

Sauk Valley Community College



Practical Nursing Student Handbook

2026-2027

Sauk Valley Community College

173 IL Route 2, Dixon, IL 61021

815/288-5511

Table of Contents

MESSAGE FROM THE FACULTY	3
Sauk Valley Community College Mission, Vision, and Ethical Values	4
Practical Nursing Program Philosophy Statement	5
SVCC LPN Student Learning Outcomes	6
Program Conceptual Framework	7
Personal History Information	10
Criminal Background Check	10
Affirmative Action	11
POLICIES	12
Retention	12
Sauk Valley Community College Nursing Program Professional Code of Conduct	13
Guidelines for Clinical Performance	15
HIPAA Policy	17
SVCC Confidentiality Agreement	18
LPN-Policy for Readmission	19
Readmission Point System	21
General Course Considerations	22
Grading Criteria	22
Scoring and Grading of the Nursing Skills Assessment	23
Standardized Testing Policy	23
General Considerations	23
Student Grade Appeal(s) and/or Grievance(s)	23
Code of Conduct	23
Campus Security Report	24
Attendance	24
Nursing Program Criteria for Attendance	25
Submission of Late Assignments	26
Technology Requirements	26
Online Exams	26
Attendance in an Online Course:	27
Appearance	27
Behavior	28
Acceptable Use of Technology	29
Care of the Nursing Department:	29
Nursing Skills Lab	29

STUDENT LAB RULES AND RESPONSIBILITIES:	29
CPR AND HEALTH REQUIREMENTS	31
Drug Testing	31
INSURANCE	33
Last Semester of Program/Graduation Information	35
Nursing Department Personnel	35
Forms	
SAUK VALLEY COMMUNITY COLLEGE HEALTH INFORMATION RELEASE FORM	37
SVCC PRACTICAL NURSING ACKNOWLEDGEMENT OF RECEIPT OF NURSING HANDBOOK	38
Sauk Valley Community College Write-up/Photography/Video RELEASE FORM	39

MESSAGE FROM THE FACULTY:

Welcome to Sauk Valley Community College, Practical Nursing Program!

You are embarking on a transformative journey that will challenge you, push your boundaries, and ultimately shape you into a compassionate and skilled nurse.

Nursing is much more than memorizing facts; it is an art of caring and a science of critical thinking. During this chapter, you will build the foundation to save lives, advocate for the vulnerable, and support patients during their most vulnerable moments.

While the coursework will be rigorous and the late-night study sessions demanding, remember that every challenge is an opportunity to grow. Lean on your peers, embrace hands-on clinical experiences, and never lose sight of your "why"—the passion to help others that brought you here.

You have earned your place in this program, and you possess the resilience, empathy, and drive required to succeed. Stay curious, practice self-care, and get ready to discover the incredible nurse you are meant to become.

Sauk Valley Community College Mission

Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service, and economic development.

Sauk Valley Community College Nursing Program Mission

The Sauk Valley Community College Nursing Program transforms students and communities by providing a quality, comprehensive education that fosters lifelong learning.

Vision

Sauk Valley Community College will be recognized as a benchmark institution of higher education that provides exceptional learning opportunities in response to the diverse needs of its students and community.

Shared Ethical Values

Recognizing that education is the single best means of improving the quality of people's lives, we the people of the SVCC community commit to living these shared ethical values:

Respect

We respect the worth and dignity of all people.

Responsibility

We value and advocate that all take responsibility for themselves, their learning, and the environment.

Fairness

We advocate fairness and just treatment of all people.

Integrity

We expect and constantly stand for integrity, honesty, and ethical treatment of all people.

Caring

We value the creation of opportunities in a caring environment.

Practical Nursing Program Philosophy Statement

In accordance with the mission and philosophy of the Sauk Valley Community College, the faculty of the Nursing Education Department accepts the following philosophy:

The philosophy of the Sauk Valley Nursing program is founded on the belief that the ever-changing environments of learning and health require a partnership between faculty, students and the individuals, families, and communities they serve. The program partners will contribute to the continued development of the knowledge, skills and attitudes that are needed to advance towards safe, quality nursing care.

Nursing is a learning process in which critical thinking, collaboration, communication, and evidence-based knowledge are utilized for the purpose of nurturing caring, ethical, professional healthcare providers. The nurse is accountable to the employer and larger communities as well by engaging in progressive evaluation of systems towards continuous improvement. The nursing process will be used as the nurse and patient collaborate towards holistic patient centered care.

Continuous improvement will be fostered in the learning environment. The students will be accountable for meeting measurable outcomes. The faculty serve as role models and design effective learning experiences so that graduates can be competent, entry-level practitioners in a variety of settings. The faculty and students are active drivers towards excellence as we all move to achieve personal and program goals.

Dependability, professional behavior, ethical and legal delivery as well as sensitivity to gender and cultural issues are expected of our faculty, staff, students, and graduates. The career goal of cooperation is demonstrated through effective communication and the outcome of initiative equates with the nurse's knowledge to continually expand through advanced education and research.

SVCC LPN Student Learning Outcomes

Students can expect the following learning outcomes after completing a Practical Nursing (LPN) certificate from SVCC:

Patient Centered Care: *Demonstrate respect for the diversity of patients, families, and communities.*

Safety: *Demonstrate safe, competent nursing care as part of the interdisciplinary healthcare team.*

Evidenced-Based Practice: *Implement current evidence-based knowledge into practice.*

Quality Improvement: *Apply the systems and policies that are essential in the delivery of healthcare.*

Teamwork and Collaboration: *Participate in healthcare delivery to achieve quality individual, family, and community outcomes.*

Informatics: *Utilize technology as a tool for communication and documentation of patient care.*

Professionalism: *Adhere to professional ethical and legal healthcare management principles.*

Assessment of these outcomes will be through written exams, care plans, case studies, skills testing, clinical evaluations, interactions, assignments, ATI Comprehensive Predictor and NCLEX exams.

Program Conceptual Framework

The faculty have selected Benner's "From Novice to Expert" as the conceptual framework or model to advance the principles of partnership, critical thinking, collaboration, communication and evidence based practice toward continuous process improvement of the graduate's knowledge and for the safe delivery of patient centered care. It is imperative that we provide a strong foundation for our students to build from, for not to do so would put patient care at risk.

Benner's theory based on the Dreyfus Model of Skill Acquisition helped us build our curriculum with a structural approach to thinking. The ability to think critically is a key objective. We build upon each step and provide our learners with experiences that will hasten their learning growth. This is not only done through collaboration in the classroom setting with the faculty but also with the mentorship provided in the clinical settings that our clinical nurses promote. Simulation will also help us to maximize situational learning to bridge the gap of experiences needed to move the student/graduate toward becoming a competent practitioner at an accelerated rate.

We accept this theory for our framework as a general outlook on how we teach and learn as not all proposals in the model are acceptable. We see our novices as active learners not passive. These qualities will lead to the continuous process improvement that is needed for partnering with the patient and others for evidenced based practice in a caring environment.

Students who have completed the required courses, achieved the required grade point average, and displayed nursing competence will receive a Practical Nursing certificate and be eligible to wear a school pin.

The graduate of this program will be able to give the patient care as an entry-level practitioner on the health team, having been prepared with a specific body of knowledge and technical skills to provide nursing care utilizing the nursing process. The graduate will have the basis to grow in competency as she/he gains experience and will have the opportunity to participate in further learning experiences.

The graduate will be eligible to apply to take the NCLEX-PN Examination for licensure as a Licensed Practical Nurse, either in Illinois or in the state in which she/he expects to practice.

The members of the nursing faculty recognize our obligation to evaluate the student, the program, the graduate and to use such evaluation as the basis for curriculum study.

Nursing (Practical Nursing Certificate) SVCC Curriculum Code E91

This program prepares graduates to function with the knowledge, skill and attitudes needed to adapt quickly within the ever-changing healthcare environment for entry level nursing practice in a variety of health care settings. This program is approved by the Illinois Department of Financial and Professional Regulation and is a recognized Accreditation Commission for Education of Nurses (ACEN) nursing program.

Work and Employment

Licensed practical nurses assist in patient care with other interprofessional members under the direction of registered nurses, physicians, dentists, or podiatrists. They perform procedures and treatments such as measuring vital signs, applying dressings, and administering medications. LPNs work for nursing homes, clinics, and other health care facilities where patients with chronic conditions receive care. Advancement in health care education is generally required for acute care and the specialized areas of nursing practice.

Major Field Requirements - Sem/Hrs.: 34

- NRS 114 Pharmacology for the Practical Nurse - 2 hours
- NRS 117 Fundamentals for the Practical Nurse - 14 hours
- NRS 118 Nursing Across the Lifespan for the Practical Nurse - 6 hours
- NRS 119 Med-Surg Nursing for the Practical Nurse - 8 hours
- NRS 120 Transition to Practical Nursing - 4 hours

General Education Requirements - Sem/Hrs.: 7

- PSY 103: Introduction to Psychology - 3 Semester hours
- BIO 108: Introduction to Human Anatomy and Physiology - 4 Semester hours

Total Hours Required for Certificate: 41

The NRS courses are organized to be completed in a one-year sequence. However, provisions are made for those students who need to distribute the general education courses over a longer period-of-time. See suggested programs

Suggested Support Course(s)

BIO 109 and 110 will meet the science requirements for the LPN program for students interested in advanced placement into the ADN program.

- NRS 116 - Medical Terminology for Health Careers - 3 Semester hour(s)
- BIO 109 - Human Anatomy and Physiology I - 4 Semester hour(s)
- BIO 110 - Human Anatomy and Physiology II - 4 Semester hour(s)

Personal History Information

Upon completion of the nursing program, graduates are eligible to apply to take the National Council Licensing Examination (NCLEX-RN). Illinois Department of Financial and Professional Regulation. For more information on IDFP, please visit the website at [Professions and Industries Regulated by IDFP](#). There you will find answers to Frequently Asked Questions (FAQs) and application information pertaining to each profession.

Division of Professional Regulation

Springfield Office
320 W. Washington – 3rd Floor
Springfield, IL 62786

Chicago Office
555 West Monroe Street - 3rd Floor
Chicago, IL 60661

Criminal Background Check and Drug Screening

Sauk Valley Community College (SVCC's) Health Professions utilize local health care facilities for student learning. These facilities require criminal background checks and drug screenings as a means to protect their clients/patients and have the right to extend the same standard as are set for health care facility employees in matters relating to the welfare of patients and the Standards of the Health Care Facility criteria to students. In the event that a student is denied a clinical practicum by a facility, alternatives for the student will be evaluated. In most cases, the student will be required to withdraw from the Health Professions Program.

The student is responsible for fees associated with the criminal background investigation and drug screening and providing the requested information to View Point. The student will be required to sign a disclosure/release form. The criminal background check must be completed, and approval granted by the facility, if applicable. Failure to do so will result in admission to the program being rescinded. Students who are absent for one semester will be required to be re-checked upon re-admission.

Nursing program admission is provisional until all criminal background and drug screening processes are completed.

Students with positive drug screens will meet with the Dean of Health Professions. If a student has a positive drug screen, you will not be guaranteed admission. In most cases the student will be required to withdraw from the program.

Students who are convicted of any criminal offense after program admission in any state or federal court (other than minor traffic violations) are responsible for reporting that conviction immediately to the Health Professions Department. Follow up with the clinical facilities will be completed and withdrawal from the program may be required.

All documentation will be submitted to Viewpoint Screening for verification and maintenance of records. Instructions will be provided for registration to Viewpoint Screening. Documentation of all Clinical Requirements MUST BE SUBMITTED prior to the start of the nursing program. Students are encouraged to keep originals in a file for self-reference.

POLICIES

After admission to the nursing program, students will be evaluated frequently throughout each semester. To remain in good standing, the student must:

1. Abide by the rules and regulations established by the Nursing Program and SVCC. Failure to conform to established program policy will necessitate an appearance before faculty and Dean of Health Professions.
2. Demonstrate professionalism and integrity in all academics and activities as a student nurse, including social network site postings regarding clinical experience or nursing program information.
3. Abide by the rules and regulations of the college's "Code of Student Conduct and Disciplinary Procedures" as stated in the College Catalog.
4. Students found guilty of cheating will be disciplined.
5. Students exhibiting signs of alcohol/substance use will be subject to discipline, which may include dismissal from the nursing program. Evidence of alcohol/substance use includes but is not limited to behavior, physical, emotional, psychological, and or smell. The student may be asked to undergo drug/alcohol testing at the student's expense.
6. Achieve a grade of "C" or better in all major field courses, to be promoted to the next semester/sequence of nursing courses..
7. If the student has received a failing grade ("F") in the laboratory or clinical portion of the course, the student is not eligible for withdrawal from the course; the failing grade has already been earned and will be submitted with course grades.
8. If a student fails a NRS course before the semester is completed, such as a failure in lab or clinical, the student may be allowed to complete concurrent course work but must complete a second chance plan for reinstatement to the nursing program before registering for classes the following semester. Only one reinstatement is allowed during the nursing program.
9. Demonstrate the ability to apply knowledge of nursing concepts and perform skills safely at the level of nursing in which he/she is currently enrolled.
10. Demonstrate the ability to establish and maintain effective interpersonal relationships with peers, members of the healthcare staff and patients.
11. Students must recognize the limitations imposed by the Nurse Practice Act 'Scope of Practice' definitions. You may not perform a clinical skill outside of the SVCC clinical setting. You may not perform a skill if it has not been a part of your completed curriculum up to that point. Your role as an employee of the facility versus student status vary. Your role as a clinical student is the one to be adhered to during scheduled clinical times.
12. No smoking/vaping policy for all clinical rotations. Failure to follow this or any other policy may result in the student being sent home from clinical.

Not adhering to any policy or code of conduct item can lead to disciplinary action at the department or institutional level

Appearance

Students are expected to dress in the following manner for CLINICAL and LAB/SIMULATION experiences requiring scrubs

1. Complete student uniform: White scrub top and black scrub pants: clean, wrinkle free, intact.
2. School insignia/patch applied to the left upper sleeve of the scrub top and jacket.
3. Plain white or black shoes and white or black hose/socks. No open toe, open heel.
4. Identification badge must be worn (SVCC Photo ID and/or clinical site badge)
5. Bandage scissors.
6. Analog Watch with a second hand. Apple/Smart watches are not allowed.
7. White non - ribbed crew neck long sleeved t- shirt may be worn under uniform.
8. White scrub jacket with the SVCC patch may be worn.
9. Stethoscope
10. Pen light
11. Jewelry is not allowed except for:
 - a. Smooth wedding band allowed except when practicing in specialty areas.
 - b. One small earring stud per ear is allowed.
12. No visible body piercing, no facial or tongue piercing is allowed. Any tongue or other visible body piercing must be removed for clinical and lab. Body piercings are not to be visible through clothing.
13. Facial and Neck Tattoos must be covered. Tattoos deemed inappropriate must be covered.
14. No colored underclothing
15. No chewing gum.
16. No unnatural hair colors are allowed. Example: pink, green, blue, striped.
17. Ear gauges are not allowed. During the program, flesh tone plugs and no increase in size is mandatory.
18. Free of smoke and fragrances.
19. Size of uniform should be appropriate for height and weight, dresses/skirts should not be above the knees. The instructor can deem the students uniform unacceptable and can require the student to purchase new uniforms.
20. Nails must be safe length (1/4 inch maximum), clean and neatly manicured. If nail polish is worn, it should be clear or muted in color and chip free. No artificial nails of any type, no studs or jewelry on nails is allowed.
21. Hair must be clean, neat, off the collar and away from the face with no unnecessary hair accessories, beards must be trimmed and well groomed. Good personal hygiene, cleanliness of self, uniform and general attire is essential.

Students are highly discouraged from appearing in public places (excluding Sauk Valley Community College) while in uniform. A lab coat must be worn when a student is in uniform outside of the clinical site including Sauk Valley Community College. A student in uniform at locations other than their clinical site or SVCC may be considered for reprimand depending on the location.

*One SVCC Photo ID is provided by the Health Professions Office through student fees. The student is responsible for the cost if the ID must be replaced.

Students are asked to dress in the following manner for clinicals not requiring a uniform:

1. Street clothes demonstrating good grooming and professionalism. Blue jeans, spandex elastic pants or baggy string - tie pants, sweat suits, halter tops, crop tops, tops with scoop necks or backs, tight sweaters, see through fabrics, mini-skirts, shorts or similar attire will not be accepted.
2. Free of smoke and fragrances.
3. Appropriate jewelry and hair styled as stated
4. Body piercing policy as stated
5. Name tags are to be worn (psychiatric experiences may be an exception).
6. Lab coats are generally recommended.

Sauk Valley Community College Nursing Program Professional Code of Conduct

The SVCC nursing program follows the American Nurses Association, Civility for Best Practice in Nursing. Students are expected to demonstrate responsibility and accountability for personal and professional behaviors in the classroom, laboratory, and clinical settings. Failure to exhibit any of the following behaviors may result in dismissal and/or an unsatisfactory grade for that day reflected on the clinical/lab evaluation tool. If the student is dismissed from clinical/ lab/lecture, the hours dismissed will be counted against the student's allowed time missed.

Expected Behaviors the Student Agrees to:

1. Accept responsibility for your own behavior, actions, and education.
2. Adequately prepare for all classroom, clinical, and lab experiences.
3. Arrive to class, clinical site, and lab promptly (5-10 minutes prior unless specified otherwise).
4. No food, drink, or gum is allowed in the lab or clinical setting.
5. Display professional appearance and behavior (eg. neat/clean, respectful, no swearing).
6. Appearance described in the student handbook is for both **Clinical and Lab**.
7. If the student is to dress for clinicals/ labs not requiring a uniform as stated in the handbook, closed toe shoes are still expected.
8. Act with honesty and integrity in relationships with patients, staff, peers, and faculty.
9. Maintain patient/client confidentiality; provide for privacy.
10. Advocate for patients/clients within your scope..
11. Properly identify patient/client.
12. Wash or sanitize hands when appropriate.
13. Answer call lights for all patients; assigned and not assigned.
14. Follow standard precautions.
15. Properly record information or observation when and/or where appropriate.
16. Notify the instructor and nursing staff prior to leaving the nursing unit.
17. Notify instructor and clinical site of absence at least one hour prior to classroom, lab, or clinical experience.
18. Know the status of the patient - Report significant change to staff and instructor immediately.
19. Maintain patient/client safety; recognize and report errors or unsafe activity.
20. Complete care and report to the instructor and appropriate staff.
21. Recognize limitations in skills, knowledge, and abilities. Seek and utilize instructor and staff guidance in an appropriate manner.
22. Promote personal growth with reflection, self-assessment, and utilization of feedback.
23. Follow policies of the nursing program, Sauk Valley College, and clinical sites.
24. Misuse of Social Media will not be tolerated, please refer to the College Acceptable Use Policy, <https://www.svcc.edu/about/policies/aup.html>, for further details.
25. Cell phones, Smart Watches or any type of electronic device are not to be on your person during lab/clinical/lecture.
26. Adhere to the ANA - Civility for Best Practice in Nursing.

Student Signature: _____

Date: _____

Clinical Performance / Clinical Evaluation Policy

Clinical Evaluation Overview

Students are evaluated daily or weekly (depending on course design) across the following categories: **Patient-Centered Care, Safety, Evidence-Based Practice, Informatics, Quality-Based Care and Professionalism.**

The program uses a **Meets Criteria (MC)** and **Does Not Meet Criteria (DNMC)** system to determine whether students are performing at an acceptable level.

Clinical Evaluation Scoring System

Meets Criteria (MC) – 1 Points

A student **Meets Criteria** when they consistently demonstrate the following expectations:

- Provides safe, accurate, culturally competent nursing care with minimal guidance.
- Arrives on time, is fully prepared, and maintains required compliance (e.g., ViewPoint Screening, dress code, etc).
- Assists instructor, peers, and staff; maintains positive professional relationships.
- Uses time effectively; stays on task.
- Demonstrates appropriate theoretical knowledge and is able to apply EBP principles with support.
- Recognizes most assessment abnormalities and provides patient-centered care; documents findings and communicates with instructor and appropriate staff when necessary.

Does Not Meet Criteria (DNMC) – 0 Points

A student **Does Not Meet Criteria** when they fail to meet expected standards, including but not limited to:

- Unsafe, inaccurate, or unskilled nursing care.
- Being unprepared, late, absent, or non-compliant with required documentation or screenings.
- Struggling with prioritization, task completion, or professionalism.
- Inability to apply EBP principles or identify abnormal assessment findings.
- Professional or behavioral concerns.
- **Failure to submit clinical assignments on time** (automatically recorded as DNMC).

Weekly/Rotation Points

Students are awarded **1 point per clinical week or clinical rotation** (based on the course structure):

- **Meets Criteria (MC):** Student earns full points (**1 point**).
- **Does Not Meet Criteria (DNMC):** Student earns **0 points**.

These points contribute to the homework portion of the overall course grade, can influence complete/incomplete course performance, and reflect overall professional readiness.

Immediate Risk Situations

Some behaviors may result in immediate disciplinary action, regardless of previous performance:

- A significant safety threat to a patient.
- Falsification of records or documentation.
- Illegal, unethical, or unprofessional conduct.
- Repeated inability or refusal to remediate clinical deficiencies.

A student may be removed from clinical, placed on probation, receive a failing grade, or be dismissed from the program as determined by staff and/or the Dean of Health Professions.

Probation is **progressive throughout the nursing program** and remains in effect until formally removed by the Dean.

- Repeated deficiencies in the **same category** in later courses may result in **dismissal**, even if the two-incident threshold has not been reached in the current course.
- Students are expected to remediate all previously identified weaknesses.

Unsatisfactory Clinical Performance Policy

- First/One score of Zero: Results in a verbal warning.
- Two scores of Zero in the same category: Results in a written warning.
- Two scores of Zero across multiple categories in one day: Results in a written warning.
- Three scores of Zero in the same category or across 3+ categories in one day: Triggers a mandatory meeting with instructors and the Dean, potentially leading to progressive program probation or course failure.

Ancillary Experience Restrictions

- Two scores of Zero: Postpones or cancels specialty rotations (e.g., ER, OR, home health, wound care, etc.) until performance reaches average or above.
- Missed assignments: Cannot be made up for missed specialty rotations, resulting in a score of zero.

An unsatisfactory performance report may be deemed of such monumental significance (e.g., a performance resulting in a possible threat to the physical and emotional stability of a patient or falsifying records or professional ethics violation) that the student will be dismissed prior to receiving two unsatisfactory reports.

A student may be dismissed from a nursing course for clearly documented unsafe practice or failure to remediate performance, illegal and/or professional ethics violation. A grade of 'F' will be earned if the student has been involved in any illegal, unethical, or unsafe practices and this issue will be considered in regard to admission for **any** SVCC health professions program.

In the event that a clinical facility refuses to allow a student to participate in a clinical experience at that facility, the student may be required to withdraw.

Admission to the Nursing Program does not guarantee continued enrollment. The student may be considered for dismissal at any time for unsatisfactory attendance, grades, clinical/skills performance, or conduct.

Students enrolled in Nursing courses may be withdrawn immediately from the course/program if the student's clinical performance contributes to either the physical or emotional jeopardy of clients.

Students may appeal any instructional or grade issues using established department and College appeal procedures.

General Course Considerations

Grades for nursing courses will be determined through evaluation of tests, written assignments, clinical and skills performance. This evaluation listing is an indication of possible grade determinations. It is not meant to be all inclusive or restrictive in any way. Evaluation criteria are ultimately at the instructor's discretion.

Nursing courses comprise classroom and clinical (laboratory) components. On official grade reports, the student will receive the grade achieved in the classroom portion of the course.

- APA format is the standard for any referenced nursing course work. Students are strongly encouraged to purchase a ***Publication Manual of the American Psychological Association, 7th Edition***.

Grading Criteria

A weighted grading system is used in the nursing programs. The category of work and weight is listed below.

Exams/Quizzes/Skills Test = 60%

Homework/Assignments = 10%

Final Exam = 30%

The student must earn a 79% to pass each course in the nursing program.

Students are expected to track their own grades. At any time, the student's total points divided by the total points possible yields the student's current % grade.

All assigned work is expected to be completed. Failure to submit homework, assignments, clinical evaluations, exams, skills test/remediation, etc. may lead to an incomplete/failing grade. We believe all work is valuable to the learning experience and is considered mandatory.

If a student chooses to withdraw from the course early, exam grades will be utilized to determine if the student withdrew with a "passing" or "failing" grade. (ie: if the student's overall exam average is 79% or higher, the student will have recorded in their nursing school file a withdrawal "passing" report. If the student's overall exam average is less than 79%, the nursing school file will have a withdrawal "failing" report).

Exam scores will be carried out to the hundredth place. Rounding of scores to whole numbers will be done at one point, during the last computation. Rounding of the final grade to a whole number will follow usual mathematical principles (e.g. 74.45% rounds to 75% whereas 74.44% rounds to 74%).

The theory grade for NRS major field courses will be based on the following:

Grading Scale

A = 93 – 100

B = 86 – 92

C = 79 – 85

D = 72 – 78

F = below 72

General Considerations

For a student to pass a nursing course, all assignments -- written or otherwise -- must be in by the deadlines established by the instructors.

- Clinical performance is evaluated during laboratory activities, clinical rotations, and skills testing. A student must demonstrate ability in all three areas. Skills testing points are added to the final course grade.
- Each student will receive an evaluation from their instructor at the completion of each course. When these evaluations are discussed, each student will have the privilege of responding in writing to their evaluation.
- Successful completion of a nursing course requires a "C" in the classroom, satisfactory clinical and skills performance. A student who is unsatisfactory in any one of these areas will receive a failing grade for the course.
- Students are allowed one second chance contract during the nursing program.
- A student may maintain his/her position in the program and repeat NRS 113 course one time without impacting the second chance contract.
- Clinical Evaluation points/scores are not included in the overall grade of the course. All Clinical Evaluations must be completed and submitted or an incomplete may be given resulting in a failing grade for the course.

Student Grade Appeal(s) and/or Grievance(s)

Any grade appeal or grievance should be initiated with the instructor responsible for determining the grade. If the problem cannot be resolved at this level, a student may initiate the appeals process by establishing a meeting with the Dean of Health Professions. If the problem is not resolved at this step, the student would follow the Academic Appeal Procedure outlined in the college catalog.

Attendance

Prompt and regular attendance in the classroom (traditional and synchronous online), the laboratory, and the clinical practicum are essential for the nursing student. Repeated absences and tardiness may put the student on probationary status. Attendance and timely arrival are professional behaviors and are expected to be

successful in each course of the nursing program. One clinical and/or lab/simulation day(hours) absence will be permitted for each nursing course.

Any additional time missed will result in a meeting between the student, faculty, and Dean of Health Professions to determine the next steps. This may result in, but not limited to:

- Make up clinical/lab time at the instructor's discretion
- Probation lasting throughout the program
- An incomplete grade for the course
- Failure of the course
- Repeat of the course

The experiences are interrelated and absence from the lecture and campus laboratory sessions will make the student less effective in the clinical area. Campus laboratory hours are part of clinical laboratory hours.

Absence from campus laboratory hours will be counted as a clinical absence. Absence from any scheduled morning activity may require the student to miss the entire day. Lab/simulation and/or clinical absences will affect total clinical hours.

If the instructor determines the student is unable to be alert or attentive for any reason and there is any question as to whether the student can safely provide patient care (clinical) or they are disruptive to the classroom or campus lab setting, the student will be dismissed and documented as absent for that time period.

Instructors will maintain attendance records. Unexcused and or repeated absences will jeopardize your status in and potential readmission to the program.

Scheduled tests which are missed because of excused absences are to be made up the first day of participation in any college course or activity. Five percent of the total number of test items may be deducted from your raw score (your number right) if the test is not taken on the day it is scheduled. Repeated absence on scheduled test days will result in an automatic 5% deduction from your raw score (your number right). It is the student's responsibility to contact the instructor and schedule the makeup of an announced test the day they return to school. Special consideration may be given to unusual circumstances. Example: illness with mandatory isolation such a COVID or Influenza, emergency surgery, death in immediate family.

Unexcused absences as deemed by the instructor or Dean, such as vacation, work schedule, appointments, etc. resulting in missing an exam or activity may not be rescheduled and could result in a zero for the exam/activity and an incomplete for the course.

Exceeding clinical absence time allowed for the scheduled NRS course(s) will require withdrawal from NRS courses or potentially a failing grade with a clinical component. Any deviations will be addressed directly with the Dean of Health Professions.

Clinical orientation activities are mandatory.

Computerized charting training

Due to cost and time constraints for both the college and hospitals, it is MANDATORY that you attend these sessions as scheduled. Clinical time will not be allowed if absent from computerized charting training.

Nursing Program Criteria for Attendance

In person, synchronous online lecture expectations:

- The student is “fully present” throughout the lecture and visible at all times to the instructor and class including the online meeting room.
 - Limited/No distractions
 - Cell phones are not allowed during class: (lecture, lab, clinical)
- The student participates in discussions and activities
 - If you are unable to meet the attendance criteria, you are considered absent.
 - If you are too ill to meet the attendance criteria, you are considered absent.

Absence

Lecture (Traditional and Synchronous Online)/Clinical/Lab:

- **If you are going to be absent, late, or leave early YOU MUST contact your instructor by text/email/telephone as directed by individual instructors.** Students need to be available for further instructor communication.
- Do not contact the clinical facility, unless otherwise directed by the instructor.

No call/ No show Policy- Clinical/Lab/Simulation:

- 1st absence within one semester: If a student fails to attend their scheduled day(hours), there will be a 10 point deduction in the 60% weighted category,, and a zero will be given in the clinical evaluation for the week and a written warning will be given.
- 2nd absence within the same semester: If a student fails to attend a second scheduled day(hours), there will be a 25-point deduction from the 60% weighted category , and a zero will be given in the clinical evaluation. A meeting will be held with the student, faculty, and Dean to discuss next steps. This may result in, but not limited to:
 - Probation
 - Make-up of clinical/lab/simulation time at the discretion of the faculty
 - An incomplete grade for the course
 - Failure of the course
 - Repeat of the course
- Continued absences may result in dismissal from the program.

Tardy or Leaving Early Policy (for any reason):

This policy includes clinical, lab, simulation activities; and begins anew with the start of each course. Anytime missed may be held against the students allowed missed time for the course (lab/clinical/sim).

Submission of Late Assignments

The expectation is for students to submit assignments on or before the due date. All assignments must be completed for each course or an incomplete grade may be given.

- Assignments not turned in by the due date are subject to a zero unless prior arrangements have been made with the instructor

Attendance in an Online Course:

To be in attendance in an online course you need to be actively completing course activities throughout the semester. *Simply logging into your online course is not sufficient to show you are actively completing the course.* If you are not actively working in the course, you may be dropped from the course, especially on the tenth day of the semester and at midterms. Evidence of active pursuit of course completion may include: replying to discussions, completing quizzes, submitting assignments, and emailing your instructor. Please refer to the course syllabus for more information

Technology Requirements

Technology is an integral part of higher education and necessary for success in all nursing courses. Fundamental nursing student technology needs include:

- SVCC will provide a loaner laptop to all nursing students.
 - Personal computers are not allowed for any testing.
 - You will not be able to upload anything without IT permission.
- Reliable internet
 - This is especially necessary for any online or synchronous online course that uses video chat platforms and test browsers.
 - The student is responsible for obtaining reliable internet service.
- Microsoft Word
 - Available at no cost from the SVCC Information Technology Department: 815-835-6229

Online Exams

Students may be required to use an exam browser with a webcam when completing exams for any online course. Reliable internet access is essential. The Browser with use of Webcams is as follows:

- Students will be required to complete a “Practice Test” at the beginning of a course to ensure student knowledge and platform function.
- Before beginning to test, students must show their face and student ID to the camera.
- The students must keep their head up with their face forward and focused on the computer screen. Any deviation and the browser will alert the instructor.
- Do not cover or block the camera at any time. This creates a black screen and prevents video monitoring.
 - Students will be given a (one) warning if there is no video.
 - If unreliable internet is the cause of the video malfunction, it is the student’s responsibility to find and use a reliable source for all subsequent tests.
 - Computer access is available on campus
 - If video monitoring is interrupted a second time, the student’s test score is reduced by 5%.
 - Further occurrences of video monitoring interruption - The student receives a zero (0) for their test grade.
- The timing of online exams is at the discretion of each course instructor

STUDENT LAB RULES AND RESPONSIBILITIES:

Nursing Skills Lab

While enrolled in the nursing programs at Sauk Valley Community College, students will have required scheduled laboratory time. During this scheduled time, instructors will discuss the nursing skills assessment scoring elements for use in the lab. Equipment orientation will also be completed.

In addition, students will be expected to individually practice nursing skills during open lab, as needed or assigned. The lab supervisor, **who is a registered nurse**, will be present in the lab to assist you.

Scoring elements should ALWAYS accompany students during practice time and ALL scheduled laboratory experiences. Additional resources (skills texts, procedure manuals, etc.) will also assist the student and should be brought, as needed. If you need further clarification of a procedure, **ALWAYS** consult your instructor.

Lab Dos

- Neatly return supplies and equipment to the appropriate storage area.
- Recycle by repackaging or placing specific recyclable items into designated collection trays.
- Throw trash away.
- Straighten bed linens and replace any soiled or wet linens.
- Notify the lab coordinator of restocking needs (verbally and with a detailed list of items).
- Be considerate of others by practicing quietly.
- Students should use current nursing students as patients in the nursing lab.
- Always bring the Skills Booklet.
- Provide honest constructive feedback to peers.
- Notify the lab coordinator if soap, towels, or sanitizer need replacement.

Lab Don'ts

- **DO NOT** leave the lab unorganized. .
- Students should **NEVER** perform any invasive procedures on themselves or others. Any injury sustained in the lab must be reported to the nursing faculty or Dean of Health Professions.
- Do not remove any supplies or other items from the lab.
- No food or drink in labs.
- Individuals who are not nursing students are not allowed in the nursing labs without permission of the lab supervisor or instructor.
- No cell phones, Smart Watches or any electronic devices are allowed during scheduled lab time.
- Do not instill liquids into manikins.
- Do not use betadine or povidone iodine products on manikins.

Open Lab Practice and Assignments

- It is recommended that students check the calendar outside of each LAB to plan practice time. Students should sign in and out of the LABS. The sign in/out clipboards is located outside 2G08.
 - Labs will be closed for a period of time before each course's first day of skill testing..
- Please consider the noise level when classes are in session.

Equipment and Supplies

- Supplies are limited; students will need to re-use some items. Waste will be monitored. Students will receive information about items to be re-used during their orientation to the lab.
- Supplies cannot be removed from the lab. **SYRINGES ARE CONTROLLED ITEMS, CONSIDERED TO BE CONTRABAND BY THE STATE OF ILLINOIS.** Therefore, syringes should **NEVER** be taken from the lab.
- **DO NOT** instill solution into the mannequins (as in enemas, irrigations, tube feedings, etc.) unless a mannequin part is present within to collect the solution. Use only dishwashing solutions or water-soluble lubricant.

Request assistance from the lab supervisor for needs prior to or at the end of a lab or practice time.

Student Employment

In accordance with the Illinois Statutes and the rules and regulations of the Department of Financial and Professional Regulation, the student may be employed only in a capacity which does not require a nursing license. Scope of practice definitions must be adhered to.

Transportation

Students are responsible for their own transportation to the college and cooperating agencies.

Contact Information

Students are reminded to provide the Dean of Health Professions office with **updated phone number and email address**, so that students may be contacted regarding school matters. Please note that the Admissions office does not automatically update the Health Professions office with changes.

All those in health care must now comply with the federal regulations of the Health Insurance Portability & Accountability Act (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures. SVCC faculty and students understand the importance of patient confidentiality and have a strong desire to maintain confidentiality at all times.

To protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans or notes. Patient initials are the only identifier to be used for student logs or assignments. Chart forms are NOT to be copied or printed. It is the student's responsibility to assure that all papers are handled with caution to prevent careless circulation or handling by anyone other than the medical staff of the clinical site. Student papers with confidential patient information must be either carefully stored or shredded to prevent disclosure of such information. Confidentiality and privacy also extend to oral and electronic communications.

Students and faculty will only use patient information as is necessary for direct patient care and student learning.

Students will not be approved for clinical rotations until the following is completed:

- View the OSHA and HIPAA videos and complete the quiz.
- Sign the SVCC confidentiality agreement.
- View Point requirements are up to date throughout the program.

CPR AND HEALTH REQUIREMENTS

(**Must** be met before first clinical day)

CPR Requirements

Each student must document that they have CPR for Basic Life Support Heart Code (BLS), American Heart Association . This certification must be current and maintained throughout the program. Online course work training is acceptable, however in person skills testing is required.

Health Requirements

A medical record must be completed by the student and the student's healthcare provider upon admission to the program and subsequent years. Forms are to be uploaded on the Castle Branch website by assigned deadlines. Clinicals cannot be attended if CPR, health information or criminal background checks are not complete and given the green check with Castle Branch. The medical record shall include the following:

- A physical examination by the student's private practitioner. The examination must have occurred no more than three (3) months prior to the beginning of classes. (See physical form).
- Immunizations (See physical form)
 - Rubella, Mumps and Rubeola (2 doses). All applicants must provide evidence of immunity to Rubella, Mumps and Rubeola by laboratory titers, proof of immunization or medically documented history of the disease.
 - Two-step Mantoux skin test (1 – 3 weeks apart) or QuantiFERON Gold Blood Test. (Chest X-ray if Mantoux positive). Symptom sheet if previous documented clear chest x-ray. One step or repeat QuantiFERON Gold Blood test is an annual requirement.
 - Hepatitis B, positive antibody titer report or declination. Declination NOT recommended.
 - Varicella series of two doses, positive antibody titer or medically documented history of disease required.
 - Tdap booster within the past 10 years required.
 - Influenza vaccination or declination annually. Influenza immunization is highly recommended. It may be required by your clinical facility with no exceptions other than a documented anaphylaxis reaction from your healthcare provider. If the clinical facility you attend allows declination, and you choose to decline you will be required to wear a mask per the facility policy.
 - Covid vaccine is required by the majority of the clinical sites.

You will not be allowed to attend clinical until the physical examination, immunizations and CPR requirements are met. (See clinical absence policy in syllabi).

Drug Testing

Any student deemed to potentially be under the influence of drugs may be subject to conducting a drug screen.

Drug Testing Details:

A drug test will be conducted to ensure that the student has not used illegal drugs or taken a prescription medication that belongs to someone else. If the student's drug test result is positive for any substance, proof of prescription is required or the student will be dismissed from the program.

Note: Medical and/or recreational use of marijuana, which is not FDA approved, is considered a positive drug testing result and will result in the student being dismissed from the program.

A student who is dismissed for a positive drug test, may have the opportunity to reapply to the program after one calendar year. The student will need to conduct a drug screen at application and before the start of the program if accepted into the program. If the applicant's drug test result is positive for any substance, proof of prescription is required or the student will not be admitted to the program and will not be eligible for reapplication.

Pregnancy

Under Title IX of the Education Amendments of 1972, the U.S. Department of Education regulations concerning pregnancy and related conditions provide that a college receiving federal funding shall not discriminate against any student on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from these conditions.

Like any student with a change in health status, a pregnant student may continue in the program as long as they are able to fulfill the objectives of the program and the safety of the patient is not jeopardized. Students must still have the ability to perform the essential functions of the nursing program.

Students with pregnancy-related conditions may be able to perform fully but may still need additional consideration or reasonable accommodations. Students experiencing pregnancy-related conditions who may need accommodations are encouraged to contact the Disabilities Services Office to discuss their situation and, if applicable provide supporting documentation.

If a student is unable to attend class or clinicals for health-related reasons including pregnancy or disability, the student should make an appointment to meet with the Disability Services Office to discuss their situation as soon as possible. Students are encouraged to communicate with their instructors about any missed classes and follow the handbook and syllabus guidelines related to attendance. Any accommodations provided through the Disability Services Office are not retroactive for missed sessions.

Illness

Patient safety must be assured. Variations in your health status may prompt the need for additional medical follow up and a written release from your health care provider documenting your ability to provide safe and effective patient care.

Students who have been hospitalized and/or have had surgery, extended illness, newly diagnosed or chronic illness, pregnancy, or an accident, must obtain a written statement from their physician giving medical consent to return to school and attend clinical. Students undergoing prescribed medical treatment with a controlled substance shall report this treatment to their Instructor.

Injuries

Any injury to the student or the client while on duty must be reported immediately to the instructor. Necessary forms must be completed. Neither the college nor the health facility is responsible for student injury or disease contracted at the clinical site.

INSURANCE

Accident

Accident insurance is required for all nursing students and is included in nursing lab fees. You are covered by a Travel Accident policy (outlined below), while you are going to, attending, and returning from your college-sponsored courses (clinicals) at locations other than Sauk Valley Community College.

More specifically coverage commences at the actual start of an anticipated trip, whether it be from Sauk Valley Community College, or your residence, to your destination (e.g. CGH Medical Center). Coverage shall terminate immediately upon return to Sauk Valley Community College, or to your residence, whichever shall first occur.

The policy is designed to give you two-fold protection:

I. DEATH AND DISMEMBERMENT - PRINCIPLE SUM - \$5,000.00

If within one year from the date of accident, such injuries shall result in your death, dismemberment or loss of sight, the company will pay for loss of:

Life or Two Members (Hand, Foot, Eye)

Principle Sum

One member

One-Half Principle Sum

II. MEDICAL EXPENSE - \$5000.00

Should you sustain an accidental injury that shall require treatment by any practitioner of the healing arts (duly licensed by proper governmental authority and acting within the scope of his license) and/or confinement in a legally constituted hospital and/or x-ray examination and/or ambulance, the company will pay up to \$5,000.00 for the loss of such services within one year of the date of the accident provided that treatment begins within 90 days of the injury. **The policy has a \$25.00 deductible.**

Remember that this is an accident policy only and it is not designed to cover disease, illness (other than illness which results solely from the accidental ingestion or inhalation of a toxic substance) or bacterial infection (other than that occurring in consequence of an accidental cut or wound).

In the case of loss of life, the Principle Sum will be paid to the beneficiary that you have so designated and is on file with the company. If, at the time of payment, no such designation is then effective, such indemnity shall be paid to your estate.

This is a secondary policy so claims should be sent to your personal carrier, if applicable, first. Claims not paid by your personal carrier should be submitted to the Dean of Health Professions.

Liability

Nursing students are covered by the college's professional liability insurance policy once tuition and fees for a course have been paid.

Comprehensive Health Insurance

You will be notified if your clinical facility requires the student to “maintain comprehensive health insurance.” The clinical facility may terminate your clinical placement if documentation of the required coverage is not provided or your policy is canceled.

Blood Exposure/Contaminated Needle Sticks

1. Student Exposure at Clinical Site
 - a. The student will notify the instructor/supervisor at once
 - b. The student will, under the direction of the instructor/supervisor, notify the manager/coordinator of the department/unit.
 - c. The student and instructor/supervisor, under the direction of the manager/coordinator, will follow the procedure of the institution at which the incident occurs.
 - d. Financial expenditures incurred as a result of the incident will be the responsibility of the individual student. (See accident insurance, pg. 25)
2. Student Exposure in the School Lab
 - a. The student will notify the instructor/supervisor at once.
 - b. The student, under the direction of the instructor/supervisor, will complete a Sauk Valley Community College Incident Report. The Director of Health Professions is to also be notified.
 - c. The student will report to their individual health care provider if necessary and follow the procedure recommended by the health care provider. The student will submit a report from the individual health care provider to the Dean of Health Professions.
 - d. Financial expenditures incurred as a result of the incident will be the responsibility of the individual student. (See accident insurance, pg. 25).

Last Semester of Program/Graduation Information

Class Pictures

All students may have their picture taken for the composite and individual photos with the class cohort they are progressing with at the time of the photo opportunity. Students' photos may be removed if their progression has changed. Students with second chance contracts may also choose to be a part of the composite and individual photos for a subsequent year.

Graduation Requirements

Each student is responsible to fulfill the requirements of their program. (See college catalog for graduation requirements and procedures)

Pinning/Graduation Ceremony Guidelines

Upon successful completion of the nursing program, the student is eligible to participate in the Health Professions Pinning/Commencement Ceremony.

LPN-Policy for Readmission

Students who have dropped, withdrawn from, or failed a course may be eligible for re-admission into the program the following academic year. Students are responsible for completing a second chance contract by the end of the current semester to ensure timely completion of the program. Readmission to the Nursing program is not guaranteed. Students are allowed one second chance contract during the Nursing program.

Readmission

- Readmission will not be considered for 5 years for those students who have failed, and/or withdrawn to avoid academic/clinical failure, from two nursing courses in the practical nurse program or both fundamentals courses (NRS 140 and NRS 108). Any student, who has decided to withdraw, must complete the withdrawal slip by the end of the 6th week in an 8-week course, by the end of the 8th week in a 12-week course and by the end of the 10th week in a 16-week course. The student's grade, to date, will be put in the student's nursing program file verifying their academic/clinical status. Students failing to meet these withdrawal dates will be assigned a "D" or "F" for the course.
- A written request to the Dean indicating specific reasons for wanting to return and plans for success, with evidence that any previously identified problems have been corrected should be provided. The request follows the second chance contract and must be in the Dean's office at least 3 weeks before the end of the semester prior to the beginning of the semester the student wishes to re-enter.
- Readmission is based on available slots and curriculum placement. Students who have the least amount of course work yet to complete will be given priority. Repetition of an 8-week course in the immediate subsequent 8 weeks must be determined by the end of week 6. Any student earning a failing grade in the first semester of the programming must reapply for admission and will again be part of the competitive selection process. If the number of readmission or advance placement requests exceeds space availability, applicants will be evaluated according to the program "Readmission Point System".
- Students seeking readmission must be recommended by the majority of nursing faculty. A student may be asked to meet with the nursing faculty for review.
- Students readmitted into any nursing course may be required to successfully pass a math dosage validation exam.
- Students readmitted into any nursing course will be expected to have mastered all previously taught skills. Validation of these skills may be required.
- A student may be required to complete an Independent Study as a refresher to update clinical skills.
- A student who has been out of the nursing program for 3 years or more must apply for admission as a beginning student. No credit will be given for nursing courses previously taken. Science courses more than 5 years old must be repeated, unless completed at SVCC.
- All nursing courses required for the Practical Nursing certificate must be completed within a four-year time frame. Students who do not complete the nursing program within this specified time frame will be required to repeat all nursing courses for credit

Note: The student will be on probationary status for the next 16-week semester. Further unsatisfactory performance will lead to permanent dismissal.

Nursing Department Personnel

Dean of Health Professions

Pamela Eubanks
Office 2G12, Ext. 376

Nursing Faculty

Dr. Meaghan Rivera
Office 2F04, Ext. 239

Dr. Megan Dempsey
Office 2F06, Ext. 292

Dr. Kayla Gaffey
Office 2G04, Ext. 277

Jeanne Nailor
Office 2G06, Ext. 615

Carrie Widolff
Office 2F16, Ext. 350

Lois Hinton
Office 2F08, Ext.

Administrative Assistant to the Dean of Health Professions

Mary Beth Oswalt
Office 2G10, Ext. 374

SAUK VALLEY COMMUNITY COLLEGE HEALTH INFORMATION RELEASE FORM

HEALTH PROFESSIONS EDUCATION

I, _____ give my permission for the Health Professions office of Sauk Valley Community College to release the information on the Student Health Form to clinical facilities where I will be engaged in clinical training activities.

I understand that this information will only be provided upon request of the clinical facility to fulfill contractual agreements between the facility and the college. Furthermore, I understand this information is required by the facility to ensure compliance with the regulating agencies of that facility.

Student Signature

Date

SVCC PRACTICAL NURSING ACKNOWLEDGEMENT OF RECEIPT OF NURSING HANDBOOK

I, _____, acknowledge receipt of the Sauk Valley Community College Practical Nursing Handbook for the 2026-2027 school year.

I have had the opportunity to read this handbook and I understand the rules and regulations explained within it.

I understand that this signed receipt will become a part of my permanent record.

Signature of Student

Date

SVCC Confidentiality Agreement

Because you have access to confidential information in the clinical setting, you agree to the following:

1. I will not access confidential information for which I have no legitimate need to know.
2. I will not disclose any demographic health information that could be used to identify a patient. This includes name, street address, city, county, precinct, zip-code, birth date, race, admission date, discharge date, date of death, diagnosis, type of treatment, telephone or fax number, email address, social security number, medical record or any other unique identifying number or code, name of institution, full face or medically specific photographs and all ages over 89 years.
3. I will secure any patient information to prevent circulation or handling of patient information to anyone other than the medical staff of the clinical site.
4. I agree not to post any clinical experience or nursing program information on any internet social media site.
5. Photography of students and faculty in the classroom and/or lab setting will not be transmitted to others without permission.
6. Clinical photos are not to be obtained and transmittal will be considered a serious HIPAA disclosure violation.
7. If I observe or have knowledge of unauthorized access, I will report it immediately to the nursing faculty or dean.
8. I understand that, if I violate the privacy policies of the clinical sites, applicable law or this agreement, I will be subject to disciplinary action.

By signing this agreement, I certify that I have read and understand its terms and will adhere to them.

Signed: _____ Date: _____

Sauk Valley Community College Write-up/Photography/Video RELEASE FORM

I _____, do hereby give Sauk Valley Community College,

(Print your full name)

Licensees and legal representatives have the irrevocable right to use my name, words, picture, portrait, photograph, and/or video image in all forms and media. I understand that materials will be used for the expressed purpose of marketing Sauk Valley Community College.

I waive any right to inspect or approve the finished version(s), including written copy that may be created in connection therewith.

Signature _____

Parent or Guardian Signature if under 18 _____

Address _____

Preferred Email Address _____

Year in school if applicable _____

Major _____

Have you ever been convicted of a felony? YES _____ NO _____

If you answered yes, please provide the following:

****Conviction/Location/Year:** _____

**** This information is kept confidential. Sauk Valley Community College reserves the right to evaluate the use of submitted stories on a case by case basis,**

Sauk Makes it Possible... You Make it Happen!!

Sauk is an institution of higher education that is
accredited by: The Higher Learning Commission,
North Central Association
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
Phone: 800.621.7440 / 312.263.0456 Fax: 312.263.7462
www.hlcommission.org

The SVCC Nursing Programs are accredited by:
The Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Rd NE Suite 1400, Atlanta, GA 30326
Phone: 404.975.5000
info@acenursing.org

SVCC provides equal opportunity and affirmative action in education and employment for
qualified persons regardless of race, color, religion, national origin, ancestry, age, gender,
marital status, disability, military status, or unfavorable discharge from military service.
Complaints and inquiries related to this policy or any potential discriminatory concerns may
be addressed to:

Coordinator of Personnel Services,
Sauk Valley Community College, 173 IL Route 2, Dixon, IL 61021, 815/288-5511.