



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

Table of Contents

Page

Purpose of Policies	3
Ferris State University General Information	3-5
Code of Student Community Standards	3
Copyright Guidelines	3
Dignity/Harassment/Discrimination	3-4
Educational Counseling & Disability Services	4
Equity of Resources	4
Medical Withdrawal	4
Non-Discrimination	4
Registration & Advising	5
Student Complaint Policy	5
University Orientation	5
Policies for Online Learning	5-9
Academic Support Services	5-6
Authentication of Student Identity	6-7
Netiquette and Online Conduct	7
Online Readiness Orientation	8
Tools for Online Learners	8-9
Wait List for Students	9
Academic Policies	9-16
Academic Advising	9
Academic Dismissal	9
Academic Misconduct	10
Academic Probation	10
Academic Transcripts	10-11
Academic Withdrawal	11-12
Confidentiality (Student)	12-13
Course Materials	14
Course Sunset Policy	14
Grade of Incomplete	14-15
Plagiarism	15
Transfer Credit	15-16
Program Specific Policies	16-24
Accreditation Status	16



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

Admission Criteria 17

Completion Timeline 17

Course Requirements 17-19

Curriculum Sequence 20

Disclaimer 21

Faculty Availability 21

Goals and Outcomes 21

Grading Scale 22

Orientation 22

Program Assessment 22

Program Progression 22-23

Program Readmission 23-24

Student Course Evaluation 24

Student Handbook 24



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

Purpose of Policies

The Respiratory Care Program Policies are intended to provide current and prospective students in the Respiratory Care BSRT Completion Program along with the public with relevant program information and policies. Please note that program and university policies are in accordance with federal and state statutes, rules and regulations. The policies contained within this document apply to all student, faculty and staff regardless of location of instruction.

FERRIS STATE UNIVERSITY GENERAL INFORMATION

Code of Student Community Standards

Ferris State University exists to afford quality educational programs and experiences for the benefit of the students and communities it serves. In order to operate effectively, the University community requires a system of order to support the educational functions and objectives of the University. The Code of Student Community Standards, which is the official policy of the University, is comprised of principles and policies on Student Rights, Student Dignity, Misconduct, Victims' Rights, Alcohol and Other Drug Policies, Disciplinary Procedures, and other principles and procedures. It is the responsibility of each member of the University to promote standards of personal integrity that are in harmony with the educational mission of the institution.

A copy of the standards is available at:

<https://ferris.edu/HTMLS/administration/studentaffairs/judicial/student-code.pdf>

Copyright Guidelines

Copyright is a complex and complicated issue for universities. At Ferris State, all faculty, staff and students are expected to act as responsible users of copyrighted works. Copyright law includes the rights of copyright owners to protect their work but also limits their work through exceptions such as fair use.

There are campus mechanisms available for copyright clearance at Ferris State University. Offices which can provide copyright clearances for certain items include the bookstore and FLITE. For further details contact these areas directly. Areas which do not provide copyright clearance include the copy center and the media production department. In those cases it is the responsibility of the customer to first obtain permissions.

A policy for the use of copyrighted materials was accepted at the November 6, 2007 Academic Senate meeting. A copy of the policy is available at:

https://ferris.edu/library/copyright/copyrightbasics_Publication_students.pdf

Contact: Melinda Isler

[Email](#)

Phone: 231-591-3731

Office: FLITE 358

Dignity/Harassment/Discrimination

Not all bias-incidents fit the definition of ethnic intimidation. The University opposes any actions that harass, discriminate, or otherwise create a hostile environment for students, faculty, and staff. The Diversity Office advises students who have been victimized to consider reporting the incident to Public Safety. Information on

8/1/2017



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

dignity, harassment, and discrimination can be found at:

<https://ferris.edu/HTMLS/administration/president/DiversityOffice/Student.htm>

Educational Counseling & Disability Services

The Office of Retention and Student Success provides all students with educational counseling and disabilities services. Information can be found at: <https://ferris.edu/HTMLS/colleges/university/>

Equity of Resources

The program ensures that course content, learning experiences, and access to learning and support services are substantially equivalent for each student regardless of location.

Medical Withdrawal

Official medical withdrawals from the University are initiated by contacting the Records Office. To contact the Records Office call (800) 433-7747 or email at registrar@ferris.edu

Non-Discrimination

Ferris State University does not discriminate on the basis of race, color, religion or creed, national origin, sex, sexual orientation, gender identity, age, marital status, veteran or military status, height, weight, protected disability, genetic information, or any other characteristic protected by applicable State or federal laws or regulations in education, employment, housing, public services, or other University operations, including, but not limited to, admissions, programs, activities, hiring, promotion, discharge, compensation, fringe benefits, job training, classification, referral, or retention. Retaliation against any person making a charge, filing a legitimate complaint, testifying, or participating in any discrimination investigation or proceeding is prohibited.

Students with disabilities requiring assistance or accommodation may contact Educational Counseling & Disabilities Services at (231) 591-3057 in Big Rapids, or the Director of Counseling, Disability & Tutoring Services for Kendall College of Art and Design at (616) 451-2787 ext. 1136 in Grand Rapids. Employees and other members of the University community with disabilities requiring assistance or accommodation may contact the Human Resources Department, 420 Oak St., Big Rapids, MI 49307 or call (231) 591-2150.

Inquiries and complaints of disability discrimination may be addressed to the 504 Coordinator/Educational Counselor, 901 S. State St., Starr 313, Big Rapids, MI 49307 or by telephone at (231) 591-3057. Other inquiries or complaints of discrimination may be addressed to the Director of Equal Opportunity, 120 East Cedar St., Big Rapids, MI 49307 or by telephone at (231) 591-2152; or Title IX Coordinator, 805 Campus Dr., Big Rapids, MI 49307, or by telephone at (231) 591-2088. On the KCAD Grand Rapids campus, contact the Title IX Deputy Coordinator, 17 Fountain St., Grand Rapids, MI, (616) 451-2787 ext. 1113.



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

Registration & Advising

Information on registration and advising can be found at:

<https://ferris.edu/HTMLS/academics/advising/RegistrationTools/homepage.htm>

Student Complaint Policy

Ferris State University is committed to assuring a supportive process that invites student feedback in a manner that promotes a positive learning environment. Students should follow established policies and procedures to resolve their complaints. College leaders are responsible for maintaining records of student complaints and providing an annual report to the Provost's Office (see section 5). If a complaint alleges discrimination or harassment, the student may follow other processes to have the situation resolved, including contacting Student Affairs or the Office of Equal Opportunity (see sections 1.2 through 1.4). This policy and the associated procedures apply to areas within Academic Affairs, including all of the Colleges, the Library, the Faculty Center for Teaching and Learning, the Charter Schools Office, and the Center for International Education.

University Orientation

Because we want our students to be successful at Ferris, we require all new off-campus and online students to complete the New Student Orientation for Ferris Statewide & Online before they can register for classes.

This is your first step towards being an informed and successful student with Ferris. We have designed this orientation to give you an individually tailored experience that will provide you with the tools and resources you will need throughout your academic journey.

After completing the self-paced tutorial and practice quizzes, which takes roughly less than one hour, you will take a final quiz to demonstrate your understanding of the content. You must get at least 7 out of 10 questions correct on the final quiz to be considered as completed. Please give our staff one to two business days to review your information and release your registration hold.

New Student Orientation can be found at: <http://www.onlineorientation.net/ferris>

POLICIES FOR ONLINE LEARNING

Academic Support Services

We strive to provide outstanding support to our students who are learning in the online format. Below are some of the services we offer.

Library Services

A full range of online library services are available through Ferris State University's FLITE (Ferris Library for Information, Technology, and Education). Visit the distance education library (<https://ferris.edu/HTMLS/library/distanceded/homepage.html>) for more information. Common services include providing electronic copies of books and articles, guidance on best research practices, and providing books through Interlibrary Loan.

8/1/2017



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

Tutoring

Ferris does have some limited tutoring available for our online students. The first step we recommend is to contact your instructor for additional assistance, particularly if you are just struggling with one portion of the class. We also recommend you connect with other online students in the class to help each other - your peers are often great teachers! We also have some resources available for assistance with your writing skills through the Writing Center (<https://ferris.edu/arts-sciences/departments/languages-and-literature/writing-center/index.htm>) at Ferris. Also check out the Academic Support Center (<https://ferris.edu/HTMLS/colleges/university/ASC/index.htm>) for additional resources.

Writing Center

The Writing Center provides a number of services for students off the main campus including those in online and distance-learning classes. You can contact the Writing Center via email to ask questions about writing. You may also send a paper and receive emailed feedback from a tutor. You can visit their website (<https://ferris.edu/arts-sciences/departments/languages-and-literature/writing-center/index.htm>) to find information about writing and the Writing Center and how to hone your writing skills with computer tutorials and worksheets.

Authentication of Student Identity

Ferris State University verifies the identity of each student enrolled in and completing its courses and programs. Students' identity will first be verified upon enrollment, when official records (including transcripts) are required through the admissions process. The University re-verifies student identity through a variety of methods that are outlined in its student authentication procedures, including the requirement that students access their online courses through a secure login process. Online courses should provide sufficient interaction between students and instructors to further contribute to verifying a student's identity. The University continuously monitors the requirements associated with student authentication at the accreditor, state, and/or national levels and evaluates whether its approaches best meet its requirements.

Procedures

1. Students enrolled at Ferris are required to possess an official identification document that includes their picture. This may include a driver's license, passport, or a Ferris ID.
2. Students enrolled in online courses are required to enter their login ID and a password to access their online courses. At present, that secure access is provided through the MyFSU/FerrisConnect system. The login takes place through a secure connection.
3. Present University Information Technology policy requires that passwords must be changed frequently. Passwords must be sufficiently complex that they are not easily decoded in that, at present, they must be between 8 and 30 characters and require the inclusion of at least one upper-case letter, one lower-case letter, and one numeral.
4. Students are asked to set up a challenge question at the time they establish the password.
5. Online courses are, by design, available to University personnel through the course management system (FerrisConnect, currently a WebCt product), just as the face-to-face classes are visible within the university in their physical classroom presence.



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

6. Faculty and/or program leaders will determine the situations when a proctored examination will be required. Proctored exams are another of the many methods employed by Ferris to verify a student's identity. Frequently arrangements are made at regional sites or with community colleges to provide this testing oversight.
7. The University does not assess additional charges for verification of identity unless it makes such requirements known as fees associated with the course at the time of a student's enrollment. Such additional fees must be included on the course syllabus and must be approved by the University's Student Fees committee. Exceptions may exist if a student requires proctoring of an examination or other activity at a center that assesses a fee for this service. In the future the university may require the student to purchase some technology to better ensure student identity, and students will be responsible for these costs.
8. Students' personal information is protected through the University's policies and practices related to FERPA.
9. The Coordinator of Instructional Technology, in the Faculty Center for Teaching and Learning, working collaboratively with representatives of the faculty, administration, and information Technology staff (especially the e-learning administrator) assumes responsibility for monitoring changing requirements for institutions of higher education as well as options available for meeting the expectations of assuring students' identity.
10. Ferris online "Best Practice Guidelines" further encourage that all online courses utilize a variety of instructional and assessment strategies, including frequent instructor/student interactions, multiple measures of learning outcomes assessment, and varied approaches to assessment of learning.

Netiquette and Online Conduct

Interactions in online courses can be misinterpreted easily due to the lack of visual and auditory cues. Students and faculty can benefit by having clear expectations defined at the beginning of class for appropriate conduct. For content in the course this is typically covered in Netiquette guidelines.

Two documents here provide examples of current netiquette guidelines in use at Ferris. Faculty can use or adapt these (or create something new!) for use in online classes.

FerrisConnetiquette

(https://ferris.edu/HTMLS/online/facultyresources/documents/EMAT/4_Hallmarks_of_FerrisConnetiquette.pdf) - developed from a team of faculty and instructional support personnel for EMAT.

DCCL Netiquette

(https://ferris.edu/HTMLS/online/facultyresources/documents/PoliciesProcedures/Netiquette_dccl.pdf) - developed by faculty in the Doctorate in Community College Leadership.

At times, instructors may experience hostile or bullying students in their online classroom. The policy for disruptive students at Ferris also can be used in cases where the course is online.

8/1/2017



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

Online Readiness Orientation

In response to a survey of Ferris online faculty, an online readiness orientation was created. Students must complete that orientation prior to their first online course, to better prepare them for the technical components of their online class (use of discussion boards, uploading assignments, etc). Faculty and Departments have the right to determine which courses require that orientation, and which courses do not require the orientation. The Senate approved policy can be found here:

https://ferris.edu/HTMLS/online/facultyresources/documents/EMAT/Policy_on_StudentReadiness_DMM_3-15-12.pdf

Tools for Online Learners

MyFSU

MyFSU will be your portal into your Ferris email, to access your Blackboard courses, to access registration, pay your bills, and access information needed as an online student.

Once you have been admitted, please log into MyFSU, go to the Student Tab, then click on the Online quicklink. This will provide information you will need as an online student. One week after receiving your acceptance notice, you can log on to your personal campus information through MyFSU. Follow these simple instructions to log on.

1. Open the internet browser of your choice.
2. Go to myfsu.ferris.edu
3. Select "Password Assistance"
4. Under step 1, click "Computing ID"
5. Provide both your student ID and birthdate
6. Make a note of your user name and initial password (you will need to type "@student.local" after your user name each time the password assistance system asks you for your user name)
7. Set up your Challenge Questions
8. Go to pwdhelp.ferris.edu to change your password (remember "@student.local" after entering your username)

Ferris Email Address

Once you have been admitted to Ferris you will receive a Ferris student email account. This will be used for any official emails to you about registration, financial aid, student activities and class cancellations.

The Financial Aid Office will ONLY use your Ferris email account to send you important information regarding your financial aid. Be sure that you routinely check your Ferris email account.

Your Ferris email will be accessed via our online portal, MyFSU.

Student ID Cards

You may obtain a Ferris Bulldog card for identification purposes. This card has your student ID number on it and your picture. You can obtain a picture ID by contacting our office and scheduling a web conference day



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

and time when we can verify your identity and take a webcam picture. If you live near a regional office you can alternatively visit one of our offices and they can take your picture for the ID. You may also obtain a student ID without the picture, however you may need to use picture identification within some online courses and tests.

You must be currently registered in at least one Ferris class to request your student ID. Please contact our Online Learning office at online@ferris.edu or (800) 562-9130 for information on how to obtain the ID.

Wait List for Students

Online courses at Ferris are in high demand. Many course selections fill within the first week that registration opens up. As a result, to allow students to submit their name on a wait list for full sections, we have implemented a process for waitlisting students which is integrated with Banner. You can find out more information about the process, as well as instruction sheets under

<https://ferris.edu/HTMLS/online/waitlist/index.htm>

ACADEMIC POLICIES

Academic Advising

A Respiratory Care Program faculty member will be assigned as your advisor once you are fully admitted to the BSRT Completion Program. Advisors are available by telephone or e-mail.

Academic Dismissal

A student may be academically dismissed whenever any one of the following conditions is met:

1. the student fails 50 percent (50%) or more of the credit hours the student has taken in any semester that he or she is on probation;
2. the student's dean determines that academic performance at the end of a probationary semester does not warrant the student's continuation; or
3. the student's cumulative grade-point average falls below the FSU minimum cumulative GPA (outlined below).

FSU Credit Hours Graded	FSU cumulative GPA
0-20	1.40
21-30	1.60
31-50	1.70
51-67	1.80
68-97	1.90
98 or more	2.00

Students who are dismissed from the University for Academic Reasons, but believe there are extenuating circumstances that warrant consideration, may appeal the dismissal in writing to their dean's office. The dean's decision is final.



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

Academic Misconduct

Please see standards at: <https://ferris.edu/HTMLS/administration/Trustees/boardpolicy/Part5/Subpart-5-2rev10-22-04.pdf>

Academic Probation

UNDERGRADUATE ACADEMIC PROBATION/ACADEMIC PROBATION WARNING

Academic Probation

A student is placed on probation if his or her cumulative GPA falls below a 2.0. This status is determined once grade calculations are processed after exam week. The student will remain on probation until the cumulative GPA increase to a 2.0 GPA or above. After two consecutive semesters of probation, a student may be academically dismissed.

Any student who is on academic probation cannot enroll for more than 14 credit hours without receiving permission from his or her advisor.

The temporary grade of "I" will not prevent a student from being placed on probation. Grades of "I" are not figured into the GPA.

SEMESTER ACADEMIC ADVISORY NOTICE:

A student will receive a Semester Academic Advisory Notice if his or her current semester GPA falls below a 2.0. This status is determined once grade calculations are processed after exam week. The student will receive a Semester Academic Advisory Notice each semester that his or her current semester GPA falls below a 2.0.

Any student who receives a Semester Academic Advisory Notice cannot enroll for more than 14 credit hours without receiving permission from his or her advisor.

The temporary grade of "I" will not prevent a student from being placed on probation. Grades of "I" are not figured into the GPA.

Academic Transcripts

When transferring credit from another institution, official transcripts must be submitted directly to:

Records Office
Center for Student Services
Ferris State University
1201 S. State Street
Big Rapids, MI 49307—2020
231-591-2792



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

When requesting an official academic transcript from Ferris State University, request transcripts through MyDegree.

Academic Withdrawal

All students who wish to leave the University during a semester must formally withdraw. A formal withdrawal is when students provide official notification to the Registrar's Office of their intent to withdraw. Simply not paying for classes or not attending does not constitute a formal withdrawal.

Students, including community college consortium students, must follow the steps below to formally withdraw from the University (Official Withdrawal).

- To initiate a withdrawal from all classes, students may contact the Registrar's Office by calling (231) 591-2792. Students may also do so in person by going to the Timme Center for Student Services.
- The contact date of student notification will be the official withdrawal date; however, the Registrar's Office may choose to use the last documented date of attendance at an academically related activity if it more accurately reflects the student's withdrawal.
- Community college consortium students must contact the main campus Registrar's Office at (231) 591-2792 regardless of the number of Ferris hours they are enrolled in for a semester.
- Tuition, financial aid, and housing charges will be adjusted according to current University policies.

Academic Record

Students who officially withdraw on or after the first day of the semester, up to and including the fourth (4th) calendar day, or the approved last drop day of the semester for their course(s), will have no transcript record for that semester. After these time frames, a grade(s) of "W" or "WF" will appear on the transcript. The grade of "W" is issued if initiated by the published withdrawal deadline. This deadline is within the 10th week of the regular 15-week Fall/Spring Semester. For a 4-week, 6-week, or 12-week term, a comparable date is established. The grade of "WF" is issued if initiated past the established deadlines. A "W" grade is not computed in a student's cumulative grade point average (GPA); however, a "WF" grade has a grade point value of zero (0.00) and is used when computing the GPA.

Student fails to formally withdraw from the University due to circumstances beyond student's control, such as illness or grievous personal injury (Unofficial Withdrawal).

If the Registrar's Office determines that a student did not begin the formal withdrawal process due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, the withdrawal date will be determined by Registrar's Office of the documented circumstances.

Academic Record

The student's academic record will be treated the same as if they officially withdrew.

Student fails to formally withdraw from the University (Unofficial Withdrawal).



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

If during the semester, the Registrar's Office determines a student has ceased attendance and did not follow the steps to formally withdraw, an unofficial withdrawal will be processed. The unofficial withdrawal date will be the midpoint of the semester, or in other words, the date at which 50% of the semester is completed. The Registrar's Office may choose to use the last documented date of attendance at an academically related activity if it more accurately reflects the student's withdrawal. Any office within the University that becomes aware of a student not attending a scheduled class on a repetitive basis, must notify the Registrar's Office.

Academic Record

Students who fail to formally withdraw from the University and whose withdrawal date is determined to be on or after the first day of the semester, up to and including the fourth (4th) calendar day, or the approved last drop day of the semester for their course(s), will have no transcript record for that semester. After these time frames, a grade(s) of "W" or "WF" will appear on the transcript. The grade of "W" is issued if initiated by the published withdrawal deadline, which is within the 10th week of Fall/Spring Semester or within the 8th week of the Summer semester (or a comparable date established for any shorter part of term). The grade of "WF" is issued if initiated past the established deadlines. A "W" grade is not computed in a student's cumulative grade point average (GPA); however, a "WF" grade has a grade point value of zero (0.00) and is used when computing the GPA.

To Cancel an Academic Withdrawal

Within one week from the original withdrawal notification, the student must submit to the Registrar's Office written correspondence of his or her intent to remain enrolled. If the student subsequently withdraws after canceling the withdrawal notification, the Academic Withdrawal date is the date the student first provided to the University; however, the Registrar's Office may choose to document a last date of attendance based on an academically related activity.

Notice to Students:

Students who completely withdraw from all classes in a semester and then wish to return to the University may need to reapply for admission after a break in enrollment, not including summer. When reapplying, a student may need to contact the Financial Aid Office to request reinstatement of his or her financial aid. Summer withdrawals will not affect a student's fall class schedule and the student is not required to reapply for admission. To remain in compliance with federal Title IV regulations, the University may change withdrawal policies without prior notification.

Confidentiality (Student)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to their education records. These rights include:



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student the University will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the University disclosures of personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, contract employee, or a clinical/internship facility); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ferris State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901*



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

Course Materials

Each Respiratory Care course may have course materials and required texts which are available for purchase in the Ferris Bookstore.

Course Sunset Policy

COURSE SUNSET POLICY ON FULFILLING UNDERGRADUATE DEGREE REQUIREMENTS

1. Ferris State University undergraduate students who maintain uninterrupted enrollment (not including summer semester) are subject to the requirements of their degree program (including General Education) in force when they entered the program. In the event degree program requirements change during the uninterrupted course of a student's enrollment, the student may exercise the option to meet the most recent program requirements. An interruption of enrollment is defined as not being enrolled at Ferris for one semester, not including summer semester.
2. If a student returns to the university after an interrupted enrollment (not including summer semester), the requirements of the curriculum (including General Education) which are in force at the time of return must be met, not the requirements in effect at the time of original admission. In special circumstances, the academic department head/chair may permit the student to finish under the program requirements in force at the time of original admission to the program.
3. When a returning or transfer student's transcript is reviewed, the student may, at the discretion of the academic department head/chair and in conjunction with any standing department policies, be required to repeat courses deemed no longer current. Such determinations may be appealed to the Dean, whose decision is final. Appeals regarding General Education requirements are made first to the coordinator of General Education, and then to the Associate or Assistant Vice President for Academic Affairs, whose decision is final.

Grade of Incomplete

Receiving a grade of incomplete (I) in a course indicates that you have successfully completed a major portion of the course requirements and you should not re-register for the course. The grade of "I" is a temporary designation that is assigned for illness, injury, birth of a child, death of a family member, jury duty or other necessary absences, generally beyond the control of the student, which prevents completion of the course requirements. Completion of at least 75% of course work at passing levels is required before an (I) grade is assigned.

The instructor must file the Incomplete Grade form with the dean's office authorizing a grade of incomplete along with the requirements for completing the course. The student must make arrangements with the professor to complete all required work by the close of the following term, excluding summer. Instructors may require students to sign an agreement stipulating assignments and deadlines that must be met. Once the student completes the course requirements the professor must submit a grade change form to the dean's office for approval and processing.



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

Incomplete grades that are not made up within the following term, excluding summer term, are changed to the grade of "F", unless written authorization for a time extension from the instructor is received by the Registrar's Office. No time extensions will be given beyond one year after the close of the semester in which the "I" was received.

Plagiarism

Plagiarism is using someone else's words or ideas without giving credit. The Ferris State University Student Handbook prohibits plagiarism:

"I will be ethical in my scholarship and will practice academic integrity. This includes properly crediting others for their ideas that I may find useful."

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:

- Quotes another person's actual words, either oral or written;
- Paraphrases another person's words, either oral or written;
- Uses another person's idea, opinion, or theory; or
- Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

Transfer Credit

POLICY ON TRANSFER CREDITS FOR VARIOUS GRADES

Admissions Policy: Transfer Students

Students transferring to Ferris State University (FSU) from other institutions of higher education may be granted transfer credit. Transfer credit is subject to the following criteria:

General Considerations

1. If FSU has an institutional articulation agreement with the student's prior institution, that agreement governs the student's transfer determination if covered by the articulation agreement. Otherwise, the student's transfer determination is governed by individual course equivalency evaluations and FSU's transfer policies or as determined by FSU in its sole discretion.
2. Institutional articulation agreements will focus on conditions for accepting students (with specific degrees and GPA's) and transferring them into FSU's programs, not determining course-by-course equivalencies.
3. Credits are considered for transfer upon presentation of official evidence of completion (i.e. official transcripts, DD214, etc.).



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

4. College-level coursework taken at a regionally accredited institution is transferable to FSU. An applicant with a cumulative GPA of 2.0 or higher is admissible. An applicant with a cumulative GPA of less than a 2.0 may be admitted at the sole discretion of Ferris.
5. Ferris accepts transfer courses in which the student earned a grade of "C" (2.0) or better. Consistent with program progression policies, coursework taken at other institutions and not accepted for credit at FSU may need to be repeated. All references to a 2.0 GPA are on a 4.0 scale.
6. Additional information concerning the transferability of college credit is included in the University catalog, which describes the degree programs offered through a specific Ferris college. Under special circumstances, after twelve semester credits of work at Ferris have been successfully completed, the appropriate college dean's office may accept coursework from institutions which are not regionally accredited, according to the guidelines of this policy.
7. Credit may be granted for military training courses, group study, or correspondence work if the course(s) or other work is recommended for credit by the American Council on Education or approved through an appropriate Ferris competency assessment process.
8. Credits from transferred coursework are recorded on the FSU transcript, but do not count toward the FSU cumulative GPA or academic honors computations.

Transfer Students: Course and Transcript Evaluation

1. Transcripts of transfer students are evaluated by the dean's office of the college in which the student enrolls.
2. Transfer course equivalency evaluations are determined by the FSU department with comparable coursework as indicated by the Ferris course designator. These evaluations represent an institutional determination and will not be independently renegotiated by each FSU college. That is, if a transfer student enters Ferris and then changes program and college, the initial transfer course equivalent determination is not changed unless a determination that an error in the evaluation has occurred, or prerequisite validation occurs per #4 of this section. This determination is at the sole discretion of Ferris State University.

PROGRAM SPECIFIC POLICIES

Accreditation Status

The Commission on Accreditation for Respiratory Care (CoARC) accredits entry into professional practice programs in respiratory care at the Associate, Baccalaureate, and Master's Degree level in the United States and its territories. The CoARC also accredits polysomnography programs offered by professional respiratory care degree programs in the United States. CoARC's mission is to ensure that high quality educational programs prepare competent respiratory therapists for practice, education, research, and service.

The public can find information on all accredited programs at www.coarc.com. The BSRT program is #510005. Application for Accreditation was initiated December 2016.



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

Admission Criteria

Admission to the BSRT Completion Program includes an associate degree in Respiratory Care, current National Board for Respiratory Care (NBRC) Registered Respiratory Therapist (RRT) credential, a valid state license, and a cumulative GPA of 2.5 or higher.

Completion Timeline

Student progression includes completion of all requirements for graduation within 5 years of admission.

Course Requirements

Ferris State University College of Health Professions Respiratory Therapy – Bachelor of Science (BS) Completion Degree

REQUIRED COURSES	COURSE TITLE (Pre-requisites)	CREDITS
GENERAL EDUCATION REQUIREMENTS http://www.ferris.edu/HTMLS/academics/gened/courses/GenEd-bachelor.pdf		
Communication Competence: 12 Credits Required		
COMM 105 or 121 or 221	Communications Foundation Course (none) COMM 105 Interpersonal Communication OR COMM 121 Fundamentals of Public Speaking OR COMM 221 Small Group Decision-making	3
ENGL 150	English 1 (ENGL 074 or minimum ACT sub-score of 14 or 370 on SAT)	3
ENGL 250	English 2 (ENGL 150)	3
ENGL 311 or ENGL 321 or ENGL 323	Advanced Technical Writing (ENGL 250) Advanced Composition (ENGL 250) Proposal Writing (ENGL 250)	3
Scientific Understanding: 7 Credits Required		
	Two scientific reasoning courses from AAS Respiratory	3
	Program; includes one with lab	4
Quantitative Skills: 3-4 Credits or Proficiency Required • See all proficiency options: http://www.ferris.edu/HTMLS/academics/gened/courses/GenEd-bachelor.pdf		
MATH 115 or MATH 117 or ACT Math sub-score of 24	College Algebra (MATH 110 with a grade of C- or better, or 19 on ACT or 460 on SAT) OR Contemporary Mathematics (MATH 110 with a grade of C- or better, or 19 on ACT or 460 on SAT)	3-4
*Social Awareness: 9 Credits Required • Choose three Social Awareness courses, in at least two different subject areas • One of the Social Awareness courses must be a Foundations course • One of the Social Awareness courses must be at the 200-level or higher		
PSYC 150	Intro to Psychology (none) – from AAS degree	3



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

Elective		3
Elective		3
*Cultural Enrichment: 9 Credits Required		
<ul style="list-style-type: none"> Choose three cultural enrichment courses At least ONE course at the 200-level or higher No more than 5 credit hours in cultural enrichment activities courses may apply to this requirement 		
Elective		3
Elective		3
Elective	PHIL 320 Biomedical Ethics - Required	3
*Race-Ethnicity-Gender: one course Please note that many Race/Ethnicity/Gender courses also meet Social Awareness or Cultural Enrichment requirements.		
*Global Consciousness: one course Please note that many Global Consciousness courses also meet Social Awareness or Cultural Enrichment requirements.		

RESPIRATORY THERAPY MAJOR REQUIREMENTS

Core Curriculum for Health Professions: 11 Credits Required		
COHP 100	Medical Terminology (none) Met with RC license	1
COHP 101	The U.S. Health Care Systems (none) Met with RC license	3
COHP 102	Safety Issues in Health Care (none) Met with RC license	1
COHP 350	Statistics in Health Care (MATH 110 or Proficiency)	3
COHP 450	Evidence-Based Health Practice (COHP 350)	3
Professional Sequence Courses: 60 Credits Required		
	Associates in Respiratory Therapy credits from accredited program	45
Admission also requires a valid LRT license, NBRC RRT Credentials and a 2.5 GPA		NA
RESP 300	Respiratory Therapy Professional Role Transition (admission to the program)	3
RESP 310	Advanced Cardiopulmonary Physiology (admission to the program)	3
RESP 320	Advanced Cardiopulmonary Pathophysiology (RESP 310)	3
RESP 450	Respiratory Therapy Leadership Techniques (RESP 300)	3
COHP 499	Capstone Project (Department Permission)	3
Respiratory Specialty Tract Classes: 12 Credits Required in chosen tract (Advanced Practice, Leadership)		
Advanced Practice Tract: Choose any 12 credits		
RESP 350	COPD and Asthma Educator Preparation (BIOL 108 or 205)	3
RESP 400	Advanced Adult Clinical Practice (RESP 300)	3
RESP 410	Advanced Neonatal/Pediatric Clinical Practice (admission to the program)	3
RESP 420	CHD and Cardiovascular Support Techniques (admission to the	3



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

	program)	
PUBH 350	Epidemiology (COHP 350, PUBH 200 & PUBH 210)	3
COHP 352	Health/Physical Aspects of Aging (ENG 250)	3
COHP 471	Trends in Health Care	3
Leadership Tract: Choose any 12 credits		
HCSA 120	Health Science Administration (COHP 101 with grade of C or above)	3
HCSA 202	Health Care Law 1 (COHP 101 with grade of C or above)	3
MRIS 209	Quality Management in Health Care (MRIS 103 and MRIS 101 or HCSA 120 with grades of C or above)	3
MRIS 221	Foundation in Reimbursement (ISYS 105 and COHP 101 and MRIS 103 with grade of C or better)	3
COHP 300	Health Information Systems (ENGL 250 and ORO 1)	3
HCSA 310	Health Care Finance (MRIS 221 and ACCT 201 with grades of C or better)	3
COHP 317	Public Health Administration (admission to the program)	3
HCSA 336	Health Care Supervision Practice (COHP 101 with grade of C or above)	3
	TOTAL Program Credits:	123 - 124

*** Total program credits may change secondary to the student choosing elective classes in their specialty tract with prerequisites which the student did not take during their associate degree program.



Curriculum Sequence

Suggested Sequence for Part-Time completion of the BSRT program

Fall Semester	Spring Semester	Summer Semester
RESP 300 – Resp Role Transition PHIL 320 – Biomedical Ethics	RESP 310 – Advanced CP Physiology ENG 321 or 325 - Adv Composition or Business Writing	RESP 320 – Advanced CP Pathophysiology Specialty Tract Class (RESP 400)
Fall Semester	Spring Semester	Summer Semester
Specialty Tract Class (RESP 410) COHP 350 - Statistics	Specialty Tract Class (RESP 350) Social Awareness	Specialty Tract Class (RESP 420) Cultural Enrichment
Fall Semester	Spring Semester	Summer Semester
RESP 450 – Resp Leadership Techniques Social Awareness	COHP 450 - Evidence-Based Health Practice COHP 499 Capstone Project	

Suggested Sequence for Full-Time completion of the BSRT program

Fall Semester	Spring Semester	Summer Semester
RESP 300 – Resp Role Transition PHIL 320 – Biomedical Ethics Specialty Tract Class (RESP 410) COHP 350 - Statistics	RESP 310 – Advanced CP Physiology ENG 321 or 325 - Adv Composition or Business Writing Specialty Tract Class (RESP 350) COHP 450 - Evidence-Based Health Practice	RESP 320 – Advanced CP Pathophysiology Specialty Tract Class (RESP 400) Specialty Tract Class (RESP 420) Cultural Enrichment
Fall Semester	Spring Semester	Summer Semester
RESP 450 – Resp Leadership Techniques Social Awareness Social Awareness COHP 499 Capstone Project		



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

Disclaimer

The FSU Respiratory Care Program faculty reserves the right to amend or develop additional policies or procedures at any time and without prior notice of information within this handbook to ensure the needs of its students are being met. Students enrolled in the Respiratory Care Program will be notified of any changes through the Respiratory Care course they are currently taking should policies or procedures be amended or created.

Faculty Availability

It is the Respiratory Care program policy to respond to student telephone calls and e-mails within 48 business hours of receipt. It is also the program policy to maintain a minimum of 4 office hours per week during the fall and spring terms which are made known to the student through the FSU website and relevant course syllabi.

Goals and Outcomes

BSRT Program Goal

To provide graduates of entry into respiratory care professional practice degree programs with additional knowledge, skills, and attributes in leadership, management, education, research, or advanced clinical practice both to meet their current professional goals and to prepare them for practice as advanced degree respiratory therapists.

Outcomes

1. Graduates will analyze evidence-based practice and theory on an advanced level.
2. Graduates will demonstrate advanced skills in practice or leadership for future expectations of a bachelor prepared respiratory therapist.
3. Graduates will engage in leadership roles in education, government, public health, management or professional organizations.
4. Graduates will utilize professionalism and communication skills to promote advancement of the profession.

Outcomes Mapped to Courses

1. COHP 450 Evidence-Based Health Practice
2. RESP 450 Respiratory Therapy Leadership Techniques, and Advanced Practice Tract courses
3. RESP 450 Respiratory Therapy Leadership Techniques, and Leadership Tract courses
4. RESP 300 Respiratory Therapy Professional Role Transition



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

Grading Scale

The grading scale for all Respiratory Care courses is:

<u>Letter Grade</u>	<u>Numerical Grade</u>
A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
F	Below 60

Orientation

Each student in the BSRT Completion Program will be enrolled in the Blackboard BSRT Program Orientation course. The course will consist of the Student Handbook and Handbook Acknowledgment and Acceptance Form. This form is to be signed and uploaded to the course assignment link within the first semester of attendance. The course will also include other information such as the curriculum guide, program sequence guide, this policy manual, and student learning outcomes mapping.

Program Assessment

Program assessment will be conducted according to CoARC standards.

Each student will be asked to complete a student survey each year while in the program. Each student will be asked to complete a graduate survey six to twelve months following graduation.

Faculty and advisory board members will be asked to complete a program evaluation survey each year.

The Program Coordinator will prepare the program annual report of current status to include the resource assessment matrix. This report will be reviewed by faculty and advisory board members annually.

Program Progression

Student progression in the BSRT completion program is determined academically by achieving a minimum grade of “C” in each program course and maintaining at least a 2.5 grade point average each semester. No more than one course may be repeated throughout the curriculum. A second unsuccessful attempt (grade of less than C) in the same course, or any other failure to meet the progression policy, results in termination of



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

the student's placement in the BSRT completion program. Student progression includes completion of all requirements within 5 years of admission.

Students who have one unsuccessful attempt in a BSRT completion program course, reflected as a grade of less than "C", may repeat the course the next time it is offered on a space available basis. A second unsuccessful attempt of a course, or failure to meet the progression policy, results in termination of the student's placement in the BSRT completion program curriculum.

Students who were previously enrolled in the BSRT completion program and are eligible for readmission, may re-enter the program at any time with the understanding that they will need to meet the academic requirements of the program that are in place at the time of re-entry. One re-admission will be allowed. Students must reapply on-line.

Students seeking to withdraw from the BSRT completion program are strongly encouraged to meet with their advisor or program coordinator. To voluntarily withdraw a student must notify in writing, the program coordinator prior to withdrawing.

When a returning student's transcript is reviewed, the student may, at the discretion of the academic department head/chair, be required to repeat courses deemed no longer current.

According to the Ferris State University Sunset policy, if a student returns to the university after an interrupted enrollment (not including summer semester), the requirements of the curriculum (including General Education) which are in force at the time of return must be met, not the requirements in effect at the time of original admission.

Students are referred to the program check sheet that is in effect at the time of program entry to determine specific program requirements and course progression.

*Ferris State University Catalog: <http://www.ferris.edu/htmls/fsucatlg/>

Program Readmission

Students who were previously enrolled in the BSRT Completion program must apply for readmission and will be considered for readmission on a space available basis. Due to rapid changes in the Respiratory Care profession, the faculty reserves the right to assess prior Respiratory Care knowledge and skills. Readmission is based on current academic program requirements and meeting any deficiencies identified by the Respiratory Care Program faculty.

When a returning student's transcripts are reviewed, the student may, at the discretion of the academic department head/chair, be required to repeat courses deemed no longer current.



FERRIS STATE UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

RESPIRATORY CARE BSRT COMPLETION PROGRAM POLICIES

According to the Ferris State University Sunset policy, if a student returns to the university after an interrupted enrollment (not including summer semester), the requirements of the curriculum (including General Education) which are in force at the time of return must be met, not the requirements in effect at the time of original admission.

Students are referred to the program check sheet that is in effect at the time of program entry to determine specific program requirements and course progression.

Student Course Evaluation

All students will be asked to participate in electronic course evaluation at the completion of each course. Students are encouraged to participate so that program faculty may improve on course outcomes.

Student Handbook

The BSRT Completion program student handbook can be found on the program website as well as in the Blackboard orientation course. Each student is required to sign and return the Handbook Acknowledgement and Acceptance form.