



RESPIRATORY CARE

Policies and Procedures

Amarillo College Respiratory Care Program
Policy and Procedures

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PREFACE

The academic policies in this Respiratory Care Program Policy & Procedure Manual apply to all students and faculty regardless of the location of instruction.

Section 1 Amarillo College Mission and Values

1.1 Mission

Transforming our community and economy through learning, innovation, and achievement.

1.2 Values

- Caring through WOW
- Caring through FUN
- Caring through INNOVATION
- Caring through FAMILY
- Caring through YES

Section 2 Health Sciences Division Mission and Philosophy

2.1 Mission

In keeping with the mission of Amarillo College, the Health Sciences Division mission is to provide a comprehensive educational environment that will prepare the graduate to effectively engage in the daily challenges and responsibilities required of a competent entry-level Health Science Professional.

2.2 Philosophy

Health Science education at Amarillo College adheres to the philosophy that a health science career is chosen and prepared for with a dedication of the student to the dignity and mental and physical well-being of the patient.

Section 3 Respiratory Care Program Purpose and Goals

3.1 Purpose

To prepare students as competent advanced-level respiratory therapists through a comprehensive didactic, laboratory and clinical curriculum following the accreditation requirements of the Commission on Accreditation for Respiratory Care (CoARC).

3.2 Goals

Goal 1

Upon completion of the program, the students will demonstrate the ability to comprehend, apply and evaluate information relevant to their role as an advanced-level respiratory therapist.

Goal 2

Upon completion of the program, the students will demonstrate the technical proficiency in all skills necessary to fulfill their role as an advanced-level respiratory therapist.

Goal 3

Upon completion of the program, the students will demonstrate personal behaviors consistent with professional and employer expectations as an advanced-level respiratory therapist.

Section 4 **Accreditation**

4.1 Institution

Amarillo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Amarillo College.

4.2 Program

The Respiratory Care Program at Amarillo College is accredited by the Commission on Accreditation for Respiratory Care (CoARC). Contact CoARC at 264 Precision Blvd Telford, TN 37690, 817-283-2835, <mailto:WEBMASTER@COARC.COM> for questions about the accreditation of the Amarillo College Respiratory Care program.

Section 5 **Institutional Responsibilities and Policies**

5.1 Academic Application

All new students must apply and all returning students who have not attended for one year must re-apply for admission into Amarillo College.

There are several ways to apply for admission at Amarillo College:

- Apply online using the [Texas Common Application](#)
Amarillo College participates in the Texas Common Application system. It may take up to 3 working days to process online applications but most applications are processed within 24 hours.
- [Apply online](#) using the Amarillo College website
It may take up to 2 working days to process online applications. If the applicant is not a U.S. Citizen or permanent resident, an Affidavit of Intent to Become a Permanent Resident is required.

Only one application is required.

A new academic application is required only when you have not attended academic classes at Amarillo College for more than one year.

Information changes such as academic major, address or name change, requires completion of the [Change in Student Information Form](#).

5.2 Confidentiality Agreement

Interactions with students are considered to be confidential. Both verbal information and written records about a student cannot be shared with another party without the written consent of the student or the student's legal guardian. It is the policy of Amarillo College not to release any information about a student without a signed release of information. Noted exceptions are as follows:

Duty to Warn and Protect

When a student discloses intentions or a plan to harm another person, the faculty may warn the intended victim and report this information to the AC Police. In cases in which the client discloses or implies a plan for harm to self, the faculty member may notify the AC police.

Abuse of Children and Vulnerable Adults

If a student states or suggests that he or she is abusing a child (or vulnerable adult) or has recently abused a child (or vulnerable adult), or a child (or a vulnerable adult) is in danger of abuse, the faculty member is required to report this information to the appropriated social service and/or legal authorities.

Court Orders

Faculty are required to release records of students when a court order has been placed.

Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment.

5.3 Transfer Application

Transferring applicants should contact their previous college to request an OFFICIAL transcript (no copies, faxes or emails accepted) be sent to Amarillo College OR it can be hand delivered to the Registrar's Office.

Transcripts are logged in as received and any test scores, (ACT, SAT, TAKS, THEA, TASP, etc.) will be entered at this time.

Transcripts then go into queue for scanning and are sent to the evaluators. Transcripts will be evaluated within the semester they are received. Once evaluated, transfer information is made available to students on Web Advisor and a Transfer Equivalency report will also be mailed. If none of the credits will transfer, a letter stating such will be mailed from the Registrar's Office.

Once courses from other institutions have been evaluated and are transferred into Amarillo College under the student's current degree program, a section on the Amarillo College transcript entitled, "Transfer Info" will indicate the total number of qualifying transfer credits and the name of the University associated with the credits.

5.4 Academic Probation

A student will be placed on academic probation when the student's semester grade-point average falls below a 2.0 and the student's cumulative grade-point average is less than 2.5. For purposes of determining academic probation, all course work taken during the summer terms in a given year will be considered as one semester.

Conditions:

Academic probation is effective for at least one semester. The summer term may serve as a probation semester.

Removal

A student is removed from academic probation when a 2.0 grade-point average or better is earned on all work attempted at Amarillo College during the semester that the student is on probation.

Academic Suspension

A student on probation who fails to bring his/her semester grade-point average up to a minimum of 2.0 will be suspended through the next semester. For purposes of determining academic suspension, all course work taken during the summer terms in a given year will be considered as one semester.

A student receiving Veteran's Administration benefits who is placed on academic suspension will be reported to the VA as making unsatisfactory progress.

5.5 Refund Policy

If a class does not materialize and is cancelled by the college, 100 percent of all tuition and fees charged will be refunded. Students who officially withdraw from Amarillo College prior to the sixth day of class for full-length courses or prior to the third class day for Summer will be refunded 100 percent of their mandatory tuition and fees. If a transcript received by Amarillo College after a student has completed enrollment shows that the student is suspended at the last college attended, the student is subject to being withdrawn with forfeiture of all tuition and fees. Likewise, any student who provides false information about TSI testing or scores will be subject to being withdrawn with forfeiture of tuition and fees.

Tuition and fees may be changed at any time by action of the state legislature or by action of the Board of Regents of the Amarillo College District.

Students who believe that unusual, individual circumstances deserve special consideration regarding charges and refunds may appeal in writing to the Business Office Manager in the Business Office, Student Service Center, second floor.

Students who officially withdraw or reduce their course enrollment on or after the sixth day of classes for full-length courses or after the third class day for Summer will have their tuition and mandatory fees refunded according to the following schedule:

Fall and Spring Semesters (16 week courses)

| | |
|-------------------------------------|-------------|
| During first 5 class days | 100 percent |
| During 6th through 15th class days | 70 percent |
| During 16th through 20th class days | 25 percent |
| After the 20th class day | None |

Summer Semesters (6 week courses)

| | |
|---------------------------------------|-------------|
| During the first 2 class days | 100 percent |
| During the 3rd through 5th class days | 70 percent |
| During the 6th & 7th class days | 25 percent |
| After the 7th class day | None |

Tuition and fees paid directly to Amarillo College by a sponsor, donor or scholarship shall be refunded to the source rather than directly to the student. Tuition and fees paid by a credit card will be refunded back to the original credit card.

5.6 Degrees and Certificates

Amarillo College offers four associate degrees and various certificates of completion.

Associate in Arts or Associate in Science Degrees

These degrees are awarded upon the completion of a curriculum that has been designed to parallel the first two years of a four-year college or university program. Thus, these degrees enable the student to transfer toward a Bachelor of Arts or Bachelor of Science degree.

Associate of Arts in Teaching

This degree is awarded upon the completion of a curriculum which has been designed based on the guidelines established by the Texas Higher Education Coordinating Board and parallels the first two years of a Texas four-year college or university program. These degrees enable the student to transfer toward a Bachelor of Arts or Bachelor of Science degree designed to prepare a person for teacher certification in the respective areas of emphasis. This degree will also satisfy the requirement of the No Child Left Behind guidelines for teacher's aides in public schools.

Associate in Applied Science

This degree is awarded upon the completion of one of the technical or health occupations curricula. These curricula are designed to prepare the student to enter a career directly upon completion of the program.

Certificate of Completion

A Certificate of Completion in designated technical and health occupations areas are conferred on students who complete the prescribed curriculum.

Marketable Skills Certificate

A Marketable Skills Certificate is awarded to students who satisfactorily complete prescribed courses.

Graduation Under a Particular Catalog

Catalog graduation requirements are based upon the year and term of entry to Amarillo College. These catalog requirements will remain in effect for up to five years as long as the student registers for at least one semester or term each school year (i.e. 12 month period beginning with the fall semester and ending with the second summer session). If the student does not register at the college for any one of the four terms during the school year, the student's new graduation requirements will be those in effect for the year and term the student re-enters the college. A student that changes majors will be required to graduate under requirements in effect at the time of the change. Continuously enrolled students who have not graduated within five years must meet the graduation requirements in effect at the time of their next enrollment.

Application for Graduation

Students should begin the process by consulting with an academic advisor to ensure that all degree requirements have been met. Students do not need to apply to graduate. Once the degree requirements are completed, the record will be evaluated for graduation purposes. Degrees are posted to student transcripts at the end of each term.

5.7 Maintenance of Student Records

The College shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the College program operation. These data and records shall be kept indefinitely, stored in a safe and secure manner and shall be conveniently retrievable for use by authorized College personnel.

5.8 Employment of New Personnel

Requests for employment of new faculty originate with the department chairs, who complete a Personnel Requisition form and submit it to the division chairs. The division chairs submit it with their recommendation to the Vice President/Dean of Instruction. The Personnel Office is responsible for recruiting through advertising of positions and for establishing and maintaining personnel files.

During the interview process potential faculty are apprised of the Board Policy Manual and the Faculty Handbook and that policies contained therein govern the faculty relationship to the institution.

Full-time and part-time faculty must be approved by the department chairs, division chairs, and the Vice President/Dean of Instruction and recommended by the president to the Board of Regents for appointment. After appointment to the faculty, the responsibilities, obligations, rights, and compensation of faculty are governed in accordance with statements contained in the Board Policy Handbook and Faculty Handbook.

Amarillo College, a public community college, is dedicated to providing educational, cultural and community services and resources to enhance the quality of life for the diverse population in the service area. With this mission, it is vital that a quality staff be in place at every level of employment. Opportunities for employment at AC vary and each is an integral part of AC's mission to the community.

Amarillo College is an equal opportunity employer and is open to all persons regardless of race, color, religion, sex, age, disability, or national origin.

5.9 Professional Development

Professional development is defined as a systematic process of renewal, which ultimately creates an environment for learning and growth for students, for educators, for staff and for colleges. Professional development is a philosophical approach, not an event.

In recognition of the value of professional development for all employees of the College, a comprehensive professional development program is to be maintained. The key elements of the program are to include three developmental categories that are designed to meet the institutional objectives and enhance employee performance, professional progress, and job enrichment. The three development categories are:

1. Instructional Development
2. Professional Development
3. Faculty Development Leave

Funding for the professional development program is to be approved through the regular budget process.

5.10 Curriculum Committee

The Curriculum Committee is responsible for maintaining excellence in the instructional program at the College. It has the authority to process all curricula changes and to appoint ad hoc committees as necessary to develop sufficient background information for its decisions. In addition, this Committee is responsible for reviewing and recommending academic policies and procedures. This includes (but is not limited to) such items as student learning outcomes, general education core curriculum, admission requirements, degree requirements, attendance policy, late and irregular registration, and grades and grading policies.

The committee annually reviews the admissions, academic and general degree requirement policies. Recommendations for the addition of new programs of study are taken to the Board of Regents for consideration prior to being submitted to the Coordinating Board for approval.

Standard procedures have been developed for the submission of all curriculum revisions to the Curriculum Committee. Submissions must include:

- A curriculum revision request routing form
- A curriculum revision request form

5.11 Equal Opportunity Policy

Amarillo College is an equal opportunity community college. It is the policy of Amarillo College not to discriminate on the basis of sex, disability, race, color, age, religion, or national origin in its educational and vocational programs, activities, or employment as required by Title IX. For information about your rights or grievance procedures, contact the Director of Human Resources, (371-5040, SSC 260), who has been designated the compliance coordinator for Title IX of the Educational Amendments of 1972, as amended, and Title II of the Americans with Disabilities Act and the related regulations.

5.12 Faculty Grievance Policy

Grievance procedures (other than those alleging discrimination) for appointed faculty are as follows:

1. Faculty members who have a grievance must first present the grievance to his/her department chair or other immediate supervisors. Throughout the process all grievances and responses must be in writing and signed.
2. If faculty members are not satisfied with the decision of his/her chair/supervisor, they may appeal the decision within five working days of the receipt of such decision.
3. To appeal, the faculty member must resubmit the grievance to the department chair/supervisor with a request that it be forwarded without alteration to the appropriate dean.
4. The department chair must forward the grievance to the appropriate dean within five working days.
5. After the dean receives the grievance, the faculty member concerned must be notified within two working days that the grievance has been received, and the faculty member shall have an opportunity to present his/her case to the appropriate dean.
6. If a satisfactory resolution of the problem is still not achieved, the process may be repeated within the same time constraints through the appropriate Presidents Cabinet member with copies going to the interested parties at each step of the appeal. The faculty member shall have an opportunity to present his/her case to the President's Cabinet member.
7. If a satisfactory resolution of the problem is not achieved through appeal to the appropriate Presidents Cabinet member, the faculty member may appeal to the Professional Relations and Standards Committee. The appeal must be within five working days of the receipt of the decision of the appropriate Presidents Cabinet member.
8. A faculty member may not present grievances to the Professional Relations and Standards Committee before receipt of a proposed resolution from the appropriate Presidents Cabinet member.
9. The Faculty Senate shall convene as the Professional Standards and Relations Committee within five working days following the receipt of the grievance. The Senate shall present findings of fact and recommendation to the College President within ten working days following the receipt of the grievance.
10. If the Faculty Senate is unable to formulate a recommendation, the Senate shall request an extension of no more than five additional working days from the petitioner and/or College President. If the request for an extension is denied, the Senate may forward the grievance without recommendation to the College President.
11. If the matter is still not resolved by the College President to the satisfaction of the faculty member, he/she may bring an appeal to the Board of Regents within five working days of the receipt of the College President's decision by utilizing the procedure outlined in DGBA - Appeals to Board of Regents.

Appeals to Board of Regents

Upon the completion of all grievance procedures an appointed faculty or administrative employee may appeal to the Board of Regents by filing written notice to do so with the President within five working days after receipt of the decision of the grievance board. The President shall notify the Board of Regents Chair who may set reasonable time limits on grievance

presentations. The Board of Regents shall listen to the grievance, but is not required to respond or take any action on the matter, unless in its sole discretion it determines some response is warranted. By taking no action, the Board upholds the decision presented.

Hearing

If a hearing is granted, that hearing will either be with the Board of Regents in a meeting that includes the hearing as an item in the posted agenda or with the Board's designee. If the Board of Regents conducts the hearing, it shall make and communicate its decision at any time up to and including the next regularly scheduled Board meeting. If the Board's designee conducts the hearing, he/she shall make a recommendation to the Board of Regents at the first regular meeting following the hearing that affords adequate time to prepare a written recommendation. The employee shall be provided a copy of the recommendation five working days before the meeting and shall be given an opportunity at the meeting to respond to the recommendation either orally or in writing. The Board of Regents shall then make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

Disposition of Grievance Records

Upon completion of any grievance the immediate supervisor will ensure that a complete copy of all correspondence, documents, recommendations, dispositions, Board of Regents actions, and the like pertaining to the grievance will be forwarded to the Director of Human Resources to be maintained in a separate file. Grievances shall not be documented in an employee's personnel file unless so requested by the employee.

5.13 Faculty Evaluation

The administration shall develop procedures and guidelines whereby each faculty member's performance will be reviewed on a regular basis. The performance review for full-time faculty must include student evaluations (or other appropriate documentation for non-teaching faculty), the faculty member's self-evaluation and professional development plan, a conference between the faculty and the supervisor, and the supervisor evaluation statement. The performance of part-time faculty will be reviewed based upon student evaluations and student performance.

5.14 Health and Safety

Amarillo College strives to maintain a safe and secure environment in which to work and study. Amarillo College Police Department Officers are the emergency medical response unit on campus and are peace officers with the power of arrest. Rules and regulations regarding security can be found on the AC website at <http://www.actx.edu/police>. Students in clinical rotations are protected by the same security guidelines as employees of the facility.

Basic emergency procedures on Amarillo College campuses outlined in the [Emergency Operations Plan](#) are designed to enhance the protection of lives and property through effective use of college resources. The purpose of this plan is to prevent and detect emergencies before they manifest and to manage any that do. Every employee on AC campuses has the responsibility to assist in this process.

Section 6

Respiratory Care Program Responsibilities and Policies

6.1 Program Advisory Committee

Membership

Responsibility for the organization of an advisory committee and the selection of its members rests with the college. All committee members are appointed by the Amarillo College President at the recommendation of the respective Program Manager.

Advisory Committee Members should be residents of Amarillo and/or of those communities where program affiliates are located. A “program affiliate” is any business that has contracted with Amarillo College to provide students of the respective program with hands-on training in the discipline. The following criteria is used to select the advisory committee members:

- The member should have a general interest in post secondary education.
- The member should be willing to serve on the advisory committee, and any sub-committee, and attend the scheduled meetings.
- The member should be willing to express and defend a point of view (be proactive).
- The member should be willing to learn about the structure and operation of the Amarillo College program being served by the committee.

Specific membership for any Advisory Committee (Committee-of-the-Whole) must be composed of persons who broadly represent the demographics, including the ethnic and gender diversity of the institution’s service area as well as the demographics of the occupational field. Committee members should be knowledgeable about the skills used in the occupation for which they are providing information and guidance.

Full-time faculty, part-time faculty, and staff of the college offering the program must not be members of the advisory committee, but they may serve in an ex-officio capacity. Faculty and staff of senior institutions with whom the program may be articulated may also be members of the committee.

If additional assistance is needed by the committee in solving a unique problem, special advisors may be invited by the college President and/or program Manager to provide such assistance. These experts would participate in the work of the committee on an ad hoc basis and serve strictly in an ex-officio capacity.

Ex-officio membership for the Advisory Committee may include the following positions:

- Program Manager
- Program Faculty
- One student representative currently enrolled in the program
- Any special advisor that may be appointed (e.g. divisional advisor, CE representative)

Ex-officio members may not chair the committee, make motions or second motions, and may not vote on any matter when a vote is taken. Ex-officio members may participate in all discussions.

Functions

The Advisory Committee shall be concerned with providing program assistance in each of the following areas:

- Curriculum content (specific courses);
- Curriculum pattern (order of courses);
- Standards of excellence in all courses;
- Student evaluation;
- Student placement and program affiliations;
- Employment needs surveys;
- Recruitment of new students;
- Admission procedures;
- Graduate placement and follow-up; and,
- Community College relations.

General Instructions

The advisory committee shall be required to meet a minimum of one time during each school year but may meet more often as deemed necessary. A quorum should be present in order to conduct business. It is strongly recommended that contact with committees be maintained throughout the year via e-mail, fax, phone, or videoconference.

Prior to the start of the annual meeting, the program manager shall appoint one committee member from the group to serve as the committee chairperson for that academic year. Specific duties of the chairperson include:

- Preside at all meetings of the committee-of-the-whole;
- Serve as an ex officio member of all sub-committees; and,
- Designate any sub-committee and appoint the committee chairperson and its members, and charge the committee with its specific assignment.

Minutes for all meetings of the committee-of-the-whole shall be recorded by the recorder assigned by the college. Minutes must include:

- Identification of committee members (name, title, and affiliation);
- An identification of the committee member's presence or absence from the meeting;
- The names and titles of others present at the meeting;
- The signature of the recorder; and
- Evidence that industry partners have taken an active role in making decisions that affect the program.

Minutes of all meetings and the advisory committee membership will be posted on the Amarillo College Committee website.

6.2 Degree

Upon completion of the required 66 semester hours, the Associate in Applied Science degree in Respiratory Care is awarded to the graduate.

6.3 Curriculum – Respiratory Care (RSPT.AAS)

| Semester 1: Fall Year 1 | | |
|-------------------------|---------------------------|------------|
| Number | Title | Credit Hrs |
| BIOL 2401 | Human A&P | 4 |
| RSPT 1201 | Introduction of RC | 2 |
| RSPT 1225 | Respiratory Care Sciences | 2 |
| RSPT 1340 | Advanced CP A&P | 3 |
| RSPT 1410 | RC Procedures 1 | 4 |
| RSPT 1166 | Practicum 1, RC Therapy | 1 |
| Total | | 16 |

| Semester 1: Fall Year 2 | | |
|-------------------------|----------------------------|------------|
| Number | Title | Credit Hrs |
| SPCH 13xx | Any approved Speech | 3 |
| RSPT 2266 | Practicum 3 RC Therapy | 2 |
| RSPT 2310 | Cardiopulmonary Diseases | 3 |
| RSPT 2353 | Neonatal/Pediatric CP Care | 3 |
| RSPT 2358 | RC Patient Assessment | 3 |
| Total | | 14 |

| Semester 1: Spring Year 1 | | |
|---------------------------|-------------------------|------------|
| Number | Title | Credit Hrs |
| ENGL 1301 | Freshman Composition 1 | 3 |
| PSYC | Any approved PSYC | 3 |
| RSPT 1167 | Practicum 2, RC Therapy | 1 |
| RSPT 1411 | Procedures 2 | 4 |
| RSPT 2217 | RC Pharmacology | 2 |
| RSPT 2325 | Pulmonary Diagnostics | 3 |
| Total | | 16 |

| Semester 1: Spring Year 2 | | |
|---------------------------|--------------------------|------------|
| Number | Title | Credit Hrs |
| LANG/PHIL/ARTS | Any approved course | 3 |
| RSPT 2147 | Specialties in RC | 1 |
| RSPT 2230 | Examination Preparation | 2 |
| RSPT 2231 | Simulations in RC | 2 |
| RSPT 2243 | Research in RC | 2 |
| RSPT 2267 | Practicum 5 – RC Therapy | 2 |
| RSPT 2355 | Critical Care Monitoring | 3 |
| Total | | 15 |

| Semester 1: Summer Year 1 | | |
|---------------------------|------------------------|------------|
| Number | Title | Credit Hrs |
| RSPT 2166 | Practicum 3 RC Therapy | 1 |
| RSPT 2414 | Mechanical Ventilation | 4 |
| Total | | 5 |

6.4 Summary of Expected Educational Expenses*

| Item | Resident of District | Non-Resident Of District | Non-Resident Of State |
|---|----------------------|--------------------------|-----------------------|
| Tuition & Fees (includes Liability Insurance) | \$9997.00** | \$12835.00** | \$17059.00** |
| Books | 1100.00 | | |
| Subtotal | \$1100.00 | \$1100.00 | \$1100.00 |
| Disposable Lab Supplies | 100.00 | | |
| Uniforms/Shoes | 150.00 | | |
| Stethoscope | 75.00 | | |
| Glasses | 30.00 | | |
| Name tags | 5.00 | | |
| Immunizations | 200.00 | | |
| Professional Association | 25.00 | | |
| Seminars | 75.00 | | |
| Miscellaneous | 50.00 | | |
| Subtotal | \$710.00 | \$710.00 | \$710.00 |
| Temporary License | \$50.00 | \$50.00 | \$50.00 |
| Background Check (Complio) | \$80.00-105.00 | \$80.00-105.00 | \$80.00-105.00 |
| Total Cost | \$11,937.00 | \$14,757.00 | \$18,999.00 |

* The expenses listed above are the approximate expenses each student can expect to incur.

**The Respiratory Care program is 21 months in length. The total for books and tuition is divided among four semesters and two summer sessions. Cost is based on 66 semester hours and will decrease if the student has completed general education courses prior to entry into the program.

6.5 Program Admission

The Respiratory Care program accepts 20 new students each year and provides the necessary training to become eligible for the Registry exams offered by the National Board for Respiratory Care.

The program is 21 months long and requires the successful completion of 66 semester hours. The required courses can be divided into three categories: 1) general education, 2) respiratory care science and 3) clinical application. The general education portion includes such courses as Anatomy and Physiology, English, Language/Creative Arts/ Philosophy, Psychology, and Speech. The respiratory care science courses concentrate on the theory, techniques and equipment of respiratory care. The clinical application courses are conducted in area hospitals and provide the student with hands on experience in the practice of Respiratory Care.

The curriculum is designed to be completed in less than two years; however, some students may prefer to take lighter loads each semester. To accomplish this, it is recommended that the student complete as many general education requirements as possible prior to entering into the Respiratory Care Program. Students who have already completed some college courses can have their transcripts evaluated by the registrar and program director for transfer of credit.

The minimum requirements for admission are as follows:

- High school diploma or a GED.
- Be 18 years old at the completion of the program.
- Complete and submit a [Health Science application](#). All transcripts must be on file in the registrar's office and accessible on Colleague, the College's database.
- Be able to fully participate in the normal laboratory and clinical activities required by the Respiratory Care program as described in the Functional Requirements document. A medical release, signed by a physician, may be required to document that this criterion is met.
- Be currently certified in BLS for Healthcare Providers under the American Heart Association guidelines.
- A criminal background check through Complio American DataBank before admission into the program.
- Present documentation of a negative tuberculin skin test (PPD) administered within one year of beginning clinical activities prior to first patient contact or present evidence of a negative chest x-ray for tuberculosis (TB) obtained within one year of beginning clinical activities, if the TB skin test is positive. Tuberculosis skin tests must be repeated yearly while students are enrolled in a Health Science Program.
- Texas law requires that all students enrolling in health programs in colleges and universities have specific immunizations. Upon admission to the program, students are required to perform a drug screening before attending hospital clinical rotations.
- Beginning 2021, Respiratory Care program applicants are required to take the HESI (A2) Exam for Health Sciences which consists of English (Reading Comprehension), Math, Anatomy & Physiology, and Critical Thinking Skills. More information will be provided during the scheduled Informational meetings (see #10, below).

HESI A2 will be scored as follows:

HESI may be taken only once per year.

Past results within a year of application will be considered if the following sections are tested: Reading comprehension, Math, Anatomy and Physiology, and Critical thinking.

Results from composite score: $\times 0.30$; i.e. if a student scores $85.1 \times 0.30 = 25.53$, or 26 points (points are rounded to the nearest whole number).

Results from Critical Thinking:

<0 - 699 = 0 points

700 - 799 = 5 points

800 - 849 = 10 points

850 - 899 = 15 points

> 900 = 20 points

- A 2.0 G.P.A. in completed college courses.
- The top 30 applicants will be contacted to complete a personal interview with a member of the Respiratory Care program faculty.
- Attend one (1) of the Informational Meetings at the West Campus, Allied Health Building, 6222 W. 9th Ave, Amarillo TX 79106. The schedule of meetings, dates, time and specific locations will be posted each spring on the [program's web page](#).
- Earn sufficient points to be placed on the class roster. The procedure for receiving admission points is described in the "How To Apply" section of the [Respiratory Care Program home page](#).
- *Legislation requires students entering Texas public colleges and universities be assessed for reading, mathematics, and writing skills before they enroll in any collegiate course work for credit, unless exempt. The Texas Success Initiative (TSI) was established in 2003 by TEC code 51.307. TSI is designed to ensure that students have the academic skills necessary for effective performance in college-level course work. Assessments used at Amarillo College for TSI purposes are THEA (Texas Higher Education Assessment) and ACCUPLACER. Results of these assessments are used by advisors to place students into appropriate course work and to help students achieve academic success at Amarillo College. Assessments are administered by Testing Services located in Room 101 in the Student Service Center. Testing schedules may be obtained in Testing Services or by accessing the Testing Services web page at www.actx.edu/testing.*

6.6 Application Process

In addition to applying to Amarillo College, potential students must also make a separate [application to the Health Sciences](#). Information about the application process can be obtained on this web page or by contacting the program director.

Amarillo College does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in its educational programs, activities or employment policies.

The applicant must electronically sign the following documents in the Health Science online application:

- Release and Waiver of Liability
- Statement of Confidentiality for Applicants
- Functional Requirements for the Program
- Licensure Disclosure

Points for admission into the Program will be awarded as follows (Completion is defined as earning a grade of "C" or higher):

- Completion of General Education courses as listed in the catalog for this program. General Education courses are Freshman Composition 1, Speech, Psychology, Human Anatomy & Physiology 1, and Language/Philosophy/Culture/Creative Arts.

- Each “A” 10 points
 - Each “B” 7 points
 - Each “C” 4 points
- Completion of BIOL 2401 with a grade of “B” or higher (no more than 2 attempts).
 - 10 points
- Completion of any additional science, math, or Medical Terminology courses outside the curriculum. Only courses worth 3 credit hours will be considered.
 - Each “A” 10 points
 - Each “B” 7 points
 - Each “C” 4 points

The completed application must be submitted to the Respiratory Care program after Jan. 1 and no later than May 31 if applying for the fall semester of the same year.

Applications will only be considered after May 31 if the number of qualified applicants is less than the number of Respiratory Care positions available. Otherwise, applications received after this date will be considered for the next calendar year.

During the first week in June, all applicant portfolios will be reviewed. Points will be totaled for each applicant and the twenty applicants with the highest total points will be emailed a provisional acceptance letter for the following fall, pending the results of a background check. In the event of a tie for the 20th position, acceptance will be based on the earliest application submission and HESI A2 completion date. After receiving the acceptance letter, applicants must reply within the specified time to assure their position for the fall class.

6.7 Program Technical Standards

Students accepted into the program must be able to meet or exceed the following functional requirements.

- Must be able to independently push, pull, and lift a medically fragile adult when positioning or transferring.
- Must have the ability to differentiate and report subtle variations in temperature, consistency and texture of body structures.
- Must be able to identify and distinguish subtle variations in body sounds such as breathing.
- Must be able to read, understand, and apply printed material, which may include instructions printed on medical devices, equipment and supplies.
- Must be able to visually distinguish subtle diagnostic variations in physical appearance of persons served. An example would be "pale color".
- Must be able to walk and stand for extended periods of time.
- Must possess the ability to simultaneously and rapidly coordinate mental and muscular coordination when performing respiratory therapy tasks.
- Must be able to effectively communicate in English, in both written & verbal format.

6.8 Texas Immunization Requirements

The following requirements apply to all students enrolled in health-related programs in Texas schools, which will involve direct patient contact in program affiliated medical care facilities.

1. Students who were born on or after January 1, 1957, must show, prior to first patient contact, acceptable written evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968. Serologic confirmation of immunity to measles is acceptable. Evidence of immunity must consist of a laboratory report that indicates either confirmation of immunity or infection.
2. Students must show, prior to program admission, written evidence of vaccination of one dose of rubella (German measles) vaccine. Serologic confirmation of immunity to rubella is acceptable. Evidence of immunity must consist of a laboratory report that indicates either confirmation of immunity or infection.
3. Students born on or after January 1, 1957, must show, prior to first patient contact, written evidence of vaccination of one dose of mumps vaccine. Serologic confirmation of immunity to mumps is acceptable. Evidence of immunity must consist of a laboratory report that indicates either confirmation of immunity or infection.
4. Students shall have received a complete series (three injections) of hepatitis B vaccine prior to first patient contact.
5. Students shall have received a complete series (two injections) of varicella (Chicken Pox) vaccine, prior to first patient contact, unless the first dose was received prior to thirteen years of age or must present documentation of varicella immunity. Proof of varicella immunity through laboratory results (titer) is acceptable in lieu of vaccine.
6. One dose of tetanus-diphtheria toxoid (Td) is required within the last ten years. The booster dose may be in the form of a tetanus-diphtheria-pertussis containing vaccine (Tdap).
7. Students who have patient contact, must show written evidence of Influenza Vaccination prior to the seasonal flu season.
8. Bacterial Meningitis Vaccination - <https://www.actx.edu/admission/meningitis>
9. All students must present documentation of a negative tuberculin skin test (PPD) administered within one year of beginning clinical activities prior to first patient contact or present evidence of a negative chest x-ray for tuberculosis (TB) obtained within one year of beginning clinical activities, if the TB skin test is positive. Tuberculosis skin tests must be repeated yearly while students are enrolled in a Health Science Program.

Questions concerning Texas immunization requirements should be directed to a private physician or the local or state health department (not to Amarillo College personnel).

6.9 Criminal Background Check

All students enrolling in an Amarillo College Health Science program are required to complete a criminal background check. This background check is required by The Joint Commission. This service is provided on-line by Complio American DataBank at <https://www.americandatabank.com/project/complio-creating-account/>.

Students enrolled in an educational program in preparation for obtaining certain occupational licenses are potentially ineligible for such license if the student has been convicted of an offense. For further information, please contact your advisor, the legal clinic, or the faculty member in charge of the Respiratory Care Program that you seek to enroll in. The further information you will receive will include notification to you of your right to request a criminal history evaluation letter from the licensing authority in order to clarify your particular situation.

6.10 Requirements for Graduation

In order to graduate from the Amarillo College Respiratory Care program, you must:

- Complete all courses in the curriculum with a grade C or higher
- Complete all required clinical training hours
- Document 32 seminar and 4 community service hours
- Pass a comprehensive exit examination
- Discharge all financial obligations to the college

6.11 Program Competencies

The following competencies are expected of graduates from the program.

- Personal Behavior
 - Demonstrate understanding of ethical principles related to healthcare
 - Exhibit professional conduct in all settings
 - Accept criticism and utilize suggestions
 - Display respect for beliefs and values of all persons
 - Take responsibility for one's own actions
- Communication
 - Speak and write clearly in English
 - Communicate effectively with faculty, patients and healthcare providers
 - Use available search resources to gather information
 - Understand and correctly use standard medical terminology
 - Employ appropriate teaching strategies for patient education
- Critical Thinking
 - Gather and analyze information necessary to
 - Draw logical conclusions
 - Make sound clinical judgments
 - Solve problems
 - Apply learned competencies in the clinical setting
- Clinical Skills
 - Demonstrate technical proficiency
 - Select, assemble and check equipment
 - Assure cleanliness and calibration of equipment
 - Identify and correct equipment malfunctions
 - Perform patient assessments and recommend therapy

- Administer diagnostic and therapeutic procedures
- Evaluate the appropriateness of prescribed respiratory care and recommend modifications
- Accurately maintain patient records

Program competencies are evaluated by the following mechanisms:

- Course examinations
- Laboratory simulations
- Clinical evaluations
- Employer surveys

6.12 Quality Improvement

Pursuant to CoARC Standard 4.03 Evidence of Compliance, the program must have “Annual written review by program faculty of the NBRC TMC Sub Scores by Content Domain that is reported to the advisory committee. For each content area where scores fall below the national mean, an action plan must be developed and implemented for curriculum improvement.”

1. Full-time and part-time faculty will assess the program’s NBRC TMC Scores by Content Domain on an annual basis during the Faculty Program Review, with the goal of improving test scores before the next year’s review.
2. All test content area with scores below the national average will be analyzed.
3. A plan will be formulated to address deficiencies in each sub-standard content area.
4. The plan may include, but not be limited to:
 - a. changes in instructional content
 - b. changes in content delivery method
 - c. changes in examination content
 - d. enhanced simulation
 - e. additional faculty professional development
5. NBRC TMC Sub Scores by Content Domain will be reassessed at the next Faculty Program Review.

6.13 Learning Resources

Amarillo College provides the following to students:

Library Services

- Main library – Washington Street Campus (4th Floor of the Ware Student Commons)
- West Campus library – North Branch of the Amarillo City Library
- AC Library [On-Line Services](#)
- Texas Tech Medical School Library
- Student IDs can be used to check out books at any Consortium Library

Computer/Printer/Copier Access

- West Campus computer center
- Respiratory Care computer room
- Printer access within the Allied Health Building (fee based)
- Copy machine in Lecture Hall (fee based)

6.14 Student Support Services

Amarillo College's [Student Support Services \(SSS\) Health Sciences Program](#) is funded by a grant from the US Department of Education. The program is designed to improve retention and degree completion of health sciences students who are:

- Low-income (based on taxable income)
- First-generation (neither of the student's parents graduated with a 4-year degree)
- Disabled (registered with [AC Disability Services](#))

One hundred twenty students who meet the criteria and are selected will be offered additional services through the SSS Health Sciences Program. (Please note: no scholarships or financial aid are available to students. The program provides services and tutoring but no direct money to students.)

- Tutoring (with professional tutors, both individualized and group sessions)
- More individualized and intensive academic advising/career counseling
- Mentoring
- Study sessions
- Learning communities (in-person or virtual groups of students)
- Financial literacy training
- Training in study skills
- Graduation/transfer training and activities

Suggestions or questions should be directed to:

Angela Downs, Project Director
205B Building A, West Campus
806-354-6086
ardowns@actx.edu

Andreana Martinez, Advising Assistant
205C Building A, West Campus
806-467-3108
a0458004@actx.edu

COUNSELING

Students may experience a range of issues that can cause barriers to learning, such as strained relationships, depression, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. Amarillo College offers services to assist with addressing these and other concerns the student may be experiencing. If the student is suffering from any of the aforementioned concerns, more information is available about the broad range of confidential mental health services available on campus by calling the AC Counseling Center at 806-371-5900. The AC Counseling Center website is <https://www.actx.edu/counseling/>.

6.15 Monitoring Student Progress

It is essential for all students to be aware of their progress toward course and program competencies/goals. Therefore, the following steps will be taken by program students and faculty to assure all students are aware of their progress and have sufficient time to correct deficiencies.

- Students who make less than a 75% on any exam in a didactic course are required to receive remediation with faculty and prove improvement/competency on course material prior to taking the next written examination.
- Students who fail two or more consecutive examinations in a didactic course, or whose course average is less than 75% will be required to meet with faculty to discuss the their deficiencies. The program faculty will work with these students to create a plan of action to assist them in achieving course competencies.
- Students in clinical rotations should monitor their progress through the required daily clinical evaluations and competencies in Trajecsyst. Students receiving a “Did Not Meet Objective” rating on any daily evaluation are required to meet with faculty to discuss the rating and receive any needed remediation.

6.16 Clinical Education

The Director of Clinical Education assigns students to clinical rotations in all clinical affiliates in such a way as to ensure equitable exposure to learning opportunities. The majority of rotations will be scheduled using 12-hour shifts and, as much as possible, will be scheduled on the day shift; however, due to scheduling constraints, it may be necessary to schedule some clinical rotations on evening, weekend and holiday shifts. The number of required hours for each clinic course meets or exceeds the minimum required hours mandated by The Higher Education Coordinating Board of Texas (THECB) in the Workforce Education Course Manual (WECM).

In addition to these scheduled hours, students are required to document attending at least 32 hours of seminars and participating in at least 4 hours of community service activities prior to graduation.

Clinical Supervision

The Director of Clinical Education is responsible for assuring that all students are adequately supervised while in all clinical affiliates. The Director of Clinical Education will visit or communicate with all clinical affiliates on a regular basis to assure adequate supervision by clinical preceptors so that the student to preceptor ratio does not exceed 6:1 in all clinical rotations. Concerns about the supervision of students within a facility should be referred to the Director of Clinical Education.

Clinical Schedules

The Director of Clinical Education will prepare clinical rotation schedules and distribute them to all students and clinical affiliates on a semester-by-semester basis. Students requesting changes to the schedule must follow the procedure as described in the Student Handbook.

Evaluation of Clinical Sites and Clinical Preceptors

At the end of each clinical rotation, students complete an evaluation of the rotation, the clinical site and the clinical preceptors. These evaluations will be tabulated and analyzed by program faculty to determine the appropriateness of clinical sites and the effectiveness of clinical preceptors.

After Program acceptance, all clinical time records, objectives, competencies, and evaluations will be managed using [Trajecsys Report System](#). Each student will create an account and pay a fee of \$150 for 2 years. More information will be given in Program orientation.

Clinical sites are evaluated on

- its appropriateness for the rotation
- whether or not the procedures, equipment and information necessary to complete the rotation was available to the student and
- the interest and willingness to help students shown by the preceptors

Clinical preceptors are evaluated on

- attitude regarding students
- professionalism and knowledge
- assistance with students in completing clinical objectives
- fairness in completing student evaluations

These evaluations are due with the completed clinical objectives. This ensures that the Director of Clinical Education and Clinical Instructors are continually aware of how students are rating the clinical sites and rotations so that if this process reveals any recurring issues, steps can be taken to resolve them in a timely manner. These steps start with gathering additional information from students, then discussing the issues or events with the site's manager or director. Further actions can include, but are not limited to, altering student scheduling in a rotation, modifying the clinical objectives of the rotation and providing additional preceptor training. In some cases, it may be necessary to move a rotation away from a site or remove a therapist from the program's preceptor list.

During each semester, the Director of Clinical Education and clinical faculty continually monitor the number and appropriateness of procedures in each rotation at the various clinical sites to ensure that students have equivalent exposure and opportunity to complete clinical objectives.

At the annual program review the results of the clinical site evaluations are discussed with an eye toward revising clinical scheduling, revising rotation objectives or investigating new sites for a rotation. Clinical preceptor evaluations are reviewed to assess their ability and willingness to work with students and assist them in completing objectives.

Throughout this process, the best interests of the students will be the guide to whatever actions are taken.

Interruption of Clinical Education

Students who, for any reason, must interrupt their clinical education for one semester or more will be required to prove continued clinical competency upon returning to clinic. This will include, but not be limited to, demonstrating skills in the clinical setting, under the supervision of an Amarillo College faculty member. Readmission to the clinical portion of the program, and therefore the ability to complete the program, will be based on the faculty's evaluation of the students' readiness to return.

Denial of Access to Clinical Affiliates

Graduation from the Respiratory Care program requires the completion of clinical rotations at all clinical affiliates. If, for some reason, a student is denied access, in writing, to a clinical affiliate, the student's ability to complete the program will be jeopardized. In these instances, the faculty will make every effort to reschedule the remaining clinical rotations at an alternate site. However, if the remaining rotations are available only at the affiliate that has denied access, the student will be unable to complete the program.

6.17 Students Employed in Respiratory Care

In Texas, a student may be employed by a health care facility to deliver limited respiratory care support services under the supervision of an individual who holds a valid Texas certificate, as long as the student does not perform an invasive procedure related to critical respiratory care, including therapeutic, diagnostic, or palliative procedures as part of his or her employment.

Additionally, students employed in health care facilities must

- Be enrolled for credit in the clinical portion of an approved respiratory care education program; or
- Have completed the entire clinical portion of an approved respiratory care education program within the preceding 12 months and be actively pursuing a course of study leading to graduation from the program.

Students who are not enrolled in the clinical portion or have not completed the clinical portion of their respiratory care education program within the preceding 12 months may not be employed by a health care facility to provide limited respiratory care services unless they hold a temporary permit.

Clinical students employed by any health care facility, agency or organization to provide limited respiratory care services should provide their employer, on a semi-annual basis, verification that they are bona fide students in an approved respiratory care education program. Acceptable verification shall be a letter on program letterhead with the original signature of the program director attesting that the student meets the eligibility to work requirements stated above.

Since students are allowed to work while enrolled in the Respiratory Care Program, distinctions between student and employee status must be made. The following policies are in place to achieve that goal:

- While in clinic, students must not be substituted for facility staff at any level.
- While in clinic, students may not receive remuneration in exchange for work performed during their assigned clinical rotations.
- While at work, students may not complete clinical coursework.
- Absences from classes or clinical assignments due to employment schedules will not be excused.

6.18 Alcohol and Drug Use

Alcohol

The use of intoxicating beverages shall be prohibited on all College property, excluding private residences and commercial leases. The use of intoxicating beverages shall be prohibited at all College-sponsored activities without prior administration consent for the specific event. State law shall be strictly enforced at all times on all property controlled by the College in regard to the possession and consumption of alcoholic beverages.

Controlled Substances

No student shall possess, use, transmit, or attempt to possess or be under the influence of any of the following substances on College premises during any College term or off College premises at a College-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

Exception:

A student, who uses a drug authorized by, and according to the directions of, a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

Violation

Students, who violate this policy shall be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Each student shall be given or have access to a copy of the College's policy.

Student behavior with regard to substance abuse will be governed by the provisions contained in Amarillo College Students Rights and Responsibilities.

6.19 Counseling/Disciplinary Process

Each student is assigned a faculty advisor upon entering the respiratory therapy program. You are encouraged to become acquainted with your advisor during available time and bring academic problems to the advisor as soon as recognized. The advisor is available to you for counseling on grades and progress toward graduation.

The program follows the same counseling and disciplinary policies for each student. The purpose of these policies is to provide consistency and a route for each student to be made aware of areas of academic or clinical performance that do not meet the standards of the program.

1. *Evaluation:*

Regular evaluation is part of every student's education. You are evaluated based on academic and clinical performance using standard forms. College instructors, clinical preceptors, and other members of the hospital staff may provide input into this evaluation.

2. *Counseling:*

Whenever clinical or academic performance does not meet program professional standards, a warning will be given to you as soon as possible following the incident. The purpose of the warning is to make you aware of the problem and to discuss and identify methods for improvement. The warning is placed on the appropriate academic or clinical counseling form. The warning is detailed, calls for immediate improvement, and requires a follow-up.

3. *Disciplinary Action:*

This warning shall serve as the one and only notice. Any further problems will result in your withdrawal from the course with a grade of F.

6.20 Scholastic Dishonesty

The definition of scholastic honesty is described in the Student Handbook and the AC Student Code of Conduct. Violations of policy will be managed as outlined in the Student Handbook guided by AC Student Conduct and Responsibilities.

6.21 Repeating Courses

A grade of C or higher is required for satisfactory completion of all courses in the curriculum. To continue in the program, students may repeat an RSPT course only one time and may repeat no more than two RSPT courses while enrolled in the program. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, drop, or unsatisfactory grade. Students dropped from the program under this policy are not eligible for re-entry at a later date.

6.22 Removal from Classes/Clinicals

A student may be removed from classes and/or clinicals by the Program Director or Director of Clinical Education for any of the following reasons:

- contagious illness (as evidenced by fever, diarrhea, nausea & vomiting, extreme fatigue, muscle aches, coughing)
- physical limitations (injured limbs, broken bones, etc., that could impair the student's ability to complete clinical objectives)

- any concerning situation, such as the student:
 - is out of touch with reality
 - is at risk for hurting her/himself
 - is exhibiting bizarre behavior
 - is confused, drowsy, or ill
 - has sudden behavior, mood or personality changes
 - is showing a lack of interaction, isolation or withdrawal from staff or peers
 - has difficulty with daily functioning (eating, sleeping, mood, physical activity, personal appearance)
 - is having attendance problems
 - has a changed academic performance
 - misses deadlines
 - has significant weight loss/gain

If the situation is potentially an emergency, the faculty member may take emergency action, such as calling the Amarillo College Police and/or emergency medical personnel. Before returning to classes/clinic, the student may be required to provide permission from a licensed professional (physician, counselor, etc.). Every attempt will then be made to develop a plan to keep the student on his/her academic track towards graduation.

Amarillo College offers referrals and interventions for Mental Health, whether it be depression, anxiety, or the student just needs someone with whom to talk. A list of resources that are offered at Amarillo College and in the Amarillo community can be located at <https://www.actx.edu/mentalhealth/> and <https://www.actx.edu/counseling/resources/> .

For additional information, refer to the Program's Mental Health Policy Manual which provides faculty and staff additional information and advice on how to deal with students who are experiencing mental health difficulties and, in particular, on how and where to seek professional help. Issues surrounding confidentiality are also discussed.

6.23 Re-Entry into the Program

Students seeking re-entry into the Respiratory Care program after an extended time period (more than one year) must file a new program application form and complete additional admission procedures, which include but are not limited to demonstration of continued clinical competency and exhibiting an adequate knowledge base related to the respiratory care sciences. Readmission to the program will be based on the faculty's evaluation of the student's readiness to return.

6.24 Student Grievances

The purpose of the student grievance policy is to secure, at the first possible level, prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, age, or disability. A student may be represented at any level of the complaint. Academic and continuing education grievances are initiated through individual instructors. All other grievances are initiated with the immediate supervisor of the area in which the alleged wrong occurred.

Students who have a grievance concerning an academic course in which they are enrolled are

directed to appeal in the following order to the:

1. Instructor
2. Program Director
3. Dean of Health Sciences
4. Associate Vice President of Academic Affairs

Students who believe they have been discriminated against on the basis of race, religion, color, national origin, sex, age, or disability by the institution or its personnel may informally discuss the complaint with the Dean of Enrollment Management with the objective of reaching a reasonable solution. The Dean shall advise the student of the available options in the situation, and then notify the Director of Human Resources of the College (Affirmative Action Officer).

Additional information can be accessed at www.actx.edu. Click on the “Catalog” link, then on the “Student Rights and Responsibilities” link. The *Student Handbook* and the [*Student Rights and Responsibilities*](#) documents contain information on what is expected of students and how situations are handled on campus.

6.25 Students with Disabilities

Any student who, because of a disabling condition, whether physical or mental, may require some special arrangements in order to meet course requirements should contact disAbility Services as soon as possible. disAbility Services is located in Student Services Center, Room 130, or you may reach them by phone at 345-5639.

A student who feels they are not receiving the accommodation requested should be referred to disAbility Services. The Student Manual can be found at <https://www.actx.edu/disability>. The grievance procedures outlined in the AC Student Rights and Responsibilities manual will be maintained.

6.26 Maintenance of Student Records

A confidential, cumulative record is kept on each student in a secure location within the Allied Health Building and kept for a minimum of 5 years. This record contains grades, completion of clinical course verification sheets, signed clinical evaluations, and other pertinent information.

Records of individual student conferences, warnings, disciplinary actions, etc., will be maintained in the confidential cumulative record. These forms will be read and signed by the student and a faculty member prior to this record becoming a part of the cumulative record. The student’s signature does not establish agreement with the information recorded on the form, simply that he or she has read and understands the information, conditions of the warning and/or disciplinary actions, and the program response if conditions related to warning and/or disciplinary action are not fulfilled.

Advisors can refer students to the counseling center or other appropriate resources when indicated.

In addition to advisement notes and other communication records, each student file contains

documents, which each student must provide to the program. The following documents must be on file with the Program Director:

- Application
- Verification of immunizations (Complio)
- Copy of current TB test (Complio)
- Copy of current CPR card (Complio)
- Copy of any pertinent professional certificates
- Criminal background check and drug screen results (Complio)
- Signed waivers and acknowledgement forms (Complio)

Due to the importance of these documents and legal issues, *no student will be cleared for a clinical course until his/her documents have been turned in.*

6.27 Scholarships and Grants

Respiratory Care scholarships and educational grants are available through the college and state foundations to assist students who have financial need and to reward scholastic achievement. The scholarships or grants have set deadlines and specific requirements. Information may be obtained from the Respiratory Care program director.

Amarillo College Foundation

The Amarillo College Foundation gives several general education and Allied Health scholarships. Applications must be submitted by August 1st. Students may obtain applications from the Allied Health Division office on the West Campus, the AC Foundation office on the Washington Street Campus or online at www.actx.edu/foundation. Many of these scholarships are limited to tuition, books, and laboratory fees.

The Gary Gerard and the Bill and Susan Young Scholarships

Two scholarships are reserved exclusively for RC students at Amarillo College. Applications are available from the RC program director and are due March 2nd. Awards are divided in equal amounts for the fall and spring semester of the student's sophomore year. Some requirements are placed on these scholarships including a minimal GPA, length of residence, and number of hours earned in the RC program at Amarillo College. Funds are unrestricted for these scholarships.

Respiratory Care Foundation of Texas

Educational Grants are provided through the Respiratory Care Foundation of Texas. Any RC student in the state of Texas may apply for these grants. Applicants must submit a transcript verifying a 3.0 GPA in a RC program, a letter of recommendation from the RC Program Director, and an original paper on some aspect of respiratory care. Funds are unrestricted for these grants.