical experience performed in conjunction with, or as a component of, meeting the requirements of a course of study in the HUSON, such preceptor or other agency personnel and a member of the nursing staff, in the interest of patient safety, shall have the authority to take action in the same manner as an assigned faculty member.

For students, all positive results will be reported to Student Affairs for further review and sanctions



in accordance with university procedures. Students with positive results and who are also a Licensed Vocational Nurse and or a Certified Nurse's Aide will be reported to the Texas Board of Nursing and the Department of Health accordingly.

The HUSON will work together to ensure that the student is treated fairly and provided with assistance as needed. Positive substance abuse testing may result in dismissal from the HUSON and other sanctions, as described in the HU Catalog. If the lab tests are negative, the student will be allowed to return to normal class and clinical schedules, and arrangements will be made to complete any missed coursework. ***Confidentiality will be maintained.***

### **Tuberculin Skin Test/PPD**

The completion of a tuberculin skin test within the last 12 months OR TB blood test (QuantiFERON®-TB Gold Plus (QFT-Plus)) is required. If a student has a history of a positive skin test, documentation of a negative/normal chest x-ray within the preceding 12 months will be required.

### **Health Insurance**

All students are required to have health insurance. The student's full name must be on the insurance card provided, or another suitable form indicating proof of coverage must be provided.

### **New Nursing Student Orientation**

All nursing students are required to attend the New Nursing Student Orientation Program prior to starting their fourth term (BSN students) or prior to their first term (VN students).

Any student that does not attend, arrives late, or leaves early may be placed on the waiting list for the next class and be required to attend the orientation program at that time. No makeup orientation program is offered.

The orientation program is a full-day program covering important academic policies/procedures, student resources, and offering the opportunity for students to become acquainted with their fellow students. Also included is an overview of the ATI resource program, the Estela Avery Simulation Hospital, and an introduction to their first nursing courses.

New students to Hallmark University may have other required orientations in addition to this orientation program.



## PROGRAM POLICIES

### Assessment Technology Institute (ATI) Examinations

The HUSON utilizes the Assessment Technology Institute (ATI) Assessment and Review program as part of a comprehensive, assessment-driven review program designed to enhance student success. Multiple assessments and remediation activities are completed at strategic points throughout the BSN curriculum to enhance and support nursing program content. Online tutorials, practice assessments, and proctored assessments spanning major nursing content areas help students prepare effectively, increasing student confidence and improving academic success.

In courses where an ATI Proctored Exam is given, the following guidelines are followed:

#### ATI Practice Examination Guidelines:

- In courses that require ATI practice exams, there will be two mandatory practice exams, Practice Exam A and Practice Exam B.
- All students are required to complete both practice exams.
- Grading for the ATI Practice Exams is complete or incomplete.
- After each ATI Practice Exam, the student will submit the mandatory focused review and remediation activities as outlined in the course syllabus.

#### ATI Proctored Examination Guidelines:

- In courses that require ATI Proctored Exams, students must take all exams as outlined in the course syllabus. Students who do not complete the proctored exams as outlined in the course syllabus will receive an “Incomplete” grade for the course and will not be able to progress to the next term.
- After the first attempt, at the ATI Proctored Exam, the student will submit the mandatory focused review and remediation activities as outlined in the course syllabus.
- ATI Proctored Exams will not account for more than 10 percent of the course grade.

### Change of Name, Address, and/or Phone Number

It is the responsibility of the student to inform the Registrar’s Office of any changes in contact information (name, mailing address, and/or phone number) in writing as soon as these changes occur.

### Children in the Classroom

No childcare facilities are available at the HUSON. Children are not allowed in the HUSON classrooms, and under no circumstances will children be allowed in the clinical setting or in the simulation hospital.

### Civility

The HUSON defines civility as demonstrated behavior that 1) shows respect towards another, 2) causes another to feel valued, and 3) contributes to mutual respect, effective communication, and team collaboration. Such demonstration of actions, interests, and experiences. While on campus, in



healthcare facilities, attending school, or using any school electronic/cyber space (online course, email, telephone, etc.), faculty, staff, students, and visitors all have expectations of civility from one another.

The HUSON views the following ideals as fundamental to civil behavior:

- Adherence to the core values of the HUSON and the values of the nursing profession in dealing with students, colleagues, and associates.
- Collegiality
- Courteous and honest communication in both face-to-face and electronic environments.
- Fair and just treatment of all individuals.
- Fostering a diverse school community.
- Freedom from harassment and bullying.
- Refraining from vulgar and offensive language.
- Respectful of diverse cultures and points of view.

All students who accept admission to HUSON agree to these expectations. Any breach of this agreement may result in disciplinary consequences, including immediate dismissal from the program and the School of Nursing.

### **Clinical Guidelines**

The clinical course allows the student to apply new nursing knowledge through lectures, simulation, and skills laboratory classes to the concurrent course. The student can gain experience in basic patient care, communication skills, patient teaching, documentation, nursing roles, and health promotion. Direct supervision is provided by the clinical faculty in the clinical setting. Students are required to observe the following guidelines in all clinical agencies: Students must follow the clinical agency's policies and procedures during onboarding. No children are allowed in the clinical agency at any time.

- Students must park in designated areas.
- Students must maintain current health and other requirements as outlined in this handbook. Students who fail to maintain current requirements will not be allowed in the clinical setting and will receive an unexcused absence for each that the clinical requirement remains in delinquency.
- Students will be in the clinical agency only when supervised or with permission of their clinical instructor. Students will report only to their assigned unit and not leave that unit unless authorized to do so by their clinical instructor.
- Students must adhere to all instructions given by the clinical instructor. If the clinical instructor determines that the student is unprepared to function safely in the clinical setting, the student will be dismissed from the setting and sent to the campus to meet with the Associate Dean/Dean of Nursing.
- Students are to treat all staff, patients, and families with respect and to always conduct themselves professionally. In the event of a conflict, students are to seek the guidance of their clinical instructor for any disagreements or misunderstandings. Students are not to confront staff, patients, or others in the clinical setting.
- All skills and nursing interventions, including medication administration, must be

performed under the direct supervision of the clinical instructor or with the clinical instructor's permission. The clinical instructor must give express permission for the student to perform any skill, nursing intervention, and/or medication administration with the supervision of a staff nurse. Failure to receive approval from the clinical instructor is grounds for course failure and/or dismissal from the Nursing program. ***Students are not permitted to administer narcotics in the clinical setting.***

- All incidents must be reported to the clinical instructor, no matter how small or seemingly insignificant. This includes, but is not limited to, medication errors, student injuries, patient injuries, student illnesses, conflicts with the staff, patients, family members, or other students, needlestick injuries, and any unusual or unexpected occurrences.
- Students are subject to all policies regarding substance abuse testing and criminal background checks of the clinical agency. Clinical agencies may require additional screening before starting a clinical rotation beyond those required by the HUSON. Payment for any additional requirements imposed by a clinical agency is the student's responsibility.

### Unsafe Clinical Practice

Any act of omission or commission that may result in harm to the patient is considered unsafe clinical practice. During the clinical practicum, unsafe clinical practice includes, but is not limited to any one of the following:

When the student:

- Violates or threatens the physical, psychological, microbiological, chemical, or thermal safety of the patient.
- Lacks preparation for the clinical practicum day.
- Violates previously mastered principles/learning/objectives in carrying out nursing care skill and/or delegated nursing functions.
- Assumes inappropriate independence in action or decisions.
- Fails to immediately report a client care error to the clinical faculty and/or responsible nursing personnel.
- Does not adhere to the current CDC guidelines for Infection Control.
- Fails to recognize their own limitations, incompetence, and legal responsibilities.
- Fails to accept moral and legal responsibility for his/her actions, thereby violating professional integrity as expressed in the Code for Ethics for Nursing (ANA, 2015).
- Arrives at the clinical setting in an impaired condition as determined by the clinical faculty.

**Failure to comply with any of the above requirements may result in an unexcused clinical absence, a negative clinical evaluation, failure of the course, and/or termination from the nursing program.**

### Citation Style

The Publication Manual of the American Psychological Association (APA) is used by HUSON for citations, references, and papers. Students are expected to comply with the most current edition of



this formatting style.

### **Code of Ethics for Nursing**

The nursing profession expresses its moral obligations and professional values through the Code of Ethics for Nurses (ANA, 2025). Nursing has a distinguished history of concern for the welfare of the sick, injured, and vulnerable. This concern is embodied in the provision of nursing care to individuals and the community.

- Provision 1 - The nurse practices with compassion and respect for inherent dignity, worth, and unique attributes of every person.
- Provision 2 - The nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
- Provision 3 - The nurse establishes a trusting relationship and advocates for the rights, health and safety of recipient(s) of nursing care.
- Provision 4 - Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
- Provision 5 - The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
- Provision 6 - Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
- Provision 7 - Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
- Provision 8 - Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends.
- Provision 9 - Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
- Provision 10 - Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

### **Communication with Faculty, Administration, and Staff**

As part of professional nursing education, faculty members in the School of Nursing expect students to practice appropriate communication and critical thinking skills. The faculty will hold office hours and provide students with valid contact information. Faculty members may be contacted through the University email system and other verifiable methods provided by the faculty.



Contact information will be provided to students based on the facility/agency during their clinical experiences.

Communication from faculty regarding tutoring, study groups, and other pertinent information about program activities will be posted on the course Canvas webpage and/or emailed to the student's email. It is the student's responsibility to check their course webpage and Hallmark University student email account daily and to reply to all Hallmark faculty and staff within 24 hours. **Failure to respond is considered unprofessional behavior, and chronic or frequent failure to respond in an appropriate time could result in termination from this program.**

Critical thinking skills are practiced throughout the nursing program experience. Students will use respectful face-to-face communication with faculty and administration to solve issues as they arise. Contact information for all School of Nursing administrators and faculty is found on the syllabus. Students may also find information on the school website.

For the School of Nursing, students should follow the "chain of command" below in attempting to resolve problems with the nursing program, courses, or clinical experiences:

- Discuss the problem/issue with the faculty member or clinical instructor who is teaching the course. The student should go directly to this person first.
- If the matter cannot be resolved by the immediate teaching faculty/clinical instructor, the student may then contact the faculty of record.
- If the matter cannot be resolved by the immediate teaching faculty, the student should notify the Associate Dean; if not resolved, then the Dean of Nursing, who is the final line of authority. This notification should be made via email, requesting a meeting date and time. If the student is bringing other parties to the meeting, the Dean should be notified in advance, and a formal meeting time and date MUST be requested.
- Failure of the student to follow this course of action will result in the problem/issue not being resolved in a timely manner, as the student will be instructed to go back and follow these action steps in order.

### Core Performance Standards

Students are provided with these standards to help them understand the nursing program's expectations. If a student requires reasonable accommodations to meet these performance standards, it is the student's responsibility to register with or meet with Student Support Services.

### Core Performance Standards

SKILL	STANDARDS	EXAMPLES
Critical Thinking Cognitive Ability	Critical thinking sufficient for clinical judgment	Ability to handle multiple tasks and problem-solve simultaneously. Identify cause-and-effect relationships in clinical situations; utilize the nursing process in developing nursing care plans; and perform dosage calculations in a time frame to deliver safe care.



Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.	Explain treatment procedures, initiate health teaching, document, and interpret nursing actions and patient/client responses.
Communication	Communication abilities are sufficient for interaction with others, both verbally and in writing. Communication is understandable to others.	Explain treatment procedures, initiate health teaching, document, and interpret nursing actions and patient/client responses.



SKILL	STANDARDS	EXAMPLES
Mobility	Physical abilities are sufficient to move from room to room and maneuver in small spaces	Moves around in patients' rooms, workspaces, and treatment areas and can administer cardiopulmonary procedures. Able to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed when providing patient care.
Motor Skills	Gross and fine motor abilities are sufficient to provide safe and effective nursing care.	Motor skills of lifting, carrying, pushing, and pulling are required. Physical ability to lift and transfer 50 pounds and carry objects up to 25 pounds. Physical ability of bending or stooping 1 inch from the floor and of reaching overhead to retrieve or place items on patient/unit shelves; to intermittently push objects over 100 pounds; stand/walk for 8 -12 hours.
Hearing	Auditory ability is sufficient to provide safe and effective nursing care.	Hears, with and without background noises, monitor alarms, emergency signals, auscultatory sounds, and cries for help.
Visual	Visual ability is sufficient for observation and assessment necessary in nursing care.	Assess and observe patient/client responses; able to identify and distinguish colors and shades of the same color; able to successfully perform nursing skills that require visual accuracy such as preparing precise medication doses in syringes, identifying specific medications by visualization, and observing patient monitoring equipment.
Tactile	Tactile ability sufficient for physical assessments	Finger dexterity to perform the palpation and percussion functions of the physical examination and/or those related to therapeutic interventions (e.g., insertion of an indwelling catheter). Perceives attributes of objects such as size, shape, temperature, or texture



## COVID -19

The HUSON follows the most current guidelines and recommendations for the “Isolation and Precautions for People with COVID-19.” Students exposed to COVID-19 and/or who are exhibiting any signs/symptoms of COVID-19 are required to obtain a Polymerase Chain Reaction (PCR) test at the student’s expense.

The results of the PCR must be forwarded to the course faculty and the Dean and/or the Associate Dean of Nursing for appropriate follow-up prior to being allowed to return to class/lab/clinical setting. Course faculty will coordinate with the students upon their return to make up the material missed while absent.

## Corrective Action Process

The Corrective Action Process is used when a student exhibits actions or behaviors not consistent with the policies of Hallmark University and/or the HUSON. The process is intended to assist students in meeting professionalism expectations in academic, professional, or administrative settings. Outcomes of the process include meeting requirements and terminating the process; not meeting requirements and continuing the process; possible course/clinical failure; and/or termination from the program. *Please see the Student Corrective Action Form in Addendum A for more details.*

Students may receive a Contract, an Action Plan, or a Warning with an Action Plan, depending on the severity of the offense and the number of occurrences. Please see the chart below.

Behavior	Contract	Action Plan	Warning & Action Plan	Possible Termination
Unit Exam Failure	1 <sup>st</sup> occurrence	2 <sup>nd</sup> occurrence		
Excused Clinical/Lab Absence	1 <sup>st</sup> occurrence			2 <sup>nd</sup> occurrence
Unexcused Clinical/Lab Absence			1 <sup>st</sup> occurrence	2 <sup>nd</sup> occurrence
Classroom Absence	1 <sup>st</sup> occurrence		2 <sup>nd</sup> occurrence	3 <sup>rd</sup> occurrence
Tardy Clinical/Lab	1 <sup>st</sup> occurrence		2 <sup>nd</sup> occurrence	3 <sup>rd</sup> occurrence
Professionalism		1 <sup>st</sup> occurrence	2 <sup>nd</sup> occurrence	3 <sup>rd</sup> occurrence



Violations of the clinical attendance policy with 4 or more occurrences within a 6-month period may result in dismissal from the program. Three or more occurrences in a 6-month period will result in a warning, and 2 or more occurrences in a 6-month period will result in an action plan.

## Dress Code

All Hallmark University students are expected to dress and groom in a manner that does not interfere with the educational environment or disrupt the operation of the University while on campus and while participating in activities sponsored by the University. Students should show concern for the appropriateness of dress while attending classes, externship, or clinical locations, and be guided by the principle regarding what would be considered appropriate for the workplace. Professional appearance is as important as the development of professional skills. Students are expected to practice good personal hygiene and maintain a clean, neat, and professional appearance at all times, while abiding by this general dress code policy and any specific program or campus policies. Students failing to adhere to the dress code policy will not be admitted to class and may be asked to leave campus. Under this general dress code policy, the following articles are **unacceptable**:

- Halter, tank, tube, spaghetti strap, midriff, or low-cut tops.
- Shorts, cut-offs, thigh-high skirts/dresses, side slit skirts/dresses, excessively baggy or sagging pants, or overalls.
- Flip flops or slides
- No hats, caps, du-rags, bonnets, etc.
- Sunglasses or visible body jewelry (except earrings).
- Torn, ripped, or frayed clothing.

**Note:** The student must exit the premises until the violation is remedied.

Other dress code requirements for the classroom:

- Personal hygiene, including oral care, daily showering/bathing, and use of deodorant, is expected.
- Hair must be neat, clean, and well-groomed.
- HU Student ID Badge must always be worn and visible when on campus.

## Lab and Clinical Dress Code

### Jewelry

- Jewelry such as a plain wedding band, wristwatch, and small stud earrings (1 per lower lobe) may be worn with the uniform.
- Bracelets and necklaces are not permitted (except for medical alert bracelets and accessories).
- No visible body jewelry on eyebrow, face, cheek, nose rings, tongue rings, gauge earrings, or tattoos is permitted in the clinical setting/or when in a clinical uniform. All tattoos need to be covered with approved uniform wear.
- Students must have a wristwatch with a second hand. (Cellphones may not be used in place of a watch).

### Hair

- Hair must be neat, clean, and well-groomed. In the simulation lab or clinical setting, hair longer



than shoulder length must be pulled back and secured in a ponytail or barrette, or worn off the collar to prevent it from hanging down in front. A plain dark headband may be worn to hold hair back.

- Dreadlocks (matted coils of hair) or any other style that cannot be cleaned on a regular and appropriate basis are not permissible.
- Hair must be of natural color (no pink, blue, etc.).
- No ribbons or jeweled hair ornaments are allowed in the clinical area.
- Male students are expected to be clean-shaven, or mustaches and beards must be kept neatly trimmed and clean. Students may not begin growing facial hair during clinical semesters.
- Male students are expected to wear hair above the collar length or pulled back and secured, ensuring that hair does not hang down in front or past the collar in back.

### **Nails**

- Fingernails shall not extend beyond fingertips. NO nail polish and/or acrylic, gel, shellac, or any form of artificial nails may be worn.

### **Other**

- Personal hygiene, including oral care, daily showering/bathing, and the use of deodorant, is expected.
- No scented colognes, lotions, aftershave lotion, or perfumes are allowed while in the clinical area. Students must be clean and free of odors, including cigarette smoke.
- Excessive makeup, eyeshadows, mascara, false eyelashes, and bright lipstick are not permitted. The clinical instructor will determine what is "excessive."
- Male chest hair should not be visible in uniform. Appropriate shirts to cover are available at Sunshine Uniform.
- Gum chewing is not allowed in clinical settings.
- Cell phones will be allowed at the discretion of the clinical instructor.
- Handheld devices (i.e., tablets) shall be utilized only out of patient care areas and only for the specific purposes related to clinical experience. Any use of handheld devices must be approved by the clinical instructor.
- **All students will follow additional clinical facility policies regarding electronic devices.**

### **Lab and Clinical Uniform**

- Designated scrubs that must be purchased at Sunshine Uniforms. Royal blue tops for BSN students. Teal tops for VN students.
- Navy long-sleeved shirts may be worn under the scrub top for warmth or to cover tattoos. Appropriate navy "sleeves" may also be purchased to cover tattoos.
- A navy jacket without a collar (warm-up jacket) may be worn in lab or clinical settings as an extra layer for warmth or to cover tattoos. No other jackets or sweaters
- are allowed.
- Clean, low-heeled, enclosed black (only) leather nursing shoes. No open-toed, open-back, platform, or clog-type shoes are permitted. Laces, when appropriate, must be clean and solid to match the shoe color.
- Hose/socks with no visible designs, tears, or stains, and of the same color as uniform pants or black are required. All socks must come above the ankle.
- No other sweatshirts, sweaters, or jackets may be worn in the lab or clinical setting.
- No head coverings are permitted unless for medical or religious reasons. They must be



unornamented and navy.

- Head bands that have buttons for masks may be worn; they must be a navy solid color.
- The faculty will confirm the proper fit of all students' uniforms. If a uniform becomes too big or small over the course of study, students will be required to purchase new uniforms.
- Picture identification (ID) badges are part of the uniform and must always be worn above the waist and where they are visible. IDs may be provided by the clinical agency designating the student as a HUSON student, or students may be instructed to use their HUSON ID or both.

### Dosage Calculation

Successful completion of a dosage calculation assessment with a score of 90% is a requirement for all clinical courses. Students will have three attempts during the first three weeks of the course. After each unsuccessful attempt, the student must meet with the faculty and complete the assigned remediation activities. If a student is unsuccessful after three attempts, a faculty panel will convene to determine the next course of action.

### Electronic Devices

Electronic devices (cellular phones, tablets, smart watches, etc.) may be used in the classroom/lab/clinical setting only with express permission of the faculty. Electronic device use that interferes with the learning process is prohibited in the classroom/lab and/or clinical setting. There is absolutely no usage of personal electronic devices during any exams, quizzes, skills testing, etc.

### Email

The HU Information Technology Department assigns all students an official HU email address, provided with an initial password code during new student orientation. The HUSON will use this email address for official communications between the institution and students. **Students must use the provided HU email address while enrolled in the School of Nursing.** Email will not be redirected or forwarded to another non-HU account. This email address will be the only email address used for official communications between the institution and students, faculty, and staff. Because students are responsible for monitoring and responding to any required information sent to this email address, students should check the HU email daily in addition to other course resources.

### Employment

The HUSON program's curriculum is accelerated, challenging, and intense. For this reason, it is recommended that full-time students work as few hours per week as possible. In the event of unsatisfactory progress, a student may be counseled regarding the need to reduce work hours and/or increase study hours until performance improves. It is illegal for a student to work in the role of a registered nurse or perform the duties of a registered nurse as an unlicensed student.

### Evaluation - End of Course

All students are encouraged to complete the end-of-course/clinical survey each term and to provide feedback on the course and the course/clinical faculty. The results are closely reviewed and analyzed to determine which course/clinical components are working well and which need improvement. Students are encouraged to express any course, clinical, or program concerns as they arise, rather than wait until the end-of-term survey to do so. Issues/concerns can always be discussed with faculty, the Associate Dean, or the Dean, as appropriate, throughout the term.

The evaluations are completely anonymous and used to inform future course planning and revisions.



## Exposures

HUSON endorses standard precautions as the single best strategy to reduce the risk of exposure to bloodborne pathogens (BBPs). Healthcare personnel are at risk for occupational exposure to bloodborne pathogens, including hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV). Exposures occur through needlesticks or cuts from other sharp instruments contaminated with an infected patient's blood or through contact of the eye, nose, mouth, or skin with a patient's blood. Adequate barrier protection (e.g., gloves, safety glasses, and mask) is needed when performing any activities with potential for BBP exposure.

Familiarity with and use of safety devices on needles, syringes, and intravenous equipment can also reduce the risk of accidental BBP exposure.

Students who have been exposed to needlesticks or to potentially infectious blood, blood products, or body fluids should be evaluated and have treatment initiated within two hours according to established criteria that conform to federal and state law and the Centers for Disease Control and Prevention standards. Any expenses incurred by treatment are the sole responsibility of the student.

## First Aid for Percutaneous and Mucocutaneous Exposures

- Needle sticks or puncture wounds: express blood from the wound, scrub the area vigorously with soap and water for 5 minutes.
- Oral mucous membranes: rinse area several times with oxygenating agents such as 50% strength hydrogen peroxide. Do not swallow.
- Ocular (remove contacts if applicable): irrigate immediately with water or NS solution.
- Human bite: cleanse with povidone-iodine and sterile water.

## Exposure to Blood-Borne Pathogens Procedures

Immediately upon receiving a contaminated needlestick or exposure to blood, blood products, or body fluids, the student will:

- Begin first aid measures.
- Report the incident to the clinical faculty member/preceptor and the appropriate person in the clinical agency.
- Complete the appropriate clinical agency incident report. If an incident occurs outside a clinical facility, follow SON reporting requirements mandated by the Occupational Safety and Health Administration (OSHA).
- Follow institutional protocols regarding wound care and reporting procedures. Clinical faculty should be notified as soon as reasonably possible.
- Seek treatment intervention from the University Health Center, or a private health care provider within two hours of the exposure incident (at the student's expense).
- Based on information provided to the health care provider, baseline lab values may be ordered.

In responding to an incident in which a student experiences a contaminated needle stick or exposure to blood, blood products, or body fluids, the clinical faculty will:



- Verify appropriate first aid measures have been initiated.
- Counsel the student to seek follow-up care at a private health care provider.
- Confirm with nursing supervisor (or appropriate personnel) that appropriate patient testing is currently available or has been initiated.
- Advise the student to consult the clinical facility's protocol or the CDC for follow-up on contaminated needlesticks or exposures to blood, blood products, or body fluids should he/she choose to seek a private health care provider.
- Assist the student in completing any administrative paperwork that may be required.

### **Health Insurance Portability and Accountability Act (HIPAA)**

All educational experiences in the SON abide by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations. In addition, the SON adheres to the new national privacy standards issued by the U.S. Department of Health and Human Services that went into effect on February 17, 2010. HIPAA standards address the use and disclosure of individuals' health information, as well as individuals' privacy rights to understand and control how their health information is used. A major goal of this act is to ensure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high-quality health care and to protect the public's health and well-being. Students receive classroom and clinical orientation on HIPAA regulations prior to entering a patient care setting.

It is the legal and ethical responsibility of HUSON faculty, staff, and students to use, protect, and preserve personal and confidential patient information in accordance with state and federal laws and university policies. If an unauthorized use or disclosure of public health information has occurred, this incident must be reported immediately to the supervisor (i.e., a HUSON student notifies HUSON faculty instructor, HUSON staff notifies HUSON supervisor, HUSON faculty notifies the Dean/Associate Dean). The supervisor initiates an investigation, completes an incident report with findings and outcomes, notifies the clinical site and HUSON, and submits the report to the HUSON Dean/Associate Dean for review.

### **Pregnancy**

Any pregnant student should contact their healthcare provider to determine what, if any, additional precautions are needed based on their individual situation. It is the student's responsibility to communicate their needs to their faculty members each term. However, the student must fulfill the same attendance and course requirements as any other nursing student, and absences for prenatal appointments are not excused. No special clinical assignments can be made for the pregnant student, and no special arrangements for maternity leave will be made.

### **Progression and Retention**

Each undergraduate nursing course has required activities, assignments, and examinations to validate learning outcomes and competencies. It is important that all students succeed in each course to progress to the next.



- Pre-licensure nursing courses are sequential, and the successful completion of each course is a prerequisite for admission to the next level or successive course.
- When a student fails the first course, they will be allowed to retake the course, if space is available, when the course is offered the next time. They will not progress until this course is successfully completed. Students may incur additional costs when repeating a course.
- When a student fails the same course twice or fails two different courses in the nursing program, they will be terminated from the program and will not be eligible for re-entry.
- Progression in the nursing program will depend on achieving the following:
  - Satisfactory attendance of class/lab/clinical per the nursing policy.
  - Completion of all lab and/or clinical hours.
  - A passing score with a grade of 75% or higher, and “Pass” in all lab and clinical areas.
  - Current health records, etc., as listed in the entrance requirements of this handbook. (It is the student’s responsibility to make sure all items are current and submitted appropriately.)
  - Adherence to the HUSON student handbook and university catalogs.
- Students who fail to return from LOA (see LOA policy) will be terminated from the program and will not be eligible for re-entry.
- Students who withdrew from the nursing program and have failed one course or have failing grade(s) in the current course(s) will not be eligible for re-entry.
- Students who withdrew from the program with no history of course failures and a passing grade in current courses will be allowed to request re-entry, but only if within eight weeks or less since withdrawal. Due to the nature of nursing education, the requirements of the Admissions, Progression, and Graduation Committee may include, but are not limited to, auditing courses already completed, exams to verify that previously learned material has been retained, a mandatory advising/remediation plan, and special grade or attendance requirements.
- Students who fail and are allowed to repeat a course and those returning through the Appeals Process will be registered in the next appropriate class in which space is available. Newly admitted students, enrolled students, and students who have withdrawn in good standing have priority over other students seeking to take the course. If more students need to take the course than there is available space, space will be allocated according to the highest overall grade received in the failed course, or as directed by the Dean of Nursing.
- A student who does not meet the requirements set forth above may not be permitted to progress.

### **Dismissal Reasons**

Many reasons can lead to a student being dismissed from the HUSON. The Dean of Nursing will make the final determination of dismissal. Reasons for a student to be dismissed could include, but are not limited to, the following:

- Academic dishonesty in any form, including but not limited to cheating on an exam, knowingly assisting another to cheat, or failure to report observed cheating by other students.
- Any verbal communication or written material that is fraudulent, untruthful, and/or dishonest or written in an unprofessional manner. This would include submitting written



material previously submitted by another or self for a grade.

- Violations of principles of confidentiality.
- Unsafe clinical practice as outlined in this handbook.
- Violating any of the policies within this handbook
- Failure to provide adequate clinical eligibility documentation by the deadline date and time.
- It is the student's responsibility to notify the Dean of Nursing if they have been banned or denied entry into **ANY** clinical facility that the Nursing Program does or may use for student instruction. Failure to report this information will result in termination from the Nursing Program.
- An unexcused absence from class, lab, or clinical onboarding sessions may necessitate an instructor-initiated withdrawal from the course.
- Excessive absences from any lecture, lab and/or clinical may result in an instructor-initiated withdrawal.
- Failure to show up without a call to the instructor before the start of the clinical assignment(no call - no show).
- Failure to produce documentation when requested may result in termination.
- Refusal to submit to substance abuse screening without adequate explanation.
- Inappropriate usage of electronic devices in the classroom, laboratory, or any clinical facility, without the expressed permission of the instructor.
- Falsification of any documents required by and submitted to the Nursing Department.
- Failing a course two times. It could be the same course or two different courses.
- Other reasons determined by the Dean of Nursing that warrant dismissal.

### **Dismissal Appeal**

Students who wish to appeal their dismissal from the HUSON for academic reasons must address their appeal in writing to the Admissions, Progression, and Graduation Committee of the HUSON. The written appeal must be received by the Dean of Nursing via email by Monday at 5 pm of the start of the following term. The appeal must include reasons for the student's unsuccessful/being dismissed status, and plans for success should the student be re-admitted to the program. A student may be readmitted to the HUSON only once. Nursing students terminated for academics will not be permitted to apply for re-entry into the Nursing program.

### **Professional Code of Conduct**

Students are always expected to conduct themselves in a socially acceptable manner and abide by the rules and regulations of Hallmark University. An important element of training at Hallmark University includes the development of professionalism. Prospective employers seek candidates who will be positive additions to their company. The high standards maintained in our programs and the business-like environment prepare each student to meet employers' expectations in the workplace. Students learn how to communicate and work with the public, display a good attitude, dress appropriately, and develop problem-solving, self-discipline, and team-building skills, which are basic standards of professional conduct required of all Hallmark University students.

Students who choose not to abide by the Professional Code of Conduct may be placed on Conduct Probation or dismissed from the university. Students will be held accountable for and should report the following violations:



- All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, alteration, or use of Hallmark University documents with the intent to defraud.
- Theft, deliberate damage, misuse, abuse, or destruction of Hallmark University property or the private property of a member of the school community on the school premises.
- Improper use of computers, email, or internet access. See Hallmark University Catalog policy description under Computing/Internet Policy.
- Insubordination or failure to comply with directions of university officials acting in the performance of their duties.
- Inappropriate or profane behavior that disrupts teaching, research, administration duties, or any other university activity.  
Physical or verbal abuse or assault of a student, faculty, or staff member on university premises or at university-sponsored functions.
- Electronic device usage that interferes with the learning process is prohibited in the classroom, including but not limited to cellular phones, tablets, etc.
- Video recording or taking pictures with personal electronic devices is prohibited in the SIDA (Security Identification Display Area), including but not limited to cellular phones, tablets, etc., unless authorized by the Dean of the College of Aeronautics for university purposes.
- Sleeping, eating, or smoking in classrooms or laboratories is prohibited.
- Vehicles must be parked in designated student parking areas. Refer to the Guidelines on Parking in Hallmark University Catalog.
- Sexual harassment of students and employees; sexual harassment means unwelcome sexual advances and/or requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive environment for the student or employee. See Hallmark University Catalog policy description under Sexual Harassment/Sexual Violence.
- Possession of dangerous items such as explosives, firearms, either concealed or exposed or usage of weapons will include, but not be limited to, the following: firearm ammunition, switchblades, or other illegal knives, martial arts weapons, chemical-dispensing devices, fireworks, razor blades, clubs, etc. (a) It does not generally apply to instructional supplies such as pencils, compasses, etc. unless those instruments are used in a menacing or threatening manner. (b) Any vehicle parked on Hallmark University premises may be inspected by a Hallmark University official if there is reasonable cause to believe it contains weapons.
- Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, and/or any conduct that threatens or endangers the physical or psychological health/safety of another person.
- Any violation of federal, state, or local law on Hallmark University premises or at Hallmark University-sponsored functions.
  - Violating the Attendance Policy. See policy description under Hallmark University Attendance Policy and Standards. *See HUSON Attendance Policy.*
- Violating the Dress Code Policy. See policy description under Hallmark University Catalog Dress Code Policy. *See HUSON Dress Code policy.*
- Violating the Drug-Free Policy. See the policy description in the Hallmark University Catalog Drug-Free Program. *See HUSON Drug Testing policy.*
- Inappropriate social media content, which indicates any affiliation or association with



Hallmark University. See *HUSON Social Media policy*.

## **Simulation Hospital Guidelines**

The simulation laboratory is an active learning environment where learning happens by doing, thinking in action, and reflecting on action. We ask all students to assist Hallmark University in maintaining this learning environment by adhering to the simulation lab policy designed to protect mannequin patients, equipment, and fellow students. Please carefully read the policy statements below.

## **Behavioral Expectations**

The simulation laboratory learning experiences are part of the clinical and didactic nursing program. The same requirements for maintaining professional behavior and conduct in the real patient care world also apply in a simulation environment.

## **Dress Code**

Students are to arrive for simulation laboratory experiences fully dressed and groomed as outlined in the clinical dress policy expected for real-world clinical experiences. The student badge is required to access the simulation laboratory.

## **Hallmark Citizenship in the Simulation Lab**

- Be on time for all learning experiences. Tardiness arriving at the simulation laboratory will be treated as tardiness arriving at clinical experiences.

Never ridicule other students for mistakes made in the simulation learning environment. Students are to clean up their work area at the end of every simulation experience.

## **Laboratory Supplies**

Students are provided with a tote bag during Nursing Orientation that contains basic skills laboratory supplies for practice and use during skills lab. This is a one-time resource provided to the student. It is the student's responsibility to care for the supplies provided and use them as instructed. No additional supplies for the tote bag will be distributed.

Additional supplies are provided during laboratory/simulation experiences for student use.

## **Food and Water**

Capped bottled water is the only drink permitted in the simulation laboratory. Food is not permitted in the simulation laboratory.

## **Protection of Mannequin Patients and Task Trainers**

Mannequin patients are computerized human simulations that are very costly and subject to damage.

To prevent damage, students will adhere to the following:

- Never use ink pens, markers, or highlighters near any mannequin.
- Touch mannequins with clean or gloved hands.
- Do not bring bottled water or any liquid near high-fidelity mannequins.
- Never use Betadine on any mannequin or task trainer.



- Do not lift or turn the mannequins without instruction or assistance.
- Students are never permitted to turn on the simulators.
- Students are not permitted to photograph or post photos of mannequins on social media without explicit faculty permission.
- Students are to show respect toward their mannequin patients by protecting their dignity and privacy as they would a real-world patient.

### **Safety Practices**

Equipment and supplies used in the simulation lab may be real, simulated, or for educational use only. No equipment or supplies provided by Hallmark University are to be used in the real patient world except for the stethoscope contained in the Pocket Nurse Kit.

All intravenous fluids and medications are simulated and are never to be removed from the simulation lab.

Needles and syringes are never to be removed from the simulation lab. All used needles are to be disposed of in the red biomedical sharps container.

Students are not to operate any medical equipment until instructed by nursing faculty.

Latex may be contained in equipment or products used in the simulation lab. Latex products are avoided; however, the lab is not considered a “latex-free” environment.

### **Video Recording**

Video recording equipment may be in use in the simulation lab at any time. Students entering the simulation lab give their consent to be recorded.

By signing the Student Handbook Acknowledgment Form, I acknowledge that I have read and agree to abide by the Simulation Laboratory Policy.

### **Student Nurses Association**

All nursing students are eligible and are encouraged to become members of the HUSON Student Nurse Association (SNA). The SNA holds regular meetings, coordinates volunteer activities and social gatherings, and assists with Character with Distinction for the HUSON.

### **Social Media**

Social media sites such as Facebook, Snapchat, LinkedIn, Twitter, TikTok, etc. are digital platforms that facilitate students communicating with other students. Participation in these platforms may have both positive and negative consequences. Students are not restricted from using these platforms, but they are expected to follow acceptable social and professional behavior and comply with all federal government regulations, including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) guidelines.

All students should note the following:

- Posting pictures of patients, patient identifiers, and suggestive pictures/content is strictly prohibited.
- If you identify yourself as a HUSON student, everything you post reflects on you



and the University. Please post wisely.

- Do not share any information about tests, clinical sites, patients, HU faculty, HU staff, or HU administration online.
- Remember that your future employer will search your social media pages prior to employment.

Students should also review the following two documents for guidance concerning the proper use of social media:

- Texas Board of Nursing Position Statement 15.29 – Professional Boundaries including Use of social media.
- American Nurses Association Social Media Principles

Violation of the Social Media policy may result in disciplinary action up to and including termination from the Nursing Program.

## Testing

Examinations are an important way of verifying that students have met the objectives, learned the required skills, retained the information taught, can use critical thinking to make nursing decisions, and are prepared to successfully complete the NCLEX. The following applies to all testing situations in the HUSON:

- All students will be required to take exams/quizzes on the day and time scheduled. If a student is unable to take a course exam on the scheduled date and time, the student will receive a score of zero on the exam/quiz. Make-up exams/quizzes are given at the discretion of the faculty and only if the student meets the requirements stated in the Attendance Policy.
- All exams/quizzes will start 10 minutes after the official start of the class, and the classroom door will be locked. Any student arriving after this time will not be allowed to enter the classroom and will need to have the exam/quiz rescheduled at the faculty member's discretion. In addition, the student will be given a CAP for tardiness and exam rescheduling. Please see the CAP Policy.
- **Students who arrive more than five minutes late for their appointment in the HU Testing Center will need to speak with their faculty members to reschedule their testing for another date.**
- All exams/quizzes will be proctored by a qualified proctor from the HUSON.
- Calculators, if needed, are either accessible on the computer or are HUSON-approved calculators distributed by the faculty at exam time.
- All personal items (backpacks, cell phones, smart watches, student IDs with lanyards, etc.) are to be placed at the designated place in the classroom per the faculty's instructions. All cell phones, etc., must be silent and volume on the lowest setting.
- If there is a question or concern about a typo or error in the question during an exam/quiz, students should raise their hand and wait for the instructor to come to their seat. Faculty are NOT allowed to answer any questions about the content, the question, terminology, or other information.
- If students desire to review a class assignment for the purpose of questioning the grade or points received, the review must be scheduled with the faculty member no later than three



business days after the final grade for the assignment is posted. No review of exams will occur either in the classroom or on an individual student basis.

- Exam/quiz scores will be posted on Canvas after faculty analysis and review. Every effort will be made to post the scores within 48 hours.
- Any student suspected of cheating will be immediately removed from the testing area. Strict enforcement of the Huson University Academic Dishonesty policy is maintained.
- Students arriving late for exams/quizzes are subject to the HUSON Corrective Action Process. Please see the Corrective Action Process.
- Upon completion of the exams, students are expected to exit the exam room quietly and leave the immediate testing area.

### **Computerized Testing**

- Students are expected to be looking only in the direction of their own computer. Students who are observed looking at other computer screens will be verbally warned. If the behavior continues, the student's computer test will be terminated, and the student will receive a zero for that exam/quiz.
- The only browser window allowed to be open during an exam is the one that is being used to administer the exam/quiz. Absolutely no other browser windows are to be opened before, during, or after an exam (including emails).
- Students will not open any exam, at any time, unless the exam is a scheduled exam in a proctored setting at the established time.
- Under no circumstances will a student print out or email an exam/quiz or exam/quiz results.
- Students may not discuss the content of an exam until all students have taken the exam. For ATI Proctored Exams, students must follow the specific instructions regarding the examination discussion.
- If a student skips a question or does not save an answer correctly, the student will not receive credit for that question.
- Only proctor-approved items are allowed at the student's seat during exams/quizzes (i.e., scratch paper provided by instructor, pencils, etc.).
- No drinks or food are allowed in the testing room unless approved by the proctor.
- Students must follow all other instructions given by the instructor or proctor.

### **Textbooks**

Students are provided with e-books for most courses, allowing downloading, reading on devices, highlighting, and access to supplementary resources. Alternatively, some courses will have paper textbooks available to students throughout the course.

### **Temporary Disability**

The HUSON partners with Student Support Services to provide appropriate accommodation and support. Students should work through Student Support Services to obtain reasonable accommodation for temporary or permanent sensory, physical, or physiological disabilities.

Students who sustain an injury or any other temporary physical limitation must notify the course



faculty and the clinical coordinator. In addition, students must provide documentation from a health care provider attesting that they can safely perform the duties of a student in the clinical setting. Any restrictions or limitations must be clearly outlined. Documentation must be provided prior to attending clinical experiences.

### **Transportation**

The HUSON requires that students are responsible for arranging their own transportation, including to and from clinical sites. Students are required to have reliable transportation to and from campus, to clinical rotations off campus, and to other community activities as required. To provide the best possible clinical experiences, the HUSON may establish placements that require travel outside the metropolitan area. Lack of transportation will not be accepted as an excuse for non-attendance or tardiness during experiential or clinical rotations.

Students will be responsible for covering all gas and parking fees incurred by that mode of travel. Carpooling and cost-sharing with fellow students is recommended whenever feasible. The student would be responsible for paying all transportation costs incurred.

### **Tutoring**

All students are encouraged to seek tutoring from their individual faculty member(s) early in each term as needed.



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## GRADUATION REQUIREMENTS

### National Council Licensure Examinations (NCLEX-RN) & (NCLEX-PN)

The NCLEX-RN and the NCLEX-PN examinations are computerized national examinations designed to test knowledge, skills, and abilities essential to safe and effective practice of nursing at the entry level. Candidates who receive a passing level on the NCLEX-RN may use the legally protected title, Registered Nurse, and are entitled to practice nursing within the scope of practice of the Registered Nurse. Candidates who receive a passing level on the NCLEX-PN may use the legally protected title, Licensed Vocational Nurse, and are entitled to practice nursing within the scope of practice of the Licensed Vocational Nurse. Information on licensure will be given to students in the final term prior to graduation.

The NCLEX is administered by Pearson VUE, a third-party vendor. It is recommended that students register with Pearson Vue one (1) month prior to graduation. **For more information about the NCLEX, students may visit the National Council of State Boards of Nursing at [ncsbn.org](http://ncsbn.org).**

### NCLEX RN Reimbursement

Students graduating from the BSN program are eligible for reimbursement of their registration fee for the NCLEX-RN from Hallmark University if they meet the following requirements:

1. Attend the full three days of the live ATI NCLEX Review course provided in Capstone II.
2. Complete the Virtual ATI course and achieve “greenlight” status.
3. Successfully complete the NCLEX-RN exam on the first attempt.

Once students have completed all three requirements above, they should forward via email to the Dean of Nursing evidence of successful completion of the NCLEX-RN exam. The Dean will then confirm that all requirements have been met and begin the process to have the student reimbursed per university policy.

### Affidavit of Graduation

An Affidavit of Graduation (AOG) is required for a student to take the NCLEX-RN or NCLEX-PN. All required coursework must be successfully completed, and degree requirements met prior to the Dean of Nursing submitting the AOG to the Texas Board of Nursing.

Students are required to register for the NCLEX-RN or NCLEX-PN during their last term of coursework. Once their AOG is cleared by the Texas Board of Nursing, the new graduates will be issued an Authorization to Test (ATT) via email from Pearson VUE and should schedule to take the licensure exam as soon as possible.

### Pinning Ceremony

The HUSON will hold a separate Pinning Ceremony from Commencement during which students will receive their baccalaureate or vocational nursing school pin, and student awards will be given. This event is typically held three times a year shortly after the completion of the term.



## ADDENDUM A

### Hallmark University School of Nursing Student Performance Contract, Corrective Action Plan, Written Warning

**Student ID:**

**Student Name:**

**Student email: Faculty:**

**Date of Concern:**

This Corrective Action Plan (CAP) is used when a student exhibits actions or behaviors not consistent with the guidelines set by the Hallmark University School of Nursing (HUSON) Student Handbook or the Hallmark University Academic Policy. The Contract, Action Plan, or Written Warning is intended to assist the student in meeting academic, clinical, professional, and/or communication expectations.

Outcomes of the CAP include one of the following: 1) meeting requirements and termination of the CAP or 2) not meeting requirements and continuation or progression of the CAP to include an Action Plan, Written Warning, potential Course or Clinical failure, or Termination from the program.

Improvement in the area(s) noted below is needed to meet the standards inherent to being a nursing student and to becoming a licensed nurse.

**I. HUSON Core Values and Hallmark Character Traits**

The Hallmark University School of Nursing has identified the core values that guide its relationships, decision-making, and problem-solving. Additionally, Hallmark University (HU) Character Traits are integral to the nursing curriculum, the student experience, and student outcomes. The following core value and/or character trait was not met:

HUSON Core Values:

Integrity  
Diversity  
Collaboration  
Respect  
Stewardship  
Compassion  
Excellence  
Innovation

Hallmark Character Traits:

Integrity  
Leader  
Servant  
Steward  
Communicator  
Dependable  
Agile



## **II. Area not meeting expectations.**

To further identify and define the concern, the following addresses the specific concern that did not meet expectations.

### **Academics.**

The action or behavior of concern is:

- Low scores on tests (quizzes or exams)
- Incomplete assignments
- Written work deficit
- Other:

### **Description of specific concern:**

#### **Academics Student Actions:**

- Referral for test-taking/study strategies
- Complete additional practice tests
- Improve study habits
- Seek tutoring and/or join a study group
- Seek support persons/resources
- Student Services referral
- Consider reducing outside work hours
- Stress management and relaxation techniques
- Other:

### **Clinical Practice**

Any act of omission or commission that may result in harm to the patient is considered unsafe clinical practice. The action or behavior of concern is:

- Violates or threatens the physical, psychological, microbiological, chemical, or thermal safety of the patient.
- Lacks preparation for the clinical practicum day.
- Violates previously mastered principles/learning/objectives in carrying out nursing care skills and/or delegated nursing functions.
- Assumes inappropriate independence in action or decisions.
- Fails to immediately report a client care error to the clinical faculty and/or responsible nursing personnel.
- Does not adhere to the current CDC guidelines for Infection Control.
- Fails to recognize their own limitations, incompetence, and legal responsibilities.
- Fails to accept moral and legal responsibility for his/her actions, thereby violating professional integrity as expressed in the Code for Ethics for Nursing (ANA, 2015).
- Arrives at the clinical setting in an impaired condition as determined by the clinical faculty.
- Other:

### **Description of specific concern:**

#### **Clinical Practice Student Actions:**

- Must complete laboratory remediation with skills testing by date:
- Seek support persons/resources
- Student Services referral



- Consider reduction of outside work hours
- Stress management and relaxation techniques
- Must come to clinical prepared
- May not be late for or absent from clinical or lab
- Must present in proper attire with appropriate equipment
- May not administer medications without the instructor being present.
- Other:

### **Professionalism**

The action or behavior of concern is:

- Absenteeism Class/Clinical
- Tardiness Class/Clinical
- Sleeping in Class/Clinical
- Noncompliance with dress code
- Did not follow up on remediation recommendations
- Does not follow faculty directions/instructions
- Does not demonstrate respect for the rights of others
- Resistant or defensive when provided with constructive feedback
- Used the physical or intellectual property of others without permission or attribution
- Misuse of equipment or tools, Class or Clinical
- Breach of confidentiality/HIPAA violation
- Other:

**Description of specific concern:**

### **Professionalism Student Actions:**

- Must respectfully participate in class and clinical
- Must come to class or clinical prepared
- May not be late for or absent from clinical, lab, or class
- May not sleep during class or clinical
- Must present in proper attire with appropriate equipment

### **Communication**

- Adherence to the core values of the HUSON and the values of the nursing profession in dealing with students, colleagues, and associates.
- The concern is with regards to:
- Does not communicate truthfully with faculty and staff
- Is not courteous or honest with communication
- Does not treat others with fairness and justice
- Disruptive or rude
- Harassment or bullying of others
- Uses vulgar or offensive language
- Other:

**Description of specific concern:**



**Student Communication Actions:**

- Improve writing skills, verbal and communication skills
- Avoid disruptive, aggressive, or offensive language and behavior
- Other

**III. Expected due date for meeting requirements and expected actions and behaviors:**

**Possible consequences.**

If Requirements and Expected Actions and Behaviors are not met or if additional student actions or behaviors are in contract to the HUSON Core Values, the following may occur:

- Action Plan
- Continuation of Action Plan
- Written Warning
- Course Failure
- Program termination
- Other:

**IV. Filing and Distribution to students**

After the development of the Corrective Action Plan or Written Warning, the instructor will file the form and provide the student with an e-copy to their Hallmark email. If HU email is not available, the form will be provided as a hard copy.