Respiratory Therapy

RRT to BSRT Degree Completion Program

Student Handbook

2020 – 2021

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Welcome to the program.

Letter from the Director of Respiratory Therapy

Welcome to the University of Southern Indiana's on-line degree completion program for the Respiratory Therapy. We are pleased that you have chosen USI to not only further your education but to further your professional goals as well! Our faculty and staff are here to assist you in your educational journey to achieve your BSRT degree.

Contained in the student handbook are policies and procedures that will guide and assist you through this process. It is your responsibility to be knowledgeable of the policies; however, should you have any questions regarding any of these policies, please ask faculty for clarification. You will find the university policies on the USI website

All students are expected to abide by the policies found the College of Respiratory and Health Professions Handbook. The handbook is located on the CNHP website listed under "About the College."

The RRT to BSRT student handbook may be found on each Blackboard course site. Faculty reserve the right to amend policies and procedures when appropriate. Any revisions will be communicated to you through USI email.

Each student must sign the RRT to BSRT Student Handbook acknowledge agreement that you have read and understand the policies of the RRT to BSRT and furthermore agrees to comply with these policies as a student of the RRT to BSRT Degree Completion Program.

It is my sincere hope that all of you have a successful academic year.

Jody Delp, MEd, RRT
Clinical Assistant Professor
Chair, Respiratory Therapy Program

Accreditation

The BS Degree Advancement Program in Respiratory Care, CoARC program number 510009, baccalaureate degree at the University of Southern Indiana, Evansville, Indiana holds Provisional Accreditation from the Commission for 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 other documentation required by the CoARC, as well as satisfactory completion of an initial on-site visit.

Program outcomes data relative to credentialing success, program attrition, job placement, program enrollment, and graduation rates is available on the [CoARC website.](#)

Program Description
The University of Southern Indiana's RRT to BSRT program offers Respiratory Therapists with an associate degree the opportunity to further their education and ultimately obtain a Bachelor of Science in Respiratory Therapy (BSRT).

- Flexibility – All courses offered through distance education giving you control of your schedule.
- 7-week classes with multiple start dates
- Opportunities for validation of courses are available through current board certification or portfolio.

Mission and Philosophy

Vision
It is the vision and desire of the Respiratory Therapy Program faculty in conjunction with the College of Respiratory and Health Professions to produce highly skilled, trained, and competent graduates through excellence in training and instruction in the profession of Respiratory Therapy.

Mission
The mission of the Respiratory Therapy Program is to provide sound instruction and resources that will enable students to develop the knowledge, skills, attitude, and critical thinking which are necessary to become successful and competent respiratory therapists. The Respiratory Therapy Program fosters and promotes health and wellness through the advancement of education, teaching excellence, practice, research, community engagement and a commitment to lifelong learning.

Expected Student Learning Outcomes (ESLO)

1. Demonstrate professional behaviors consistent with the respiratory care code of ethics, ethical obligations, and professional conduct.

2. Demonstrate appropriate critical thinking and problem-solving skills, time management skills, interpersonal communication skills, and technical skills necessary to provide competent respiratory care in multidisciplinary care settings.

3. Evaluate evidence-based best practices through research and the critique and interpretation of professional scientific literature.

4. Assess current issues and trends in health care, including public policy, access, quality improvement, and legal and ethical topics.

5. Develop respiratory education through the diagnosis, management, and treatment of patients affected by cardiopulmonary disorders.

6. Apply and evaluate information in relation to the advanced medical treatment of the critically ill adult patient relevant to his/her role as an advanced level respiratory therapist.

7. Illustrate understanding of the importance of pulmonary rehabilitation and its impact on cardiopulmonary disorders.

8. Examine effective leadership techniques and practices used in the healthcare setting.

9. Apply knowledge learned to specific areas of respiratory therapy through independent research.

Expected Student Learning Outcomes Program Rubric

ESLO	Action	Evaluation	Course	Timeline
1. Demonstrate professional behaviors consistent with the respiratory care code of ethics, ethical obligations, and professional conduct.	Program will provide curriculum content which promotes an ethical framework centered on professional conduct. Curriculum may include selective journal and/or textbook reading assignments, power-point presentation, voice thread, discussion board, and Panopto lectures.	➢ Successful completion of an approved ethics course related to healthcare. (IPH 356 or equivalent) ➢ Professional behaviors including academic honesty dependability, responsibility, teamwork, and commitment will be reviewed by faculty for all REST courses.	REST 451 REST 452 REST 453 REST 454 REST 455 REST 456 REST 460 REST 499	Per Semester
2. Demonstrate appropriate critical thinking and problem-solving skills, time management skills, interpersonal communication skills, and technical skills necessary to provide competent respiratory care in multidisciplinary care settings.	Program will provide curriculum content which promotes both oral and written interpersonal communication and critical thinking skills necessary to provide care in a multidisciplinary setting. Curriculum may include selective journal and/or textbook reading assignments, power-point presentation, voice thread, discussion board, and Panopto lectures.	➢ Successful completion of an interprofessional health and communications course. (IPH 401 and UNIV approved communication course) ➢ Critical thinking and problem solving skills including application, analysis, and decision making will be reviewed by faculty for all REST courses.	REST 451 REST 452 REST 453 REST 454 REST 455 REST 456 REST 460 REST 499	Per Semester

3. Evaluate evidence-based best practices through research and the critique and interpretation of professional scientific literature.	Program will provide curriculum content which promotes use of evidenced based research and practice in healthcare delivery. Professional articles, websites, and organizations will be examined. Curriculum may include selective journal and/or textbook reading assignments, power-point presentation, voice thread, discussion board, and Panopto lectures.	➢ Successful completion of an introductory course (REST 452). Further optional research courses may be taken. ➢ Literature review in REST 451 and research assignments/papers/projects are required in all REST courses.	REST 451 REST 452 REST 453 REST 454 REST 455 REST 456 REST 460 REST 499	Per Semester
4. Assess current issues and trends in health care, including public policy, access, quality improvement, and legal and ethical topics.	Program will provide curriculum content which explores the impact of the respiratory therapist in assessment of current healthcare policy, as well as review of political and societal influences. Curriculum may include selective journal and/or textbook reading assignments, power-point presentation, voice thread, discussion board, and Panopto lectures.	➢ Successful completion of a respiratory therapy professional issues course (REST 456). ➢ Leadership, policy, and quality improvement are discussed in other respiratory therapy courses.	REST 451 REST 453 REST 454 REST 455 REST 456	Per Semester
5. Develop respiratory education through the diagnosis, management, and treatment of patients affected by cardiopulmonary disorders.	Program will provide curriculum which emphasizes development of respiratory therapy disease education, management, and treatment. Curriculum may include selective journal and/or textbook reading assignments, power-point presentation, voice thread, discussion board, and Panopto lectures.	➢ Successful completion of a respiratory therapy disease management course (REST 453). ➢ Cardiopulmonary education and rehabilitation material is also developed in REST 455.	REST 453 REST 455	Per Semester
6. Apply and evaluate information in relation to the advanced medical treatment of the critically ill adult patient relevant to his/her role as an advanced level respiratory therapist.	Program will provide curricular content which focuses on the treatment of the critically ill adult patient. Curriculum may include selective journal and/or textbook reading assignments, power-point presentation, voice thread, discussion board, and Panopto lectures.	➢ Successful completion of a critical care course (REST 454). ➢ Discussion and/or development of treatment options of the critically ill patient with pulmonary disease is required in REST 453.	REST 453 REST 454	Per Semester
7. Illustrate understanding of the importance of pulmonary rehabilitation and its impact on cardiopulmonary disorders.	Program will provide curricular content illustrating the importance of pulmonary rehabilitation for the cardiopulmonary patient through the review of patient education, pulmonary rehabilitation methods, and expected patient outcomes. Curriculum may include selective journal and/or textbook reading assignments, power-point presentation, voice thread, discussion board, and Panopto lectures.	➢ Successful completion of a pulmonary rehabilitation course (REST 455). ➢ Pulmonary rehabilitation is discussed as a valuable treatment option as discussed in disease management course, REST 453.	REST 453 REST 455	Per Semester
8. Examine effective leadership techniques and practices used in the healthcare setting.	Program will provide curricular content examining practices of effective leadership styles and management techniques in the	➢ Successful completion of a management and leadership in respiratory course (REST 451).	REST 451 REST 453 REST 456	Per Semester

	healthcare setting. Curriculum may include selective journal and/or textbook reading assignments, power-point presentation, voice thread, discussion board, and Panopto lectures.	➤ Effective leadership practices are discussed within overview of disease management (REST 453) and issues related to respiratory therapy including professional and regulatory agencies (REST 456).		
9. Apply knowledge learned to specific areas of respiratory therapy through independent research.	Program will provide curricular content which allows students the opportunity to independently research respiratory therapy topics under the direction of faculty. Curriculum may include selective journal and/or textbook reading assignments, power-point presentation, voice thread, discussion board, and Panopto lectures.	➤ Successful completion of an independent study of respiratory therapy course (REST 460). ➤ Independent research is also required for projects and discussions in other respiratory courses.	REST 451 REST 452 REST 453 REST 455 REST 456 REST 460 REST 499	Per Semester

Program Core Values
Caring, Excellence, Integrity, Leadership, Scholarship, and Social Justice.

Program Goals

1. To provide graduates of entry into respiratory care professional practice degree programs with additional knowledge, skills, and attributes in leadership, management, education, research, or advanced clinical practice both to meet their current professional goals and to prepare them for practice as advanced degree respiratory therapists.

2. To provide community leadership through engagement, service learning, and organizational involvement.

3. To provide an inclusive learning, caring community that supports students' success and graduation.

4. To serve as a leader in respiratory education, evidence based practice, research, and health care.

5. To promote and advance personal development and inter-professional collaboration of respiratory faculty, staff, graduates, and health professionals.

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Guidelines and Standards

Non-Discrimination and Equal Opportunity Statement
The University of Southern Indiana is an equal employment opportunity/affirmative action employer. It is the policy of the University of Southern Indiana to be in full compliance with all

federal and state non-discrimination and equal opportunity laws, orders, and regulations relating to race, sex, religion, disability, age, national origin, sexual orientation, or veteran status. Questions or concerns should be directed to the Affirmative Action Officer, USI Human Resources Department, 8600 University Boulevard, Evansville, IN 47712.

Title IX Policy

USI does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, the University can help. It is important to know that federal regulations and University policy require faculty to promptly report incidences of potential sexual misconduct known to them to the Title IX Coordinator to ensure that appropriate measures are taken and resources are made available. The University will work with you to protect your privacy by sharing information with only those who need to know to ensure we can respond and assist. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a counselor in the University Counseling Center. Find more information about sexual violence, including campus and community resources at www.usi.edu/stopsexualassault.

Distance Education Disability Statement

If you have a disability for which you may require academic accommodations for this class, please contact Disability Resources at 812-464-1961 or email Ronda Stone at rfstone@usi.edu as soon as possible. Students who are approved for accommodations by Disability Resources should request their accommodation letter be sent to their online instructors. Due to the nature of online courses some accommodations approved for on campus courses may not apply. Please discuss this with Disability Resources to clarify as needed. Students who receive an accommodation letter from Disability Resources are encouraged to discuss the provisions of those accommodations with their professors before or during the first week of the semester

Minimum System Requirements

- **A Reliable Computer:** a dedicated computer with an updated operating system, such as Windows 7or later, or Mac OSX.
- **High-Speed Internet Connection:** (e.g. DSL or Cable). All USI online students are required to have a stable high-speed Internet connection. A wired Internet connection is recommended for online meeting, exams, and assignment submission.
- **Microsoft Office** & **Adobe Acrobat Reader** installed.
- **Supported Web Browser:** Firefox, Google Chrome, or Safari.
- **Headset & Webcam**

Educational Records

University of Southern Indiana complies with federal regulations pertaining to student educational records, as set forth in the Family Educational Rights and Privacy Act of 1974.

Under the Act, students have certain rights regarding official student records. These rights are summarized as follows:

1. To be provided a list of the types of educational records, as defined in the Act, which is maintained by the school and which is directly related to the student.

2. To inspect and review the contents of those records.

3. To obtain copies of those records upon payment of expenses.

4. To receive explanations of those records upon request.

5. To obtain an opportunity for a hearing to challenge the contents of those records.

6. To receive confidential treatment, by the school, of educational records; neither records nor personally identified information contained within, will be released without student or parent permission to anyone other than those parties specifically authorized by the Act.

7. Student records are archived electronically and retained permanently.

The Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA guidelines may be found at the USI website:
https://www.usi.edu/health/handbook/

Academic Integrity Policy
See the CNHP handbook for a complete policy academic integrity: Web Link:
https://www.usi.edu/health/handbook/

Health Insurance Portability and Accountability Act (HIPPA)
See the CNHP handbook for a complete policy on HIPPA: Web Link:
https://www.usi.edu/health/handbook/

Examples of HIPPA violations would include posting photos, videos, describing experiences involving patients or using patient names that could possibly link a patient for identification to social media such as "face book."

Violation of the HIPAA law is a serious offense and punishable by fines and/or imprisonment. Students found in violation of the HIPAA law will be immediately dismissed from the program.

Social Media Policy
See the CNHP handbook for a complete policy on social media: Web Link:
https://www.usi.edu/health/handbook/

Program Admission
- Completion of a CoARC accredited associate degree program in respiratory therapy.
- A cumulative grade point average of 2.5 on a 4.0 scale.
- An active RRT credential issued by the National Board for Respiratory Care.

Application Process
- Applicants must apply and be accepted to the University of Southern Indiana. This includes the payment of an application fee as well as the submission of college/university transcripts to USI Undergraduate Admissions, 8600 University Blvd, Evansville, IN 47712.
- RRT-BSRT application is embedded in the USI application. Be sure to choose this option.
- Applicants must submit official transcripts from all undergraduate institutions attended.

Registration Process
- All transfer students must take the new student on-line orientation
- The Advisor will develop and send the student a detailed advising plan.
- The advisor will remove the advising hold on the student's account.
- The student will provide his or her advisor a proposed start date.
- Transfer students will be sent a "block credit" form that must be signed and returned to his or her advisor.

Curriculum

RRT to BSRT Curriculum
- Students may transfer in credits earned at an accredited community college or 4-year university.
- No limitation on number of credits that may transfer into USI.
- For students who earned their AS degree somewhere other than USI, a block of up to 50 credit hours can be awarded with confirmation of the RRT credential and licensure, where applicable.
- Total program requirements: 120 credits
- 39 credit hours of the 120 credit hours earned must consist of courses at the 300/400 level to be eligible for the Bachelor of Science degree.
- A minimum of 30 credit hours toward the completion of the baccalaureate degree must be earned from USI.
- Students within the degree completion program must meet the University's core curriculum in addition to the respiratory therapy curriculum in order to fulfill graduation requirements.
- Students must make a "C" or better in each REST course to progress or complete the RRT to BSRT program. Students will not receive course credit for grades of "D" or below and must repeat the REST course to progress.

Credit for Prior Learning through Validation.

The University of Southern Indiana provides opportunities for RT students progressing toward a BSRT degree to receive credit for previous professional experience. Students may receive credit for professional certification, previous clinical experiences, and/or expertise.

Validation with a nationally recognized certification.

- Students who are currently certified in an area which correlates to the course content may receive credit for the entire course.
- Students should submit a copy of their current certification to the course advisor or department chair for approval.
- Students must request third party verification of certification submitted directly to administrative assistant for the RRT to BSRT program.

Course Descriptions

RRT to BSRT Course Descriptions

The shared required non-respiratory therapy courses will consist of 19 credit hours selected from the following:

- HP 302 – Biostatistics (3 Credits)
- MATH 107 – Fundamentals of Math (4 Credits)
- IPH 401 – Interprofessional Perspectives on Global Health (3 credits)
- HP 356 – Ethics and Health Care in a Pluralistic Society (3 credits)
- WLC 155 – Cultural Awareness (3 Credits)
- NUTR 376 – Principals and Applications in Nutrition (3 Credits)

The shared respiratory therapy courses will consist of 22 - 30 credit hours from the following:

- REST 451 - Management and Leadership for Respiratory Therapy (3 credits)
- REST 452 – Introduction to Research in Respiratory Therapy (3 credits)
- REST 453 – Respiratory Therapy Disease Management Concepts (3 credits)
- REST 454 - Advanced Critical Care Management (3 credits)
- REST 455 – Pulmonary Rehabilitation and Geriatrics (3 credits)
- REST 456 - Professional Issues in Respiratory Therapy (3 credits)
- REST 460 – Independent Study of Respiratory Therapy (1 - 6 credits)
- REST 499 – Special Topics in Respiratory Therapy (3 - 6 credits)

Grading Scale

Letter grades for professional respiratory therapy courses (prefix REST) are based on the following scale, unless otherwise specified in course syllabus:

Grade	Percent
A	90% - 100%
B+	87% - 89%
B	83% - 86%
C+	80% - 82%
C	75% - 79%
D	72% - 74%
F	71% and below

Grades received throughout the semester, including grades on examinations, quizzes, projects, papers, etc. will be rounded up to the next whole number if the numeric grade contains a fraction of .5 or greater. For example, an examination grade of 87.8% would be rounded up to an 88%. An examination grade of 87.4% would not be rounded up and would be recorded as an 87%. The final course percentage grade for the semester will not be rounded up. For example, a final course percentage grade of 87.8% would be recorded as an 87%.

All assignments and projects must be completed and submitted on or before the dates due. All make-up assignments must be submitted by the dates specified by the course instructor. Failure to do so will result in a zero for the assignment.

Depending on the circumstance of the missed assignment or exam, it will be at the instructor's discretion to issue a grade of "incomplete" until the assignment can be submitted. Assignments NOT submitted within two weeks of the incomplete will result in a zero grade for the missed assignment or exam.

An Incomplete grade at the close of an academic semester must be approved by the Director of the Respiratory Therapy Program. An Incomplete will be used only when extenuating circumstances have resulted in the student being unable to complete course requirements by the end of the semester. In rare instances in which this occurs, the following policies are in effect:

1. A grade of Incomplete will not be used to allow for remedial work; student work must be at the passing level.
2. All University of Southern Indiana policies regarding incomplete grades are applicable to respiratory therapy courses. Please refer to the *University Of Southern Indiana Bulletin.*

Examinations / Review of Exams

All examinations will be administered only on the date and time announced.

Make-up exams will be given under the following circumstances:

1. **Death in the student's immediate family.**
2. **Hospitalization of the student.**
3. **Written excuse from student's personal physician.**
4. **Other extenuating circumstances will be reviewed by the Program Chair and may be approved.**

Missed quizzes cannot be rescheduled. Students missing a quiz will receive a grade of 0 for the missed quiz.

RRT to BSRT Course Expectations

The RRT to BSRT program classes are all online. Students are expected to participate in online discussions and submit assignments as designated in the course calendar. Planned absences for non-university related activities must be pre-approved by course instructor at least one month before the absence. Any assignments missed should be completed before the absence. If the student is absent for an exam, the exam should be taken within 24 hours of return. The student is responsible for contacting the course instructor to discuss the absence. If the absence is approved, the student must communicate with each course faculty to plan make-up of missed assignments, clinical, and/or exams. In case of an emergency, contact the course faculty as soon as possible. All course assignments must be completed. If a student does not communicate with faculty and make arrangements for completion of assignments, faculty may deduct from the **assignment or exam grade or give a grade of zero for the assignment or exam.**

RRT to BSRT Course Assignments

Written assignments are essential to meeting course objectives and must be submitted to faculty by the announced date. If problems are noted with written assignments, the student will be counseled and issued a letter of warning. A copy of the letter will be placed in the student's academic file in the College Office. Failure to submit written assignments on time may result in the student being given a "0" for the assignment.

Writing Skill Requirements (APA)

The Respiratory Therapy Programs will abide by the 6th Edition of the APA Manual for written assignments. Faculty will provide guidelines regarding minimal expectations for adherence to APA style. Additional guidance for writing in APA style may be found at the library web site.

RRT to BSRT Program Progression and Dismissal Policy

1. Students must achieve a minimum grade of "C" in all respiratory courses to satisfy the requirements for graduation and progress.

2. Students must retake a respiratory course in which a grade of "D" or less grade is earned. If the repeated grade is acceptable ("C" or above) only the higher grade will be reflected in the student's GPA. If a grade of "D" is earned when repeating the course or in any subsequent respiratory course, the student must submit a performance improvement plan to the program Chair for program progression. If a grade of "D" and "F" is earned in any two or more REST courses, the student will be dismissed from the program. Likewise, if a grade of "F" is earned in any two REST courses, the student will be dismissed from the program.

Withdrawal Policy

The option of withdrawing from a respiratory course and receiving a grade of "W" is possible within the withdrawal period listed on the academic calendar each semester. For courses lasting less than the full semester, the option of withdrawing with a "W" is possible within the first 60% of the course. Refer to the course schedule and/or calendar for specific dates.
See University guidelines for the procedure that must be followed regarding withdrawal.

Students who do not follow the required University procedure to officially withdraw from a course will receive an "F" grade.

Dismissal Policies

1. Falsification of records and reports and cheating on an examination, quiz, or any other assignment will be a basis for dismissal from the program.

2. Plagiarism, as defined in the University Bulletin, is the intentional reproduction of another person's ideas, words, or statements without acknowledgment. Students must give credit when using the works of others and are expected to properly reference the use of: 1) direct quotes; 2) another person's ideas or opinions; or 3) any borrowed statistics, facts, or other materials. Failure to properly give credit to others' work is a form of academic dishonesty (University Bulletin, Student Rights and Responsibilities).

3. Academic honesty is an expected behavior of all students. Academic dishonesty may include, but is not limited to, cheating, plagiarism, fabrication, and knowingly assisting others in an act of academic dishonesty. Students who engage in academic dishonesty in any form, even as a first offense, place themselves in jeopardy of receiving a failing grade for the assignment or course, as well as dismissal from the respiratory program and University. Policies and procedures governing academic dishonesty can be found in the Student Rights and Responsibilities section of the University Bulletin.

4. Violation of client and/or agency confidential information may result in dismissal from the program.

5. The Faculty reserves the right to dismiss any student whose personal integrity, health or behavior demonstrate unfitness to continue preparation for the profession of respiratory and/or violate the Code of Ethics.

Student Rights and Responsibilities / USI Remediation Policy

The Health Services Program adheres to the USI Student Handbook [and University Bulletin's Student Rights and Responsibilities](#) documents. These documents are considered to be a part of the Health Services Program Student Handbook.

Student Academic Resolution and Grievance Policy
https://www.usi.edu/deanofstudents/policies-procedures-and-community-standards/

Readmission Process
Students desiring readmission to the respiratory program must submit a written request to the Admissions and Progression Committee by January 15ᵗʰ for requests to return to a fall semester course, or by August 15ᵗʰ for requests to return to a spring semester course.
The written request must include student name, USI student ID#, current address, telephone number, and email address. The written request should address reasons for delay in progression and plans for successful return to the program.

Readmitted students will be expected to comply with all terms specified by the Admissions and Progressions Committee. Failure to comply with the terms will jeopardize the student's status in the respiratory program.

Policy Regarding Incomplete
An "incomplete" will be used only in cases of true hardship when extenuating circumstances have resulted in the student's being unable to complete course requirements by the end of the semester. An "incomplete" may be granted at the discretion of the faculty in consultation with the Program Chair or Director of Respiratory.
In rare instances in which this occurs, the following policies are in effect: All University policies regarding incomplete are applicable to respiratory courses. Refer to the USI Bulletin.

1. An "incomplete" will not be used to allow for remedial work; student work must be passing.
2. Students will receive a date by which the incomplete must be removed.

Student Performance Improvement Plan
Students not meeting course expectations may be formally notified of their deficiencies and an improvement plan developed that addresses these deficiencies. The improvement plan will include:

1. Measureable outcomes for improvement
2. A timeline for completion of material
3. A review of expected outcomes for the course
4. Student advising

Course faculty will prepare the course improvement plan, review it with the student, and secure the student's signature. After implementation of the plan, faculty will monitor and review the plan each semester to ensure students are meeting expectations of the performance plan. Copies of the completed plan will be added to the student's file.

Any email communication with the student should also be recorded in the student's file. Course faculty will continue to monitor progress made by the student with feedback and assistance as needed.

Faculty are responsible for sharing the course improvement plan with the Program Chair prior to discussing with the student. No greater than three course improvement plans should be present in a student's file in one year before student progression in the program is formally reviewed by the Admissions and Progression committee.

RRT to BSRT Advising

Students will be assigned an academic advisor to assist with academic planning, course selection and registration. Student may use MyUSI to identify assigned faculty advisor. It is the students' responsibility to contact their advisor. Students should contact their advisor prior to pre-registration each semester to discuss their plans. This may be accomplished by phone or e-mail. Please allow adequate time for advisors to return calls or emails as many advisors teach in the clinical setting and are out of the office one or two days each week.

The student may also contact any of the following people for assistance with advising or other questions:

Jody Delp, MEd, RRT, CPFT – Program Chair
Clinical Assistant Professor
812-464-1778 or jmdelp@usi.edu

Julie Morgan, MHA, ACCS, RRT – Director of Clinical Education
Assistant Professor
812-465-1180 or jnmorgan2@usi.edu

Mary Phillips BS, RRT
Instructor
812-465-1148 or mlphillips5@usi.edu

College of Nursing and Health Professions Advising Center: 812-228-5042

Graduation / Graduation Documents

Students should notify their advisor or the RRT to BSRT chair that they anticipate completion of all BSRT requirements so the graduation forms can be initiated. The advisor will initiate the graduation form and send to the student for confirmation. See the registrar website for more information.

Diploma
Students need to go online to the Registrar website and complete the diploma form and a request to have the diploma mailed.
Link: https://www.usi.edu/registrar/graduation/diploma-form

Commencement
Students are encouraged to attend commencement. A reservation for attendance is required and the form is available on the Registrar website.
Link: https://www.usi.edu/registrar/graduation/diploma-form

USI Academic Calendar
Link: https://www.usi.edu/registrar/academic-calendar/

Tuition
All BSRT degree completion are considered distance education students therefore out of state tuition will not apply.
Link: https://www.usi.edu/bursar/tuition-fees/

ACKNOWLEDGEMENT OF HANDBOOK REVIEW AND RECEIPT

This is to acknowledge that I have reviewed and received a copy of the RRT to BSRT Student Handbook. I have read the policies and practices contained in the Handbook which includes the College of Nursing and Health Professions Social Media Policy and agree to comply with them. I understand the program has the right to revise policies and practices and I agree to abide by said revisions in these policies and practices. I further acknowledge that I understand that any violation of the Respiratory Therapy Program policies which include all policies set forth by the University of Southern Indiana can result in disciplinary action including possible program dismissal.

Please download this page, sign, scan and email to jmdelp@usi.edu. You can also fax this document to the attention of Jody Delp, Respiratory Therapy at: (812) 465-7092

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Printed Name

Signature   Date

Program Chair   Date