

University of Michigan-Flint
Respiratory Therapy Program

STUDENT HANDBOOK

Revised August 2024

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Acknowledge the Student Handbook

I hereby acknowledge that I have received a copy of the University of Michigan-Flint Respiratory Therapy Program Student Handbook. I understand that I may contact the Program Director for further explanation if any clarification is necessary. I understand that these policies and procedures apply to all faculty and students regardless of the instruction location. I am responsible for all content and compliance with all policies and procedures during my time in the University of Michigan-Flint Respiratory Therapy Program.

Please follow this link to make your acknowledgment of the handbook: Signature Link

Introduction

The Bachelor of Science in Respiratory Therapy (BSRT) is designed to fit the busy lives of working registered respiratory therapists. The program is flexible and convenient with courses being offered in an online format. The BSRT will assist in advancing your career as a valued member and leader of a healthcare team dedicated to quality patient care and outcomes. Furthermore, this program will build off your current professional knowledge, expertise, and experience to prepare you for added credentialing exams.

Accreditation

The University of Michigan-Flint Bachelor of Science in Respiratory Therapy (BSRT) Degree Advancement Program, #500006, in Flint, Michigan holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (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.

They may also be contacted at:
264 Precision Blvd.
Telford, TN 37690
817-283-2835

Philosophy of Education

This program recognizes students with diverse educational backgrounds with various experiences influencing the teaching and learning process. As a result of this and based on the principles of adult learning and teaching/learning theories, different teaching strategies will be used to provide opportunities to support self-directed learning and critical thinking. In addition, students will be exposed to opportunities for enhanced professional and personal growth. The program will strive to maintain a positive learning environment where students and faculty value empathy, understanding, and mutual respect throughout the professional components of the program.

Nondiscrimination Policy

The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate based on race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. For more information on the University of Michigan-Flint Institutional Equity and Title IX, visit https://www.umflint.edu/ecrt/

Program Goal

The mission of the Bachelor of Science in Respiratory Therapy (BSRT) Program is to provide graduates of entry-level respiratory care professional practice degree programs with additional knowledge, skills, and attributes in leadership, management, education, research, and advanced clinical practice both to meet their current professional goals and to prepare them for practice as advanced-degree respiratory therapists.

Expected Student Learning Outcomes (ESLO)

The expected student learning outcomes (ESLOs) describe what the student is able to do, achieve, demonstrate, or know upon completion of the program. ***"Upon completion of the Bachelor of Science in Respiratory Therapy Degree Advancement program from the University of Michigan – Flint, students will…***

ESLO #1

Demonstrate knowledge in advanced respiratory critical care.

Introduce and Develop: RSP 400, RSP 405, RSP 410
Master: RSP 435
The direct measure for this student learning outcome is:

- Completion of coursework in RSP 400, RSP 405, & RSP 410 with 80% of students achieving a grade of B- (80%) or higher
- Successful completion of RSP 435

ESLO #2

Demonstrate effective oral and written communication skills

Introduce: RSP 400, RSP 405, and RSP 410
Develop: RSP 320, RSP 330, RSP 340
Master: RSP 435
The direct measure for this student learning outcome is:

- creation of a capstone projection
- Successful defense of the capstone project.

ESLO #3

Develop the knowledge and skills needed for leadership, management, and professional practice related to respiratory therapy.

Introduce: RSP 400, RSP 405, RSP 410
Develop: RSP 320, RSP 330, RSP 340
Master: RSP 435
The direct measure for this student learning outcome is:

- Completion of coursework in RSP 320, 330, and 340 with 80% of students achieving a grade of B- (80%) or higher
- Successful completion of RSP 435 capstone project and defense.

ESLO #4

Have developed an original project or research proposal associated with the respiratory therapy profession.

Introduce: RSP 300, RSP 320, RSP 330, RSP 340, RSP 400, RSP 405, RSP 410,
Develop: PHS 247, RSP 335
Master: RSP 435
The direct measure for this student learning outcome is:

- Completion of coursework in PHS 247 with a passing score
- Completion of RSP 330, RSP 340, and RSP 320 with 80% of students achieving a grade of B- (80%) or higher
- Successful completion of RSP 435 capstone project and defense.

ESLO #5

Model empathic behavior and understand and appreciate social and cultural diversity, including interprofessional practice and teamwork.

Introduce: RSP 300
Develop: HCR 304, RSP 320, RSP 330, RSP 400, RSP 405
Master: RSP 435
The direct measure for this student learning outcome is:

- Completion of coursework in HCR 304 with a passing score
- Completion of RSP 320 and RSP 330 with 80% of students achieving a grade of B- (80%) or

higher
- Successful completion of RSP 435 capstone project and defense.

Program Mission

- Provide students with additional knowledge, skills, and attributes in:
  - Leadership
  - Management
  - Education
  - Research
  - Advanced Clinical Practice (Adult, Neonatal/Pediatric, Diagnostics)
  - Professional Development
- Enhance the ability of students to gain additional credentials:
  - Adult Critical Care Specialist (ACCS)
  - Neonatal/Pediatric Specialist (NPS)
  - Sleep Disorders Specialist (SDS)
  - Entry-Level Pulmonary Function Technologist (CPFT)
  - Advanced Pulmonary Function Technologist (RPFT)
  - Asthma Education Certification (AE-C)
- Promote participation in professional organizations:
  - American Association for Respiratory Care (AARC)
  - Student's State Society
  - Michigan Society for Respiratory Care (MSRC)
  - American Lung Association (ALA)
  - American Heart Association (AHA)
- Ensure students will:
  - Communicate effectively using oral and written communication skills.
  - Understand the importance of continued professional development.
  - Enhance their critical thinking and problem-solving skills.
  - Develop an understanding and an appreciation of social and cultural diversity.

Admission into the Respiratory Therapy Program

Admission to the Respiratory Therapy Program at the University of Michigan-Flint is open to any qualified individual regardless of race, creed, sex, or age. Information on transferring into the University of Michigan-Flint can be found here https://www.umflint.edu/admissions/transfer

To be considered for admission, an applicant must:

1. Complete an Associate's degree in Respiratory Therapy from a CoARC-accredited institution.
2. Hold a Registered Respiratory Therapist (RRT) credential awarded by the National Board for Respiratory Care (NBRC) or a Certified Respiratory Therapist (CRT) who is RRT eligible. Students admitted with CRT must matriculate to RRT before attending the practicum and capstone courses.

Program Cost

As of August 2024, tuition for the two-year Bachelor of Science in Respiratory Therapy degree completion program is approximately $17,000 for Michigan Residents and approximately $18,700 for non-Michigan residents, and it is subject to change. Students must provide their own transportation and housing throughout the entire program. Information can be found here: https://www.umflint.edu/tuition#accordion-undergraduate-respiratory-therapy-tuition.

The tuition listed above does not include the $312.00 Registration Assessment Fee (The Registration Assessment covers, but is not limited to, student support and services such as technology, health and wellness, the recreation center, and student engagement activities).
For additional tuition and fee information, refer to a current *UM-Flint Catalog* and current *Schedule of classes*.

Refunds

Refunds of tuition will be given in accordance with the UM-Flint refund policy. For additional information refer to a current *UM-Flint Catalog* and current *Schedule of classes* which can be found here https://www.umflint.edu/studentaccounts/refund-methods-and-process

Grading Scale

The grading scale for the Respiratory Therapy Program is as follows:

A+	97-100%	C+	77-79%
A	93-96%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	F	<63%

UM-Flint Frances Willson Thompson Library

The UM-Flint Frances Willson Thompson (FWT) Library is located on the corner of Harrison and Kearsley next to the UM-Flint Theatre. The Library collection includes over 186,000 books and over 30,000 bound and unbound and microfilmed journals.

A computerized link to the Ann Arbor campus library system is accessible in the Library. This link, known as MIRLYN (Michigan Research Library Network), currently contains seven different databases. UM-Flint students may borrow from Ann Arbor campus libraries. MIRLYN allows students to search within MCAT-UM Ann Arbor Online Catalog and FLINT-UM-Flint Online Catalog. The MEDLINE database, containing over 6,500,000 biomedical references to articles, is also available to students.

Other sources in the UM-Flint FWT library allow students to identify the holdings of the Flint Public and Genesee District Libraries. Students can also identify journal subscriptions available at many other libraries in southeastern Michigan including Ann Arbor. The Library is a Federal Depository and houses the U.S. document collection containing reports, studies, and hearings from many departments of the federal government. The Archives, a historical research collection of primary materials about the Flint and Genesee County area, is also available in the Library.

Several staff librarians are experienced in computerized bibliographic searching. Through the Dialog System's computer in Palo Alto, California, many databases in areas such as business, biology, medicine, psychology, and education can be searched for students, faculty, and staff.

The Library publishes subject bibliographies, a handbook, and other aids to make library use easier. Most books may be checked out for three weeks and then renewed once for the same period. A wide range of research aids, including hard copies of indexes, abstracts, and directories, are available, as are photocopiers, reader printers, and other equipment. Professional reference libraries are excellent resources to help both experienced scholars and newcomers with academic research. The Taubman Medical Library is located at

UMMC Campus. Respiratory therapy students have full access to this library as an additional research source.

Family Education Rights and Privacy Act (FERPA)

Understanding Privacy Rights:

The University of Michigan system has a strong commitment to protecting student privacy. All colleges and universities are subject to a federal law called the Family Educational Rights and Privacy Act (also called FERPA or the Buckley Amendment). This law sets privacy standards for student educational records and requires institutions to publish a compliance statement, including a statement of related institutional policies.

What is the Family Educational Rights and Privacy Act (FERPA)?

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the "Buckley Amendment," is a federal law that protects student educational records and provides students with certain rights. These rights include the ability to: 1. inspect and review their education records; 2. request the amendment of inaccurate or misleading records; 3. consent to the disclosure of personally identifiable information contained in their education record; and 4. file a complaint with the U.S. Department of Education concerning alleged failures by an educational institution to comply with this law. FERPA also authorizes the release of "Directory Information" without a student's prior consent, under certain conditions which are set forth in the Act.

The University of Michigan-Flint strives to fully comply with FERPA by protecting the privacy of student records and judiciously evaluating requests for the release of information from those records. Furthermore, in accordance with the Act, the University of Michigan-Flint has specifically defined "Directory Information" and provides annual notification to students of their rights in the University Catalog and through student email.

What are education records?

Any record that is maintained by the institution and is personally identifiable to the student is an education record. Exceptions to this are medical records, law enforcement records, employment records, alumni records, and sole possession records such as notes in sole possession of the maker, used only as a personal memory aid and not revealed or accessible to any other person.

What is personal identifiable information?

Personal identifiable information includes but is not limited to the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number or the UMID number; a list of personal characteristics that would make the student's identity easily traceable; or other information that would make the student's identity easily traceable.

How is compliance monitored?

The Family Policy Compliance Office (FPCO) of the U.S. Department of Education monitors schools for compliance. Students have the right to file complaints with the FPCO alleging failure by the University of Michigan-Flint to comply with the requirements of the Act. Failure to comply may result in losing federal funding for financial aid and educational grants and/or civil litigation.

What is "Directory Information?"

Directory Information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. At the University of Michigan-Flint, it includes the name, home address, telephone, dept, class level, and major field; dates of attendance; degrees received with date, honors, and awards; and previous schools attended.

Note: Directory information is information that the university may disclose, but it is not required to do so. It is university policy to refrain from actively disclosing addresses, and telephone numbers; however, we routinely verify this information. The university does not disclose social security numbers, personal identification numbers, grades, grade point averages, class schedules, academic actions, or the number of credits enrolled in or earned unless the student has signed a consent form.

Can students control disclosure of "Directory Information?"

Yes, students are notified of their right to control the disclosure of "Directory Information" in the Annual Notification of Rights Under FERPA which is published in the University Catalog. A Request to Prevent Disclosure of Directory Information must be completed and submitted to the Office of the Registrar to have information withheld. If a student elects to control disclosure, a Confidentiality hold will be placed on the student's record which will prevent the disclosure of all Directory Information including name, home address, telephone; dept, class level, and major field; dates of attendance; degrees received with date, honors, and awards; and previous schools attended. The University of Michigan-Flint assumes that failure on the part of any student to specifically request the withholding of Directory Information indicates individual approval for disclosure.

To whose records does FERPA apply?

FERPA applies to all educational records of persons who are or have been in attendance, including students in online programs, studying abroad, or studying elsewhere.

To what records does FERPA apply?

FERPA applies to all educational records in whatever medium, which are: 1. maintained by the University of Michigan-Flint or by a party acting for the university, and 2. directly related to a student.

Is prior consent always necessary before releasing information from a student's education record?

Prior consent is not necessary to release or confirm "Directory Information" from a student's education record unless the student has placed a non-disclosure request on his/her records. In addition, prior consent is not necessary under certain other conditions stated in FERPA, such as by court order or subpoena. However, it is the University of Michigan-Flint's policy that information from a student's education record is released only by the Office of the Registrar and within constraints.

Student Counseling

Student academic counseling is available throughout the program. The Program Director will schedule periodic evaluation sessions with students to discuss their progress in the program. Student meetings will be held as deemed necessary by the Program Director throughout the program. Ample notification will be provided to

make arrangements to attend these meetings. The Program Director is available to meet with students at any time. The Program Director will handle any conferences, professional or personal, in a confidential manner. Students are also expected to maintain the confidentiality of the conference. The students also have access to counseling services offered by the University of Michigan-Flint campus. Refer to the Counseling Services located at 264 UCEN – 810-762-3456, https://www.umflint.edu/caps/

Alcohol and Other Drugs

College of Health Sciences

The University of Michigan-Flint is committed to providing a safe, healthy learning community for all members. The College of Health Sciences invites all members to review the established Alcohol and Other Drug (AOD) Policy for Students, Faculty, and Staff (UM-Flint AOD Policy) While the voters of Michigan passed Proposal 18-1 to legalize possession of recreational marijuana of individuals 21 years of age and older, neither this new state law, nor the Michigan Medical Marijuana Act, authorize the use or possession of marijuana on any property owned or managed by the University of Michigan-Flint, including faculty, staff, and students. This also includes off-campus University of Michigan-Flint business or events, such as attending clinical experiences.

The University of Michigan-Flint receives federal funding for various uses, including research and student financial aid. As such, the University of Michigan-Flint must comply with federal law, including all current federal drug laws. Therefore, even though the State of Michigan has legalized limited amounts of marijuana for recreational use for some individuals, the possession, use, storage, and cultivation of marijuana remains prohibited for all faculty, staff, and students under the University of Michigan-Flint's policy.

Failure of a Course

Students must receive a minimum grade of a "C" in all courses in the Respiratory Therapy Program. Students failing to meet this standard may be dismissed from the program or may need to repeat the course (next year). Students must have a 3.0 GPA average in the Respiratory Therapy Program to be eligible for graduation. Students who are subject to not meeting this standard will be notified by the Program Director. A formal meeting will be required once a student is subject to not meeting the GPA requirement.

Academic Probation Policy

To remain in the program, students must maintain a "C" (2.0) in RSP courses. Students failing to meet this standard may be dismissed from the program or may need to repeat the course (next year) and will be placed on academic probation until further action is taken, and a course of action has been decided. Individual cases will dictate the course of action.

Academic Standing

A student in the Respiratory Therapy Program who maintains a grade point average of at least 2.0 for courses elected while enrolled in the University of Michigan-Flint is generally considered in good academic standing.

The academic records of all students whose grade point average falls below C (2.0) are reviewed at the end of each semester by the Academic Standards Committee of the College of Health Sciences. According to individual circumstances, students with deficient academic records may be placed on warning or required to withdraw.

Student Grievance Appeal Procedure

The Respiratory Therapy Program recognizes the student has a right to file complaints and appeal actions. The program attempts to handle all complaints and appeals in a prompt and equitable manner. Any student wishing to file an appeal to a disciplinary decision should submit a written complaint to the Program Director within 5 working days of the student's notification of disciplinary action. Should the student be dissatisfied with the

Program Director's recommendation, the student has 10 working days to appeal outside the Respiratory Therapy Program through the College of Health Sciences (CHS) Student Appeals Committee. Students should contact the CHS Dean's office for its appeal procedure, by phone (810) 237-6645, and fax (810) 237-6532.

Students in the Respiratory Therapy Program who believe they have been unfairly treated may appeal to the College of Health Sciences and Studies Student Appeals Committee. For problems involving a faculty member, the appeal procedure should be initiated after consultation with the faculty member whenever possible.
Students in programs with written policies and procedures related to academic performance, clinical competency, and ethical standards should follow procedures established by the program prior to contacting the College of Health Sciences and Studies Student Appeals Committee.

Voluntary Withdrawal

Any student considering withdrawal from the program should consult with the Program Director. If a student decides to withdraw from the program, a letter of withdrawal must be submitted to the Program Director, stating the reason for withdrawing and the effective date of withdrawal. After the letter has been received, the Program Director will schedule an exit interview with the student.
Students wishing to continue at UM-Flint in another program must initiate contact with the desired program. Students, who wish to withdraw from UM-Flint, must submit **written** notification to the University Registrar.

Disciplinary Actions

Students may be placed on disciplinary probation or dismissed from the program for any of the following:

- Breach of the hospital, departmental, or program rules and regulations.
- Lack of cooperation, antagonistic behavior, or mistreatment of patients.
- Conduct unbecoming a professional, including but not limited to:
    1. Insubordination
    2. Excessive tardiness/absenteeism
    3. Cheating/plagiarism
    4. Theft
    5. Falsification of facts or records academically
    6. Displays of disrespect to patients, families, authorities, or co-workers, PD, instructors, clinical staff
    7. Misuse of computers
    8. Misuse of facilities, including but not limited to, laboratories, classrooms, libraries, clinic area
    9. Violating the confidentiality of the Respiratory therapist/patient relationship
    10. Aiding and abetting dishonesty
    11. Other unprofessional conduct - the commission of a crime as defined by Michigan or Federal laws.

Recommendations for disciplinary actions will be initiated by the Program Director and brought before the Advisory Committee. The student will be informed in writing of any actions taken by the Program Director. Should the decision be disciplinary probation, the terms of the probation will be determined by the Program Director upon the Advisory Committee's notification.
The Advisory Committee will be informed of each case. Any violation of the professional conduct listed above may result in one or more of the following sanctions:

- Oral or written disciplinary warning or reprimand. Written warnings or reprimands will be placed in the student's file.

- Required counseling at UM-Flint as a condition of continuation in or return to the program, course of study, or enrollment.
- Assigned an incomplete, lower, or failing grade.
- Require that a course be repeated.
- Permanent expulsion from the program.
- Withholding a Bachelor of Science in Respiratory Therapy degree.

Notification of Policy Changes/Additions

Students will be made aware of all program changes by the Program Director. Changes will be added to the Student Handbook in the Fall semester of the following year of any changes being made.

Graduation Requirements

In order to graduate, the student must:

1. Complete all didactic courses, clinical practicums, and capstone with a C or better.
2. Meet all general education requirements set forth by the University of Michigan-Flint.
3. Maintain an overall GPA of 3.0 or better.
4. Have all fees paid.

Program Assessment

The Respiratory Therapy program actively assesses its program through various evaluations. The purpose of the evaluations is to allow for continuous program improvement. Students are asked to evaluate the instructors in their academic courses. Tallied evaluations are shared with the instructors so teaching methods can be improved. In addition, six months following graduation students and their employers are asked to complete evaluations to maintain accreditation.

Program Personnel Contact Information

Program Director Contact Information:

Nicholas A. Prush, Ph.D., MHA, RRT, RRT-ACCS
E-mail: naprush@umich.edu
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Academic Advisor for the BSRT Program:

Jennifer O'Roark
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