



Practical Nursing Handbook Updates May 2026

Classroom Theory Days Dress Code

1. Business Casual
2. The following attire cannot be worn: Shorts, tank tops, belly tops, jeans or pants with holes, underwear cannot be visible, no offensive tops or designs
3. If wearing a hoodie, the hood cannot be up over the head
4. Foot wear: Boots, shoes, sneakers, crocks, sandals
5. Dress in layers as temperatures fluctuate in the winter and summer

Clinical Dress Code (On Campus or at Clinical Sites)

1. Navy Pants
2. White top with the logo
3. White jacket with the logo (This is the only jacket that can be worn at clinicals)
4. Shoes must be a non-porous, and a clinical shoe
5. No Nail polish, gel nails, or nail tips
6. Jewelry: Only a plain wedding band and small post earrings (max ¼ inch) are permitted. No hoop or dangling earrings, bracelets, or necklaces. Gauges/plugs must be nude, skin-tone, or clear. No bull ring nose piercings or permanent jewelry is permitted.

ATTENDANCE

1. The State Board of nursing requires 1500 hours of theory and clinical time.
2. Federal Student Loans expect attendance in class and clinical to maintain loans in good standing.
3. The expectation is 100% attendance of classroom and clinical days except for emergency purposes. Students can miss up to 25 hours for each level in the program.
4. Within the 25 hours this includes:
 - a. A total of 3 tardiness (arriving late or leaving early) (2 classroom and 1 clinical) are allowed per level.
 - b. If a second tardy to clinical occurs, the student will be sent home and will miss hours of attendance and be provided a virtual assignment to complete within 1 week. Our clinical partners expect our faculty and students to arrive on time. Arriving late is disruptive to the organization and student learning. Arriving late impacts the reputation of the practical nursing program and the individual student.
 - c. All appointments are encouraged to be made outside of classroom and clinical hours. If time is missed for appointments this falls under the emergency hours.
 - d. Only 14 hours of clinical time can be missed (two 7.0 hours days, this also includes tardy time. The student cannot exceed 14 hours). Extenuating circumstances must be addressed with the DON or ADON for guidance and options.
 - e. For any full day clinicals missed, the student will be assigned a virtual assignment. This assignment must be completed to pass clinical. The virtual assignment provides

- the educational information aligned with the missed day of clinical. This will not make up for missed hours.
- f. The total combination of classroom and clinical time cannot exceed 25 hours.
Example: A student misses 3 days of classroom theory = 19.5 hours. If the student misses one day of clinical of 7.5, the student may be dismissed from the program for exceeding the 25 hours.

Graduation Requirements:

1. Attain a final grade of 75% or better in all courses for each Level.
2. Attain a satisfactory clinical evaluation for each Level.
3. Successfully complete the clinical competencies for each Level.
4. Attain an 86% or greater probability of passing the NCLEX on the ATI Comprehensive Predictor Exam. If an 86% is not obtained, the student must retake the exam and achieve a score within 1% of the original test score. If this is met, the student will complete 100% of the Virtual ATI modules within 2 weeks of graduation.
5. Complete a minimum of 50% of Virtual ATI modules.
6. Attend ATI Live Review (students can miss less than 3 hours of the ATI Live Review). If 3 hours or greater are missed the student is required to complete the course at their own cost).
7. Return the student badge.
8. Complete all school financial obligations.
9. Complete Student Loan Exit Counseling (if a loan was received at any time during training)