



RESPIRATORY CARE PROGRAM
(A limited access program)

Academic Standards of Progress

1. Once a student is admitted to the program the student must complete with a “C” or better in all sequenced Respiratory Care Program courses (RET courses) as well as any required general education courses. A “C” grade is a minimum of 78%. Grades are delineated below.

The grading scale for all RET courses is as follows:

92.5-100	A
83.5-92.4	B
77.5-83.4	C
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65.5-77.4	D
65.4 and below	F

2. A student must earn a minimum grade of “C” in each Respiratory Care (RET) course completed. An earned grade of less than a “C” or a withdrawal from an RET course after the end of the last day of the Add/Drop period will be considered an unsuccessful course attempt. Students will be counseled individually if their mid-term average falls below 78% on any Respiratory Care (RET) course.
3. If a student fails an RET course, he/she will not be allowed to continue another RET course until the failed course is repeated successfully with a “C” or better. The student must repeat the failed course during **the next term it is offered.** Failure to pass the repeated course will result in dismissal from the program.

4. A student may not fail more than one RET course in the program. Academic and clinical skills are built on the concepts/skills presented in sequenced courses. Students who fail a second RET course **AT ANY TIME OF THE PROGRAM SEQUENCE WILL BE DISMISSED PERMANENTLY.**
5. A student re-enrolling within a year after withdrawal from the program may be required to audit specific sessions of RET courses and be tested for specific skills depending on the student's previous academic status and level of competency.
6. A student re-enrolling in the program will be required to repeat RET courses if there has been a lapse of greater than a year from the day of withdrawal.
7. A student transferring from another institution will be subject to these academic standards. The program director will assess the transcripts and determine equivalency and appropriate placement for the student within the program sequence. The student will follow the requirements of the advanced standing placement program general guidelines that are outlined in the student handbook.
8. A student will be allowed UP TO 4 years to complete the entire program.
9. A student in the Respiratory Care program must communicate with the program director concerning a term course load that is = or >17 credit hours. This is a course load that contains subjects NOT related to the course requirements for the Respiratory Care program. If a student **does not** communicate with the program director and attempts a course load equal to or > that 17 credit hours, the student can be dismissed from the program. The Respiratory Care program is a rigorous curriculum and any student attempting other degrees simultaneously may not be successful in the Respiratory Care program.

10. All exams in the classroom and laboratory will be proctored by the instructor or other designated College personnel. Students are responsible for their own work. It is assumed that each student is honest and will abide by that standard; however in the event there is an indication or suspicion that there has been a case of cheating/plagiarism the situation will be dealt with in accordance with published college policy.

Cheating is defined as the giving or taking of any information or material with the intent of wrongly aiding oneself or another in academic work considered in the determination of a course grade.

Plagiarism is defined (Black's Law Dictionary, Revised Fourth Edition) as "the act of appropriating the literary composition of another, or parts or passages of his writings, or the ideas or language of the same, and passing them off as the product of one's own mind". Plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from any printed source, and paraphrasing a specific passage from a specific source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a student's assignment. The following items have been identified as a partial list of examples by faculty and students at Polk State College:

- a) Asking for information from another student during a test situation
- b) Copying answers from another's paper during a test situation
- c) Knowingly letting someone copy from one's paper during a test situation
- d) Using sources other than what is permitted by the instructor in a test situation
- e) Copying material exactly or essentially from outside sources while omitting appropriate documentation
- f) Falsifying or copying a laboratory report, clinical project, or assignment without doing the required work
- g) Changing answers on a returned graded test in order to get the grade revised

Reference: Polk State College District Board of Trustees; Board Rule 4.01 Student Conduct, Discipline, Due Process-Part I & II.

Cases of cheating and/or plagiarism will be examined individually by the faculty and penalties will be determined according to the severity of the infraction. Penalties may include:

- a) Receiving a zero on the specific assignment/project. Student will be placed in “probationary status” and a behavioral contract will be issued with specific expectations and consequences.
- b) Dismissal from the course; an “F” will be issued. Student will be placed in “probationary status” and a behavioral contract will be issued with specific expectations and consequences. The student will have to repeat the course.
- c) Dismissal from the program

Disciplinary Actions Concerning Professional Behaviors

The program is a limited-access (admission) program. A student’s enrollment in the program may be terminated at any time if the student is judged to be unsuitable for a career as a Respiratory Care Practitioner. This judgment will be based on specific circumstances related to the student’s ability to adhere to PSC/RET program rules/regulations, clinical skills, standards of conduct, codes of ethics, and professional behaviors. If a clinical site requests that a student is to be removed from the clinical site this incident may be grounds for the student’s dismissal from the program. Unbecoming behaviors listed in the brochure for “Student Conduct, Discipline and Due Process at PSC” (available at Student Services) can result in suspension and/or expulsion from the Respiratory Care Program.

Students are expected to exhibit and maintain professional behaviors such as complying with policies and procedures, carrying out assigned duties, communicating/interacting with peers and faculty in a respectful and professional manner, maintaining the work areas, etc. Students’ professional behaviors will be monitored and evaluated mirroring the procedures used for an employed Respiratory Care Practitioner in a clinical setting. These procedures include verbal and written warnings as described below.

Noncompliance with policy/procedures as well as professional behaviors will be addressed as follows:

a) First incidence

- Student will meet with the program director and/or the clinical coordinator to discuss behaviors and will receive a *verbal warning*.
- The meeting will be documented on the “student warning” form and filed in the student’s file.
- Faculty will be made aware of the student’s behavior and be requested to monitor the student’s performance.
- Faculty is to report the student’s unsuitable behavior as soon as possible to the program director and/or clinical coordinator.

b) Second incidence

- Student will meet with the program director and/or clinical coordinator and receive a *written warning* (**whether it is related to the first incident or not** and regardless of the time span between incidences).
- The meeting will be documented on the “student warning” form and filed in the student’s file. In addition a second incidence may result in probation of no less than three weeks depending on the nature of the incident. Any recurrence of unsuitable behavior during this time could result in possible dismissal or progressing to the **third incidence** (as outlined below) depending on the nature of the incident.
- The student will receive a copy of the written warning.
- Faculty will be made aware of the student’s behavior and be requested to monitor the student’s performance.
- Faculty is to report the student’s unsuitable behavior as soon as possible to the program director and/or clinical coordinator.

c) Third incidence

- Student will meet with the program director and/or clinical coordinator and Dean of Academic Affairs (as needed) to discuss recurrent behavior.
- Student will be placed on *probation* for three months by the program director. Student will be made aware that any recurrence of unsuitable behaviors during this probation period will result in *dismissal* from the Respiratory Care Program.

- The student, program director, and clinical coordinator will develop a behavioral contract focusing on areas of behavior that need to be improved upon. Specific behavioral objectives and goals with specific time frames will be included in the behavioral contract as well as specific consequences if the behavioral goals are not met.
- The program director will use the “student warning” form to document behavioral goals and file it in the student file.
- The student will receive a copy of this form.
- If the student is successful in correcting the deficiencies he/she will be removed from probationary status, but performance will be monitored closely for the remainder of the program. **Any recurrence of unsuitable behaviors will automatically result in dismissal from the program.**

d) Dismissal from the program

- A meeting with the program director, clinical coordinator, and Dean of Academic Affairs (as needed) will take place anytime as needed during the 3 month period of probation if the student is not successful in meeting the behavioral goals. Specific rationale for dismissal will be discussed and documented on the “student warning” form and filed in the student’s file.
- **The student will be responsible for terminating courses officially at the Registrar’s office within one week from the dismissal date.**
- The student is responsible for returning within one week from the dismissal date their name tag, any equipment, and/or materials borrowed from the program.
- The program director will contact the Registrar’s office after one week from the student’s dismissal date to confirm the withdrawal from the program.
- Automatic dismissal will result for those students whom after being removed from probation, demonstrate a recurrence of unsuitable behaviors.

A student who feels there are extenuating circumstances which warrant an exception to the stated academic standards or for any pertinent student complaint is referred to PSC procedure 1018, Student complaint procedure: (a sample of the "Request for Administrative Conference" is provided in the program's student handbook as well as a copy of the Procedure 1018).

A. First Phase

1. The student is expected first to meet with the instructor to attempt to resolve the issue. The request to meet with the instructor should be made no more than five (5) school days following the event, circumstance or action which serves as the basis for the complaint.
2. If the student and the instructor are not able to resolve the issue, the student may advance to the second phase of the process.
3. If the student feels that talking with the instructor will not solve the issue, the student may file a written request with the administrator who is the instructor's immediate academic supervisor requesting that the complaint be heard at his/her level (Second Phase). The request must state specifically why the student is requesting an elimination of the first phase and must be submitted within five (5) school days of the event.
4. The PSC form, "Request for Administrative Conference," [RAC] will be used for making such requests. Copies of the form will be available in Student Services, and in all academic division administrative offices.

Please refer to the provided copy of Procedure 1018, the Student Complaint Procedure, for the complete procedure.