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11/15/2017
# RESPIRATORY CARE AAS DEGREE PROGRAM POLICIES

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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.

TECHNICAL STANDARDS FOR THE PRACTICE OF RESPIRATORY CARE

Functional Abilities Requirements
The knowledge, skills and abilities required to safely and effectively practice respiratory care is varied and complex. A Respiratory Therapist must possess the following functional abilities to practice safely and effectively. To ensure that your decision to pursue a career in Respiratory Care is the correct one for you, we ask that you review them. They are the non-academic requirements of the program, and they comprise physical, emotional, and professional demands required of a Respiratory Therapist. Take into consideration whether you can perform the following functions, with or without accommodations. If you determine that you are unable to do any of the skills listed and you have a documented disability, you will then need to determine if a reasonable accommodation can be provided. Throughout your educational program, you will find yourself in a variety of learning experiences. You will need to take into consideration the specifics of each position and the percentage of time the skill will be needed in order to determine if reasonable accommodations can be provided. To request an accommodation, you will need to contact the Disabilities Service Office (231-591-3057) and present documentation of your disability.

Required Representative Activities/Attributes

Gross Motor Skills
- Move within confined spaces
- Sit and maintain balance
- Stand an maintain balance
- Reach above shoulders (e.g., IV poles)
- Reach below waist (e.g., plug electrical appliance into wall outlets)

Fine Motor Skills
- Pick up objects with both hands
- Grasp small objects with both hands (e.g., IV tubing, pencil)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using both hands)
- Squeeze with finger (e.g., eye dropper)

Physical Endurance
- Stand (e.g., at client side during surgical or therapeutic procedure)
• Sustain repetitive movements (e.g., using both hand to perform CPR)
• Maintain physical tolerance (e.g., work entire shift)

Physical Strength
• Push and pull 25 pounds (e.g., position patients, move ventilators)
• Support 25 pounds of weight (e.g., ambulate patient)
• Lift 25 pounds (e.g., pick up a child, transfer patient)
• Move light objects weighing up to 10 pounds (e.g., IV poles)
• Move heavy objects weighing from 11 to 50 pounds
• Defend self against combative patient
• Carry equipment/supplies
• Use upper body strength (e.g., perform CPR, physically restrain a patient)
• Squeeze with both hands (e.g., operate a manual resuscitation bag)

Mobility
• Twist and bend
• Stoop/squat
• Move quickly (e.g., response to an emergency)
• Climb (e.g., ladders/stools/stairs)
• Walk

Hearing
• Hear normal speaking level sounds (e.g., person-to-person report)
• Hear faint voices
• Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
• Hear in situations when not able to see lips (e.g., when masks are used)
• Hear auditory alarms (e.g., monitors, fire alarms, call bells)

Visual
• See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
• See objects up to 20 feet away (e.g., patient in a room)
• Use depth perception
• Use peripheral vision
• Distinguish color (e.g., color codes on supplies, charts, bed)
• Distinguish color intensity (e.g., flushed skin, skin paleness)

Tactile
• Feel vibrations (e.g., palpate pulses, crepitus)
• Detect temperature (e.g., skin, solutions, ventilator circuits)
• Feel differences in surface characteristics (e.g., skin turgor, rashes)
• Feel differences in sizes, shapes (e.g., identify body landmarks)
• Detect environmental temperature (e.g., check for drafts)

Smell
• Detect odors from patient (e.g., foul smelling drainage, infections, etc.)
RESPIRATORY CARE AAS DEGREE PROGRAM POLICIES

- Detect smoke
- Detect gases or noxious smells

**Reading**
- Read and understand written documents (e.g., policies, protocols)
- Read and understand patient medical record (e.g., orders, consult, etc.)

**Arithmetic Competence**
- Read and understand columns of writing (e.g., flow sheet, charts)
- Read digital displays
- Read graphic printouts (e.g., EKG, pulmonary function data)
- Calibrate equipment
- Convert numbers to and/or from the Metric System
- Read graphs (e.g., vital sign sheets)
- Tell time
- Measure time (e.g., count duration of mechanical ventilator breaths, etc.)
- Count rates (e.g., pulse, respiratory rate)
- Use measuring tools
- Read measurement marks (e.g., endotracheal tubes, etc.)
- Add, subtract, multiply, and/or divide whole numbers
- Compute fractions (e.g., medication dosages)
- Use a calculator
- Write numbers in records

**Emotional Stability**
- Establish therapeutic boundaries
- Provide client with emotional support
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., patient deteriorating, crisis)
- Focus attention on task
- Monitor own emotions
- Concurrently perform multiple responsibilities
- Handle strong emotions (e.g., grief)

**Analytical Thinking**
- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long-term memory
- Use short-term memory

**Critical Thinking**
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- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information

**Interpersonal Skills**
- Negotiate interpersonal conflict
- Respect differences in patients
- Establish rapport with patients
- Establish rapport with co-workers

**Communication Skills**
- Teach (e.g., patient/family about pulmonary health care)
- Explain procedures
- Give oral reports (e.g., report on patient’s condition to other health care workers)
- Interact with others (e.g., health care workers)
- Speak on the telephone
- Influence people
- Direct activities of others
- Convey information through writing (e.g., progress notes)

**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 https://library.ferris.edu/contact.php?EmailTo=Melindalsler&Name=Melinda%20Isler
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 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.

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

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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).

<table>
<thead>
<tr>
<th>FSU Credit Hours Graded</th>
<th>FSU cumulative GPA</th>
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<tbody>
<tr>
<td>0-20</td>
<td>1.40</td>
</tr>
<tr>
<td>21-30</td>
<td>1.60</td>
</tr>
<tr>
<td>31-50</td>
<td>1.70</td>
</tr>
<tr>
<td>51-67</td>
<td>1.80</td>
</tr>
<tr>
<td>68-97</td>
<td>1.90</td>
</tr>
<tr>
<td>98 or more</td>
<td>2.00</td>
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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.

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

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).
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 term.
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:

- 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 discloses 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

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.

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.).
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.

11/15/2017
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 Big Rapids program is #200108, the Grand Rapids program is #300036. The Big Rapids program is fully accredited with continuing accreditation through 2024. Application for Accreditation for the Grand Rapids program was initiated March 2017.

Admission Criteria
Admission to the AAS Program includes completion of the qualification requirements:
- Students must earn a “C” or better in no more than two attempts in: COHP 100, ENGL 150, BIOL 205, CHEM 114, and MATH 114 or MATH 115.
- Students must earn a cumulative GPA of 2.5.

Course Requirements
## REQUIRED COURSES

<table>
<thead>
<tr>
<th>COURSE TITLE (Pre-requisites)</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td><strong>GENERAL EDUCATION REQUIREMENTS</strong></td>
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<tr>
<td><a href="http://www.ferris.edu/HTMLS/academics/gened/courses/GenEd-associate.pdf">link</a></td>
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<tr>
<td><strong>Communication Competence: 9 Credits Required</strong></td>
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<tr>
<td>COMM 105 or 221</td>
<td>COMM 105 Interpersonal Communication OR COMM 221 Small Group Decision-making</td>
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<tr>
<td>ENGL 150</td>
<td>English 1 (ENGL 074 or minimum ACT sub-score of 14 or 370 on SAT)</td>
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<tr>
<td>ENGL 250</td>
<td>English 2 (ENGL 150)</td>
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<tr>
<td><strong>Scientific Understanding: 3 Credits Required for Gen Ed; 9 Credits Required for Respiratory Care Program</strong></td>
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<tr>
<td>CHEM 114</td>
<td>Intro to General Chemistry (CHEM 103 “C-” OR a year of HS CHEM and MATH 100 “C-” OR ACT 19 or SAT 460)</td>
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<tr>
<td>BIOL 205</td>
<td>Human Anatomy and Physiology (CHEM 114 or CHEM 121 “C-”)</td>
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<tr>
<td><strong>Quantitative Skills: 3-4 Credits or Proficiency Required</strong></td>
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<tr>
<td>MATH 114 or MATH 115</td>
<td>Intermediate Algebra or Quantitative Reasoning for Professionals or equivalent (MATH 110 with a grade of C- or better, OR 19 on ACT or 460 on SAT)</td>
</tr>
<tr>
<td>Compass Algebra of 46 or ACT of 24</td>
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<tr>
<td><strong>Social Awareness: 3 Credits Required</strong></td>
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<tr>
<td>Elective</td>
<td>Social Awareness Foundations Course (see link above)</td>
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<tr>
<td><strong>Cultural Enrichment: 3 Credits Required</strong></td>
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<tr>
<td>Elective</td>
<td>Cultural Enrichment Course (see link above)</td>
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<tr>
<td><strong>RESPIRATORY CARE MAJOR REQUIREMENTS</strong></td>
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<tr>
<td><strong>Core Curriculum for Health Professions: 5 Credits Required</strong></td>
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<tr>
<td>COHP 100</td>
<td>Orientation to Medical Vocabulary (none)</td>
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<tr>
<td>COHP 101</td>
<td>The U.S. Health Care Systems (none)</td>
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<tr>
<td>COHP 102</td>
<td>Safety Issues in Health Care (none)</td>
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<tr>
<td><strong>Professional Sequence Courses: 44 Credits Required</strong></td>
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<tr>
<td>RESP 100</td>
<td>Intro to Respiratory Care (Admission to Professional Sequence)</td>
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<tr>
<td>RESP 119</td>
<td>Cardiopulmonary A &amp; P (Admission to Professional Sequence)</td>
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<tr>
<td>RESP 123</td>
<td>Assessment &amp; Gas Therapy (Admission to Professional Sequence)</td>
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<td>RESP 124</td>
<td>Assessment &amp; Gas Therapy Lab (Admission to Professional Sequence)</td>
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<td>RESP 125</td>
<td>Cardiopulmonary Pharmacology (RESP 119, RESP 123, RESP 124)</td>
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<tr>
<td>RESP 145</td>
<td>Respiratory Care Procedures (RESP 119, RESP 123, RESP 124)</td>
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<td>RESP 146</td>
<td>Respiratory Care Procedure Lab (RESP 119, RESP 123, RESP 124)</td>
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<td>RESP 162</td>
<td>Cardiopulmonary Pathophysiology (RESP 119, RESP 123, RESP 124)</td>
</tr>
<tr>
<td>RESP 171</td>
<td>Cardiopulmonary Diagnostics (RESP 162)</td>
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<td>RESP 172</td>
<td>Cardiopulmonary Diagnostic Lab (RESP 162)</td>
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<tr>
<td>RESP 182</td>
<td>Blood Gases &amp; Oxygenation (RESP 119, RESP 123, RESP 124, RESP 162)</td>
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<td>RESP 192</td>
<td>Clinical Practicum 1 – Basic Assessment and Therapy (RESP 119, RESP 123, RESP 124)</td>
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<tr>
<td>RESP 193</td>
<td>Clinical Practicum 2 – Advanced Therapy (RESP 145, RESP 146, RESP 192)</td>
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# RESPIRATORY CARE AAS DEGREE PROGRAM POLICIES

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<thead>
<tr>
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<tr>
<td>RESP 220</td>
<td>Adult Mechanical Ventilation (RESP 162, RESP 192)</td>
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<tr>
<td>RESP 221</td>
<td>Adult Mechanical Vent Lab (RESP 162, RESP 192)</td>
<td>2</td>
</tr>
<tr>
<td>RESP 230</td>
<td>Neo/Ped Respiratory Care (RESP 220, RESP 221, RESP 193)</td>
<td>2</td>
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<tr>
<td>RESP 231</td>
<td>Neo/Ped Respiratory Care Lab (RESP 220, RESP 221, RESP 193)</td>
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</tr>
<tr>
<td>RESP 241</td>
<td>Respiratory Care Sim Review (RESP 292 and must be taken in final semester)</td>
<td>2</td>
</tr>
<tr>
<td>RESP 292</td>
<td>Clinical Practicum 3 – Adult Critical Care (RESP 193, RESP 220, RESP 221)</td>
<td>4</td>
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<tr>
<td>RESP 294</td>
<td>Clinical Practicum 4 – Specialties (RESP 171, RESP 172, RESP 230, RESP 231, RESP 292)</td>
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<tr>
<td>RESP 299</td>
<td>Respiratory Care Capstone – Self-Assessment Exams (RESP 292 and must be taken in final semester)</td>
<td>2</td>
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</tbody>
</table>

**TOTAL Program Credits:** 77/76

## OTHER PROGRAM INFORMATION

### Program Grade Requirements:
- Students must earn a “C” or better in no more than two attempts in: BIOL 205, CHEM 114 and MATH 114 or MATH 115.
- Students must earn a “C” or better in CHP Core Curriculum Requirements.
- Students must earn a “C” or better in no more than two attempts in all RESP Courses as well as all qualifying coursework.

### Program Progression Policy:
- Any student who receives less than a letter grade of “C” in one Respiratory Care course must stop the Respiratory Care sequence. They must repeat the course the next time it is offered (if a seat is available).
- Two unsuccessful (less than a letter grade of “C”) attempts in any required course (or two unsuccessful attempts in the same course) will result in dismissal from the Respiratory Care Program.
- If at any time a student’s college cumulative GPA falls below a 2.5 they will be dismissed from the Respiratory Care Program.

### FSU Credit Policy:
- Students must earn a minimum of 15 degree credits for the AAS degree from FSU.

### FSU 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. 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.

### Program Accreditation:
- The Respiratory care program at Ferris State University is fully accredited by the Commission on Accreditation for Respiratory Care (CoARC). CoARC can be contacted at: CoARC 1248 Harwood Road Bedford, TX 76021-4244. 817-283-2835, or www.coarc.com

### PROGRAM LEARNING OUTCOMES | ASSESSMENT METHODS/CRITERIA
---|---
Graduates will demonstrate the ability to recall, apply, and analyze the common core of knowledge required | National Board for Respiratory Care (NBRC), Therapist Multiple Choice (TMC) exam
of an entry level registered respiratory therapist in the following areas:
- Patient data and clinical information
- Therapeutic modalities
- Diagnostic procedures
- Emergency care

(Certified Respiratory Therapist level success)
- Commission on Accreditation for Respiratory (CoARC) Care Graduate survey data in the area of knowledge base (cognitive domain).
- CoARC Employer survey data in the area of knowledge base (cognitive domain).

Graduates will demonstrate the ability to apply technical skills in all prescribed therapeutic modalities and diagnostic procedures required of an entry level registered respiratory therapist.

- CoARC Graduate survey data in the area of clinical proficiency (psychomotor domain).
- CoARC Employer survey data in the area of clinical proficiency (psychomotor domain).

Graduates will demonstrate the ability to display professional behaviors appropriate to the registered respiratory therapist.

- CoARC Graduate survey data in the area of behavioral skills (affective domain).
- CoARC Employer survey data in the area of behavioral skills (affective domain).

Graduates will demonstrate the ability to transition from the role of respiratory therapy student to entry level respiratory therapist.

- Employment utilizing skills as defined by the scope of practice within the respiratory care profession, enrolled full- or part-time in another degree program, or serving in the military within 12 months of graduation.
- CoARC Graduate survey data for overall satisfaction with the program.
- CoARC Employer survey data for overall satisfaction with the program.
- Program retention/attrition.

### Fall Semester Qualification Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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</thead>
<tbody>
<tr>
<td>CHEM 114 Intro to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MATH 114 Quantitative Reasoning for Professionals</td>
<td>4/3</td>
</tr>
<tr>
<td>ENGL 150 English I</td>
<td>3</td>
</tr>
<tr>
<td>Social Awareness Elective</td>
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<tr>
<td>14/13</td>
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### Spring Semester Qualification Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>CHEM 114 Intro to General Chemistry</td>
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<td>ENGL 150 English I</td>
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<tr>
<td>Social Awareness Elective</td>
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### Summer Semester Professional Sequence
<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>RESP 100 Intro to Respiratory Care</td>
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<tr>
<td>RESP 119 Cardiopulmonary A &amp; P Therapy</td>
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<td>RESP 123 Assessment &amp; Gas Therapy</td>
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<tr>
<td>RESP 124 Assessment &amp; Gas Therapy Lab</td>
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College of Health Professions
Respiratory Care, AAS
Big Rapids Program Plan
### Fall Semester
#### Professional Sequence
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<th>Course</th>
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<tr>
<td>RESP 125 Cardiopulmonary Pharmacology</td>
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<tr>
<td>RESP 145 Respiratory Care Procedures</td>
<td>3 Cr</td>
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<td>RESP 146 Respiratory Care Procedure Lab</td>
<td>2 Cr</td>
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<tr>
<td>RESP 162 Cardiopulmonary Pathophysiolog</td>
<td>2 Cr</td>
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<tr>
<td>RESP 192 Clinical Practicum 1 (Basic Assessment and Therapy)</td>
<td>2 Cr</td>
</tr>
<tr>
<td>COHP 102 Safety Issues in Health Care</td>
<td>1 Cr</td>
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### Spring Semester
#### Professional Sequence
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<tr>
<td>RESP 171 Cardiopulmonary Diagnostics</td>
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<tr>
<td>RESP 172 Cardiopulmonary Diagnostic Lab</td>
<td>1 Cr</td>
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<tr>
<td>RESP 182 Blood Gases &amp; Oxygenation</td>
<td>2 Cr</td>
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<tr>
<td>RESP 220 Adult Mechanical Ventilation</td>
<td>3 Cr</td>
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<td>RESP 221 Adult Mechanical Vent Lab</td>
<td>2 Cr</td>
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<tr>
<td>RESP 193 Clinical Practicum 2 (Adv Therapy)</td>
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### Summer Semester
#### Professional Sequence
<table>
<thead>
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<th>Course</th>
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<tr>
<td>RESP 230 Neo/Ped Respiratory Care</td>
<td>2 Cr</td>
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<td>RESP 231 Neo/Ped Respiratory Care Lab</td>
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<tr>
<td>RESP 292 Clinical Practicum 3 (Adult Critical Care)</td>
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### Fall Semester
#### Professional Sequence
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<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>RESP 241 Respiratory Care Sim Review</td>
<td>2 Cr</td>
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<tr>
<td>RESP 299 Respiratory Care Capstone</td>
<td>2 Cr</td>
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<tr>
<td>RESP 294 Clinical Practicum 4 (Specialties)</td>
<td>4 Cr</td>
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<tr>
<td>COHP 101 The U.S. Health Care Systems</td>
<td>3 Cr</td>
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<tr>
<td>Cultural Enrichment Elective</td>
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### Spring Semester
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<tbody>
<tr>
<td>BIOL 205 Human Anatomy and Physiology</td>
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<td>COHP 102 Safety Issues in Health Care</td>
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<td>Cultural Enrichment Elective</td>
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### Summer Semester
#### Qualification Courses
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<td>CHEM 114 Intro to General Chemistry</td>
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<tr>
<td>MATH 114 Quantitative Reasoning for Professionals or MATH 115 Quantitative Reasoning for Professionals</td>
<td>4/3 Cr</td>
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<tr>
<td>ENGL 150 English I</td>
<td>3 Cr</td>
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<tr>
<td>COHP 100 Orientation to Med Vocab</td>
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<td>COMM 105 or COMM 221</td>
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<tr>
<td>ENGL 250 English 2</td>
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<td>COHP 101 The U.S. Health Care Systems</td>
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### Grand Rapids Program Plan

College of Health Professions
Respiratory Care, AAS

1/15/2017
<table>
<thead>
<tr>
<th>Fall Semester Professional Sequence</th>
<th>Spring Semester Professional Sequence</th>
<th>Summer Semester Professional Sequence</th>
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<tbody>
<tr>
<td>RESP 100 Intro to Respiratory Care</td>
<td>RESP 125 Cardiopulmonary Pharmacology</td>
<td>RESP 171 Cardiopulmonary Diagnostics</td>
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<td>RESP 119 Cardiopulmonary A &amp; P</td>
<td>RESP 145 Respiratory Care Procedures</td>
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<td>RESP 146 Respiratory Care Procedure Lab</td>
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<td>RESP 124 Assessment &amp; Gas Therapy Lab</td>
<td>RESP 162 Cardiopulmonary Pathophysiology</td>
<td>RESP 192 Clinical Practicum 1 (Basic Assessment and Therapy)</td>
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<tr>
<td>RESP 220 Adult Mechanical Ventilation</td>
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<td>2 Cr</td>
<td>1 Cr</td>
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<td>7</td>
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</table>
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
AAS Program Goal
To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

Outcomes
1. Graduates will demonstrate the ability to recall, apply, and analyze the common core of knowledge required of an entry level registered respiratory therapist in the following areas:
   - Patient data and clinical information
   - Therapeutic modalities
   - Diagnostic procedures
   - Emergency care
2. Graduates will demonstrate the ability to apply technical skills in all prescribed therapeutic modalities and diagnostic procedures required of an entry level registered respiratory therapist.
3. Graduates will demonstrate the ability to display professional behaviors appropriate to the registered respiratory therapist.
4. Graduates will demonstrate the ability to transition from the role of respiratory therapy student to entry level respiratory therapist.

Outcomes Mapped to Courses
1. RESP 120 Patient Assessment and Gas Therapy, RESP 145 Respiratory Care Procedures, RESP 171 Cardiopulmonary Diagnostic Testing, RESP 182 ABG and Oxygenation, RESP 220 Adult Mechanical Ventilation, RESP 230 Neo/Ped Respiratory Care, RESP 240 Respiratory Care Clinical Simulation Review

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RESPIRATORY CARE AAS DEGREE PROGRAM POLICIES

2. RESP 146 Respiratory Care Procedures Lab, RESP 172 Cardiopulmonary Diagnostic Testing Lab, RESP 221 Adult Mechanical Ventilation Lab, RESP 231 Neo/Ped Respiratory Care Lab, RESP 240 Respiratory Care Clinical Simulation Review
3. RESP 192 Clinical Practicum I, RESP 193 Clinical Practicum 2, RESP 292 Clinical Practicum 3
4. RESP 294 Clinical Practicum 4

Grading Scale
The grading scale for all Respiratory Care courses is:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93.0 – 100</td>
</tr>
<tr>
<td>A-</td>
<td>90.0 – 92.9</td>
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<tr>
<td>B+</td>
<td>87.0 – 89.9</td>
</tr>
<tr>
<td>B</td>
<td>83.0 – 86.9</td>
</tr>
<tr>
<td>B-</td>
<td>80.0 – 82.9</td>
</tr>
<tr>
<td>C+</td>
<td>77.0 – 79.9</td>
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<tr>
<td>C</td>
<td>73.0 – 76.9</td>
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<tr>
<td>C-</td>
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<td>D+</td>
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<tr>
<td>D</td>
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<tr>
<td>D-</td>
<td>60.0 – 62.9</td>
</tr>
<tr>
<td>F</td>
<td>Below 60.0</td>
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</table>

Orientation
Each student in the AAS Program will be required to attend a face-to-face orientation session held prior to the start of the first professional sequence course. The session will consist of the Student Handbook and Handbook Acknowledgment and Acceptance Form. This form is to be signed and returned to the program faculty. The session will also include other information such as the curriculum guide, program sequence guide, this policy manual, student learning outcomes mapping, clinical placement guidelines, and clinical performance standards.

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 AAS 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 AAS program.**

Students who have one unsuccessful attempt in a AAS 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 AAS program curriculum.

Students who were previously enrolled in the AAS program and are eligible for readmission, may re-enter the program during the regular enrollment period 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 AAS 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 AAS 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.

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.

Remediation Policy
It is the students’ responsibility to maintain a passing grade throughout the course.
- Check the course Blackboard shell for your grades often. Midterm grades will also be posted in the Banner system.
- If a student falls behind, it is suggested that they meet often with their course instructor during office hours. Meet with your instructor early on, before it is too late.
- Students may also benefit from small study groups with other students in the course.
- At times, group tutoring may be offered.
- You are always welcome to seek assistance from Student Services.

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 AAS 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.

CLINICAL, LABORATORY, AND PRE-CLINICAL POLICIES
Attendance/Tardiness
Students are expected to attend all classroom and laboratory experiences. An absence and/or tardiness in excess of eight hours in any course for any reason will result in failure of that course (Course cancellations not withstanding).

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Policy on Uniforms
Students are required to wear proper uniform attire in the lab at all times. Students will be asked to leave the lab if they are not in uniform or are unprepared. This will follow the Demerit Policy for the Respiratory Care Program. Proper Uniform consists of:

- Plain leather or leather like shoes with rubber soles or Crocks with no holes
- Socks
- Approved FSU name badge
- A plain white T-shirt or turtleneck may be added underneath the scrub top
- Clean maroon-colored scrub pants and maroon-colored scrub shirt with FSU logo
- No hats/bandanas etc.
- No gum
- Long hair must be pulled back

Equipment for lab:

- Stethoscope
- Writing Utensils (pen/pencil)
- Calculator
- Lab Assignment/Lab Book
- Textbooks

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
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).

Demerit System
A Demerit system will be in place to guide and reprimand students as it pertains to professional conduct and performance. Do understand that you are in control of your conduct during your professional sequence course. The guidelines are as follows:
A student is penalized a 5% deduction from the overall semester grade for each demerit in the class in which it occurred. For example, if a student obtains two demerits in one semester in the same class a reduction 10% will be applied to his/her grade. In this example the student has earned two demerits towards the maximum amount of four demerits allowed.
Example—Student is out of dress code—First demerit is received and there is a 5% drop in final semester grade. Student is out of dress code again, there is a second demerit penalty and a 10% drop in final semester grade. Student is caught leaving clinical early, there is a third demerit penalty of 15% reduction in the final grade. A fourth demerit will result in immediate dismissal from the Respiratory Care Program.
The student will receive one (1) verbal warning/counseling before a Demerit is earned. Extreme circumstances may result in immediate dismissal from the Respiratory Care Program.
The respiratory care student/intern may EARN a DEMERIT through EACH of the following as documented by the Faculty, Clinical Coordinator, or Program Coordinator:
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• Poor protection practices of self/others
• Excessive Tardiness
• Failure to contact program when absent
• Failure to give proper notice to instructor when requesting personal time off
• Poor personal hygiene
• Not in uniform according to dress code policy
• Not using technical equipment according to program policy
• Lack of professional conduct (including, but not limited to):
  o Rolling of eyes
  o Insubordination (inefficient use of time, not following instructions, roving, low # of exams performed)
  o Sighing
  o Sexual harassment
  o Breech of confidentiality
  o Disrespect toward Ferris Faculty, Supervisors
  o Dishonesty
  o Profanity
  o Behaviors not in the best interest of the program
  o Peer complaint
  o Use of cell phone during classroom, clinical or laboratory time
  o Leaving the class before scheduled time
  o Utilizing social media in an unprofessional manner
    ▪ Showing disrespect towards Ferris State University, the Respiratory Care Program, faculty/staff, etc.
  o Not following programs protocol
  o Not maintaining a clean work area
  o Misuse of Ferrisconnect chat, discussion boards or e-mail. This includes any communication that does not pertain to the course material.
  o Any violation of HIPAA

Attire

• Students will abide by the dress code at all times as described in the Policy on Uniforms.
• Students must purchase AT LEAST one set of the determined maroon-colored scrub pants and shirt.
• Students must be in professional attire, which includes: Non-wrinkled scrubs, clean and neat appearance.
• Scrub pants must be of a maroon solid color, no prints allowed. A white or gray t-shirt material
PROGRAM REQUIREMENTS TO ENROLL IN CLINICAL RESPIRATORY CARE COURSES

Before enrolling in the first clinical Respiratory Care course, each Respiratory Care student must show evidence of having met, at the student’s expense, the following program requirements:

Cardiopulmonary Resuscitation (CPR) Certification
Prior to the beginning of the clinical sequence, students are required to provide and maintain a Cardiopulmonary Resuscitation Health Care Provider Course Card from the American Heart Association (certification is for 2 years) or the CPR/AED Professional Rescuer from the American Red Cross (certification is for 1 year) while enrolled in the program. Students must recertify before their original certification expires.

Confidentiality (Patient)
Students and faculty may not take any patient records, notes, or any identifying data out of a clinical site on paper or electronically. Students will conform to the guidelines of the Health Insurance Portability & Accountability Act (HIPAA).

Criminal Background Check
All Respiratory Care students are required to complete an initial criminal background check (CBC) with fingerprinting in order to be authorized to go to a clinical site to fulfill clinical course objectives. This is a requirement of the clinical agency and is intended to protect patients as a vulnerable population from convicted felons. Upon acceptance into the clinical sequence of the nursing program and then again if required by the clinical agency. Prior to admission to the beginning of the program, students will be directed to a web site where they will complete the required information for a background check. Students with a criminal history may be restricted from a clinical setting, which could jeopardize the ability to progress in the Respiratory Care program. Additional CBCs may be required by some clinical sites or by the School of Respiratory Care if indicated. In addition to the criminal background check, some sites may also require drug screening and fingerprinting as part of their requirement for you to be a student in their institution. The cost of all CBC screening is the responsibility of the student. (See Program Costs Sheet)

Health Insurance
Students must provide proof of health insurance while enrolled in the Respiratory Care program to provide coverage for any medical care required during the clinical experience. This cost is not assumed by Ferris State University. If the student does not carry health insurance they are still responsible for any medical care costs incurred that would result from injury. If the student does not carry health insurance they are responsible for signing the waiver of health care coverage. However, health insurance is required at some clinical sites. Therefore, your clinical site assignment will be contingent on the individual clinical site requirements.
Health and Safety
The health and safety of patients, students and faculty associated with the educational and learning environment of the students will be adequately safeguarded.

Immunizations:
Prior to the beginning of the professional sequence, students must provide evidence of immunity for the following diseases:
• Measles (rubeola), Mumps & Rubella (MMR): Titer to reflect immunity is required or evidence of immunizations.
• Chickenpox (varicella): Titer to reflect immunity is required or evidence or immunizations.
• Tetanus: If it has been 2 or more years since your last Tetanus booster you are required to get the newest immunization, the Tdap (tetanus, diphtheria and pertussis). This is the recommendation for health care workers in direct patient care roles and it only needs to be administered one time as opposed to every 10 years.
• Hepatitis B: 3 doses followed by a titer (both are required). Students may be able to start their clinical experience if the series has been initiated, but may not progress if the series and titer are not completed within the standard timeframe of 6-8 months.
• Tuberculosis: Step 2 TB Program is required for those without a prior TB test, which entails the following:
  o 2 Tests, 3 weeks apart for initial testing documentation (if you have documentation of this kind of testing, then you only need an annual update)
  o Annual testing for the duration of the program
  o Chest X-Ray is required for students who have a positive TB test.
  o For those who have been TB tested prior, a one step test is sufficient.

**Documentation of immunizations** must reflect the date of the immunization or test on an official medical or immunization record, with a signature or other identification of a health care provider. If you cannot provide childhood immunizations for MMR, you must have a titer drawn to reflect immunity or be re-immunized.

**Injury**
Students injured during clinical experience may receive treatment according to the agency policy. The cost of the treatment is the responsibility of the student. An incident report for the agency and one for the University must be completed.

**Post-Exposure Statement**
Students exposed to bloodborne/body fluid pathogens during clinical experience will follow the agency’s policy. The cost of treatment is the responsibility of the student.

**Transportation**
Transportation to clinical sites is the responsibility of the Respiratory Care student. Affiliations exist with a variety of agencies throughout Michigan. The site and hours of clinical assignment will change from semester to semester. Clinical experiences may be scheduled throughout and outside of the State.

Student operated vehicles on campus must abide by the regulations presented in the Ferris State University Student Handbook. Exceptions to parking permits may be made for Respiratory Care students.

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because of their need to travel to clinical facilities. Ferris Respiratory Care has internships in various semesters of the program; because of limited space, specific clinical site locations cannot be guaranteed. Travel and housing may be necessary to attend some clinical internship locations. The student will be required to assume any costs associated with transportation and lodging.
College of Health Professions  
Respiratory Care Program  
Clinical Policies

Purpose: To provide the student with a guideline for appropriate behavior and to provide a description pertaining to the clinical activity of each Clinical Practicum of the Respiratory Care Program.

Policy: These policies are subject to change and modification following periodic review by program faculty and the clinical affiliates associated with the Respiratory Care Program of Ferris State University. Changes in policy will be placed in effect following a reasonable period of notification and will be binding on students, faculty, and clinical affiliates. Changes in policy shall supersede prior policy. A clinical sites policies will supersede Ferris policy.

Failure to comply with the Respiratory Care Clinical Policy may result in disciplinary action. See the Respiratory Care Program Student Handbook for clarification.

The clinical portfolio is required to be brought with the student to the clinical facility each day the student is there. Within this portfolio the following are required:

- Checkoffs
- Evaluations
- Attendance
- Case study
- Immunizations/passport
- Weekly logs
- Pt assessments
- Faculty assessment
- Syllabi
- Uniform info
- Criminal Background Check & Records of Immunizations

Clinical Placement Guidelines

- All placements will go by a student's GPA. The GPA used is the one that is posted in MyDegree on the transcript. Students will be rank ordered by GPA and placements will be made in that order.
- Placements will be made by students request. The clinical coordinator will have the students complete a Clinical Placement Request form and will utilize that to determine placement.
- In order of GPA, if a student's first choice is available they will be placed in that choice, if not it will fall to their second, etc. If there are no placements available from the first 3 choices a students has submitted, the clinical coordinator will request additional placements from the student.
• If there is a specific academic reason (or in the case of a special needs student) for awarding a certain placement, that will be taken into account. If the clinical site specifically requests a student be placed there and the student wishes placement at that site, all attempts will be made to honor the site's request for placement. If a clinical site specifically indicates they would prefer a student not be placed there, the site's wishes will be honored.
All attempts will be made to place all students during the semester they are assigned clinical time, but specific clinical placements can not be guaranteed secondary to availability of clinical sites, multiple requests for the same clinical sites and the above placement criteria.

I. Attendance:
   a. Attendance is required during all scheduled clinical days
   b. Students may not participate in clinicals during officially designated holidays and breaks
   c. Absence(s):
      i. Students with an absence must contact:
         1. FSU Clinical coordinator
         2. Clinical site no later than one-half hour before expected arrival time
   ii. Unexcused absences:
       1. Are a serious violation of professional conduct
       2. Shall require a meeting with the FSU Clinical Coordinator
   iii. Whether due to documented and verified medical or extenuating personal reasons, any absence:
       1. In excess of one day for RESP 192, RESP 193 and RESP 294 will result in failure of the clinical course.
       2. In excess of two days for RESP 292 will result in failure of the clinical course.
   iv. Students are required to ‘make-up’ any absences:
      1. During the remainder of the semester in which the absence occurred
   v. Tardy or partial shift absences are:
      1. Considered a full-shift absence and will need a ‘make-up’ date.
      2. The student must notify the clinical site no later than the time he/she is expected to report.

   d. ‘Make-up’ dates/times:
      i. Shall only be arranged by the FSU Clinical Coordinator. Students are not to contact the clinical site to make these arrangements.
      ii. Shall not be more than 12 hours per week in addition to regularly scheduled clinical hours

E. Employment at clinical site
   1. If the student is gainfully employed at the same clinical site as their clinical rotation the student may not count any employment hours towards their required clinical internship time.

II. Clinical Day:
   a. The length of each clinical day:
      i. Will be determined by the clinical site
   b. Students must arrive prepared to participate in report and begin clinical responsibilities
   c. The student will not be regularly scheduled for more than 80 hours in a 2 week period.

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d. Early release from a clinical day shall be determined:
   i. By the FSU Clinical Coordinator and the clinical site on an individual basis

e. Additional clinical hours cannot be completed (“banked”) in advance

f. Hospital orientation programs:
   i. Must be arranged by the student and attended when required
   ii. May require the student to provide copies of pre-clinical paperwork
   iii. May be in addition to the student’s assigned clinical time
iv. May be held on a day and time different than their clinical schedule
v. Students failing to attend the assigned hospital orientation may not be allowed into the clinical site
g. Students are expected to:
   i. Remain in the clinical site at all times during scheduled clinical hours
   ii. Remain with assigned clinical instructor or within the clinical areas to which he/she is assigned
   iii. Complete assigned objectives each day
h. During scheduled clinical hours, students will not be permitted to:
   i. Conduct personal or business affairs
   ii. Carry personal/business paging devices, cell phones, electronic tablets, or laptop computers
   iii. Use the internet unless both of the following exceptions are met:
       1. Given permission by the Preceptor or other authorized hospital staff member
       2. Research for class assignments

III. Clinical Course Performance:
a. A student may be asked to leave a clinical site at any time, for any reason by either the clinical affiliate or an FSU instructor
b. If a student is asked to leave a clinical site it will be necessary for said student to complete remediation session(s) that may include advising, evaluation and education (to be defined in length and scope by Clinical Coordinator)
c. Student will not be reassigned to a clinical site until remediation is complete (remediation must be complete within current semester or a failing grade will be issued)
d. The remediated student will then either be re-assigned to the original clinical site or assigned a new clinical site at the discretion of the FSU Clinical Coordinator
e. Any costs associated with remediation and/or clinical placement will be the responsibility of the student
f. Final grade for the clinical internship will be the aggregate of both clinical site placements
g. The clinical coordinator and program coordinator reserve the right to determine that a student is not capable of completing the clinical rotation and said student will receive a failing grade and will be required to repeat the clinical course in addition to remediation.

IV. Course Registration:
a. Every clinical student will be registered by the College of Health Professions for the required clinical courses.
   i. It remains the student’s responsibility to assure that tuition payment or submission of required scholarship/aid forms are made on time.
      1. Late tuition payment or submission of required forms will result in the student being dropped from the course.
V. **Dress Code:**
   a. The student shall appear at the scheduled clinical site in accordance with program dress code policies.
   b. Ultimately, the FSU Clinical Coordinator, clinical adjunct instructors, and/or designee shall determine whether any questionable items concerning the dress code are acceptable.
   c. Should the student be considered as not meeting the dress code by the clinical affiliate or the FSU Clinical Coordinator, the student will be sent home and given an absence for the day.
d. More than two (2) dress code violations will result in disciplinary action:
   i. A conference will be held between the Clinical Coordinator and/or Program Director and the student
   ii. The student will be placed on probation for the remainder of the semester

e. If a student violates the dress code they will be immediately dismissed from the clinical site

f. The dress code for both men and women shall be:
   i. Clean maroon-colored scrub pants and maroon-colored scrub shirt with FSU logo
   ii. Plain white leather or leather like shoes with rubber soles or Crock's with no holes
   iii. Socks
   iv. Approved FSU name badge
   v. A plain White T-shirt or turtleneck may be added underneath the scrub top
   vi. A white lab coat is optional or as required by the clinical site

g. Students are to bring their own stethoscope to the clinical site (with the exception of neonatal)

h. Tobacco use:
   i. Smoking paraphernalia must not be kept on any student's person while in patient care areas
   ii. The student must not have any noticeable tobacco odor at any time (see IV.H., below)

i. Students with long hair shall tie it back in such a fashion to keep it off the face, ensure personal safety, and maintain hygiene conditions during patient contact

j. Due to the close and personal contact with patients:
   i. No excessive make-up is allowed
   ii. No cologne or perfume is allowed
   iii. No artificial nails are allowed
   iv. Light-colored or clear nail polish only.
   v. No jewelry is allowed (in neonatal)
   vi. No body piercings with the exception of no more than 2 earrings per ear are allowed
   vii. No controversial personal items worn in such a fashion as to offend the patient
   viii. All tattoos must be covered
   ix. Good personal hygiene habits are required to ensure personal cleanliness and lack offensive body odor

VI. Grading:
   a. Students are required to demonstrate minimal acceptable competency during each clinical term.
   b. Any performance consistently below minimal competency will result in a meeting with the Clinical Coordinator and Program Coordinator and may result in a failing grade for the clinical course.

VII. Library Materials:

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a. Each affiliate Respiratory Care Department and Medical Library has agreed to make available to students, for limited periods of time, texts, monographs, periodicals, reprints, and other reference materials.
   i. Any student assigned reference material at any clinical affiliate shall assume total and final responsibility for its condition, return, or replacement
b. Any student assigned reference material shall return this material on or before the due date.
c. All assigned texts, journals, periodicals, or any other reference materials not returned or replaced by the student at the end of the academic term shall result in the withholding of the course grade for that term until restitution is made.

d. Any student found in possession of reference material from any clinical affiliate which has not been officially assigned to that student shall be assumed to have stolen that material. Appropriate disciplinary action will be taken.

VIII. Pre-Clinical Requirements:

a. Prior to each clinical practicum, the student will:
   i. Comply with the orientation requirements of the clinical site.
   ii. Provide a copy of current health insurance, immunizations, TB testing and Basic Life Support certification.

b. Health and medical insurance:
   i. The student will not be allowed into the clinical site if:
      1. The health and/or medical insurance have expired
      2. Written proof of insurance is not provided
      3. The waiver of health insurance coverage form is not signed
   ii. The student will only be allowed back into the clinical site once proof of insurance is provided

c. Required immunizations:
   i. The student must provide proof of all required immunizations and/or titers
   ii. Seasonal flu shot (required by clinical sites from October through April)
   iii. T.B. skin test:
      1. Must be current (not longer than 1 year from the last T.B. skin test)
      2. A positive result must be accompanied by a chest X-ray
   iv. Hepatitis B vaccine series is “recommended.”
      1. Students completing the Hep B series must provide documentation of this immunization
      2. Students choosing not to take the Hepatitis B vaccine may not be:
         a. Allowed into a particular clinical site if this series is required by the host institution
         b. Able to do a clinical internship which will result in the student being unable to graduate from the program

d. Cardiopulmonary Resuscitation (CPR):
   i. The student must provide proof of current BLS status from one of the following organizations:
      1. American Heart Association (Health Care Provider with AED)
      2. Red Cross (Advanced practitioner)
   b. All pre-clinical paperwork must be submitted to the Clinical Coordinator.
A. Students that have not submitted documentation described above by the due date will not be allowed to participate in the clinical rotation.

IX. Professional Conduct:
   a. Each student’s attitude, appearance, and conduct are viewed as a reflection of the clinical affiliate and Ferris State University as well as the profession of respiratory care.
   b. Each student shall reflect the highest standards of professional demeanor at all times.
   c. Unethical or unprofessional conduct shall not be tolerated.
d. Any breach of ethical or professional conduct shall be dealt with as follows:
   i. The FSU Clinical Coordinator and/or Program Coordinator shall meet with the student to
discuss specific allegations. Based on the outcome, disciplinary action may be warranted.
e. No student shall expect, request, or otherwise arrange for altered clinical hours or early daily
release in order to participate in paid employment of any nature.
f. Each student shall follow the policies governing the clinical site employees in general and the
Respiratory Care Department, in particular.
g. The following are examples of conduct which shall result in the immediate disciplinary action:
   i. Reporting to any clinical affiliate in a mentally impaired, inebriated condition resulting
from the use and/or abuse of alcoholic beverages or impairing substances.
   ii. Use of any alcoholic or chemical substance not prescribed by a physician during any clinical
hours.
   iii. Conviction of addiction, illegal possession, use of or distribution of substances outlined
within the Federal Controlled Substance Act.
   iv. Falsification of records.
   v. HIPAA violations

X. Records/Documentation:
   a. The FSU course instructor, in cooperation with each adjunct clinical instructor, shall maintain a
record of student attendance, performance evaluations, and grades.
   b. Clinical handbooks shall be:
      i. Located on the Homepage of each clinical course practicum at the beginning of each term
      ii. Read by the student before he/she arrives at the clinical affiliate
      iii. Acknowledged as being read by signing and submitting the Respiratory Care Student
Handbook Acknowledgement and Acceptance Form located at the end of the Respiratory Care Program Student Handbook.
      iv. Acknowledgement and Acceptance form must be submitted along with pre-clinical
paperwork to the Clinical Coordinator.
   c. Student proficiency evaluations:
      i. Consist of check-offs and Preceptor/faculty evaluations
      ii. Original copy must be kept in the clinical manual until completion of the clinical rotation
      iii. Must be completed during normal clinical time
d. In order to pass the clinical practicum, the student must complete and submit all paperwork,
materials, assignments, and criteria listed in the course syllabus by the stated date.
e. It shall be the student's responsibility to:
   i. Initiate all requests for clinical procedure check-offs
   ii. Complete all assigned competencies with appropriate signatures by the due date
   f. Falsification of any proficiency evaluation(s) or the procedure checklist shall result in
disciplinary action

g. A written record shall be maintained:
   i. Of any and all consultations between the clinical instructor, FSU faculty, and students relating to problems with:
      1. Clinical/academic progress
      2. Attendance
      3. Tardiness problems
   ii. All disciplinary problems shall be documented and will list the:
1. Names of those present
2. Date and time of the meeting
3. Problems discussed
4. Recommendation(s) made (if any)
5. Signatures of all present, including faculty and student

XI. **Wrap Up Day Policy:**
   a. At the conclusion of each clinical course there will be a mandatory wrap up day(s) on main campus Big Rapids, Michigan. For each clinical course (RESP 192/RESP 193/RESP 292/RESP 294) there will be one mandatory wrap up day.
   b. Attendance at these sessions is mandatory and absence will result in a lower grade for the clinical course.

XII. **Non-work Policy:**
   a. Students may not act as a substitute for an employee position during clinical rotations.
   b. Students may not substitute actual employment hours for clinical rotation hours.
   c. It is suggested that students work no more than 20 hours per week during the program.

XIII. **Inter-rater Reliability Verification Policy**

   **Purpose:**
   This policy is meant to verify and maintain inter-rater reliability among adjunct clinical instructors for the Respiratory Care program who are responsible for evaluation of student performance in the clinical setting.

   **Procedure:**
   After completion of each clinical rotation, performance evaluation scores will be collected and recorded for each student and clinical instructor. Outliers will be identified and a note made concerning the performance of the individual student. The data will be evaluated by analyzing the mean score for all clinical instructors. If there is a deviation of more than 20% from the mean the instructor must go through retraining.

   Retraining will include, but not limited to one-on-one participation in the AARC’s *Clinical PEP: Practices of Effective Preceptors* program with the program coordinator or clinical director.

   Each clinical instructor must complete the AARC’s *Clinical PEP: Practices of Effective Preceptors* program training at least annually.

   All records will be maintained for a period of 5 years.
I, ____________________________ (please print), have received a copy of the Ferris State University Respiratory Care 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