

Salt Lake  
Community  
College 

NURSING STUDENT HANDBOOK

2025

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2025

## OVERVIEW AND GENERAL INFORMATION

### WELCOME

Dear students,

Welcome to Nursing at Salt Lake Community College. This handbook is an overview of program requirements, ethical standards, and regulations for Nursing students. One of the first program expectations is that you read this handbook thoroughly, so you understand what is expected of you, and what you can expect from the program. As you read, you will see that handbook content is designed to protect and guide you.

Policies and procedures in the handbook apply to the land-based classroom, online instruction, and clinical affiliates. They have been written to respect the rights of students and faculty, individually and collectively. At the same time, they must meet the requirements for accreditation at the professional, state, and institutional levels. You can see why your careful review of the handbook is so important. I wish you well in your newly chosen profession, and congratulations on your acceptance into the Nursing program.

Sincerely,

Dr. Richardson, PhD, RN

Associate Dean Nursing

## PURPOSE OF THE HANDBOOK

The purpose of the handbook is to provide students with information about the policies, procedures, and guidelines that form the foundation of this program. The handbook outlines the expectations regarding your role as a student both in the nursing program and at Salt Lake Community College and as you participate in community clinical placements. The handbook applies to all nursing students, and all nursing students must always follow it during the program. Failure to adhere to the stated guidelines could result in consequences, including probation or removal from the nursing program.

## ABOUT SALT LAKE COMMUNITY COLLEGE

### SALT LAKE COMMUNITY COLLEGE VISION

Salt Lake Community College will be a model for inclusive and transformative education, strengthening the communities we serve through the success of our students.

### SALT LAKE COMMUNITY COLLEGE MISSION

Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.

### SALT LAKE COMMUNITY COLLEGE VALUES

- Collaboration: We believe we're better when we work together.
- Community: We partner with our community in the transformative, public good of educating students.
- Inclusivity: We seek to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.
- Learning: We learn as a college by building outstanding educational experiences for students and by supporting faculty and staff in their professional development.
- Innovation: We value fresh thinking and encourage the energy of new ideas and initiatives.

### SALT LAKE COMMUNITY COLLEGE STUDENT LEARNING OUTCOMES

- Acquire substantive knowledge
- Communicate effectively
- Develop quantitative literacies
- Think critically
- Express creatively
- Knowledge and skills to be civically engaged
- Work with others in a professional & constructive manner
- Develop information literacy
- Develop computer literacy

## ASSOCIATE DEGREE NURSING PROGRAM

### PHILOSOPHY

Professional nursing practice is grounded in the biological, psychological, sociological, and spiritual sciences. It is devoted to promoting, maintaining, and restoring the health of individuals, families, and selected groups as well as supporting a peaceful, dignified death.

Registered nurses are members of the health care team and as such, care for diverse individuals and families across the lifespan in a variety of inpatient and community-based settings by providing culturally sensitive, individualized, patient-centered care.

Registered nurses recognize that interdisciplinary collaboration among health-care professionals is critical to delivering safe, quality patient care. Ongoing quality improvement activities are performed in concert with other members of the health care team. Application of evidence-based practice, skills in informatics, and patient care technology is essential to the delivery of quality care, while ensuring safety.

Professional values guide interactions with individuals, families, and the health care team. RNs demonstrate professional conduct by exhibiting accountability for their actions, practicing within their scope of practice, and assuming legal responsibility for the care they provide. RNs uphold their commitment to the public by adhering to an established code of ethics, which provides a context for making judgments and offers guidelines for maintaining professionalism.

The major roles of the RN include provider of nursing care, coordinator of patient care, and member of the nursing profession. As providers of care, RNs promote wellness, identify current and emerging patient problems, and function as advocates for individuals, families, and selected groups. In addition, RNs manage patient care using caring and the nursing process as essential tools to develop clinical judgment.

As coordinators of care, RNs communicate, collaborate, and provide leadership within the interdisciplinary health care team to promote and maintain patient health and ensure continuity of care. They provide patient education to achieve positive clinical outcomes.

As members of the profession, RNs are accountable for maintaining professionally established standards of nursing practice, adhering to practice regulations specified by each respective state, as well as adhering to established legal and ethical directives. Lifelong learning is a means of assuring that practice is continually based on current knowledge.

In addition, continued formal education provides an opportunity for personal advancement within the profession.

## STUDENT END-OF-PROGRAM LEARNING OUTCOMES

- The graduate plans compassionate, culturally sensitive, patient-centered care in partnership with patient's preferences, values and needs.
- The graduate functions effectively within nursing and inter-professional teams, fostering open communication, mutual respect and shared decision making to achieve quality patient care through clinical experience and community service/outreach.
- The graduate uses clinical judgment based on the best current evidence to provide safe patient care.
- The graduate adheres to established safety standards to provide quality patient care.
- The graduate implements leadership skills, accountability, and adherence to professional nursing standards.
- The graduate uses patient information and technology to communicate, minimize error, and support decision making.



## PROGRAM PREREQUISITES AND SUPPORT COURSES

Information about prerequisite and support courses below can be found at this link -

[http://catalog.slcc.edu/preview\\_program.php?catoid=26&pooid=11813&hl=%22nursing%22&returnto=search](http://catalog.slcc.edu/preview_program.php?catoid=26&pooid=11813&hl=%22nursing%22&returnto=search)

### LPN LICENSURE

Students who wish to complete their LPN licensure may do so after completing the first year of study and the Nursing 1250 LPN NCLEX Prep Course and NRS 1255 PN Clinical Judgement Course. The 2-credit hour didactic course identifies the different roles and regulations for the LPN and may be taken concurrently with other second semester courses. The clinical judgement course offers clinical experience in the LPN role.

### ADVANCED PLACEMENT LPN TO RN

The program offers an advanced placement option for students who have completed a practical nursing program and are licensed as a practical nurse in Utah. Information regarding this program and admission requirements can be found at <http://www.slcc.edu/nursing/admissions/advanced-placement.aspx>

### BSN PATHWAYS

Upon completion of an Associate of Science degree in nursing, students interested in transferring to a four-year institution in pursuit of a Bachelor of Science in Nursing (BSN) should consult with an SLCC academic advisor at (801) 957-6215.

### PROGRAM ACCREDITATION

Salt Lake Community College Nursing program is accredited by:

- Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, Georgia 30326  
Phone: 404-975-5000

## PROGRAM ADMINISTRATIVE AND ACADEMIC POLICIES

### CERTIFICATION REQUIREMENTS

To be licensed as a Licensed Professional Nurse (LPN) or a Registered Nurse (RN) in Utah, applicants must pass a criminal background check, and the National Council Licensing Examination (NCLEX) developed by the National Council of State Boards of Nursing (NCSBN). Applicants must provide official transcripts documenting graduation from an ACEN, CCNE, or COA accredited nursing program.

For further information refer to the following links:

[Division of Occupational and Professional Licensing site](#)

[National Council of State Board of Nursing](#)

#### **NCLEX Licensure Steps:**

The following information is given to students completing 4<sup>th</sup> semester in preparation for sitting for licensure exam. This guide is to serve as a reference.

The Salt Lake Community College program code for the Associate Degree Program is:

**US38400100**

- **Create an NCLEX account through the Pearson VUE website**
  - <http://www.pearsonvue.com/nclex/>
  - When setting up an account, use the **correct** program code (above) needed for registration.
  - Pay the NCLEX testing fee of \$200.00
- **Submit needed information to the DOPL**
  - Start by submitting (in-person, by mail, or online) a Request for Authorization to Test (usually processed within 10 business days unless accommodations are requested).
    - Mail: print the form at [https://dopl.utah.gov/nurse/rn\\_lpn\\_auth\\_to\\_test.pdf](https://dopl.utah.gov/nurse/rn_lpn_auth_to_test.pdf) and send to:  
  
160 East 300 South  
PO Box 146741  
Salt Lake City, Utah 84114-6741
    - Online: <https://dopl-egov.commerce.utah.gov/>
  - Student must submit their official transcript from the SLCC Office of the Registrar verifying program completion along with the Request for Authorization to Test form to DOPL. Official transcripts can be obtained through third party service providers listed online.
    - Transcript must include **graduation date** and **degree** conferred
    - Do not submit the Request for Authorization to Test form until notification that transcripts have been sent

- **Approval of Request for Authorization to Test form**
  - DOPL staff will set the eligibility to take the NCLEX and will email an Authorization to Test.
  - Register to take the NCLEX-RN for date of choice through Pearson VUE (students have one year to sit for the NCLEX).
  - <http://www.pearsonvue.com/nclex/>
  
- **Passing the NCLEX**
  - Will be notified of results within 3 business days
  - If you do not receive an email within 3 business days, check quick results on Pearson VUE.
  - Call DOPL for additional information if you have not received my results within 5 business days.
  
- **Apply for Licensure**
  - Submit *Application of Licensure* (by mail or online) to DOPL along with the \$95 registration fee and two sets of fingerprints for criminal background checks on form FD-258.
    - Fingerprint services are available at DOPL offices (Monday-Friday-except Holidays-between 0800-1630) or most local police departments or sheriff offices offer fingerprint services as well.
  - Processing time for licensing applications (without special circumstances) is 14 business days once complete application is received.
  
- **Not passing results of the NCLEX**
  - When ready to take the NCLEX again, email DOPL (B7@utah.gov) to request to be made eligible for the exam.
    - Eligibility must include personal identifying information (candidate ID number) from Pearson VUE.
  - Schedule a new exam date through Pearson VUE.
  - You will have five years from graduation to successfully pass the NCLEX.
  - You may take the NCLEX every 45 days.

## POLICIES AND PROCEDURES

Program policies and procedures are based on Salt Lake Community College policies and procedures. Students are encouraged to review the Nursing Department Student Handbook and the Salt Lake Community College [Code of Student Rights and Responsibilities](#). The student code identifies acceptable behavior while pursuing an education, interacting with peers, faculty, and staff.

### EXCEPTION PROCEDURE

Students may request an exception to procedures in this handbook. Authority for an exception lies solely with the Associate Dean, unless specifically delegated to another individual. An exception request can be made by emailing or writing to [Gretchen.Ask@slcc.edu](mailto:Gretchen.Ask@slcc.edu). Exceptions can only be granted when allowed by accreditation and college policies, and with respect to academic principles. "Only exceptions

requested due to emergent and/or unforeseeable circumstances beyond the student's control will be taken into consideration."

#### WORK PROCEDURE

The school recognizes that employment may be a financial necessity for some students. However, working full time while enrolled in the Associate Degree Nursing Program is difficult and not recommended. If students work, they must do so only during times when it does not conflict with program activities. Students may not work for the eight hours immediately before a class, lab, or clinical. Students will not be excused from clinic or classroom activities for work. Additionally, students may not use any work time to substitute for program clinical time, except for approved apprenticeship program hours utilized for capstone completion.

#### APPRENTICESHIP PROGRAM

An apprenticeship allows qualifying students to utilize certified employment hours to meet capstone clinical hour requirements. The student and clinical placement must meet the following criteria:

- The apprenticeship is offered only to students who are fully registered for the fourth and final program semester.
- Student must be compliant in Complio.
- ⊖ Student must be currently enrolled in the SLCC Nursing Program and be in good standing.
- SLCC must have an affiliation agreement in place with the clinical site in question.
- After acceptance on the clinical site, the student will apply to DOPL for a 1-year license. This procedure carries a \$35.00 cost.
- The student is responsible to follow the code outlined when applying for apprenticeship. It is the responsibility of the student to notify DOPL of any change in the status of their health or standing within the SLCC Nursing Program. A change in health status may require a physician's clearance that the individual can perform required essential functions.

#### PREGNANCY, MILITARY, JURY DUTY PROCEDURE

Students seeking accommodations are encouraged to consult with the Disability Resource Center. <https://www.slcc.edu/drc/index.aspx> See Accommodations during Pregnancy (below).



## ACCOMMODATIONS DURING PREGNANCY

SLCC values inclusive learning environments and strives to make all aspects of the College accessible to our students.

If you have a disability and believe you need accommodations to improve access to learning materials or the learning environment, please contact the Accessibility and Disability Services at [drc@slcc.edu](mailto:drc@slcc.edu).

The direct phone number is 801-957-4659 and the web address is [www.slcc.edu/drc](http://www.slcc.edu/drc).

Although pregnancy is not a disability, our ADS advisors are trained to assist with pregnancy related accommodations in addition to disability related accommodations. We strongly recommend any student who is pregnant or becomes pregnant while in the program notify the ADS. This will allow preventative measures to be taken, safety process in place to protect the student and the unborn child and allow for accommodations if they become necessary.

Due to risk of fetal exposure to radiation and chemicals while in the program it is strongly recommended that all pregnant students work closely with the ADS regardless of if accommodations are necessary.

## CPR CERTIFICATION

Students must maintain a current American Heart Association Basic Life Support Provider certification throughout the program.

## BACKGROUND CHECK

All students are required to complete a background check upon admission to the program. Another background check may need to be repeated in the event of a drop, deferral, or leave of absence. The Utah State Board of Nursing determines if applicants are permitted to receive a license and sit for the licensing exam in the state of Utah. We strongly recommend if a student has a criminal conviction that they contact the Utah State Board of Nursing to seek advice regarding eligibility for licensure and requirements needed to progress in the profession. If expungement of record is possible, we highly encourage students pursue this course of action prior to entering the nursing program to enhance clinical placement options.

## INTELLECTUAL PROPERTY PROCEDURE

Students may not record, photograph, or publish information from the class without written permission from the instructor.

## IMMUNIZATIONS & SEMESTER COMPLIANCE DATES

The Semester Compliance Dates occur before a semester begins. Students are responsible for monitoring and updating all certification and immunization requirements before reaching the semester compliance date. To avoid interruption in a student's ability to attend clinicals, no vaccinations or certifications may expire during the semester.

For example: to be compliant for a Fall semester, no compliance items may expire before December 31<sup>st</sup> of that year.

The Semester Compliance Dates are as follows:

Spring Semester – November 1

Summer Semester – April 1

Fall Semester – July 1

\*The one exception to this is the annual flu shot which must be received by the first day of November each season.

#### ADDITIONAL CLINICAL REQUIREMENTS

Our clinical partners may require additional paperwork, tests, or screenings that the student must complete promptly for placement at that facility. Students will be notified of these requirements during the placement process. If you choose not to complete these additional paperwork, tests, or screenings the program cannot guarantee placement at another facility.

If another facility placement is unavailable, this may lead to a delay in program progression or failure of a course.

#### DRUG AND ALCOHOL PROCEDURE

Nursing students must complete drug screening before admission to the nursing program. Testing is the financial responsibility of the student. Certain circumstances may require additional drug screening:

- A deferment, leave of absence, or readmittance to the nursing program.
- A randomized drug screening.
- A drug screening with cause, e.g., impairment during clinical rotations.
- Any use of illicit, prescribed, or recreational substances that may impair physical or mental function of the individual may precipitate drug screening.

A positive drug screen without adequate documentation is grounds for immediate dismissal from the program. Failure to obtain a required drug test is viewed as a positive result and is grounds for immediate dismissal from the program.

#### OCCUPATIONAL EXPOSURES AND EMERGENCIES

The risk of injury or exposure to body fluids is inherent in the health care profession. Health care workers can limit the risks by following facility guidelines for the use of personal protective equipment (PPE) and through quick action when a significant exposure occurs.

Nursing students are covered through worker's compensation insurance while in a clinical. A clinical is defined as a required period of supervised practice off-campus. If a student experiences a significant injury or exposure, they must immediately notify their clinical supervisor and the clinical manager. The student should notify Risk Management within one business day at (801) 957-4533.

#### SOCIAL MEDIA PROCEDURE

Students are not authorized to represent the college on any social media outlet. Social media

groups must not include the college's name, SLCC, a class name, etc. unless it is an official SLCC website related to a club sanctioned through Student Life & Leadership. Students must not post anything on social media that would violate ethical rules of the program.

#### FACEBOOK PAGE:

The Nursing Program has an Official Facebook Page: Official SLCC Nursing Group. We encourage students to share positive experiences. Students must observe HIPAA and FERPA requirements and must not post any patient information or pictures.

#### PROFESSIONAL CONDUCT

Professional Conduct in the classroom optimizes the learning environment. Students must be respectful of the faculty and their peers and show a commitment to the educational process. When a student's conduct varies from acceptable standards, SLCC has provided guidelines for faculty for dealing with disruptive or threatening students within the classroom. Students may be asked to leave the classroom and meet with faculty or the Nursing Program Coordinator prior to readmission to the classroom. Nursing students are expected to follow the rules set forth by the [Student's Rights and Responsibilities](#). This includes all forms of communication and all environments related to the nursing program (lab, clinical, online, classroom).

#### HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

HIPAA was designed to facilitate health insurance reform, implement standards for the transfer of health data, and protect the privacy of healthcare consumers.

HIPAA gives individuals certain rights concerning their health information, including the right to inspect and request corrections or amendments to their PHI. HIPAA requires covered entities to notify individuals or their privacy rights and how their PHI will be used and disclosed.

HIPAA regulates the use and disclosure of protected health information (PHI) by covered entities. HIPAA generally prohibits the use or disclosure of PHI without the written authorization of the individual. Health plans, health care clearinghouses, and providers who transmit health information in electronic form in connection with specified transactions are covered entities. The privacy rule protects all PHI that is transmitted or maintained in any form or medium (e.g., electronic, paper, or oral) by a covered entity or its business associate but excludes certain educational and employment records.

Without individual authorization, a covered entity may disclose PHI to a public health authority that is legally authorized to collect information to prevent or control disease, injury, or disability including, but not limited to reporting of disease, injury, and vital events, and conducting public health surveillance, investigations, and interventions. HIPAA also permits disclosures that are required by law. It contains separate provisions for disclosure when the disclosure is for research.

The program expects students to be familiar with and follow HIPAA. For more information, please visit:

- The [Office for Civil Rights](#) has oversight and enforcement responsibilities for the Privacy Rule. The website contains the text of the HIPAA Privacy Rule, comprehensive guidance, and answers to hundreds of questions.

- [CDC](#) and the [U.S. Department of Health and Human Services](#) published guidance on the HIPAA Privacy Rule and public health. [The National Institutes of Health](#) website contains general information on HIPAA and detailed information on the impact of the HIPAA Privacy Rule on research.

#### BLOOD BOURNE PATHOGENS PROCEDURE

Communicable diseases vary in their virulence, duration, mode of infection, and effects. To protect students, patients, and staff, students with a known infectious disease that are transferred by air or contact and are of short duration may not attend clinical courses.

Refer to the School of Health Sciences [Procedure](#) for more information.

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## ACADEMIC STANDARDS

To promote student progression, success, and professionalism, the following policies and standards apply within the Nursing Division.

### GOOD ACADEMIC STANDING

To be in good academic standing, a student in Nursing at SLCC must

- Maintain a current Nursing GPA of 2.0.
- Have no unresolved incompletes.
- Have no unresolved leave of absence.
- Have no unresolved performance plans.
- Maintain essential functions that were attested to upon admission.
- Consistently engage in unimpaired and effective cognitive functions that will not negatively affect patient safety or patient care, nor the safety and therapeutic actions of self and colleagues.

If the student does not meet the criteria for good academic standing, they may be unable to progress in the program, may be dismissed from the program, and may be asked to document that they meet one or more criteria. The loss (and resumption) of good academic standing may be communicated to clinical partners and licensing bodies.

### ACADEMIC PROGRESSION

The program provides both general and technical education for all nursing students, including practical nurses, to earn an Associate of Applied Science Degree in Registered Nursing. The AAS program for nursing comprises 69 credit hours, including prerequisites, support courses, and program course work. Students must complete all prerequisites and support courses with a C or higher, and nursing courses must be completed with a minimum grade of 78 percent (C+) to be eligible to progress from one semester to the next semester and to graduate from the nursing program. Students are required to achieve a minimum of 78% (C+) average on all proctored exams and proctored quizzes before additional course work is factored in. Proctored exam and quiz grades will not be rounded. This means the 78% minimum average on proctored exams and quizzes must be met without rounding. Students must ALSO achieve a minimum of 78% (C+) in the overall course. Any student who does not meet these minimum requirements will receive a failing grade and will not be allowed to advance to the following semester courses nor graduate.

## NURSING DEPARTMENT GRADING SCALE

Students are graded on proctored exams, quizzes, classroom assignments, and projects. The grading scale is as follows:

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	78-79
C	75-77
C-	71-74
D+	67-70
D	64-66
F	Below 64

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## GRADING OF COREQUISITE INSTRUCTIONAL AND CLINICAL/LAB COURSES

The nursing program integrates the instructional (didactic) and clinical judgement course. The Instructional (didactic) informs clinical practice, and the clinical practice informs the instructional (didactic) for corresponding co-requisite NRSB courses. Any student failing clinical judgement will receive no better than a “C” grade in the corresponding corequisite instructional course. Any student earning below a C+ in the instructional will receive no better than a “C” grade in the corresponding corequisite clinical course. Clinical judgement courses comprise both lab and clinical, therefore if a student receives less than a passing grade in either component of the course, they will receive no higher than a “C” grade. If a student does not pass either the instructional or clinical with a “C+” or better, the student must repeat the co-requisite NRSB instructional (didactic) and clinical courses concurrently. Students must successfully complete all courses in a semester before progressing to the next semester.

## COURSE FAILURE

A student may receive a failing grade for:

- Withdrawal (resulting in a “W” from a course) is viewed as a course failure. Please see the withdrawal dates on the official [SLCC Academic Calendar](#).
- Earning less than a passing grade (78 percent) for a course.
- Violation of the SLCC Code of Student Rights and Responsibilities.

Students will be dismissed from the program following two failures. Failures are categorized in the following manner:

- Failures are categorized per semester rather than per course. Students that fail one or more nursing courses in two different semesters will be dismissed from the nursing program.
- Failure of NRSB 1230 (Pathophysiology) before admittance to the nursing program, will not be counted as a failure after admittance to the program.

Any student in the nursing program who has failed a course must follow the progression procedure to continue in the program.

## PROGRESSION PROCEDURE

Students who have failed a course and wish to apply to repeat the course and continue in the nursing program must write a letter to the Nursing Program Coordinator requesting permission. In the letter, the student must identify the following information:

- Name
- Current semester in the program (for current students).
- Course/Courses failed.
- Any previous failures in courses/clinical
- Identify circumstances that the student felt contributed to the failure in the instructional or clinical course. The student will identify how these circumstances have been addressed or remedied to promote a successful outcome.

Send the letter to the Nursing Program Coordinator [Gretchen.ask@slcc.edu](mailto:Gretchen.ask@slcc.edu) and the Advancement and Progression Committee Chair [Julie.rowsey@slcc.edu](mailto:Julie.rowsey@slcc.edu) by the last day of finals week for consideration to retake the failed course and be allowed to resume progression in the program.

Permission to retake a course or clinical is dependent on space availability in both instructional and clinical courses. If there are multiple students that require placement in a course, permission to retake the course will be based on a student's qualifications for readmission and reasons for failure.

Students who have failures in more than one semester will be dismissed from the program and not be readmitted. Students experiencing difficulties with their course work or clinical must seek help from their nursing course instructor as soon as possible.

The faculty may design a progression/or behavioral performance plan for students who are not meeting course or clinical expectations. The plan will set clear goals and expectations intended to improve the student's performance and increase the student's chances of success in the course.

## TESTING POLICIES

### *TESTING CENTER & TEST INTEGRITY*

Whenever possible, Nursing course exams will be administered in the Jordan Campus Testing Center, including exams in online courses. In other words, do not assume that exams in online courses will be conducted remotely.

The Testing Center has policies and procedures that will be applied to every student and every test. Policies and procedures now include:

- Monitoring of student activity in the lobby areas outside the Testing Center.
- Random visual sweeps of the bathrooms in the Health Sciences Center. Found objects will be taken to the Lost and Found in the Student Center for student retrieval.
- Note- Certain ADS accommodations may not be available at all campus testing sites. Reach out to the testing center or ADS counselor for more information.

The faculty will provide the date and time for each course exam during the semester on or prior to the first day of class. Late testing can result in penalties or course failure.

A student may request an exception (see exception policy above) for late testing for jury duty, active-duty orders, or death in the immediate family or student illness with valid documentation. The course faculty will review the request. The instructor must receive the request before the exam (except in the case of illness).

Whether testing takes place at the Jordan campus or another of the SLCC campuses, students are required to comply with the Testing Center's stated policies.

In the event of a closure of the college campus or testing centers, alternative forms of academic testing may continue for all courses. Online testing may be proctored or non-proctored, as determined by the lead professors of each course. Students will continue to be subject to the Code of Student's Rights and Responsibilities and all other academic responsibilities in this handbook.

### LATE EXAM POLICIES

Without instructor approval or ADS accommodations, late proctored exams may be subject to up to 10% daily reduction in overall score. Due to College and Testing Center restraints, instructors may be unable to extend or allow late testing on proctored final exams.

### SCHOLASTIC INTEGRITY

Each student shall maintain academic integrity. When written assignments or projects require excerpts from published materials, full credit must be given to the author to avoid the possibility of plagiarism. For more information, refer to the [Code of Students Rights and Responsibilities](#).

Any student who violates the plagiarism policy will be given a zero for the assignment or exam. Cheating will result in disciplinary action that may include dismissal from the program

### PROGRAM LEAVE OF ABSENCE

Students may request a one-time leave of absence from the program for one semester without having placement within the program affected. Students who wish to take a leave of absence are encouraged to request as soon as possible, preferably prior to the published college deadline to drop classes. (See SLCC Academic Calendar). Students seeking a leave of absence should make an appointment with the Program Coordinator to discuss options and fill out required paperwork. Contact: [Gretchen.Ask@slcc.edu](mailto:Gretchen.Ask@slcc.edu).

If a leave of absence is needed, it is the student's responsibility to ensure that they are still able to complete the program within six semesters. Students must notify program of intent to return three months prior to the re-entry start date; in writing, email preferred.

### COURSE WITHDRAWAL

If a student intends to withdraw from a class after the published course withdrawal deadline, the student must notify the didactic instruction faculty member of record that they plan to withdraw from a course. The student must meet with the nursing program coordinator to fill out required paperwork.

If the withdrawal takes place after the SLCC Academic Withdrawal Date, a grade of **W** is awarded for the withdrawn class and is maintained permanently on the student's transcript. Due to degree completion requirements by ACEN (the accrediting body), a "**W**" is counted as an **F** by the nursing program and could result in dismissal from the program.

### COURSE INCOMPLETE

The nursing department is bound by the [SLCC requirements](#) for awarding an incomplete grade for a course.

## COMMUNICATION

Communication within the nursing department will occur through the SLCC Nursing Canvas Website and/or Bruinmail. It is the student's responsibility to set up their notifications in Canvas, so they are receiving communications. While enrolled in the nursing program, students are expected to communicate in a timely manner (within 3 business days). Students who fail to communicate in a timely manner may be delayed in progressing or dismissed from the program. This includes breaks between semesters when the student may not be attending nursing courses but is still considered to be in the program.

## STUDENT SERVICES

Information regarding tutoring services, ADA resources, and general educational resources are found in the [Institutional Syllabus](#).

2025

## CLINICAL AND LAB ATTENDANCE STANDARDS

### LABS AND CLINICAL ATTENDANCE

Attendance is mandatory for all scheduled nursing labs and clinicals to meet the required number of clinical judgement hours for graduation from the SLCC Nursing Program.

If a student's whereabouts are undetermined at any point during a lab or clinical day, the instructor will mark the student absent, and the student will be required to make up the entire lab or clinical, regardless of how much time the student was present.

Labs and clinicals are an essential part of the corresponding classroom theory course. A failing grade in the lab/clinical course will result in a failure of the co-requisite didactic course. A failing grade in didactic will also result in failure of the co-requisite lab/clinical course, requiring the student to repeat all the course components.

Attendance is mandatory. Students must attend all lectures, labs, and clinical sessions. **Students that have an unexcused absence from a scheduled clinical or lab will be put on a Performance Plan. A second unexcused absences from a scheduled clinical or lab will result in a failure of the Clinical Judgement course and the corresponding theory course.**

### ABSENCE PROCEDURES

Excused absences from lab and/or clinical must meet at least one of the following criteria:

- The physical inability of the student to attend, including injury or illness that requires hospitalization, emergency medical care, or physician-ordered bed rest, with appropriate documentation.
- The attendance of a funeral or a medical emergency for an immediate family member with appropriate documentation.
- Active Military Duty
- Jury Duty
- Pregnancy

**Students need to email the Clinical Judgement Lead Instructor and must call or text the Clinical Instructor as soon as possible with the following information:**

- **Estimated length of time of absence**
- **Documentation (as appropriate)**
- **List of clinicals and labs that will be affected/missed**

If unable to reach the instructor, call the nursing department at (801) 957-6260. If no one answers, leave a voicemail. Failure to notify the Clinical Judgement Lead and the Clinical Instructor may result in an unexcused absence regardless of circumstance.

## LAB AND CLINICAL MAKEUP

Any missed hours must be made up in their entirety to receive a passing grade. Students are responsible for making up all lab or clinical time that they have missed, regardless of the circumstances. **The maximum makeup time per semester is one missed scheduled lab or clinical, unless the absence has been authorized.**

Efforts will be made to provide lab or clinical makeup opportunities by the end of each semester. The program cannot guarantee that a makeup clinical or lab will be available. If student is unable to make-up required time the student may not progress.

If a lab or clinical makeup is offered:

- The makeup date(s) and time(s) are not flexible.
- Tardiness to any makeup session is unacceptable.
- The student is accountable for the information and skills missed due to an absence.
- The information for make-up of lab or clinical will be communicated to students via email.

## PROFESSIONAL LAB AND CLINICAL CONDUCT

Students are expected to act professionally and appropriately in the clinical setting and follow the facility's policies and protocols. Students who fail to do so will be removed from the clinical setting and the instructor will notify the Associate Dean of nursing. Students removed from a clinical site for unprofessional behavior may receive disciplinary actions including dismissal from the program.

If an instructor suspects that a student is impaired in any way, the instructor will remove the student from the clinical setting and notify the associate dean of nursing. Impairment at a lab or clinical may result in dismissal from the program.

Students will follow the SLCC dress code and wear the school uniform with the school logo visible. Students must always wear identification badges.

Because clinical hour credit is given during the lunchtime, students are required to remain on-site during their entire clinical time. Not all facilities have food service options, so students must plan to bring lunch.



## CONSEQUENCES FOR TARDINESS

A student who arrives late to Clinical or Lab, as defined by the clinical instructor start time:

- **First offense:** Students will be given a performance plan to discuss changes to be made for future success when attending scheduled labs or clinical. *If the student is more than 15 minutes late, students may be sent home with an unexcused absence and must make up the hours in full on another day, pending schedule availability.*
- **Second Offense:** Students will be sent home with an unexcused absence, and if this is your second unexcused absence, it will result in a failure of the class. If this is your first unexcused absence, you must make up the hours in full on another day, pending schedule availability. You will also receive a performance plan.
- **Third Offense:** Students will receive a failing grade in the course.

Excusable absences, as defined by the policy above, will be considered for tardiness.

## EXCUSED ABSENCES

The following are legitimate conditions for an excused absence from class:

- The physical inability of the student to attend, including injury or illness that requires hospitalization, emergency medical care, or physician-ordered bed rest, with appropriate documentation.
- The attendance of a funeral or a medical emergency for an immediate family member with appropriate documentation.

Students with regularly scheduled military obligations will have the option to self-report this to the Clinical Coordinator. Self-reporting is completely voluntary. This information will be kept in strict confidence to the Clinical Coordinator and your assigned lab instructor. SLCC Nursing will try to accommodate around military service if informed at least one month prior to the start of the semester.

Students will have the option of self-reporting a Jury Duty Obligation to the Clinical Coordinator. Self-reporting is completely voluntary. SLCC Nursing will accommodate around expected obligations if informed at least one month prior to the start of the semester.

SLCC Nursing reserves the right to issue an incomplete or failing grade, as appropriate, if clinical placements cannot be obtained for any student, or if the student is not able to attend clinicals, capstone, or lab.

Students are responsible for all class content and assignments they miss due to any absence. Refer to course syllabi for specific expectations regarding absences.

If absences/lost clinical hours cannot be made up, students may be asked to take an incomplete. Students should contact Didactic faculty and Clinical Coordinator and Lab Course Lead as soon as possible with the following information:

- Estimated length of time of absence
- Appropriate Documentation
- List of didactic classes and or clinicals/labs that will be affected/missed.

#### COMPLIANCE

Students must be compliant with Complio requirements by the Semester Compliance Date. Program compliance means that nothing will expire during the upcoming semester. Complio may say that a student is compliant because the expiration date has not occurred yet, however, the nursing definition is that a student must not have anything that will expire during the semester. Students who fail to meet this expectation will be administratively dropped from their classes and will be subject to program discipline. Seasonal flu shot information will be provided via Bruinmail prior to fall semester.

If students attend a clinical while in non-compliant status, they will be sent home from the clinical, and receive an unexcused absence. They will not receive credit for time spent and will be required to make up the day missed.

#### LAB-SPECIFIC PROCEDURES

 [Healing Arts Lab Policy and Procedure Sp23 - Copy.docx](#)

## DISCIPLINARY PROCEDURES

### SCHOOL OF HEALTH SCIENCES ACADEMIC APPEAL PROCEDURE

The School of Health Sciences Appeal Procedure (the Procedure) functions in accordance with the Salt Lake Community College Student Code of Conduct (the Student Code), [https://www.slcc.edu/policies/policies/student\\_affairs/8.1.050.aspx](https://www.slcc.edu/policies/policies/student_affairs/8.1.050.aspx), Section III.B.4.c For the purposes of this procedure, business days are based upon the college's academic calendar and excludes weekends, holidays, and official college break periods and closures.

The following levels may be completed by students who have the right, as per the Student Code, to grieve a grade, warning (verbal or written), suspension, or dismissal received within a program of study.

#### *INFORMAL COMPLAINT*

Issues between students and a faculty/instructor, staff member, or administrator should be first discussed between those involved in the issue, if at all possible. For most issues it is anticipated that a resolution between the student and the faculty/instructor, staff member or administrator can be reached with an informal discussion of the issue. In the case that the student is unable to address the issue directly with those involved, or the issue is addressed but not resolved, the student may opt to escalate the concern through the following process:

#### *LEVEL ONE*

- If a successful resolution is not forthcoming with the individuals directly involved, the student may choose to make an appointment with the program coordinator to address their concerns.
- The student is held to the standard within the program handbook regarding the process for appeal to the program coordinator.
- If the issue is with the program coordinator, and resolution was attempted and failed in the informal stage the student may move directly to level two.

#### *LEVEL TWO*

- If the outcome of the program appeals process is not to the student's satisfaction, the student has (5) business days from their receipt of the outcome to submit a written appeal that includes a statement of the issue and any evidence in its support, the resolution sought, and the student's signature to the Associate Dean.
- The Associate Dean will request documentation and evidence from any faculty that may be involved in their investigation of student appeal request.
- The Associate Dean will notify the student through a formal letter within five (5) business days of their decision whether a conference with the student is warranted and if so, will schedule a conference date.
  - If a conference is not warranted this letter will notify the student of the Associate Deans decision on the matter.
  - If a conference is warranted a conference will be scheduled and the Associate Dean will notify the student through a formal letter within five (5) business days of completion of the conference of their decision to approve or reject the student's appeal.

### LEVEL THREE

- Within five (5) business days after the receipt of the formal letter from the Associate Dean, the student may submit a written appeal to the Dean of the School of Health Sciences.
- The Dean will review the appeal, all evidence, and render a decision to the student within ten (10) business days of receiving the formal letter from the student.
- The Dean will notify the student, in writing, of his/her decision to uphold, modify or dismiss the decision and possible sanction(s) imposed by the faculty member.
- The decision of the Dean is final and cannot be appealed.

NOTE: The SLCC School of Health Science Appeal process, and the SLCC grievance procedures are separate and distinct from any formal legal proceedings. These procedures are designed to provide students with due process, procedural fairness, and developmental growth opportunities and ensure equal protection for all students. Due to this expectation, legal council is not assumed to be present during any scheduled meetings in the appeals process. If either party determines that legal council is necessary, this must be relayed during the scheduling of the meeting to provide adequate notice and allow for time to secure equivalent council if desired by both sides.

### PERFORMANCE / PROGRESSION PLANS AND PROBATION

Students experiencing difficulties with their course work or clinical must seek help from their nursing course instructor as soon as possible. The faculty may design a performance/progression plan for students who are not meeting course or clinical expectations. The performance/progression plans will set clear goals and expectations intended to improve the student's performance and increase the student's chances of success in the course. A student may be placed on probation, depending on the severity of the circumstances.

Students are required to achieve a minimum of 78% (C+) average on all proctored exams and proctored quizzes before additional course work is factored in. Students must ALSO achieve a minimum of 78% (C+) in the overall course. Any student who does not meet these minimum requirements will not be allowed to advance to the following semester courses nor graduate.

The Nursing Advancement and Progression (NAPC) committee monitor incidents of academic deficiencies, incidents of unprofessional behavior and violations of professionalism. Documentation concerning these incidents may be shared when appropriate by NAPC members with faculty.

### DISMISSAL

In addition to reasons mentioned prior, a student may be dismissed from the nursing program for any of the following:

- a violation of the SLCC Code of Student Rights and Responsibilities.
- performing unsupervised procedures and/or medication administration.
- chronic absenteeism or tardiness, or calling out sick
- misusing or intentionally damaging property
- accepting gratuities from patients or companies doing business with the medical centers
- falsifying personnel, hospital records, or any other documentation
- repeatedly violating the 6 Rights of Medication Administration

- Any student actions which result in patient disability or death will result in immediate dismissal
- Inability to perform [essential functions](#).
- Severe misconduct not explicitly stated above

## GRIEVANCE PROCEDURE

It is the goal of the School of Health Sciences to be forthright and consistent with specific academic policies throughout divisions and programs. This policy singularly addresses academic issues and the general principles for disciplinary actions as noted in the Student Code of Rights and Responsibilities Section III. It should be noted it is up to the faculty's discretion to provide warning (verbal or written), suspension, or dismissal based upon program policy and severity of the issue at hand. It is realized in some health sciences programs a failing grade, as stated in the syllabus and/or policy manual, may result in program dismissal.

### *STEP ONE*

A student has the right, as per college policy, to grieve a grade, warning (verbal or written), suspension, or dismissal received within a program of study. A student, as per policy, must make an appointment to meet with the instructor of the class. A meeting, for anything other than a final grade, will be made within ten (10) days of the incident. Final grade disputes require a meeting within 30 days of the student receiving the grade. Every effort will be made to find resolution and provide evidence from both parties with respect to the grade issued.

### *STEP TWO*

If a resolution cannot be made, the student must request in writing five (5) business days from the date of meeting with the faculty, a committee review of the grievance to the Associate Dean of the specific division. The grievance will be reviewed by a committee consisting of three (3) to five (5) faculty outside the program in which the student is enrolled. This will include the following members, the Associate Dean and two to four faculty members outside the discipline. The Associate Dean will serve as committee chair. One faculty and the program coordinator of the program involved in the grievance can attend the procedure, as can the student with one representative. Each of these parties will only be allowed to present evidence to the committee and not vote on the issue in question. Legal representation is allowed by either party. The proceedings will be recorded for accuracy. Upon completion of the proceedings, the committee ONLY will vote on the issue(s) noted in the student's grievance. A formal letter will be provided by the committee chair within ten (10) business days of the end of the proceeding with the committee's decision regarding the issue.

### *STEP THREE*

If the student is not satisfied with the outcome, they may appeal to the Dean of the School of Health Sciences. This must be done in writing within five (5) days of receiving the formal letter from the grievance committee chair. The Dean will review the appeal, all evidence, and render a decision to the student within ten (10) days of receiving the formal letter from the student. The decision of the Dean of the School of Health Sciences is final and cannot be appealed. Salt Lake Community College has a strong prohibition against retaliation. The college does not tolerate acts of retaliation against anyone for engaging in filing a complaint or participating in an investigation.