

### **Herzing University May 2025 Undergraduate Catalog Addendum: June 11, 2025**

This addendum outlines policy and curricular changes that have been implemented since publication of the May 2025 Undergraduate Catalog. These updates are reflected in the latest edition of the Undergraduate Catalog, available on the Herzing website (<https://catalog.herzing.edu/index.php>) and will also appear in the print versions of the affected pages.

Students are encouraged to review the following changes in their entirety. To assist in review, revisions and additions are underlined, and deletions are shown using strikethrough. Formatting updates, minor editorial edits, and corrections of grammatical or typographical errors are not included. Major policy revisions are excerpted in full. Unless otherwise specified, all changes apply to all students.

Students are responsible for adhering to the most up-to-date policies as published in the current catalogs. Updated catalogs, and the policies contained therein, supersede all previously published versions. Students should seek clarification from the Director of Campus Operations or Academic Dean for Online Learning if they are told or read any information inconsistent or contradictory with the Catalog.

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## **ACADEMIC INFORMATION**

### **Attendance Policy and Procedures: Clinical Attendance Policy**

New policy added to clarify clinical attendance expectations.

Students enrolled in courses that include a clinical component are required to attend all assigned clinical experiences. Failure to attend any portion of a clinical assignment without prior approval from the instructor will result in a clinical failure for the course. Please see the make-up policy for requirements for advanced notice of absence at

<https://catalog.herzing.edu/content.php?catoid=73&navoid=5666#make-up-policy-for-missed-coursework>

A clinical failure constitutes a failure to meet the essential requirements of the course, and the student will receive a grade of "F" for the entire course. Students who receive a clinical failure are not permitted to continue in either the didactic or clinical component of the course and must repeat the course in its entirety to progress in the program.

### **Attendance Policy and Procedures: Returning within the Same Semester**

The *Returning within the Same Semester* policy has been removed from the catalog, as it applies only to rare and highly specific circumstances. Students in such situations will be advised individually by the appropriate academic or administrative offices.

#### ~~Returning within the Same Semester~~

~~A student needing to withdraw from all courses may do so without formally withdrawing from the University during the first eight week term provided the student intends to return for the second eight week term of the same semester or payment period. Withdrawn courses will be included in the calculation of the student's satisfactory academic progress (SAP) calculation and do not qualify for receive a tuition reduction. If a student is unable to return as intended, the tuition reduction (if any) will conform to the refund policy of the University. Students should contact Student Services for more information on returning within the same semester.~~

### **Grading Policies: Grade Appeal Procedures**

The term *assignment* was added to clarify that grade appeals may apply not only to tests and final course grades but also to individual assignments and must be made within two weeks.

A student who has a dispute with an instructor's grading on a test, assignment, or the final grade in a course must follow the steps outlined below.

1. The student must first try to resolve the difference with the instructor involved. If the instructor agrees to the student's request, the instructor will make the appropriate change in the grade book or submit a grade change through the Director of Campus Operations/Academic Dean for Online Learning or designee. If the student agrees with the instructor's decision, the appeal is considered resolved.
2. If a satisfactory solution cannot be reached between the student and the instructor, the student may submit a written grade appeal to the Program or Department Chair. A grade appeal must be made within two weeks for an exam/[\*assignment\*](#) and within 30 days of grade issuance for a course. The Program or Department Chair will investigate the facts of the case and decide in writing regarding the grade within seven days of receiving the appeal. In the event that there is not a program or department chair at the location, the appeal may be submitted to the Director of Campus Operations/Academic Dean for Online Learning or designee.
3. The decision of the Program or Department Chair or Director of Campus Operations/Academic Dean for Online Learning or designee regarding a grade appeal is final.