

Table of Contents

	<u>Page</u>
Telephone Directory	3
Purpose of the Handbook	4
Information about the Respiratory Care Profession	5
Respiratory Care Standards	5
American Association for Respiratory Care Standards and Code of Ethics	5
The Respiratory Care BSRT Completion Program	6
Information about the Respiratory Care BSRT Program	6
Goals of the Respiratory Care BSRT Program	6
Outcomes and Assessment of the Respiratory Care BSRT Program	6
Advisory Committee	6-7
Academic Support Services	7
Ferris State University General Information	8
About the College of Health Professions	8
Affirmative Action Statement	8
Non-Discrimination Statement	8
Community Expectations for Ferris	9
Dismissal	9
Disruptive Behavior Policy	9-10
Equity of Resources	10
Harassment, General/Sexual/Racial	11-12
Student Issue Resolution Policy (CHP)	13-14
Student Rights & Responsibilities	14
Student Records	15
Program Records	15
Suspension	15
Timely Response and Availability	15
Faculty Grievance Policy	15
Academic Policies	16
Academic Advising	16
Academic Dishonesty	16
Academic Transcripts	16
Admission Criteria	17
Confidentiality (Student)	17
Course Challenge	17
Course Materials	17
Credit Hour Definition	17

Curriculum Sequence	17
Disclaimer	17
Grade of Incomplete	18
Grading Scale	18
Graduation.	19
Plagiarism	19
Program Progression	19-20
Transfer Credit – Respiratory Care Courses	20
Course Policies.	21
Course Participation	21
Dismissal Policy.	21
Handbook Acknowledgment and Acceptance Form	22

TELEPHONE DIRECTORY	
Ferris State University Switchboard	231-591-2000
College of Health Professions (CHP)	1800-GO-BULLDOG
College of Health Professions, Dean's Office	231-591-2269
Academic Counseling, College of Health Professions	231-591-2270
School of Respiratory Care Office	231-591-2266
Dr. Greg Zimmerman, Department Head	231-591-2313
zimmerg@ferris.edu	
Sue Waters, MAT, RRT-ACCS, LRT, Program Coordinator	231-591-3186
MargaretWaters@ferris.edu	
Emily Zyla, MS, RRT, Faculty, Clinical Coordinator – Off Campus Advisor	231-591-2275
zylae@ferris.edu	
Linda Morris, Secretary	231-591-2259
lindamorris@ferris.edu	
Sue Waters, MAT, RRT-ACCS, LRT, Pre-program Advisor	231-591-3186
MargaretWaters@ferris.edu	
Debby Buck, Off-Campus Student Support	231-591-2094
buckd@ferris.edu	
Robert Joyce, D.O.: Medical Director Robert.fjoyce@gmail.com	
Off-Campus Advisor Main Number	800-GO-BULLDOG
	Ext. 2094
Ferris Library for Information, Technology & Education (FLITE)	231-591-3602
Ferris State University Bookstore	231-591-2607
Financial Aid	231-591-2110
Business Office	231-591-2110
Public Safety	231-591-5000
Registrar's Office	231-591-2792

Purpose of the Handbook

The Respiratory Care BSRT Completion Program Student Handbook is intended to provide current and prospective students in the Respiratory Care BSRT Completion Program along with the public with program information and policies. Please note that program and university policies are in accordance with federal and state statutes, rules and regulations.

This handbook is not meant to replace the Ferris State University Student Handbook, but rather to serve as an extra source of information regarding the Respiratory Care Program. It is highly recommended that the student review the information that is provided in the Ferris State University Student Handbook at:

<http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/>

This resource should be used for reference throughout the course of study at Ferris.

IMPORTANT:

Students are to print, sign, and submit the form at the end of this Handbook to signify they have read this Handbook in its entirety. By signing and submitting the form, students have agreed to abide by all of the rules and stipulations as described herein.

Information about the Respiratory Care Profession

Respiratory Care Standards

Ferris State University Respiratory Care students are expected to abide by the standards set forth by the National Board for Respiratory Care (NBRC) and the American Association of Respiratory Care (AARC) Standards of Practice.

American Association for Respiratory Care (AARC) Statement of Ethics and Professional Conduct for Respiratory Care Practitioners

In the conduct of professional activities the Respiratory Therapist (aka, Respiratory Care Practitioner) shall be bound by the following ethical and professional principles. The Ferris State University Respiratory Care Program also expects our students to abide by these standards in the classroom and in the clinical rotation. Thus, Respiratory Therapists and Ferris State University Respiratory Care students shall at all times:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals. Actively maintain and continually improve their professional competence and represent it accurately
- Perform only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice
- Respect and protect the legal and personal rights of patients they treat, including the right to privacy, informed consent and refusal of treatment
- Divulge no protected information regarding any patient or family unless disclosure is required for responsible performance of duty, or required by law
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals
- Promote disease prevention and wellness
- Refuse to participate in illegal or unethical acts
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of other
- Follow sound scientific procedures and ethical principles in research
- Comply with state or federal laws which govern and relate to their practice
- Avoid any form of conduct that is fraudulent or creates a conflict of interest, and shall follow the principles of ethical business behavior
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care
- Encourage and promote appropriate stewardship of resources.

Further information may be found at the AARC's Website: <http://www.aarc.org/>

The Respiratory Care BSRT Completion Program

Information about the Respiratory Care Program

The Bachelor of Science in Respiratory Therapy degree is awarded to individuals successfully completing the Respiratory Care BSRT Completion program.

The Respiratory Care program of Ferris State University is currently seeking accreditation by the Commission on Accreditation of Respiratory Care (CoARC). CoARC can be contacted as follows:

CoARC.

1248 Harwood Road. Bedford, TX. 76021-4244.

Office: 817-283-2835.

Fax: 817-354-8519.

Website: www.coarc.com

Ferris State University Respiratory Care BSRT Completion Program Framework

Program Goals:

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.

Respiratory Care BSRT Completion Program Outcomes and Assessments

1. Graduates will analyze evidence-based practice and theory on an advanced level. Students will submit a scholarly literature review project as part of the program requirements.
2. Graduates will demonstrate advanced skills in practice or leadership for future expectations of a bachelor prepared respiratory therapist. Advanced practice track graduates will attain a specialty certification (e.g. NPS, ACCS, AE-C). Leadership track graduates will submit a scholarly research project in the Capstone course.
3. Graduates will engage in leadership roles in education, government, public health, management, or professional organizations. Graduates will report attainment of a leadership role on graduate surveys.
4. Graduates will utilize professionalism and communication skills to promote advancement of the profession. Graduate and employer surveys will reflect demonstration of these skills.
5. Attrition rates will remain at 70% or higher. Attrition will be monitored on an annual basis.
6. Graduates will report an 80% or higher satisfaction rate of the program on the graduate survey. Surveys will be performed on an annual basis.
7. On-Time graduation rate will remain at 70% or higher. On-Time graduation rate will be monitored on an annual basis.

Advisory Committee

The Respiratory Care Program has developed a committee of allied health professionals who are committed to improving the Respiratory Care Program curriculum through evidence-based education, resource development and communications. This group is composed of individuals from across the continuum of healthcare with a representation of large and small, rural and urban, education, practice, regulation, and the full allied health care team, which includes students, graduates, faculty, college administration, employers, physicians, and the public. The Respiratory

Care Program desires to be the best in health care education for client, staff, student, health care provider, and the community.

The Respiratory Care Program strives to foster excellence in healthcare education by recognizing and capitalizing on the wisdom of outstanding individuals who have contributed to healthcare education in sustained and significant ways. These professionals are expected to provide visionary leadership in the field of healthcare and to hold the Program accountable for providing our students with an excellent education and thus, by extension, providing the community at large with outstanding and compassionate care.

Services

Students in the Respiratory Care program will have access to the academic support services that are provided to other students enrolled at Ferris State University.

Ferris State University General Information

About the College of Health Professions

The College of Health Professions prepares graduates to work with physicians, dentists, and other health professionals in safeguarding the health of the American people. The College's enrollment makes it one of the largest of its kind in the nation. Please visit the College of Health Professions webpage for more information:

<http://www.ferris.edu/HTMLS/colleges/alliedhe/>

Affirmative Action Statement

Ferris State University affirms its steady commitment and dedicated efforts to provide equal employment opportunity as described by federal and State laws, the Affirmative Action Program of the University, and other pronouncements made by its President. Ferris State University will ensure equal opportunity without regard to race, creed or religion, color, national origin, sex, age, marital status, heights, weight, sexual preference, veteran status, handicap, or other characteristics which cannot lawfully be the basis for educational or employment opportunity. Ferris State University also ensures that all activities associated with the Respiratory Care program, including but not limited to recruitment, admission and educational practices are non-discriminatory and in accordance with federal and state statutes, rules and regulations.

Non-Discrimination Statement

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 Street, Big Rapids, MI 49307 or call (231) 591-2150.

Inquiries or complaints of discrimination may be addressed to the Director of Equal Opportunity, 120 East Cedar Street, Big Rapids, MI 49307 or by telephone at (231) 591-2152; or Title IX Coordinator, 805 Campus Drive, Big Rapids, MI 49307, or by telephone at (231) 591-2088.

Reference: Ferris State University Board Policy Part 7. Equal Opportunity and Non-Discrimination Policy, Subpart 7-3 [Policy on Non-Discrimination](#).

Community Expectations for Ferris**As a Ferris Community Member...****I will practice personal and academic integrity.**

A commitment to this ideal is inconsistent with cheating in classes, in games, or in sports. Refraining from plagiarizing or offering another's work as your own, lying, practicing deceit, or being disloyal in personal and academic relationships.

I will respect the dignity of all persons.

A commitment to this ideal means not taking part in or condoning behaviors which demean dignity of individuals or groups, including hazing, intimidating, taunting, baiting, ridiculing, insulting, harassing and discriminating against others.

I will respect the rights and property of others.

A commitment to this ideal means not stealing, vandalizing, committing arson, destroying property, or misappropriating funds. Respect for another's personal rights means refraining from any behaviors which violates persons' rights to move about freely, express themselves appropriately and to enjoy privacy.

I will refrain from all forms of bigotry and will strive to be open and accepting of the differences in people, ideas and opinions.

A commitment to this ideal pledges affirmative support for equal rights and opportunities for all regardless of their age, sex, race, religion, disability, ethnic heritage, socio-economic status, political, social or other affiliation or disaffiliation, or sexual preference.

I will demonstrate concern for others, their feelings and will work to bring about an environment that promotes intellectual development and a sense of community.

A commitment to this ideal is a pledge to be compassionate and considerate, to avoid behaviors which are insensitive, or inhospitable, or insightful, or which unjustly or arbitrarily inhibit one's ability to feel safe as they pursue their goals in the Ferris community.

Source: Ferris State Catalog

Dismissal

As a result of misconduct, as outlined in the Ferris State University Student Handbook, a student may be dismissed from the University without the opportunity for re-enrollment. This is consistent with the policy of Ferris State University.

In addition, the faculty of the Respiratory Care Program reserves the right to recommend at any time the withdrawal of a student whose personal conduct, health, or scholastic standing (see progression policy) makes it inadvisable for him/her to remain in the program.

I. Disruptive Behavior Policy Statement

The College of Health Professions strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behavior which obstruct or disrupt the learning environment of the classroom or other educational facilities will be addressed.

1. The instructor is in charge of the course. This includes assignments, due dates, methods and standards or grading, and policies regarding attendance, tardiness, late assignments, outside conferences, etc.
2. The instructor is in charge of the classroom. This includes the times and extent to which they allow questions or discussion, the level of respect with which they and other students are to be treated, and the specific behaviors they will allow within their classes. Open discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.
3. An instructor is entitled to maintain order in his/her class and has an obligation to other students to do so. Toward that end, an instructor is authorized and expected to inform a student that his/her behavior is disrupting a class and to instruct the student to stop that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor may call Public Safety to assist with the student's removal. If a student is asked to leave that student is responsible for all material that is missed. The student must also contact the instructor prior to reentry. If a student is asked to leave the student is considered absent for that entire session and will be subject to attendance policy.
4. If a student persists in a pattern or recurrent disruptive behavior, then the student may be subject to administrative action up to and including an involuntary withdrawal from the course, following administrative review by the Health Professions Dean's Office and/or University disciplinary proceedings. (University disciplinary procedures are delineated in the "Student Conduct and Discipline Policy." Available on-line at www.ferris.edu/htmls/administration/StudentAffairs/studenthandbook.)
5. Disruptive behavior cannot be sanctioned by a lowered course grade (e.g., from a B to a C) except insofar as quality of classroom participation has been incorporated into the instructor's grading policy for all students. (Note: Academic misconduct, which is covered by other regulations, can be a legitimate basis for lowering a grade or failing the student.)
6. Students as well as employees are bound by the University's policy against harassment, in any form. Harassment will not be tolerated. (Policy available at: www.ferris.edu/diversity/ONCampus/Employee.htm.)
7. The office of the student's dean will be notified of any serious pattern or instance of disruptive behavior.
- 8.

Equity of Resources-

The program ensures that course content, learning experiences (didactic, laboratory and clinical), and access to learning materials are substantially equivalent for each student regardless of location.

General Harassment-

Any person who believes he or she has been subjected to harassment of any kind (sexual, racial or otherwise) should approach the individual whom they believe is responsible. He or she should identify the specific behavior, explain that he or she considers the behavior to be offensive and/or harassing, and ask the individual to stop the behavior. If assistance is needed to approach the individual, contact the Director, an Academic Dean, the Dean of Students, the Director of Minority Student Affairs, or the Director of Affirmative Action.

If approaching the individual is not possible, (i.e., you are uncomfortable or uncertain as to how the situation should be handled or you are concerned the situation may become volatile), or does not resolve the matter, it should then be reported immediately to the Director, an Academic Dean, the Dean of Students, the Director of Minority Student Affairs, the Director of Affirmative Action or the Office of Student Conduct. If, for some reason, you are uncomfortable discussing your situation with any of these individuals, please report your situation to any member of the University administration. The circumstances surrounding the matter will be fully investigated, including the nature of the harassment and the context in which it occurred.

All reports of harassment and subsequent investigations will be kept as confidential as possible. Anyone found to have violated this policy will be subject to discipline up to, and including, discharge or dismissal that may include, but not be limited to, official reprimand, official apology, sensitivity training, and/or other disciplinary action including dismissal. Likewise, because intentionally false accusations of harassment can have serious effects on innocent people, anyone found to have intentionally falsely accused another person of violating this policy would be subject to discipline up to and including discharge or dismissal.

Racial Harassment – includes any conduct, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, or national origin. Such behavior could involve any of the following:

1. The use of physical force or violence to restrict the freedom of action or movement of another person, or to endanger the health or safety of another person;
2. Physical or verbal conduct intentional or otherwise that has the purpose or effect of (or explicitly or implicitly threatens to) interference with an individual's personal safety, academic efforts, employment, or participation in University-sponsored activities.
3. The conduct has the effect of unreasonably interfering with an individual's working, learning, or living environment.

The attributes of racial harassment described above are also the attributes of most other types of harassment that can occur. Harassment may be based upon a person's status that is protected by law (i.e., religion, veteran status, handicap, etc.), or may be for some other reason not specifically covered by law. In any event, harassment of any type is not acceptable at Ferris State University.

Sexual Harassment – Using the definition contained in the Equal Employment Opportunity Commission guidelines, adapted to include educational environments, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an

- individual's employment or academic advancement;
2. submission to, or rejection of, such conduct by an individual is used as a factor in employment or academic decisions affecting such individuals;
 3. such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working, living, or academic environment.

While sexual harassment most often takes place in situations of power differential between the persons involved, sexual harassment may also occur between persons of the same status (e.g., student-to-student). The person exhibiting sexually harassing conduct need not realize or intend the conduct to be offensive for the conduct to constitute sexual harassment.

Ferris State University Board of Control Policy 11/14/00.

Student Issue Resolution Policy (CHP)

When a student has an issue with a grade, internship or other student/faculty issue, it is the responsibility of the student to use a progressive procedure to resolve the issue. This policy provides a step-by-step means of resolving student/faculty issues. Individual programs may have other specific steps for resolving student/faculty issues.

The first step in resolving a grade, internship or other student/faculty issue is for the student to talk to the faculty member about the situation. There may be a simple remedy (e.g., a calculation error and the faculty member can make the correction with a change of grade form). The student and faculty member must try to resolve the issue within five business days of the initial meeting of the student and faculty member. All discussions will be recorded and placed in the student's file on a standard form.

If the issue is not resolved between the student and faculty member within five days, the next step is for the student to submit a written request, stating the issue of concern, to the Department Head. After reading the documentation between the student and faculty member, the Department Head will meet with the student and faculty member to hear both sides of the situation and analyze the issue. The Department Head will render a decision on the issue and inform the student and faculty member in writing within five business days of the meeting.

If the issue is not resolved between by the Department Head within five days, the next step is for the student to submit a written request, stating the issue, to the Dean. After reading the documentation between the student and faculty member, and the Department Head's decision, the Dean will meet with the student, faculty member and Department Head to hear all sides of the situation and analyze the issue. The Dean will render a decision on the issue and inform the student, faculty member and Department Head in writing within five business days of the meeting. All discussions will be recorded and placed in the student's file on a standard form.

If the student does not agree with the decision of the Dean, he/she may petition in writing to the office of the VPAA according to the respective policies and procedures of that office. All discussions will be recorded and placed in the student's file on a standard form.

According to FSU Academic Policy, students have one year to appeal a course grade. After a year, grades cannot be changed. All other issues must be resolved within the semester the issue occurred or within the following semester at the latest.

Steps in the Student/Faculty Issue Resolution: Progressive Only if Required

<u>Steps</u>	<u>Parties Involved</u>	<u>Timeline (Business Days)</u>
Step 1. Student meets with Faculty Member	Student/Faculty	5 days
<i>Time allowed between Step 1 and Step 2</i>		5 days
Step 2. Student meets with Faculty/Dept. Head	Student/Faculty/Dept. Head	5 days
<i>Time allowed between Step 2 and Step 3</i>		5 days
Step 3. Student meets with Faculty/Dept. Head and Dean	Student/Faculty/Dept. Head/ Dean	5 days
Step 4. Student petitions Office of the VPAA	Student and Appropriate Representative of VPAA	According to VPAA Policies/Procedures

In all cases for steps 1 to 3, if the issue occurs at the end of the semester, the business day count will continue into the next semester, including summer semesters.

Student Rights and Responsibilities

As a student at Ferris, you have the right to:

- Be treated as an adult
- Be treated with respect
- Know the instructor's expectations for you in the class
- Know the grading scale
- Obtain a written syllabus
- Know all class policies (attendance, etc.)
- Know the instructor's office hours
- Know all safety procedures (if applicable)

As a student at Ferris, your responsibilities include:

- To read the course syllabus.
- To attend class on a regular basis according to the requirements set forth in the course syllabus
- To be on time for class
- To be prepared for class
- To wear appropriate clothing to class
- To use appropriate language in class
- To take responsibility for your own learning
- To adhere to the academic honesty policies
- To respect all points of view, everyone's rights and feelings

If a student fails to fulfill his/her classroom responsibilities, such behavior may reflect negatively on his/her grade in the class, and/or disciplinary action may result.

Student Records

Student records will be securely maintained for student admission, advisement, counseling and evaluation. Student records include admission checksheet, student evaluations, records of remediation, and records of disciplinary action. These records will be maintained for a minimum of 5 years. Grades and credits for courses will be recorded on the student's transcript and permanently maintained by Ferris State University in a safe and accessible location.

Program Records

Program records will be kept by Ferris State University for a period of at least 5 years. These records will include:

- CoARC DA Graduate Surveys
- CoARC DA Student-Program and DA Personnel-Program Resource Surveys
- Annual Report of Current Status
- Course Syllabi
- Program faculty meeting minutes
- Advisory Committee meeting minutes
- Current curriculum vitae of program faculty

Suspension

A student may be suspended for a specified for an indefinite period of time for misconduct. When readmitted, he/she is placed on disciplinary probation.*

Timely Response & 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.

Faculty Grievance Policy

Authority to Take Corrective Action with Employees. The Board delegates to the President and his or her authorized designees the authority to take corrective action with employees, up to and including decision-making leave, with or without pay. Any delegation of this authority by the President must be in writing.

(1) If the employee is not satisfied with the decision of the President or of the President's designee, the employee may file a grievance under a grievance procedure to be adopted by the President.

(2) Any corrective action (referred to as "discipline" in collective bargaining agreements) of bargaining unit employees must be in accordance with the applicable collective bargaining agreement provisions, if any. Employees covered by a collective bargaining agreement must follow the provisions of that agreement if they wish to contest any corrective action or discharge decisions.

*Ferris State University Student Handbook:

<http://www.ferris.edu/htmls/colleges/alliedhe/files/Student%20Handbook.pdf>

Academic Policies for Respiratory Care

The remainder of this Respiratory Care Program Student Handbook addresses policies and general information that relate to the experience of a Respiratory Care Student at Ferris State University. All students are required to review this handbook to become familiar with the policies that may impact the status of a student within the School of Respiratory Care. Students are also subject to University policies as outlined in the Ferris State University Student Handbook, which is available at the following website:

<http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/>

Academic Advising

A Respiratory Care Program faculty member will be assigned as your advisor once you are fully admitted to the Respiratory Care Program. On-campus students should make an appointment to see their assigned advisor each semester and as needed. Advisors are also available by telephone or e-mail for off-campus students.

Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

A student is responsible for taking reasonable precautions to ensure his or her work is not accessed by or transferred to another individual wherein it may then be used to commit an act of academic misconduct.

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

When requesting an official academic transcript from Ferris State University, contact the same address or you can request transcripts on-line at:

<http://www.ferris.edu/admissions/registrar/homepage.htm>

Admission Criteria to the Professional Sequence of the Respiratory Care BSRT Completion Program

Students must first be admitted to the University. Students must meet current qualification criteria to make application to the professional sequence. Enrollment is limited to assure students of a quality education.

Admission Criteria

- College GPA of 2.5 or higher.
- Completion of a CoARC accredited associate degree Respiratory Therapy program.
- Current Registered Respiratory Therapy credential from NBRC.
- Current state license.
- Completed application to the program consistent with CHP application procedure.

Additional information and qualification criteria and guidelines for the application process can be found at the College of Allied Health website:

<http://www.ferris.edu/htmls/colleges/alliedhe/index.cfm>

Confidentiality (Student)

Materials prepared by students relating to clinical/classroom assignments must conform to ethical standards of confidentiality and the client's right to privacy.

In addition, information regarding student records is covered by the Privacy Act of 1974. Therefore, student files are private and most information may not be released without written consent of the student.

Course Challenge

Students may elect to challenge didactic or laboratory respiratory courses in accordance with University policy. Clinical practicum respiratory courses are exempt from challenge.

Course Materials

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

Credit Hour Definition

For each **on-line** credit hour, you will be expected to study for three hours, which is consistent throughout the University.

Curriculum Sequence

The curriculum sequence is designed to provide the most optimal educational experience. Students are encouraged to follow the curriculum sequence. See Progression Policy.

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.

Grade of Incomplete

Within the University the “incomplete” (Grade of “I”) is one of the grading options available for student coursework. The intent of the “I” grade is not to avoid student probation, dismissal, or unacceptable grades, nor should it be considered as an alternative to withdrawal from a class (W). The following guidelines should be used in determining if assigning this grade is appropriate:

- The “I” will only be considered for extenuating circumstances that have led to the student missing a portion of the course. Extenuating circumstances generally defined as those situations over which the student has little or not control, e.g., illness, birth, jury duty, death of an immediate family member, injury, or military service. Instructors may wish to require suitable documentation.
- Students must be making reasonable progress in their coursework as evidenced by completion of at least 75% of coursework at passing levels.
- Instructors will require students to sign an agreement stipulating assignments and deadlines that must be met in order to complete the course.
- An “I” grade will automatically become an “F” at the conclusion of the following semester (not counting summer) unless the faculty member files another grade or extends the incomplete grade.
- The student must make arrangements with the instructor to complete all requirements by the close of the following semester
- It is the responsibility of the student to ensure all requirements are complete.
- A second registration for the course being completed in the following semester is not required to finish the incomplete course; however, if the grade becomes an "F", the class may then be repeated.

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

Graduation

To graduate from the Respiratory Care BSRT Completion Program, the student must earn a “C” grade or better in each of the Respiratory Care courses and the CHP core curriculum courses and must meet all general education requirements for the Bachelor of Science degree in Respiratory Therapy.

One semester prior to a student’s intended graduation date, he/she is required to complete a graduation audit form and an application for graduation. Additionally, the student must complete a Michigan Department of Community Health Certification of Completion of a Respiratory Therapy Program form and the NBRC Electronic Eligibility Database Student Information Sheet.

The student must be fully cleared for graduation by the dean’s office and the registrar’s office before the program will submit verification of graduation to the credentialing and licensing agencies.

Plagiarism

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 quotes or paraphrases another person’s words, either oral or written and whenever he or she borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

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 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

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/>

Transfer Credit – Respiratory Care Courses

Credit for Respiratory Care courses at Ferris State University may be given for work of equivalent character, level, and amount successfully completed at another accredited college or university within the five years prior to application. Advanced standing may be determined on the basis of these credits. When Respiratory Care credits earned at another college or university are transferred to Ferris, they will be evaluated by the program to determine equivalency. If accepted toward advanced standing, the credit is converted into equivalencies of Ferris courses and applied to the program of study. Grades are not transferable; only credit in the courses is recorded.

Prospective students should view “General Education Transfer Equivalency Determinations” (www.ferris.edu/admissions/Transfer/WebPages/equivalencies.htm) to determine which courses taken elsewhere are acceptable. Students seeking transfer credit for Respiratory Care courses taken at another college should contact the Respiratory Care Program Coordinator for additional information.

Course Policies

Course Participation:

Students are expected to participate in all on-line experiences.

A professional career requires a personal attitude of responsibility and commitment. This career responsibility will be reflected through academic and clinical courses.

Dismissal:

The following are examples of actions which may lead to immediate dismissal from the program:

1. Unprofessional behavior
 2. Disruptive behavior
 3. Harassment of any nature
 4. Falsification of any records or exams
 5. Unlawful possession, use, or distribution of illicit drugs or alcohol
 6. Theft
 7. Failure to abide by program dress regulations
 8. Indifferent attitude toward any person
 9. Insubordination
 10. Poor program attendance
 11. Failure to phone the program when unable to be there at the appointed time
 12. Any breach of personal rules and regulations of the University
 13. Felony conviction
 14. Any infractions of the Code of Ethics.
 15. Maximum amount of demerit's due to failure to abide by the Respiratory Program's Demerit Policy.
 16. Arriving at the clinical location, classroom or laboratory under the influence of drugs &/or alcohol.
- NOTE: Documentation of these incidents must be on file and signed by the Respiratory Faculty. The student must also sign and date the report. The program director/clinical coordinator must be notified immediately of any unprofessional activity of the student(s).

**FERRIS STATE UNIVERSITY
RESPIRATORY CARE PROGRAM**

**HANDBOOK ACKNOWLEDGEMENT
AND ACCEPTANCE FORM**

I, _____ (please print), have received a copy of the Ferris State University Respiratory Care BSRT Completion Program Student Handbook that outlines my privileges and responsibilities as a student in this program. I have read, understand, and agree to abide by the policies and regulations contained within the handbook. I understand that these policies may be modified or eliminated by the program faculty with sufficient notification in writing to all students and that I will be governed by these changes.

Signature

Name Printed

Date