

Policy and Procedure Statement 01.06
Effective Date: December 2015
Review Cycle: E2YRS, December 2017

Department of Respiratory Care
College of Health Professions
Academic Program Progression

PURPOSE

This Departmental Policy and Procedure Statement sets forth criteria and guidelines for required for progression through the RC program and steps to be taken in the event criteria are not met.

POLICY

Each course within the RC curriculum is graded with letter grades [A-F] with the exception of RC 4225, specialization Internship, which is CR or F. For all RC courses a grade of C or better or CR must be achieved each semester in every RC course to allow progression in the program. Additional criteria for progression include a GPA of at least 2.0 and compliance with Professional Behaviors. *Students who fail to meet established criteria may be offered the opportunity to “re-enter” in the program based on clinical space and a plan approved by the faculty.*

PROCEDURE

Person Responsible

Faculty members

Action

1. Identify course expectations in course syllabi.
2. Counsel students who do not appear to be meeting criteria for an acceptable grade in any course no later than the midpoint of the course or as soon as noted if after the midpoint of the semester.
3. Notify student’s advisor who will also provide counseling as indicated.
4. In the event of failure to meet course expectations at the end of the semester, advise student that he or she may not continue to the next semester in the program.
5. Discuss any re-entry plans presented, modify if indicated, and vote on whether to allow the student to return under the plan.

Department Chair

1. In the event of a student failing to meet progression standards, notify student of status in the program and options.

Student

1. Upon failing a course within the curriculum, meets with advisor to discuss options. [Note: students may simply withdraw from the program if that is their preference by sending a letter to the Department Chair and then following University policies for withdrawal.]

2. Withdraws from classes for which he/she has pre-registered for the next semester.

3. Formalizes a request for re-entry including a remediation plan which the student believes will prepare him or her for success upon repeating the course. The plan must also include repeating any courses in which a letter grade lower than C was achieved.

4. If approved by faculty, follows remediation plan and joins the class behind at the designated time.

5. In the case of attending classes from the earlier semesters part time, retains responsibility for obtaining and following the schedule.

Faculty Advisor

1. Assists student in the development of a realistic plan or counsels student in leaving the program.

2. Meets regularly with the student to assess progress.

NOTE: Failure to earn a C or better or a CR in any two courses or the same course will result in dismissal from the program and the student will be ineligible for readmission to the RC program.

If a student's GPA falls below 2.0,

notification is sent to the student by the RC Department. He/she will have one semester to bring the GPA to 2.0 or face suspension from the RC Program.

MAJOR RESPONSIBILTIES ASSOCIATED WITH THIS RC/PPS

Major responsibilities for routine assignments associated with this PPS include the following:

1. The Chair and the Personnel Committee of the Department of Respiratory Care shall review this PPS E2Y.

CERTIFICATION STATEMENT

This RC/PPS has been approved by the following individuals in his/her official capacity and represents Department policy and procedures from the date of this document until superseded.

Reviewer: _____
Personnel Committee Representative

Date _____

Approved: _____
Department Chair

Date _____