



St. Mary's and Mountwest Community & Technical  
College

AAS in Respiratory Care Program

## ***Student Handbook***

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## **Introduction**

Welcome to the Center for Education at St. Mary's Medical Center, which is home to the St. Mary's/Mountwest Community & Technical College Associate in Applied Science in Respiratory Care program. As you begin your program of study, you are beginning a challenging and mobile profession. Health care today offers a variety of career options in a wide range of settings.

The policies, rules and regulations are designed to assist your academic progression and promotion in the program. As a student, you will be held responsible for the contents of this handbook during your enrollment in the program.

The Vice President for Schools of Nursing and Health Professions (VPSONHP), directors, faculty, and staff wish you well in your studies. If we can be of any help to you, please feel free to contact us at any time.

This student handbook is designed to be utilized by students in the respiratory care program who have questions about the program. It is to be used as a reference guide for students concerning their responsibilities while in the program. It is extremely important that you read and understand the policies found in this handbook. All academic policies apply to all students and faculty regardless of location of instruction.

## **NON-DISCRIMINATION POLICY**

It is the policy of St. Mary's/Mountwest Community & Technical College Co-Operative School of Respiratory Care not to discriminate based on race, religion, color, national origin, sex, disability, age, height, weight, familial status, veteran status, or marital status in its programs, services, employment, or activities.

All activities associated with the program, including faculty and student policies, student and faculty recruitment, student admission, and faculty employment practices, are non-discriminatory and in accordance with federal and state statutes, rules, and regulations.

## **POLICY STATEMENT**

St. Mary's/Mountwest Community & Technical College School of Respiratory Care policies apply to all students and faculty, regardless of the site of instruction.

## **Program Goal**

### **St. Mary's/MCTC Cooperative School of Respiratory Care Entry into Professional Practice 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).

**Accreditation Information**  
**St. Mary's/MCTC Cooperative School of Respiratory Care**  
**Program # 200653**

**The Commission on Accreditation for Respiratory Care (CoARC)**

264 Precision Blvd

Telford, TN 37690 USA

Telephone: 817-283-2835

Fax: 817-354 8519

Email: WEBMASTER@COARC.COM

<https://coarc.com/>

***Disclosure of Accreditation***

The St. Mary's/Mountwest Community & Technical College respiratory program, CoARC program number 200653, Associate of Applied Science in Respiratory Care, holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)).

This status signifies that a program with an Approval of Intent has demonstrated sufficient compliance with the Standards (through submission of an acceptable Provisional Accreditation Self-Study Report (PSSR) and any other documentation required by the CoARC, as well as satisfactory completion of an initial on-site visit), to be allowed to admit students. It is recognized as an accredited program by the National Board for Respiratory Care (NBRC), which provides enrolled students who complete the program with eligibility for the Respiratory Care Credentialing Examination(s). The program will remain on Provisional Accreditation until it achieves Continuing Accreditation.

***Programmatic Outcomes data***

<https://coarc.com/students/programmatic-outcomes-data/>

## Board Examination Information

Individuals who successfully complete the program are eligible to take the Therapist Multiple Choice (TMC) and Clinical Simulation Exam (CSE) administered by the National Board for Respiratory Care (NBRC). To obtain the NBRC Certified Respiratory Therapist (CRT) credential, graduates must pass the TMC with the low-cut score. To obtain the NBRC Registered Respiratory Therapist (RRT) credential, graduates must first pass the TMC at the high-cut score before then passing the CSE. More information can be found at the NBRC's website: [Home - The National Board for Respiratory Care \(nbrc.org\)](http://www.nbrc.org)

## Faculty Information

Faculty members are available to meet with students during regularly scheduled office hours and by appointment.

The hours of each faculty member will be posted outside the office prior to the beginning of each semester. Students are expected to exercise courtesy and patience when an instructor is involved in a conference with another student or instructor, or is on the telephone. The instructor will see you as soon as the situation allows.

Instructors will schedule appointments with students at either the student's or instructor's request. If the student is unable to keep the appointment, the student is expected to notify the instructor as soon as possible.

## Respiratory Faculty Directory

<b>Program Director</b>	<b>Christopher Henderson, MS, RRT</b> St. Mary's Center for Education, Office # 166 Phone: 304-399-4970 Fax: 304-399-1981 E-mail: <a href="mailto:Christopher.Henderson@st-marys.org">Christopher.Henderson@st-marys.org</a>
<b>Director of Clinical Education</b>	<b>Keith Terry, Ed.D., RRT, RN</b> St. Mary's Center for Education, Office # 167 Phone: 304-399-7145 Fax: 304-399-1981 E-mail: <a href="mailto:Keith.Terry@st-marys.org">Keith.Terry@st-marys.org</a>
<b>Medical Director</b>	<b>Larry Hutchison, MD, MBA</b> Vice President of Medical Affairs E-mail: <a href="mailto:Larry.Hutchison@st-marys.org">Larry.Hutchison@st-marys.org</a>

<b>Program Faculty</b>	<b>Chuck Zuhars, RRT, MS Ed</b> St. Mary's Center for Education, Office # 140 Phone: 304-399-4969 Fax: 304-399-1981 E-mail: <a href="mailto:Chuck.Zuhars@st-marys.org">Chuck.Zuhars@st-marys.org</a>
	<b>Ryan Spurlock, MS, RRT</b> St. Mary's Center for Education, Office # 169 Phone: 304-399-7144 Fax: 304-399-1981 E-mail: <a href="mailto:Ryan.Spurlock@st-marys.org">Ryan.Spurlock@st-marys.org</a>

## MCTC Services and Resources

Department	Phone Number	
Admissions	304-710-3360	<a href="mailto:admissions@mctc.edu">admissions@mctc.edu</a>
Advising	304-710-3140	<a href="mailto:advising@mctc.edu">advising@mctc.edu</a>
Campus Bookstore	304-710-3500	<a href="http://www.bkstr.com/mountweststore/home">http://www.bkstr.com/mountweststore/home</a>
Financial Aid	304-710-3370	<a href="https://www.mctc.edu/paying-for-college/">https://www.mctc.edu/paying-for-college/</a>
IT Help Desk	304-710-3470	<a href="https://www.mctc.edu/it-services/">https://www.mctc.edu/it-services/</a>
Registrar	304-710-3380	<a href="https://www.mctc.edu/registrar/">https://www.mctc.edu/registrar/</a>
Resource Center	304-710-3141	<a href="https://www.mctc.edu/?s=resource+center">https://www.mctc.edu/?s=resource+center</a>
Security	304-710-3499	<a href="https://www.mctc.edu/?s=campus+security">https://www.mctc.edu/?s=campus+security</a>
Student Services One-Stop	304-710-3472	<a href="https://www.mctc.edu/?s=student+services+one+stop">https://www.mctc.edu/?s=student+services+one+stop</a>
Testing Center	304-710-3395	<a href="https://www.mctc.edu/?s=testing+center">https://www.mctc.edu/?s=testing+center</a>
Tutoring	304-710-3400	<a href="https://www.mctc.edu/academics/academic-services/peer-tutoring/">https://www.mctc.edu/academics/academic-services/peer-tutoring/</a>
Writing Center	304-710-343	<a href="https://www.mctc.edu/academics/academic-services/writing-center/">https://www.mctc.edu/academics/academic-services/writing-center/</a>

## St. Mary's/MCTC Respiratory Care Sample Curriculum

FALL -- 1 <sup>st</sup> Semester		SPRING -- 2 <sup>nd</sup> Semester	
BIOL 257-Intro to A & P	3	RESP 100-Respiratory Pharmacology	3
BIOL 259-Intro to A & P Lab	1	RESP 101-Patient Assessment/Intro Respiratory Care	4
MTH 120-Applied Professional Math	3	RESP 102-Intro to Respiratory Skills	3
ENG 101-Written Communication	3	RESP 102L-Intro to Resp. Skills Lab	1
COM 112-Oral Communication	3	RESP 104-Clinical Experience I	1
PSY 211- Psychology	3		
	16 Hrs.		12 Hrs

FALL -- 3 <sup>rd</sup> Semester		SPRING -- 4 <sup>th</sup> Semester	
RESP 201-Pathophysiology	3	RESP 202-Mechanical Ventilation I	3
RESP 209-Clinical Experience II	2	RESP 206-Neonatal/Pediatric Resp. Care	3
RESP 211-Procedure & Application	4	RESP 207-Critical Care Management	3
RESP 212-Pulmonary Diagnostics	3	RESP 210-Clinical Experience III	3
	12 Hrs		12 Hrs

FALL -- 5 <sup>th</sup> Semester	
RESP 208-Respiratory Seminar	5
RESP 214-Mechanical Ventilation II	3
RESP 215-Critical Care Management II	3
RESP 216-Clinical Experience IV	2
	13 Hrs.

-65 Total Hours for AAS in Respiratory Care degree

-16 General Education hours

\*\* This is simply an example of one possible track.

\*\*The RESP designated courses are taken in the sequence listed below. Successful completion of each RESP course is required to advance to the next semester.

## **Student Load & Credit Hours**

### **A. Credit or Credit Hour Definition**

Credit or credit hour:

- 50 minutes of lecture or recitation per week (along with two hours of out-of-class activities) or 2 or more hours of laboratory per week throughout the semester.
- It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or another award.

### **B. Credit Hour Assignment and Calculation**

- All semester/credit hours awarded by Mountwest Community & Technical College must follow the guidelines of the HLC.
- A semester hour of credit means a credit, point, or other unit granted for the satisfactory completion of a course that requires at least 15 hours (of 50 minutes each) of instruction.

### **C. Normal student credit hour loads:**

- The normal full-time student load is 12 semester credit hours. As a rule, the maximum student load should not exceed 18 semester credit hours in any one semester.

### **D. Permission for any student to enroll in additional semester credit hours can be granted at the discretion of the program director of the SORC.**

# Academic Calendar

[MCTC Academic Calendar](#)

## Estimated Costs of the Associate of Applied Science in Respiratory Care Program

Academic Year 2026-2027

### Tuition and Fees

<https://www.mctc.edu/paying-for-college/tuition-fees/>

Full-time tuition and fees -- \$325.00 per credit hour. (Credit hours are capped at 12 hours.)

- ✓ **The following courses' tuition will be paid directly to Mountwest Community & Technical College** - BIOL 257, BIOL 259, MTH 120, PSY 211, ENG 101, COM 112, RESP 100, RESP 101, RESP 102, RESP 102L, RESP 104, RESP 201, RESP 209, RESP 211, RESP 212, RESP 202, RESP 206, RESP 207, RESP 210, RESP 208, RESP 214, RESP 215, RESP 216.

#### 1. Required Expenses – Not Tuition Related

##### Other Costs (Estimated costs only – Subject to change)

1. Clinical rotations require travel to various clinical sites. All clinical sites are within a 50-mile radius of campus.	Students are responsible for transportation costs to and from these clinical rotations.
2. Required Student Liability Insurance	This liability insurance is provided at <b>NO COST</b> , by St. Mary's - SORC
3. Required standardized examination preparation examinations to prepare students for the NBRC examination (spring semester senior year)	These simulation examinations are provided at <b>NO COST</b> , by St. Mary's – SORC
4. Kettering Review Seminar – Last semester <b>NO COST</b> , PROVIDED BY SMMC - SORC	This NBRC credential examination preparation seminar is provided at <b>NO COST</b> , by St. Mary's – SORC

Unless indicated below, students will be given specific order/purchase instructions for required items.

Scrubs, Lab Coat, Shoes, Stethoscope, and Watch	Lab Coat - \$45.00 (optional) Scrubs - \$100.00 total ✓ Two sets are recommended – Seal Blue required Clinical Shoes - \$175.00 ✓ White is required
Lab fee per semester	\$100.00 per semester
Lab Supply Bag	\$175.00 (one-time purchase)
Books	\$1,400.00 (program estimate)
Physical Examination	The cost will vary depending on your insurance. The individual student must pay for this examination

Immunizations	The cost will vary depending on previous student immunizations. The individual student must pay for these immunizations.
Background Check	\$100.00 – this must be performed at the beginning of the program through St. Mary’s Occupational Health Department.
Drug Screen All drug screens must be completed as directed by the St. Mary’s Center for Education Policy.	\$125.00 and must be performed at the beginning of the program through St. Mary’s Occupational Health Department. If a random drug screen is required, the fee will be paid by the student
Graduation fee for SMMC - SORC	\$50.00
Graduation fee for SMMC - MCTC	\$50.00
Graduation Pin	\$75 for a standard lapel pin. (If you prefer a different type of metal an estimated cost can be obtained)
National board examinations for RRT after graduation = \$400	\$400.00

## **Academic Requirements for Program Admission:**

St. Mary's SORC & MCTC will accept college-level course credits earned at regionally accredited post-secondary institutions that can be transferred to Mountwest Community and Technical College.

All requested transfer credits will be assessed and acceptance of students with prior learning credentials demonstrated by coursework grades or exams. The movement of academic course credits from one college to another is usually a manual process requesting transcripts and the petition for credit.

Transfer credit is subject to the approval of the Division Dean and Program Director in which the student matriculates, and with the following provisions:

- Mountwest Community & Technical College must receive official transcripts of all college-level work completed at other regionally accredited colleges before formal transfer credit will be awarded. Grades earned at other institutions will not be entered into the cumulative grade point average (GPA) at Mountwest Community and Technical College.
- Courses in which a grade of "C" or higher is earned are transferable for credit if coursework is relevant to the student's program at Mountwest Community and Technical College with the approval of the Division Dean.
- Credits earned at foreign post-secondary institutions may also be transferred, subject to review and approval of the Dean of the Division and Program Director in which the student matriculates.

Students applying for foreign credit transfer must submit an official evaluation of foreign educational credentials from an accredited evaluation agency.

- Transfer students are required to complete their academic residency requirement before graduation.
- The transfer evaluation is based on the declared major of the student.

Students who transfer to Mountwest Community & Technical College must complete their most recent fifteen (15) credit hours at Mountwest Community & Technical College to obtain an associate degree, or their most recent 6 credit hours at Mountwest Community & Technical College to obtain a certificate degree.

St. Mary's SORC & Mountwest Community & Technical College reserves the right to suspend or expel any student who misrepresents the truth on any admissions document.

- Applicants who wish to transfer from another Respiratory Care Program to the St. Mary's SORC/MCTC co-operative Respiratory Care Program must:
  - 1) Meet all current admission requirements
  - 2) Apply at least two months before the expected date of enrollment

- 3) Notify the Program Director in writing, stating the anticipated entry date and reason for transfer
- 4) Provide evidence of successful completion of previous core Respiratory Care courses from a CoARC-accredited program
- 5) Acceptance of any transfer student will be dependent upon available resources.
- 6) Requirements for consideration of acceptance into the Advanced Placement sequence will be the same for those students applying to the program's first semester.

Acceptance of Advanced Placement students will be dependent upon available resources.

## Admission Requirements

All applicants must be a graduate of an accredited high school **or** have a high school equivalent through GED testing. Students who have fewer than 12 hours of college credits are required to have taken the ACT examination.

### PROCEDURE:

Applicants who have completed at least twelve (12) college credit hours must have:

- A minimum of C on each required non-respiratory course completed
- An overall 2.0 GPA (C average) or better on ALL courses completed
- An overall 2.0 GPA on all courses completed at Mountwest Community & Technical College
- Taken twelve (12) college semester credit hours at the 100 level or above for a grade

GED applicants must:

- Meet the criteria for GED admission as stated in the Mountwest Community & Technical College undergraduate catalog
- Have completed at least twelve (12) college credit hours at the 100 level and earned grades of C or above
- Meet criteria for applicants who have completed at least 12 college credit hours

### Mountwest Community & Technical College - Admissions Policy

Mountwest Community & Technical College adheres to an open admissions policy as outlined in Title 135 Procedural Rule, West Virginia Council for Community and Technical College Education, Series 23, Standards and Procedures for Undergraduate Admissions at Community and Technical Colleges. It is the intent of this policy that everyone shall have access to higher educational opportunities commensurate with their interests and abilities.

- Admission to community and technical colleges is open to any person age eighteen or older and able to benefit from study at the community college level.
- Those who possess a high school diploma or General Education Development (GED)/TASC equivalency. This is a requirement if any applicant intends to apply for Federal Financial Aid.

## General Admission Information:

Applicants should contact the Mountwest Community & Technical College Office of Admission for application information. Applicants may download or apply online at [www.mctc.edu](http://www.mctc.edu). The printed application should be mailed to:

Mountwest Community and Technical College  
One Mountwest Way  
Huntington, WV 25701

An individual may enroll as a non-degree-seeking student to take courses for personal or professional enrichment.

Being admitted to Mountwest does not guarantee that applicants will be accepted into all associate or certificate programs. Some programs have additional admissions requirements.

To receive financial aid, an individual must be admitted as a degree-seeking student and have official high school transcripts or GED/TASC scores on file with the Office of Admissions.

### Board Policy

Regular admission to Mountwest Community and Technical College is open to any person who has a high school diploma or meets General Educational Development (GED)/TASC requirements.

- Persons not holding a high school diploma or GED/TASC who demonstrate an ability to benefit from post-secondary education may be admitted. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.
- High school transcripts or equivalent may be required to be on file for each incoming freshman who is registered in an undergraduate certificate or degree program, and who has graduated from high school within five years for financial aid purposes. Such transcripts shall be on file with the institution before eligibility for financial aid.
- Transfer students desiring to apply for transfer credits must supply the institution with official transcripts reflecting all previous college work from a regionally accredited institution. Receipt of transcripts will not discriminate against admission.
- Control and administration of this policy rest with the Office of Student Services.

**NOTE: Certain types of criminal offenses may result in an inability to receive professional licensure and job offers upon graduation.**

**Before entry, into the program, students in this situation must speak with the Program Director to determine the extent of potential difficulties with this issue.**

## **Employment while Enrolled**

We strongly recommend that students in the Respiratory Care program are not employed more than 20 hours a week while in the program. Students must set their priorities regarding school and employment. A student who is employed must still meet all the requirements and objectives of the program. Being late for a class or clinical experience, or leaving early because of employment, is not acceptable. Students must not work a nightshift and then go to clinic the next day. It is also highly discouraged to work nightshifts the night before class and lab. Students must not complete clinical coursework while in an employee status at a clinical affiliate.

## ACADEMIC POLICIES

### *Academic Placement/Transfer*

Section: Academic Policy	Title: Advance Placement/Transfer	Policy #: SHB 6.22 AAS RC
Department: CFE – AAS RC	Approved by: Faculty Org.	Date last reviewed/revised: 11/22

**POLICY:**

St. Mary's SORC & MCTC will accept college-level course credits earned at regionally accredited post-secondary institutions that can be transferred to Mountwest Community and Technical College.

All requested transfer credits will be assessed and acceptance of students with prior learning credentials demonstrated by coursework grades or exams. The movement of academic course credits from one college to another is usually a manual process requesting transcripts and the petition for credit.

**PROCEDURE:**

Transfer credit is subject to the approval of the Division Dean and Program Director in which the student matriculates, and with the following provisions:

- Mountwest Community & Technical College must receive official transcripts of all college-level work completed at other regionally accredited colleges before formal transfer credit will be awarded. Grades earned at other institutions will not be entered into the cumulative grade point average (GPA) at Mountwest Community and Technical College.
- Courses in which a grade of "C" or higher is earned are transferable for credit if coursework is relevant to the student's program at Mountwest Community and Technical College with the approval of the Division Dean.
- Credits earned at foreign post-secondary institutions may also be transferred, subject to review and approval of the Dean of the Division and Program Director in which the student matriculates.

Students applying for foreign credit transfer must submit an official evaluation of foreign educational credentials from an accredited evaluation agency.

- Transfer students are required to complete their academic residency requirement before graduation.
- The transfer evaluation is based on the declared major of the student.

Students who transfer to Mountwest Community & Technical College must complete at least their most recent fifteen (15) credit hours at Mountwest Community & Technical College to obtain an associate degree, or their most recent 6 credit hours at Mountwest Community and Technical College to obtain a certificate degree.

St. Mary's SORC & Mountwest Community & Technical College reserves the right to suspend or expel any student who misrepresents the truth on any admissions document.

Respiratory Care Transfer/Advanced Placement Policy:

- Applicants who wish to transfer from another Respiratory Care Program to the St. Mary's SORC/MCTC co-operative Respiratory Care Program must:
  - 1) Meet all current admission requirements
  - 2) Apply at least two months before the expected date of enrollment
  - 3) Notify the Program Director/Coordinator in writing, stating the anticipated entry date and reason for transfer
  - 4) Provide evidence of successful completion of previous core Respiratory Care courses from a CoARC-accredited program
  - 5) Acceptance of any transfer student will be dependent upon available resources.
  - 6) Requirements for consideration of acceptance into the Advanced Placement sequence will be the same as for those students applying to the first semester of the program.

Acceptance of Advanced Placement students will be dependent upon available resources.

Formulated: 9/22

## ***Re-Admission Policy***

Section: Academic Policy	Title: Re-Admission Policy	Policy #: SHB 6.21 - AAS RC
Department: CFE – AAS RC	Approved by: Faculty Org.	Date last reviewed/revised: 11/22

### **POLICY:**

All students wishing to return to the program after leaving for any reason must comply with a readmission procedure of the appropriate program.

### **PROCEDURE:**

1. A student who wishes to make an application for readmission to the program must do so by writing a letter of request to the Program Director for the School of Respiratory Care, who will forward the request to the Admissions & Progression Committee of the respective school.
2. The Admissions and Progression Committee of the school will review the request.
3. The Committee may grant readmission requests based on space available in the class and the students
  - a) Overall GPA: minimum 2.0 required
  - b) Overall Mountwest Community & Technical College GPA (minimum 2.0 required)
  - c) Prior performance in respiratory care courses
4. Readmission for any student who withdrew for non-academic reasons more than once will be considered on an individual basis.
5. Readmission for any student who was unsuccessful in more than one respiratory will be considered on an individual basis. The student who has been unsuccessful in more than one respiratory course will not be reconsidered until one year after the last unsuccessful course was completed.
6. The applicant must submit a written explanation to the Program Director describing the circumstances, how these have changed since withdrawal from a respiratory course or unsuccessful attempt in a respiratory course, and any necessary evidence to consider regarding readmission. It will be at the discretion of the Program Director whether to forward the request to the Admissions & Progression Committee for action.

Formulated: 9/22

### **Mountwest Community & Technical College Re-Admission**

Students who have not attended Mountwest Community & Technical College during the past 12 months are required to apply for readmission. The application for admissions can be completed for readmissions at [www.mctc.edu](http://www.mctc.edu).

There is no fee for applying for readmission and the application is normally processed within 3 business days. However, if a student has attended another college since last attending Mountwest

Community & Technical College, the student must reapply as a transfer student as outlined in the Transfer Policy.

[Admissions - MCTC](#)

***Probation, Suspension, and/or Dismissal from the Program***

Section: Academic Policy	Title: Probation, Suspension, and/or Dismissal from the Program	Policy #: AAS - SHB 6.15
Department: CFE – AAS RC	Approved by: Faculty Organization	Date last reviewed/revised: 11/22

**POLICY:**

All students in the Center for Education must follow the rules and policies of the appropriate school, conduct themselves professionally, and meet program requirements, or be placed on probation and/or dismissed from the program.

**PROCEDURE:**

1. The Center for Education strongly supports the standards set forth by the West Virginia Board of Examiners for Registered Professional Nurses (WVBOE-RPN), the American Registry of Radiologic Technologists (ARRT), the American Registry of Diagnostic Medical Sonographers (ARDMS), and the American Association for Respiratory Care (AARC) regarding the need for nursing students and Allied Health students to be persons of good moral character, who demonstrate responsible behaviors.
2. Conduct derogatory to the morals or standing of health professionals may be the reason for denial of admission or dismissal from the program
3. Irresponsible behavior or conduct denoting questionable moral character will include, but not necessarily be limited to the following:
  - a. Criminal activities – e.g., DUI, misdemeanors, felonies
  - b. Substance abuse – e.g., manufacture, use, distribution
  - c. Cheating/dishonesty (also see policy on Academic Dishonesty)
  - d. Harassment
  - e. Domestic violence
  - f. Discrimination
  - g. Breach of patient confidentiality
  - h. Failure to meet responsibilities
4. A student whose conduct on or off campus violates school rules and/or policies, fails to meet program requirements, or fails to develop the qualities and characteristics deemed essential for the achievement of the school objectives, may be placed on probation and/or dismissed from the program.  
The decision to place a student on probation and/or to dismiss the student from the program is determined by the Director and appropriate faculty
5. The faculty reserves the right to request the suspension or dismissal of any student at any time who is declared unsafe in the clinical area, who is found to have irresponsible behavior, and/or is guilty of misconduct
6. Damage to facilities, caused by the student(s), will be assessed according to the determined cost for repair and/or replacement and charged to the student as a financial obligation.
7. A student who is dismissed is responsible for all financial obligations to the school and university. Failure to fulfill all financial obligations to the school shall mean that the indebtedness will be turned over to the Medical Center Collection Office and the cost of the collection will be added to the indebtedness.

Formulated: Before 5/02,

Revised: 5/02, 5/04, 5/05, 4/08, 7/10, 7/12, 5/16, 8/18

Reviewed: 7/08, 11/08, 11/09, 7/13, 8/17; 6/19; 5/20; 8/21; 11/22

## ***Academic/Advisory Support Services***

Section: Academic Policies	Title: Academic Advisory/Support Services	Policy#: 6.11
Department: CFE – AAS RC	Approved By: SORC Faculty	Date Last Reviewed/Revised: 11/22
<p>POLICY: All students will be provided academic assistance as they progress through their program.</p> <p>PROCEDURE:</p> <p>A. ACADEMIC ADVISOR All students will be assigned a faculty advisor when they enter the program. Students may seek information or assistance from any appropriate faculty. The assigned faculty advisor will:     Schedule a conference with each advisee at the beginning of each semester and at midterm.     Monitor the academic progress of advisees in the respiratory care courses.     Inform the advisee of remediation options/requirements when the class or clinical grades are less than satisfactory.     Make appropriate referrals when indicated.</p> <p>It is the responsibility of the student to seek assistance when necessary. Each student is ultimately responsible for the outcomes of any examination and/or evaluation.</p> <p>The Director of the School of Respiratory Care is the advisor of record at MCTC for all students enrolled in the School of Respiratory Care. This requires that all registration and other official forms be signed by the Director before processing at MCTC.</p> <p>It is mandatory that any student receiving below a 70% on any exam see their assigned advisor. An appointment must be made with the advisor within one week of receiving the exam score. Failure to comply could result in probation.</p> <p>The assigned advisor will meet with and notify students at mid-term each semester if the student has &lt;70% average and/or an unsatisfactory in the clinical lab component. A copy of this meeting should be maintained in the student's advising file.</p> <p>B. UNIT TEST REVIEW/REMEDIATION Once a test is administered, a review will be scheduled within one week. Every student is encouraged to attend the review conducted by the faculty member(s) that taught the content tested. The reviewing faculty will provide the rationale for the correct and incorrect responses. Students scoring &lt;70% are required to attend the test review.</p> <p>Procedures for students scoring &lt;70%: The instructor(s) who taught the test content will determine the need for further study or testing to aid the student in the mastery of this content. The student will make an appointment with their advisor to discuss the results of this exam.</p>		

The advisor will encourage the student to seek 1 to 1 assistance from the faculty member(s) who taught the content and devised the unit exam to further identify test-taking inconsistencies and knowledge deficits.

#### C. FINAL EXAM REVIEW

Students who score less than 70% are encouraged to schedule individual conferences to review final results and identify knowledge deficits.

Formal remediation of content to achieve mastery if the student scores <70% on the final exam will not be required.

#### D. CLINICAL/LABORATORY REMEDIATION

The instructor is to identify and document areas for improvement using the Trajecsys competency form.

If the student is unsuccessful in any laboratory evaluation, the student should meet with the instructor who provided the evaluation within one week.

If remediation is required, the instructor will identify content areas of concern and steps for remediation.

Formulated: 11/22

## ***Withdrawal Policy***

Section: Academic Policy	Title: Withdrawal Policy	Policy# 6.16
Department: CFE – AAS RC	Approved By: SORC Faculty	Date Last Review/Revised 11/22
<p>POLICY:</p> <p>All students leaving the program other than by graduation must complete a withdrawal process.</p> <p>DEFINITIONS:</p> <p>PROCEDURE:</p> <ol style="list-style-type: none"><li>1. To drop any required respiratory care or non-respiratory care course, the student must meet with the Program Director. Several courses are prerequisites or are to be taken concurrently; therefore, a withdrawal from a course that is concurrent with another course may necessitate withdrawal from each of the courses that are considered concurrent.</li><li>2. This may add additional time, up to one year, to complete the program and may require reapplication to the respiratory care program. Students may withdraw from an individual course until a specified date and receive a grade of “W.”</li><li>3. Only complete withdrawals may be done after this date. Check the College calendar for specific dates. Students who withdraw from a respiratory care course must adhere to the same readmission policy as a student who has made less than a “C” in a respiratory course.</li><li>4. The student must seek readmission by submitting a written petition to the Program Director of the School of Respiratory Care to repeat the course. Repeating students may enroll only if permission is granted and space is available.</li><li>5. Priority is given to those students attempting a respiratory care course for the first time. If a student withdraws from Respiratory Care 100, 101, 102, 102L, they must repeat the admission process as stipulated for new students. For readmission and/or progression, a withdrawal from two respiratory care courses or withdrawal more than once from the same respiratory care course will be considered as a failure of one respiratory care course.</li><li>6. These withdrawals do not have to occur within the same academic semester or year. If a student withdraws from a respiratory care course after the specified date for individual course withdrawal and has a theory grade less than “C” or an Unsatisfactory clinical grade at the time of withdrawal, this will be considered a failure when a student is considered for readmission and/or progression. Failure to properly withdraw from Mountwest Community &amp; Technical College will result in an “F” for the course(s)</li></ol> <p>Formed: 9/22</p>		

## Tuition Refund Policy

Section: General Policy	Title: Tuition Refund Policy	Policy# SHB AAS RC - 6.14
Department: CFE – AAS RC	Approved By: SORC Faculty	Date Last Review/Revised: 11/22
<p>POLICY:</p> <p>Tuition Refund Policy</p> <p>PROCEDURE:</p> <ol style="list-style-type: none"> <li>Students who withdraw from the SORC may receive a partial tuition refund based on the following guidelines.</li> </ol> <p>Tuition refunds will follow the guidelines established for Mountwest Community &amp; Technical College.  <a href="#">Tuition &amp; Fees - MCTC</a></p> <ul style="list-style-type: none"> <li>Official complete withdrawals from all courses on the student’s course schedule.</li> <li>Students who are denied admission, declared academically ineligible to return, or are unable to return for medical reasons, may be refunded on a prorated basis.</li> <li>Refunds of tuition and fees to students called to the armed services will be processed per military orders.</li> <li>When it becomes necessary to cancel a class by administrative and/or faculty action, a student is granted a full refund of the tuition and fee for the class canceled unless he or she registers in another course of like value in terms of semester hours. This action does not apply to disciplinary action or withdrawals due to nonpayment of financial obligations.</li> <li>A student who is required to withdraw from the institution for disciplinary reasons is not entitled to refunds.</li> </ul> <ol style="list-style-type: none"> <li>Refund Policy <ul style="list-style-type: none"> <li>Effective with the Spring 2014 semester, after the schedule adjustment period for a term closes, a student must withdraw from all registered courses to receive any refund of tuition and fees. The College will no longer refund tuition and fees for individual classes dropped after the schedule adjustment period ends. <ul style="list-style-type: none"> <li>✓ The schedule adjustment period is defined as the first week of classes in the Fall and Spring semesters, and typically, the first day of classes for each summer session.</li> </ul> </li> </ul> </li> <li>Refund Schedule <ul style="list-style-type: none"> <li>The following schedule for calculating refunds shall be adhered to for those students who withdraw from the institution via the official withdrawal process and are eligible to receive funds. Monetary Refunds to Students will begin within 4 to 5 weeks after the semester starts.</li> </ul> </li> </ol> <p>Formulated: 9/22</p>		

## ***Refund Schedules***

### **REFUND SCHEDULE – Spring 2025**

<b>Spring 2025</b>	<b>16-Week</b>	<b>1st 8-Week</b>	<b>12-Week</b>	<b>2nd 8-Week</b>
Session Dates	01/21 to 05/09	01/21 to 03/14	02/10 to 05/09	03/17 to 05/09
Classes begin	01/21	01/21	02/10	03/17
100% Tuition Refund Deadline	01/24	01/24	02/13	03/20
90% Tuition Refund Deadline	01/31	01/26	02/19	03/22
70% Tuition Refund Deadline	02/21	02/06	03/08	04/02
50% Tuition Refund Deadline (no refund after this date)	03/14	02/16	03/26	04/13

\*\*Students may still be responsible for financial aid obligations even if they withdraw from the Program. Students should contact the Mountwest Community & Technical College Financial Aid office for further information. Tuition deposits along with background or drug screening are non-refundable.

## Technical Standards

Section: General Policy	Title: Technical Standards	Policy #: SHB 6.19 - AAS RC
Department: CFE – AAS RC	Approved by: Faculty Org.	Date last reviewed/revised: 11/22
<p>POLICY:</p> <p>Policies and Processes by which Students May Perform Clinical Work while Enrolled in the Program:</p> <p>Essential Functions / Core Performance Standards</p> <p>Specific health, physical and technical requirements are mandatory for all candidates entering the Respiratory Care program. The clinical practicum requires that each student be capable of demonstrating the following functions.</p> <ul style="list-style-type: none"> <li>• Gross and fine motor abilities</li> <li>• Physical strength and endurance</li> <li>• Mobility</li> <li>• Hearing</li> <li>• Visual</li> <li>• Tactile</li> <li>• Smell</li> <li>• Reading</li> <li>• Math</li> <li>• Emotional stability</li> <li>• Analytical and critical thinking</li> <li>• Interpersonal and communicative skills.</li> </ul> <p>Students must review the following descriptions and acknowledge their complete understanding of these requirements. In accordance with the Americans with Disabilities Act (ADA), the Respiratory Therapy Program follows all standards.</p> <p>The Essential Functions/Core Performance Standards Worksheet provides the framework and categories that relate to an individual's functional ability, activities/attributes, and any limitations/deficits of functional abilities.</p> <p>The Respiratory Care Program shall implement these standards in combination with the professional scope of practice, job analysis, and expert consultation that will assist in making decisions that relate to the ability of the respiratory therapy student to perform the essential functions of respiratory care.</p>		

1. Gross Motor Ability	<ul style="list-style-type: none"> <li>• Move within confined spaces</li> <li>• Sit and maintain balance</li> <li>• Stand and maintain balance</li> <li>• Reach above shoulders</li> <li>• Reach below the waist</li> </ul>	<p>Skills:</p> <ul style="list-style-type: none"> <li>• Grasp, hold, and read small instruments such as volume-measuring devices.</li> <li>• Lift medication vials to eye level to read.</li> </ul>
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		<ul style="list-style-type: none"> <li>Record patient data in the record or change the settings on equipment by turning the knob and observing change(s).</li> <li>Squeeze the suction catheter button</li> <li>Squeeze medication vials to empty.</li> <li>Write in the patient chart.</li> </ul>
2. Fine Motor Ability	<ul style="list-style-type: none"> <li>Pickup objects with hands</li> <li>Grasp small objects with hands</li> <li>Write clearly and neatly with a pen or pencil</li> <li>Enter data on a keyboard</li> <li>Pinch/squeeze or pick up objects</li> <li>Twist knobs with hands</li> <li>Possess manual dexterity for sterility and infection control purposes.</li> </ul>	<p>Skills:</p> <ul style="list-style-type: none"> <li>Change equipment settings above the head and below the waist.</li> <li>Function in an ICU environment by moving about in an ICU room to perform procedures on the patient.</li> <li>Students must also read patient chart, equipment settings, and/or equipment displays</li> <li>Sit or stand to record findings.</li> </ul>
3. Physical Endurance	<ul style="list-style-type: none"> <li>Stand at the client's side during the procedure</li> <li>Sustain repetitive movements</li> <li>Maintain physical tolerance (continue tasks throughout a shift)</li> </ul>	<p>Skills:</p> <ul style="list-style-type: none"> <li>Bend to change equipment settings on the floor, at knee level, waist level, chest level, eye level, or above the head.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work and complete tasks at a reasonable pace</li> </ul>	<ul style="list-style-type: none"> <li>• Gather equipment and manually resuscitate patients.</li> <li>• Make rapid adjustments if needed to ensure patient safety.</li> <li>• Make way to the patient's room using the stairs if an emergency is called.</li> <li>• Turn to change settings on the monitor while standing at the patient's bedside</li> </ul>
4. Physical Strength	<ul style="list-style-type: none"> <li>• Lift 25 pounds</li> <li>• Carry equipment/supplies</li> <li>• Squeeze with hands (e.g., use of a manual resuscitator)</li> <li>• Able to push/roll sixty (60) pounds</li> <li>• Move heavy objects weighing from 10-50 pounds by using upper body strength.</li> </ul>	<p>Skills:</p> <ul style="list-style-type: none"> <li>• Procedures such as CPT and CPR require that you stand, move, and perform repetitive procedures on patients throughout the day.</li> <li>• You will repeat this procedure periodically throughout a shift.</li> </ul>
5. Mobility	<ul style="list-style-type: none"> <li>• Twist</li> <li>• Bend</li> <li>• Stoop/squat</li> <li>• Move quickly</li> <li>• Walk and climb ladders/stools/stairs</li> </ul>	<p>Skills:</p> <ul style="list-style-type: none"> <li>• Help patient up in bed and from stretcher to bed and back.</li> <li>• Carry medications, pulse oximeter, stethoscope, or other equipment to the patient room.</li> </ul>

		<ul style="list-style-type: none"> <li>• Push the ventilator or other heavy equipment from the respiratory care department to the patient room.</li> <li>• Lift equipment from bed height to shelf height above chest level.</li> </ul>
6. Hearing	<ul style="list-style-type: none"> <li>• Hear normal and different speaking level sounds</li> <li>• Hear audible alarms</li> <li>• Hear telephones</li> <li>• Hear sounds with a stethoscope (e.g., lungs and heart sounds)</li> </ul>	<p>Skills:</p> <ul style="list-style-type: none"> <li>• Hear audible alarms such as a ventilator alarm.</li> <li>• Hear overhead pages to call for emergency assistance</li> <li>• Listen to heart sounds to determine if the heart is beating.</li> <li>• Determine the intensity and quality of patient breath sounds to help determine a diagnosis.</li> <li>• Listen to the patient's breath sounds to determine if the patient is breathing.</li> </ul>
7. Visual	<ul style="list-style-type: none"> <li>• Distinguish color</li> <li>• Distinguish color intensity</li> <li>• See emergency lights/lamps objects object up to 20 inches away</li> <li>• Use peripheral vision</li> <li>• Visually assess clients</li> </ul>	<p>Skills:</p> <ul style="list-style-type: none"> <li>• Confirm settings visually such as with ventilator display. Read the patient chart to determine the correct therapy.</li> </ul>

		<ul style="list-style-type: none"> <li>• Read settings on monitors and other equipment.</li> <li>• Visually assess patient color to assess for hypoxia or any changes in patient condition.</li> </ul>
8. Tactile	<ul style="list-style-type: none"> <li>• Detect environmental temperature</li> <li>• Detect temperature</li> <li>• Feel the differences in sizes, and shapes (e.g., palpate artery/vein)</li> <li>• Feel vibrations (e.g., pulses)</li> </ul>	Skills: <ul style="list-style-type: none"> <li>• Assess the patient by feeling for a pulse, temperature, tactile fremitus, edema, and subcutaneous emphysema.</li> </ul>
9. Smell	<ul style="list-style-type: none"> <li>• Detect odors from the client</li> <li>• Detect smoke</li> <li>• Detect gas or noxious smells (e.g. gas leak or smoke)</li> </ul>	Skills: <ul style="list-style-type: none"> <li>• Assess for unusual odors originating from the patient or environment requiring attention.</li> </ul>
10. Reading	<ul style="list-style-type: none"> <li>• Read and interpret physicians' orders</li> <li>• Read and understand written documents</li> <li>• Read the very fine or small print</li> </ul>	Skills: <ul style="list-style-type: none"> <li>• Read and interpret physician orders and or physician, therapist, and nurse's notes.</li> <li>• Read from a computer monitor screen.</li> <li>• Gather data accurately, and in a reasonable amount of time to ensure safe and effective patient care relative to other caregivers.</li> </ul>
11. Math	<ul style="list-style-type: none"> <li>• Calibrate equipment</li> <li>• Compute fractions</li> <li>• Convert numbers to metric</li> <li>• Count rates (e.g., pulses, breathing rate)</li> </ul>	Skills: <ul style="list-style-type: none"> <li>• Read and interpret patient graphics charts and graphic displays.</li> </ul>

	<ul style="list-style-type: none"> <li>• Tell time and measure time (duration)</li> <li>• Perform basic arithmetic functions add, subtract, multiply, divide</li> <li>• Read and understand columns of writing (e.g., flow sheets)</li> <li>• Read digital displays and graphic printouts</li> <li>• Read graphs (e.g., vital sign sheets; ventilator flow)</li> <li>• Read measurement marks</li> <li>• Record numbers (chart observed parameters)</li> <li>• Use a calculator</li> <li>• Use measuring tools (e.g., thermometer, MIP/NIF, Peak Flow, VC)</li> </ul>	<ul style="list-style-type: none"> <li>• Perform basic arithmetic functions to calculate minute ventilation, convert temperature, and correctly place graduated tubing, and other functions.</li> </ul>
12. Emotional Stability	<ul style="list-style-type: none"> <li>• Establish therapeutic boundaries</li> <li>• Provide the patient with appropriate emotional support</li> <li>• Adapt to changing environment stress</li> <li>• Deal with the unexpected (e.g., emergencies, trauma)</li> <li>• Perform multiple responsibilities concurrently</li> <li>• Show appropriate compassion through communications</li> </ul>	<p>Skills:</p> <ul style="list-style-type: none"> <li>• Provide safe patient care despite a rapidly changing and intensely emotional environment.</li> <li>• Perform multiple tasks concurrently such as delivering medication or oxygen in one room while performing an arterial blood gas in another (in an emergency room or general floor environment).</li> <li>• Maintain enough composure to provide effective patient care despite crisis circumstances</li> </ul>
13. Analytical Thinking	<ul style="list-style-type: none"> <li>• Evaluate outcomes</li> <li>• Prioritize tasks</li> <li>• Problem solve</li> <li>• Process information</li> </ul>	<p>Skills:</p> <ul style="list-style-type: none"> <li>• Evaluate priorities and various sources of diagnostic information to help arrive at a patient diagnosis.</li> </ul>

	<ul style="list-style-type: none"> <li>• Transfer/extrapolate knowledge from one situation to another</li> <li>• Use long- and short-term memory</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriately evaluate data to notify physicians and nurses when necessary.</li> </ul>
14. Critical Thinking	<ul style="list-style-type: none"> <li>• Identify cause-effect relationships</li> <li>• Plan/control activities for others</li> <li>• Synthesize knowledge and skills</li> <li>• Sequence information</li> </ul>	Skills: <ul style="list-style-type: none"> <li>• Evaluate priorities and various sources of diagnostic information to help arrive at a patient diagnosis and treatment plan.</li> </ul>
15. Interpersonal	<ul style="list-style-type: none"> <li>• Respect differences in clients</li> <li>• Establish rapport with clients and co-workers</li> <li>• Work effectively with physicians, staff, clients, and their families</li> </ul>	Skills: <ul style="list-style-type: none"> <li>• Communicate effectively under any circumstance (courteous or offensive) with patients, families, doctors, nurses, and other staff to meet therapeutic goals for the patient.</li> </ul>
16. Communication	<ul style="list-style-type: none"> <li>• Convey information through writing</li> <li>• Explain procedure(s)</li> <li>• Give oral reports</li> <li>• Speak clearly and distinctly</li> <li>• Speak on the telephone</li> </ul>	Skills: <ul style="list-style-type: none"> <li>• Communicate effectively and appropriately with doctors, nurses, patients, family, and other staff to provide for the most effective and efficient patient care.</li> </ul>

### ***Attendance/Tardiness/Absence Policy 6.4***

Section: Academic Policies	Title: Attendance/Tardiness/ Absence Policy	Policy #: AAS -- SHB 6.4
Department: Center for Education – SORC	Approved by: Faculty Organization	Date last reviewed/revised:  6/22

POLICY: Attendance in class and in the clinical laboratory is the responsibility of each student.

DEFINITIONS:

PROCEDURE:

1. Punctual attendance in all classes and clinical experiences is important if the student is to meet all course objectives.
2. Notify the Center for Education by calling 304 - 526-1426 as soon as possible regarding the absence.
3. Class absences will be recorded and totaled at the end of each course and at the end of the program by the Director. Copies will be provided to the Vice President for Schools of Nursing and Health Professions.
4. The course grade will be lowered one letter grade if theory absences exceed 20% of the total theory contact hours, based upon assigned credit hours for the course. For each additional 10% of theory absences, in relation to total theory contact hours, the course grade will be decreased an additional letter grade. Each course syllabus will specify the point at which these absence hours will result in the lower course grade.
5. Student attendance at professional meetings is encouraged. Attendance at these meetings would not constitute an absence, but will be marked with a “P” (Professional) on the roster by the faculty. The student is expected to notify the instructor(s) prior to the professional meeting and they will assist the student with class matters missed. The student may be asked to present a brief report on their return to school.
6. References provided to potential employers by the faculty and/or the Director will include information on attendance while the student was enrolled in the program.
7. Absences/Tardiness on the Day of an Exam/Quizzes:
8. Students who miss an exam/quiz must contact the instructor before the exam/quiz or as soon as possible after the exam/quiz is missed.
9. Documentation of the reason for the exam/quiz absence/tardiness (i.e., healthcare provider statement, receipt to substantiate car trouble, etc.) must be provided in order to determine eligibility for a make-up exam/quiz.
10. Permission for make-up exams/quizzes will be at the discretion of course instructors.
11. Make-up exams/quizzes maybe different than original exams/quizzes.
12. Any make-ups will be scheduled at a time convenient to the instructor.
13. Students should be ready to take the make-up exam/quiz upon the first day of return, unless other plans have been arranged.
14. If tardy for an exam/quiz, the student must decide if it can be completed within the

remaining administration time. The exam/quiz will be turned in at the same time as all other students taking it. If the student does not believe the exam/quiz can be completed within the planned administration time, a request for make-up may be submitted for consideration.

15. Students may not take more than two (2) make-up unit exams per course. Each subsequent test missed will be scored as a zero (0).

**Clinical/Lab Tardy and Absences:**

16. Clinical tardiness is defined as arriving later than the designated start time for any clinical experience. All tardy occurrences will be noted on the student's clinical performance evaluation. The second, and any subsequent tardy occurrence within the same semester will result in the student being sent home and will be recorded as a clinical absence.
17. A student arriving 15 minutes after the designated start time for any clinical experience will be sent home and will be recorded as a clinical absence.
18. Students must be present for the entire clinical experience to receive credit for the day or else they will be marked absent unless preapproved by SORC faculty.
19. Clinical absence will result in the student receiving a zero for clinical attendance and a zero on the clinical daily evaluation.
20. Student must notify the School of Respiratory Care and the assigned unit (see course syllabi for numbers) PRIOR to the scheduled time of the clinical/lab experience in the event they will be absent.
21. Any occurrence of a no call/no show on any clinical day will result in the student receiving a zero for clinical attendance and a zero on the clinical daily evaluation. In addition, it will require a formal clinical contract between the student and the DCE and SORC faculty. At this point the student will be placed on clinical probation for the remainder of the SORC program unless there are significant and documented extenuating circumstances. A second occurrence of a no call/ no show absence will result in the student being dismissed from the clinical portion of the program.
22. Permission for make-ups will be at the discretion of the instructor(s).
23. All clinical/lab absences/tardiness must be made up before the completion of the course.
24. Make-up times and requirements are determined by the instructor(s) involved in the course.
25. Make-up clinical/lab days can only be scheduled as time and other constraints allow.
26. If clinical/lab absences cannot be made up by the end of the course, the student will receive an Incomplete as the grade for the course.
27. All faculty will report clinical absences/tardiness to their coordinator.
28. Classroom/campus labs are considered as clinical/lab.
29. If a student misses more than two patient care clinical experiences, it will result in a failure of the course.
30. If the absence is due to illness/injury that would compromise the student's health,

safety, or ability to attain the course objectives and/or patient safety, the Director will require a physician release form, signed by a healthcare provider be provided to document student restrictions. If a student has been under a healthcare provider's care for illness/injury that necessitated missing any exam, a physician's release is required. Following completion of the assessment by a healthcare provider, the Director and faculty will determine the feasibility of remaining in the program.

31. It is the responsibility of the student to obtain a release before returning to school. (See Student Handbook, Form 3.1e).
32. Tardiness in theory: Students who are tardy may enter the classroom and sit in a designated area, in order to prevent class disruption. Students who are tardy will be counted as absent, and the attendance roster is not to be signed.
33. Students are asked not to interrupt class by entering late. Every effort is made to avoid disruption of class. Special seating may be assigned to late-comers.
34. Theory and lab absences that result in an Incomplete for the course may adversely affect financial aid and/or scholarship eligibility.

Formulated: Prior to 5/99

Revised: 5/99, 12/01, 6/02, 7/03, 5/04, 5/05

Revised: 11/05 (Pilot), 5/06 (Continue Pilot);

Revised: 2/07, 7/07, 6/08, 7/08' 12/15

Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17, 6/19, 6/20; 8/21; 6/22

## ***Student Employment***

Section: Academic	Title: Student Employment	Policy# SHB – AAS RC 6.13
Department: CFE – AAS RC	Approved By: SORC Faculty	Date Last Review/Revised: 11/22

**POLICY:**

This standard intends to delineate between clinical time and clinical site employment. While enrolled in and attending the Respiratory Care program many students are employed at various clinical sites. There must remain a clear distinction between the student and employee roles.

**DIRECTIONS:**

**PROCEDURE:**

1. During your time as a student, you may obtain a student permit to practice respiratory care as a paid student/intern. It is your responsibility to obtain the necessary paperwork to receive your student license as well as making sure you meet the requirements to be licensed in the state you desire to work.
2. Employment during the school semester often impairs a student's ability to devote the time needed for full-time coursework and study. Therefore, the SORC strongly recommends that students in the Respiratory Care program are not employed more than 20 hours a week while in the program.
3. Students will not be able to obtain a student license without the written approval of the Program Director and the Director of Clinical Education.
4. If you receive a student permit to practice respiratory care, you will NOT be permitted to perform a clinical assignment and receive compensatory wages as an employee. If this occurs disciplinary action will be taken and could lead to dismissal from the program.
5. Commission on Accreditation for Respiratory Care (CoARC) Standard 5.09
  - a. Students must be appropriately supervised at all times during their clinical education coursework and experiences. Students must not be used to substitute for clinical, instructional, or administrative staff. Students shall not receive any form of remuneration in exchange for work they perform during programmatic clinical coursework

Formulated: 11/22

## Graduation

Section: Academic Policies	Title: Graduation	Policy# SHB 6.5 - AAS RC
Department: CFE – AAS RC	Approved By: AAS RC Faculty	Date Last Review/Revised: 11/22

### POLICY:

To be eligible for graduation, a student must successfully meet the student learning outcomes of all courses in the curriculum and fulfill all financial obligations to St. Mary's and Mountwest Community & Technical College. Students must complete the required hours of volunteer community service before graduation.

### PROCEDURE:

1. Students must complete all procedures related to graduation, which are specified by MCTC and announced to all students by the Director or designee. For example, all students must complete graduation application forms and pay graduation fees as specified by MCTC.
2. Students must achieve a "C" or higher in all required courses in the SORC program.
3. Students must maintain a 2.0 overall GPA at MCTC.
4. Students must complete all financial obligations of St. Mary's and MCTC to be eligible to graduate from the program.
5. Students are responsible for ensuring that official transcripts of courses taken at all institutions are received by the MCTC registrar before graduation.

### **Mountwest Community & Technical College – Graduation Requirements**

#### **Eligibility Requirements**

To be eligible to graduate from Mountwest, students must apply for graduation at the beginning of the semester, or term, in which they intend to complete graduation requirements, which include the following:

Earn a minimum of sixty (60) credit hours, excluding developmental hours, for degree programs

Earn a minimum of (30) credit hours, excluding developmental hours, for certificate programs

Have a Mountwest GPA of 2.0 or higher

Have earned a C or better in ENL 111 or equivalent

Have a minimum of the last 15 college-level credit hours earned at Mountwest except for degrees in Board of Governors, Technical Studies, or Occupational Development, which only requires 3 hours at MCTC and at least 12 hours at a regionally accredited institution

- Complete any program-specific additional requirements

You must apply for graduation at the beginning of the semester or term in which you intend to complete graduation requirements.

To apply for graduation, you must first go to the Mountwest cashier and pay the graduation fee. Next, bring a copy of the receipt to the Student Services One-Stop Registration Station and complete the graduation application.

### **Honors Graduation**

Associate degree candidates for graduation who have achieved special distinction in academic work are recognized at the graduation commencement. Their honor status is printed on their diploma. Honor status is determined by this scale for the final cumulative grade point average:

- With High Honors – 3.70 and above
- With Honors – 3.30 to 3.69

\*Honor calculations are not rounded.

Transfer students must have earned at least 15 credit hours at Mountwest. Of those, 32 credit hours must apply to an associate degree program, all of which were achieved at honors levels.

## ***APPEALS/GRIEVANCES***

Section: Appeals/Grievance	Title: Academic Appeals/Grievance Student Appeals for Instructor-Imposed Sanctions	Policy #: AAS - SHB 6.17
Department: CFE – AAS RC	Approved by: Faculty Organization	Date last reviewed/revised: 08/23
<p>POLICY: A process for the student to appeal academic sanctions will be in place.</p> <p>PROCEDURE:</p> <p>The student shall follow the procedure below:</p> <ul style="list-style-type: none"> <li>• Cases where a student is appealing a grade</li> <li>• Cases in which a student has received an instructor-imposed sanction.</li> </ul> <p><b>STEP 1:</b> The student should first attempt a resolution with the course faculty member. This initial step must be taken within ten (10) days from the imposition of the sanction or, in the case of an appeal of a final grade in the course, within thirty (30) days of the end of the course.</p> <p>The student who appeals is responsible for submitting all applicable documentation. If the faculty member is unavailable for any reason; the process starts with Step 2.</p> <p><b>STEP 2:</b> If the procedure in Step 1 does not have a mutually satisfactory result, the student may appeal in writing to the Program Director of the SORC within ten (10) days after the action was taken in Step 1, which will attempt to resolve the issue at the departmental level.</p> <p>When a student appeals a final grade, the faculty member must provide all criteria used for determining grades.</p> <p><b>STEP 3:</b> Should the issue not be resolved at the departmental level either the student or faculty member may appeal in writing to the Vice President of the Schools of Nursing and Health professions within ten (10) days of the action taken in step 2. The Vice President will attempt to achieve a mutually satisfactory resolution.</p> <p><b>STEP 4:</b> Should the issue not be resolved by the Vice President of the Schools of Nursing and Health Professions, either the student or instructor may appeal in writing within ten (10) days of the action taken in Step 3 to the Dean of Student Services, who shall refer the matter to the Mountwest Community &amp; Technical College Academic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary.</p> <p><b>STEP 5:</b> Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board, then either party may file an appeal with the Provost and Senior Vice President</p> <p>Formulated: 8/22</p>		

Section: Appeals/Grievance	Title: Non-Academic Grievance	Policy #: AAS – SHB 6.18
Department: CFE – AAS RC	Approved by: Faculty Organization	Date last reviewed/revised: 11/22
<p><b>POLICY:</b></p> <p>A process to provide all students with a systematic policy for the resolution of grievances that may arise with the school, its faculty/staff, and/or its policies. This process is divided into two components:</p> <ul style="list-style-type: none"> <li>(1) filing an initial grievance or complaint and/or</li> <li>(2) filing an appeal of any response to a grievance or disciplinary decision.</li> </ul> <p><b>DEFINITIONS:</b></p> <p><b>Grievance:</b> A formal written statement expressing a circumstance that the student feels resulted in unjust or injurious treatment.</p> <p><b>Filing a grievance or complaint:</b> This is the process by which a student files any complaint, including issues relating to the student’s perception of unjust or injurious treatment from the school and/or the school’s staff/faculty.</p> <p><b>Filing an appeal:</b> This is the process by which a student files an appeal due to dissatisfaction with the response to a non-academic disciplinary action, complaint, or grievance.</p> <p><b>Grievance Panel:</b> A committee made up of the Directors of the School of Nursing, the School of Respiratory Care, and the School of Medical Imaging, and one student, selected from the student representatives of the Student Affairs Committee.</p> <p><b>PROCEDURE:</b></p> <p><b>STEP 1: FILING A NON-ACADEMIC COMPLAINT OR GRIEVANCE</b></p> <ul style="list-style-type: none"> <li>1. Student files a written complaint with the Program Director. The complaint should be filed within three business days of the occurrence.</li> <li>2. If the grievance involves the Program Director, the written complaint should be made to the Vice President of the Schools of Nursing and Health Professions.</li> <li>3. The Vice President of the Schools of Nursing and Health Professions will respond to the student within three business days.</li> </ul> <p><b>STEP 2: APPEAL PROCESS</b></p> <ul style="list-style-type: none"> <li>1. A written appeal is filed with the Grievance Panel.</li> <li>2. A written explanation of the grounds for appeal should be presented by the student within three (3) business days from the date the appeal is filed. The scope of review shall be limited to the following: <ul style="list-style-type: none"> <li>a. Procedural errors</li> <li>b. Evidence not available at the time of the hearing</li> <li>c. Insufficient evidence to support the findings of the coordinator or SORC Director</li> <li>d. A sanction or sanctions disproportionate to the offense</li> </ul> </li> </ul>		

3. All appeals shall be considered from the records of the original proceedings of the Coordinator or SON/SORC/SOMI Director.
4. If the grievance involves the Program Director, the Director shall recuse themselves from the Grievance Panel.
5. After hearing the grievance, the panel does one of the following:
  - a. Finds in favor of the student. The panel then forwards its recommendation to the program director and the Vice President for Schools of Nursing and Health Professions.
  - b. Upholds the resolution of the Coordinator or SON/SORC/SOMI Director. The panel then forwards its recommendation to the Program Director and the Vice President for Schools of Nursing and Health Professions.
  - c. Decides that more information is needed. The panel shall ask the coordinator to invite the student and the person named in the grievance to meet with the panel separately or together, at the panel's discretion. After the additional information is collected, the panel shall choose either a or b, as listed above.
6. The Grievance Panel's decision will be forwarded to the student within ten (10) business days following receipt of the written explanation of the appeal.

**STEP 3: FINAL APPEALS**

1. If the student is dissatisfied with the Grievance Panel's decision, the grievance may be taken to the SMMC President/CEO. The SMMC President/CEO may include a representative from SMMC Human Resources in their decision process at their discretion.
2. This final appeal must be made in writing within 3 business days from the denial of the initial appeal by the Grievance Panel.
3. The SMMC COO will respond within ten (10) business days.
4. All decisions from the SMMC COO will be final

Formulated: 8/22

## HEALTH-RELATED POLICIES

### *SMMC/MCTC SORC Student Health Policy*

Section: HEALTH RELATED POLICIES	Title: SMMC/MCTC SORC Student Health Policy	Policy#: SHB 3.1
Department: CFE – AAS RC	Approved By: Faculty Organization	Date Last Reviewed/Revised: 11/22
<p>POLICY:</p> <p>Students must be mentally and physically able to meet the course objectives/student learning outcomes.</p> <p>PROCEDURE:</p> <ol style="list-style-type: none"> <li>1. The student must have the knowledge and skills required to safely and effectively care for people who require medical care.</li> <li>2. The student enrolled in the Center for Education accepts accountability for patient care and safety upon acceptance of admission to the program.</li> <li>3. The student must notify faculty when health problems or medications may affect classroom or clinical performance, intellectually or physically. (See Student Handbook 3.0 and school catalog.)</li> <li>4. Students entering the first healthcare course of the program must provide the following forms completed as directed:             <ul style="list-style-type: none"> <li>• 3.1A Physical Examination Form</li> <li>• 3.1B Immunization Form                 <ul style="list-style-type: none"> <li>▪ 3.1B1 St. Mary’s Center for Education Hepatitis B Vaccine Waiver (only when the student chooses to not or cannot take the Hepatitis B Series, has had the series but does not have immunity, or if the student is currently completing the series and has not shown immunity)</li> </ul> </li> <li>• 3.1C Initial two-step PPD test for tuberculosis or documentation from a healthcare provider indicating the PPD status</li> </ul> </li> <li>5. Thereafter, at the beginning of each academic year, the student must provide documentation of one-step PPD</li> <li>6. Students may apply for a leave of absence to give themselves time to receive treatment and improve their mental or physical health. (See Student Handbook 5.2.)</li> <li>7. Students may be required to provide evidence from their healthcare provider that the challenges of classroom and clinical laboratory experience will not negatively affect the student’s health or the safety of patients. (See Student Handbook 3.1D Healthcare Provider Release Form.)</li> </ol>		

8. Students may be dismissed or suspended from the Center for Education if they do not notify faculty of their health problems, which may affect patient safety.
9. Students may be dismissed or suspended from the Center for Education if they are not able to provide safe patient care.
10. Students should retain a copy of all completed health forms that are provided to the Center for Education.

Formulated: 6/22

Revised: 6/22

Reviewed: 11/22

## ***Exposure to Blood and/or Bodily Fluids***

Section: HEALTH RELATED POLICIES	Title: Exposure to Blood and/or Body Fluids	Policy#: SHB 3.3
Department: CFE – AAS RC	Approved By: SORC Faculty	Date Last Reviewed/Revised: 11/22

Caring for patients in the hospital may put you at risk for needle sticks, exposure to blood and body fluids, and airborne pathogens. Following proper guidelines and infection control precautions will help decrease the risk of exposure.

**POLICY:** Students exposed to blood and/or body fluids must follow agency policy regarding a report of the event and procedures related to the event.

**PROCEDURE:**

Upon exposure to blood and/or body fluids, the following steps must be taken immediately:

1. Cleanse the wound with soap and water. For eye splash, irrigate with water or normal saline.
2. Report the incident to the instructor.
3. Complete incident report specific to exposure to blood/body fluid.
4. Contact the Infection Control Officer or designee for assistance as needed.
5. Follow guidelines as specified by the agency policy.
6. The student is encouraged to complete the exposure procedure as administered by the Emergency Department at their own expense.

Formulated: Before 5/02

Revised: 5/02, 5/04, 5/05, 7/07, 4/08, 7/08, 11/08

Reviewed: 11/09, 7/10, 7/12, 7/13, 8/17, 8/18, 6/19, 5/20, 8/21, 6/22, 11/22

## ***Exposure to Chickenpox (Varicella)/Shingles (Herpes Zoster)***

Section: HEALTH RELATED POLICIES	Title: Exposure to Chickenpox (Varicella)/Shingles (Herpes Zoster)	Policy#: SHB 3.4
Department: CFE	Approved By: Faculty Organization	Date Last Reviewed/Revised: 11/22

**POLICY:**

Upon exposure to Varicella or Herpes Zoster, the student must notify the appropriate instructor immediately and follow the listed provisions.

**DEFINITIONS:**

An exposure is defined as “non-immune persons (negative history of Varicella/unknown post-vaccination titer/negative titer post-vaccination) having contact with shingles or chickenpox lesions (before crusting), drainage, or articles soiled with drainage, when not wearing a mask and gloves for Varicella or not wearing gloves for Herpes Zoster.

**PROCEDURE:**

1. Students must provide the school with their Varicella immunization status.
2. Any student with a known Varicella or Herpes Zoster exposure must report to their instructor, coordinator/director, and/or the employee/student health clinic. All exposures are then reported to SMMC Infection Control, the Vice President for Schools of Nursing and Health Professions, and appropriate faculty.
3. Students with Herpes Zoster (Shingles) symptoms will:
  - a. not be permitted to high-risk clinical areas such as OB, Pediatrics, or Oncology until the skin eruptions are crusted
  - b. be permitted in other areas as long as clothing covers the lesions
  - c. be excluded from all clinical areas if the lesions are on the hand, neck, face, or arms until all lesions are crusted.

Formulated: 4/00

Revised: 8/21

Reviewed: 9/22

## ***Tuberculosis Testing***

Section: HEALTH RELATED POLICIES	Title: Tuberculosis Testing	Policy#: SHB 3.6
Department: CFE	Approved By: Faculty Organization	Date Last Reviewed/Revised: 9/22
<p>POLICY:</p> <p>All students must have an annual PPD test for tuberculosis.</p> <p>PROCEDURE:</p> <ol style="list-style-type: none"><li>1. A 2-step Tuberculin Skin Test (TST) or an INTERFERON GAMMA RELEASE ASSAY (IGRA) must be completed before beginning the first clinical experience. Students entering in the fall semester must have the 2-step TST or an IGRA in the previous summer. Students entering in the spring semester must have the 2-step TST or an IGRA in the previous fall or winter.</li><li>2. Thereafter, students must have a TST or an IGRA between the spring and fall semesters, as long as they remain in the program.</li><li>3. If the student either chooses to or cannot have a TST, IGRA results must be provided</li><li>4. Documentation of the TST or an IGRA and the results should be submitted to the designated individual by the designated date.</li></ol>		

Formulated: Before 5/02

Revised: 8/18

Reviewed: 11/22

## *Latex Allergy/Sensitivity*

Section: HEALTH RELATED POLICIES	Title: Latex (Rubber) Allergy/Sensitivity Policy	Policy#: SHB 3.7
Department: CFE	Approved By: Faculty Organization	Date Last Reviewed/Revised: 11/22
<p>POLICY:</p> <p>Students known to have a sensitivity to latex shall be provided with alternative products for laboratory experiences.</p> <p>PROCEDURE:</p> <ol style="list-style-type: none"> <li>1. When a student indicates a possible sensitivity to latex, the student should be referred to the Curriculum Coordinator/Director.</li> <li>2. The Program Director or Director of Clinical Education will provide the proper forms to be completed.             <ol style="list-style-type: none"> <li>a. First Report of Injury (online SMMC Intranet).</li> <li>b. Latex Screening Questionnaire.</li> </ol> </li> <li>3. A copy of the above forms will be:             <ol style="list-style-type: none"> <li>a. Placed in the student's health record file.</li> <li>b. Submitted to the Employee Health RN.</li> </ol> </li> <li>4. The student may also seek assistance from their healthcare provider (at the student's expense).</li> <li>5. Products such as protective lotions or specific gloves may be suggested by the student's health care provider.</li> <li>6. Whenever possible, these products and/or items will be provided by St. Mary's Center for Education.</li> <li>7. The student will arrange with the Coordinator/Director for the appropriate products and replacement of the products, as needed.</li> <li>8. It is the student's responsibility to inform each clinical instructor of this allergy and request the appropriate products when needed.</li> </ol>		

Formulated: 6/01

Revised: 8/18

Reviewed: 11/22

## ***Flu Prevention Program***

Section: HEALTH RELATED POLICIES	Title: Flu Prevention Program	Policy#: M-5
Department: Human Resources	Approved By: SMMC Administration	Date Last Reviewed/Revised: 11/22

**PURPOSE:**

The purpose of this policy is to protect patients, caregivers, family members, and the community from influenza infection through the annual immunization of all Medical Center employees, physicians, contractors, students, and volunteers.

**POLICY:**

St. Mary's requires influenza immunization on an annual basis for all St. Mary's employees, physicians, contractors, students, and volunteers. As a condition of employment and/or access to patient care or clinical care areas, all Staff must receive an annual influenza vaccination by such date as determined by the Infection Prevention Department ("IP") (hereinafter the "Effective Date").

Individuals that become a Staff member after the Effective Date but before March 31 (or a later date as determined IP) will be required to receive the flu vaccination, receive an exception to receiving the flu vaccination (See Section IV), or provide proof of immunization from their previous employer including date of vaccination and lot number before commencing their St. Mary's employment.

If a Staff member cannot receive the influenza vaccination, he/she must wear a surgical mask when working regardless of their work area.

**PROCEDURE:**

1. All Staff working in a St. Mary's facility must be immunized against influenza each year.
2. Influenza vaccine is available free of charge to all Staff. The vaccination program is coordinated through the Employee Health Department ("Employee Health"). Dates of the influenza vaccination program will be determined by IP on an annual basis.
3. If Staff covered by this policy are vaccinated through services other than Employee Health (i.e. private physician office, public clinics) they must provide proof of immunization to Employee Health by the Effective Date. Proof of immunization may include a receipt or copy of consent which includes the date of vaccination and lot number.
4. Staff who wish to request an exception from the influenza vaccination for medical reasons must submit a "Vaccine Medical Exception Form" completed by their healthcare provider.

The form must be submitted to Employee Health on or before October 1 of the year in which the exception is being requested.

The Director of Infectious Diseases and Employee Health or designee shall review the medical exception form along with any supporting information and shall inform the requesting individual on or about October 15 as to whether his or her request is approved or denied.

5. Staff who wish to request an exception from the influenza vaccine for religious reasons must submit a completed "Vaccine Religious Exception Form" to the Human Resources Department on or before October 1 of the year in which the exception is being requested.

The Director of Human Resources shall review the religious exception form along with any supporting information and shall inform the requesting individual on or about October 15 as to whether his or her request is approved or denied.

6. Staff not receiving the flu vaccination by the Effective Date will be required to wear a surgical mask while working, with the exceptions being when Staff are in the cafeteria, Mojo's, Heartbeat Café, or in an enclosed break area or outside of the Medical Center.
7. On an annual basis, IP shall determine the period during which the mask shall be worn.
8. Employee Health will maintain a record of Influenza immunizations.
9. Staff receiving the vaccine will receive a sticker required to be placed on the identification badge. The sticker is to be removed from the badge on such date as determined by IP.
10. In the event of an influenza vaccine shortage, the situation will be evaluated by the V.P. of Medical Affairs in collaboration with Employee Health, IP, Human Resources, and Pharmacy. Influenza vaccine will be offered to Staff covered by this policy based on job function and risk of exposure to influenza.
11. Priority will be given to those who provide direct hands-on patient care with prolonged face-to-face contact with patients, care for patients at high risk for complications from influenza and/or have the highest risk of exposure to patients with influenza, as well as to personnel who are at high risk for complications from influenza.

Employees who do not comply with either taking the flu vaccine or getting an approved religious or medical exemption shall be issued a written warning and suspended without pay until they are compliant with this policy.

Formulated: 10/16

Revised: 11/21

Reviewed: 11/22