



**SALT LAKE
TECH**

SLCC

PRACTICAL NURSING
STUDENT HANDBOOK

2026 (updated 5/26)

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OVERVIEW AND GENERAL INFORMATION

WELCOME

Dear Students,

Welcome to the Practical Nursing Program at Salt Lake Technical College. This handbook provides an overview of program requirements, professional and ethical standards, and policies that apply to practical nursing students.

One of your first program expectations is to read this handbook carefully. Doing so will help you understand what is expected of you as a student and what you can expect from the program. The information included is designed to guide you and support your success throughout the program. The policies and procedures outlined in this handbook apply to classroom instruction, online learning, and clinical experiences. They are intended to protect the rights and responsibilities of both students and faculty, while also meeting professional, state, and institutional accreditation requirements. For these reasons, your careful review of this handbook is essential.

Once again, congratulations on your acceptance into the Practical Nursing Program. We wish you success as you begin your journey in the nursing profession and look forward to supporting you.

Sincerely,

The Practical Nursing Team
Salt Lake Technical College

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/Salt Lake Technical 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

PRACTICAL NURSING PROGRAM

PHILOSOPHY

Practical nursing practice is grounded in the biological, psychological, sociological, and spiritual sciences and is dedicated to promoting, maintaining, and restoring health, as well as supporting a peaceful, dignified death within their scope of practice.

Licensed Practical Nurses are vital members of the health care team who provide culturally sensitive, patient-centered care to individuals and families across the lifespan in a variety of settings under appropriate supervision. LPNs collaborate with the interdisciplinary health care team to deliver safe, competent, quality care, and participate in quality improvement to support positive outcomes and patient safety.

Professional values guide LPN practice, including accountability, ethical behavior, and adherence to established standards, legal requirements, and scope of practice. As providers of care and collaborative team members, LPNs promote wellness, contribute to the nursing process, support continuity of care, and engage in lifelong learning to maintain competence and professional growth.

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 - https://catalog.slcc.edu/preview_program.php?catoid=27&poid=12476

ADVANCED PLACEMENT LPN TO RN

SLCC offers continuing education opportunities for students that desire to advance. The advanced placement LPN to RN program offers an opportunity for students who have completed a practical nursing program and are licensed as a practical nurse in Utah to become an RN. Talk to an advisor about the requirements and prerequisites required for this program.

Information regarding this program and admission requirements can be found at: <http://www.slcc.edu/nursing/admissions/advanced-placement.aspx>

PROGRAM ACCREDITATION

Salt Lake Technical College Nursing program is provisionally 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) 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-PN Licensure Steps:

The following information is given to students completing 2nd semester in preparation for sitting for licensure exam. This guide is to serve as a reference.

The Salt Lake Technical College Program code is: US38110500

- **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 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-PN**
 - 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 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-PN**
 - 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 sglissm3@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.

ACCOMODATIONS PROCEDURE

Students seeking accommodations are encouraged to consult with the Accessibility and Disability Services. <https://www.slcc.edu/ads/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 ADS@slcc.edu. The direct phone number is 801-957-4659 and the web address is www.slcc.edu/ads.

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 31st 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.

PROGRAM 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.

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

ACADEMIC PROGRESSION

The program provides both general and technical education for all nursing students, including practical nurses, to earn a Licensed Practical Nurse certificate. The LPN program for nursing is comprised of 27-47 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.

PROGRAM OVERVIEW

The nursing program awards a **Licensed Practical Nursing Certificate** and provides both general and technical education. The program requires 27-47 credit hours, which include prerequisites, support courses, and program coursework.

ACADEMIC REQUIREMENTS

- **Prerequisites and Support Courses:** Must be completed with a **grade of C or higher**.
- **Nursing Courses:** Must be completed with a **minimum grade of 78% (C+)** to progress to the next semester and to graduate. Any grade below a C+ is considered a failing grade.
- **Proctored Exams and Quizzes:** Students must achieve a **minimum average of 78% (C+)** on all proctored exams and proctored quizzes **before** other coursework is factored into the course grade. Proctored exam and quiz grades **will not be rounded**; the 78% minimum must be met exactly.
- **Overall Course Grade:** Students must also achieve a **minimum overall course grade of 78% (C+)**. Any grade below a C+ is considered a failing grade.
- **Consequences:** Failure to meet any of these minimums results in a failing grade; the student will not be permitted to advance to subsequent semester courses or to graduate.

GRADING OF COREQUISITE INSTRUCTIONAL AND CLINICAL LAB COURSEES POLICY

- **Integrated Course Structure:** Co-requisite NRSG courses combine **instructional (didactic)** content with **clinical judgment** components (lab and clinical). Each component is interdependent and informs student evaluation across the co-requisite pair.
- **Grade Recording and Cap:** Students will receive the grade they earn; however, when the conditions described below apply, the **recorded grade will be capped at a C**. The cap limits the maximum grade recorded for the affected co-requisite course to a C, even if the student's calculated grade would otherwise be higher.
- **Clinical Judgment Failure:** If a student earns below a C+ in the clinical judgment component of a co-requisite course, the corresponding instructional (didactic) course grade **will be recorded no higher than a C**.
- **Instructional Failure:** If a student earns below a C+ in the instructional (didactic) course, the corresponding clinical course grade **will be recorded no higher than a C**.
- **Lab and Clinical Components:** Clinical judgment courses include both lab and clinical components. If a student receives less than a passing grade in **either** the lab or the clinical component, the clinical judgment course grade **will be recorded no higher than a C**.

Repeat Requirement If a student does not achieve **C+ or better** in both the instructional and clinical components of a co-requisite pair, the student **must repeat both courses**.

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.

A student will be dismissed from the program after two course failures. Any dismissal, regardless of cause, renders the student ineligible to reapply to the nursing program. 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 NRSG 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 sglissm3@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

Testing may take place in class or in the testing center depending on the class and at the instructor's discretion. 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.

ACADEMIC DISHONESTY

Students are expected to uphold the highest standards of honesty and professionalism in all academic and clinical settings. Any violation of the standards of academic integrity as outlined in the Salt Lake Community College (SLCC) Student Code of Conduct will result in an automatic failure of the course in which the infraction occurred. Additionally, the student will be referred to the Advancement and Progression Committee for further review, which may result in dismissal from the nursing program and/or expulsion from the College.

ARTIFICIAL INTELLIGENCE

"Nurses in all roles are accountable for decisions made and actions taken in the course of nursing practice. Systems and technologies that assist in clinical practice are adjuncts to, not replacements for, the nurse's knowledge and skill." — American Nurses Association Code of Ethics for Nurses (2015).

Salt Lake Community College faculty assert that artificial intelligence (AI) is a **supplemental educational tool** and must never replace clinical judgment, assessment skills, or professional accountability. AI may be used to support learning, enhance clinical reasoning, and provide synopsis of data, but students are still responsible for verifying AI information, applying clinical knowledge, and exercising independent critical thinking.

Students should verify with course faculty and course syllabus if AI can be used on course assignments, and if there are restrictions for use. The use of AI to complete coursework of any kind is prohibited unless otherwise stated by the course instructor. If AI is permitted within the course as stated by the instructor, it must be cited as referenced.

Any AI use (even to generate resources) should be documented in the following manner:

1. AI Company Name. (year, month, day)
2. Title of chat in italics [Description, such as AI chat].
3. Tool Name/Model.
4. URL of the chat

Example: Microsoft. (2026). Copilot [Large language model]. <https://copilot.microsoft.com/>

Failure to cite use of AI or irresponsible use of AI may result in loss of points or failure of course due to academic dishonesty

PROGRAM LEAVE OF ABSENCE

Students may request a one-time leave of absence from the program without having placement within the program affected. Students may have a delay in returning due to the sequential structure of the LPN program. 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 discuss options with their semester coordinator and, if appropriate, make an appointment with the Program Coordinator to fill out required paperwork. Contact: sglissm3@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](#).

CLINICAL JUDGEMENT PROFESSIONALISM POLICY AND RUBRIC

Students should strive to conduct themselves in a manner that is consistent with the behavior, communication, and dress expectations outlined in the Professionalism Rubric while representing SLTech at clinicals and while in lab. Failure to do so can jeopardize your academic standing in the program. **A professionalism rubric score in any clinical judgement course below 78% and or a third infraction in any of the rubric categories will result in a failing grade.**

2020

PROFESSIONALISM RUBRIC

Category	Definition	1st Infraction	2nd Infraction	3rd Infraction
Timeliness	Being on time for lab/clinical. This includes unexcused absences in lab/clinical sessions. *Please see handbook policy below	5% from total professionalism points & possible performance plan	An additional 10% from total professionalism points & performance plan	An additional 15% from total professionalism points & performance plan
Timeliness Communication	Communication (verbal and written) is professional. Any absences or tardiness must be communicated within an appropriate time frame, as determined by course lead.	5% from total professionalism points & possible performance plan	An additional 10% from total professionalism points & performance plan	An additional 15% from total professionalism points & performance plan
Participation	All students will actively seek learning opportunities and participate in all lab/clinical activities. Including but not limited to: <ul style="list-style-type: none"> - Limiting phone use to breaks and emergencies - Student notifying nurse mentor/preceptor when taking the 30-minute lunch break and the 15-minute breaks (2) (Clinicals) - Limiting side conversations not pertaining to clinical or lab experiences 	5% from total professionalism points & possible performance plan	An additional 10% from total professionalism points & performance plan	An additional 15% from total professionalism points & performance plan
Dress Code	Students are expected to adhere to the dress code outlined in the student handbook. Appropriate attire must be worn in lab, clinical, and simulation settings.	5% from total professionalism points & possible performance plan issued & possible removal from clinical/lab setting	An additional 10% from total professionalism points & possible removal from clinical/lab setting	An additional 15% from total professionalism points & possible removal from clinical/lab setting
Professional Communication	Students must demonstrate professional communication with all individuals encountered in the educational and clinical environment, including faculty/instructors, actors, patients/families, and clinical personnel. Respectful, clear, and appropriate communication, as outlined in the student code of conduct , is expected at all times.	5% from total professionalism points & possible performance plan issued & possible removal from clinical/lab setting & possible disciplinary action	An additional 10% from total professionalism points & performance plan issued & possible removal from clinical/lab setting & possible disciplinary action	An additional 15% from total professionalism points & performance plan issued & possible removal from clinical/lab setting & possible disciplinary action

Timeliness for lab and clinical is based on the student handbook policy-

A student who arrives late to a scheduled clinical or laboratory session, as defined by the clinical instructor start time:

First offense: Students may be given a performance plan to discuss changes to be made for future success when attending scheduled labs or clinical. *If a student is more than 15 minutes late, the student will 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.

Absence Procedures: Lab and Clinical

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

Active Military Duty (refer to Student Nursing Handbook for procedure)

Jury Duty (refer to Student Nursing Handbook for procedure)

ADS, Pregnancy, and related Title IX (refer to Student Nursing Handbook for procedure)

Students need must call or text the Clinical Instructor as soon as possible with the following information:

Estimated length of time + dates of absence

Documentation (as appropriate)

If unable to reach the instructor, call the LPN Program Coordinator at 801-957-6263. If no one answers, leave a voicemail. Failure to notify the Clinical Instructor and Program Coordinator will result in an unexcused absence.

If students drop below a 78% in the professionalism points category in any clinical judgement course, they will receive a failing grade in the course.

If students obtain a 3rd infraction in any of the above rubric categories, in any clinical judgement course, they will receive a failing grade in the course.

CLINICAL AND LAB POLICIES

 [Clinicals & Lab Policies and Procedures Su25.docx](#)

DISCIPLINARY PROCEDURES

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.

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](#)
- Removed from clinical site by clinical partners
- Severe misconduct not explicitly stated above

DISMISSAL AND REAPPLICATION

Any dismissal, regardless of cause, renders the student ineligible to reapply to the nursing program.

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, 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. An assignment grade appeal must be discussed within 10 days of grade posting/notification and a course grade appeal must be discussed within 30 days of course grade posting/notification. 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. The faculty/instructor, staff member, or administrator will document the incident or circumstance, the discussion, and the decision. When 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

- The student has (5) business days from completion of the informal stage to submit a written request for an appointment, accompanied by all evidence in support of the appeal, with the program coordinator. Evidence will include that provided by the student, and documentation from the employee, during the Informal stage, without additions or deletions.
- The student is held to the standard within the program handbook regarding the process for appeal to the program coordinator.
- The program director may consult the Admissions and Progression committee for advice.
- 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 Level One 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 the evidence used in Level One (without additions or edits), the resolution sought, and the student's signature to the Associate Dean.
- *The Associate Dean will access documentation and evidence from any employee that may be involved in their investigation of student appeal request.*
- The Associate Dean may consult the Admissions and Progression committee for advice.
- 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 Dean's decision on the matter.
- If a conference is warranted, a conference will be scheduled and held, 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 used in previous stages without additions or deletions, 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.

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.

Nursing Appeal
Formal process to address issues or disciplinary actions. Includes grade, warning, suspension, or dismissal.
<p>Informal discussion between student and faculty members.</p> <ul style="list-style-type: none"> Occurs within 10 days of assignment or incident, within 30 days of final grade.
<ul style="list-style-type: none"> Evidence file containing student and faculty documentation created. Student notified of decision via e-mail.
<p>Formal discussion between Program Coordinator (PC) and student.</p> <ul style="list-style-type: none"> Within 2 working days of completing the Preliminary step, student will e-mail the Program Coordinator (PC) to request to meet with the PC to advance the appeal. Within 5 working days of receiving the e-mail request, student and PC meet. PC may consult Advancement & Progression Committee.
Decision added to evidence file. Student notified of decision via e-mail.
<p>Formal review by Associate Dean.</p> <ul style="list-style-type: none"> Within 2 working days of completing Level one, student will e-mail the Associate Dean (AD) to request that the appeal advance to the AD.
<ul style="list-style-type: none"> Within 5 working days of receiving the request, the AD will review the appeal. AD may consult Advancement & Progression Committee.
Decision added to evidence file. Student notified of decision via e-mail.
<p>Formal review by Dean.</p> <ul style="list-style-type: none"> Within 2 working days of completing Level two, student will e-mail the Dean to request that the appeal advance to the Dean.
<ul style="list-style-type: none"> Within 10 working days, the Dean will review the appeal. Decision added to evidence file. Student notified of decision via e-mail.
Dean's decision cannot be appealed.