

## **Applicant Information Packet**

# **Respiratory Care**

Building 3, room 3340  
(937) 512-2849  
(800) 315-3000

Dear Prospective Respiratory Care Student:

This packet contains the following information for your review:

1. Admission Requirements/Checklist
2. Program Admission Process
3. Mental and Physical Qualifications Required of Applicants
4. Respiratory Care Curriculum
5. Program Goal and Outcomes
6. Accreditation Status
7. Cost of Program
8. Criminal Background Checks, Licensure and Employability in the State of Ohio
9. National Board Examinations and Credentials
10. Statement of Policy

Please contact the Respiratory Care department for specific information regarding program enrollment dates or possible waiting lists.

## ADMISSION REQUIREMENTS / CHECK LIST



- Step 1 \_\_\_\_\_ Apply to Sinclair Community College. This must be done before applying to the Respiratory Care (RET) program. Paper applications are available in the Admissions office, building 10, 1<sup>st</sup> floor or via the web at <http://www.sinclair.edu/admissions/Application/>.
- Step 2 \_\_\_\_\_ Apply to the Respiratory Care program by completing a Life & Health Sciences application, which can be found at: <http://www.sinclair.edu/academics/lhs/index.cfm>.
- Step 3 \_\_\_\_\_ If you have transferable college credit, request your “official” transcripts from previous college(s) to be sent directly to Sinclair Community College, Registration & Student Records, 444 West Third Street, Dayton OH 45402-1460.
- Step 4 \_\_\_\_\_ If you do not have transferable college credit in English Composition and/or mathematics, take the Sinclair Community College’s Accuplacer Placement Test in reading, writing and mathematics. More information on this test can be found at <http://www.sinclair.edu/stservices/enrl/testing/accfqa/index.cfm> or by calling 937-512-3000 or 800-315-3000.
- Step 5 \_\_\_\_\_ Complete an academic advising consultation with a Life & Health Sciences Academic Advisor located in room 11-346. Walk-in sessions are available daily. More information is available by calling (937) 512-3700 or (800) 512-3700 or on their website at: <http://www.sinclair.edu/services/advising/>. **As the College transitions to semesters, it is imperative that the applicant meet with an advisor to create their MAP (My Academic Plan).**
- Step 6 \_\_\_\_\_ Complete developmental courses, if any, resulting from Placement Test Scores.
- Step 7 \_\_\_\_\_ Program specific requirements:
- \_\_\_\_\_ Complete all the requirements by June 1 to be considered for admission to the program.
- \_\_\_\_\_ **Students will have a maximum of three (3) opportunities to successfully complete with a grade of “C” or better the prerequisite courses of the curriculum. All course withdrawals (W) or failures (grade of D or F) will be counted as an attempt. Students are ineligible to enter the RET program after a third unsuccessful course attempt.**
- \_\_\_\_\_ A 2.5 cumulative GPA or greater is required for acceptance to the program whereas, a 2.0 cumulative GPA is required for graduation from the RET program.
- Step 8 \_\_\_\_\_ Complete program prerequisites with a grade of ‘C’ or better:
- \_\_\_\_\_ Introduction to Chemistry: CHE 120 (on quarters) or CHE 1111 (on semesters)
- \_\_\_\_\_ Allied Health Mathematics: MAT 106 (on quarters) or MAT 1130 (on semesters)
- \_\_\_\_\_ Medical Terminology: HIM 121 (on quarters) or HIM 1101 (on semesters)
- \_\_\_\_\_ Human Biology: BIO 107 (on quarters) or BIO 1107 (on semesters)
- \_\_\_\_\_ Introduction to Respiratory Care: RET 297 (on quarters) or RET 1100 (on semesters)

## PROGRAM ADMISSION PROCESS

All the aforementioned requirements must be successfully completed by **June 1** to be considered eligible for the Respiratory Care Program. **The above deadline is final.**

### Applicant Status

Upon application to the program, the date the application is received by the program office is recorded for official use and potential future decisions. Each application is valid for a period of one year, and the applicant will receive notification if they are accepted to the program, or if a reapplication is necessary.

### Acceptance to the Program

The program technical courses begin once a year in the fall term. As space is limited, a competitive admissions process will be employed. Annually after the application deadline date (June 1<sup>st</sup>), each applicant will be assessed using a rubric. The total points scored from the rubric will be delineated as 40% on GPA and 60% on grades achieved for the required prerequisite courses excluding Introduction to Respiratory Care: RET 297 in quarters or RET 1100 in semesters. Bonus points will be awarded for those individuals who meet the criteria listed below for AAAA. In case of a tie, the date of application to the program will be used to make admission decisions. Mandatory orientation will occur prior to students registering for fall term technical courses.

### Accelerated Admission for Academic Achievement (AAAA)

The division of Life and Health Sciences has established an admission model for some of its programs called Accelerated Admission for Academic Achievement (AAAA). This model was established to reward students for excellence in academic achievement. Participating programs are permitted to accept a percentage of students into each class based on department-established criteria.

To be considered, the student must have applied to the program by the June 1<sup>st</sup>, *and* have one of the following:

- Earned baccalaureate degree with a 2.5 or greater GPA
- Earned associate's degree with an emphasis in science/math with a 2.5 or greater GPA

In addition, the applicant must notify by email ([cynthia.becket@sinclair.edu](mailto:cynthia.becket@sinclair.edu)) that they wish to be considered for the AAAA program.

## MENTAL AND PHYSICAL QUALIFICATIONS REQUIRED OF APPLICANTS TO THE RESPIRATORY CARE PROGRAM

Minimum acceptable mental and physical qualifications of an applicant for professional respiratory care include the following abilities:

- A. Must be able to reach oxygen, air, and vacuum outlets, emergency alarms, electrical and light fixtures above a patient's bed, without the aid of a stool, i.e. approximately 5 feet from the floor and while leaning over equipment.
- B. Must be able to lift and position patients in a chair or bed for the delivery of therapy. The ability to move a minimum of a 30 lbs. load is expected.
- C. Must be able to give clear verbal commands to a patient receiving therapy at a distance of 6 to 10 feet.
- D. Must not be physically dependent on non-prescribed drugs. Student must be able to pass drug screens at clinical sites.
- E. Must have sight corrected so as to read reports and adjust respiratory equipment, and assess patient status by inspection.
- F. Hearing must be corrected so as to be able to hear a patient at a distance of 6 to 10 feet, equipment alarms at a distance of 15 to 20 feet and listen to a patient's chest for respiratory and cardiac sounds with the aid of a stethoscope.
- G. Must be able to take pulses, draw medications, draw blood, and repair equipment with small parts.
- H. Work in a standing position for long periods of time and do frequent slow- and fast-paced walking.
- I. Perform mathematical calculations for medication preparation and administration.
- J. Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage.

Applicants to the Respiratory Care Program are responsible for determining their own eligibility in light of these qualifications, for informing the college of any potential problem areas and for identifying to the Respiratory Care any particular accommodations they may need. Students with disabilities are encouraged to register with the Office of Disability Services and may utilize these services to determine appropriate accommodations. Students with disabilities who enter the program do so with the understanding that they will be expected to meet course requirements with any **REASONABLE** accommodation that may be provided by the college.

Meeting the mental and physical requirements of the Respiratory Care program does not guarantee that the student will meet the mental and physical requirements of the institutions that employ respiratory care practitioners.

**SINCLAIR COMMUNITY COLLEGE  
RESPIRATORY CARE SEMESTER CURRICULUM**

Recommended prerequisite: SCC 1101: First Year Experience (1 credit hour)

		Hours/Week			
		<u>Credits</u>	<u>Lecture</u>	<u>Lab</u>	<u>Clinic</u>
<b>REQUIRED PREREQUISITES:</b>					
HIM 1101	Medical Terminology	2	2	-	-
MAT 1130	Allied Health Math	3	3	-	-
CHE 1111	Introduction to Chemistry I	4	3	2	-
BIO 1107	Human Biology	3	2	2	-
RET 1100	Introduction to Respiratory Care	<u>1</u>	1	-	-
TOTAL		13			
<b><u>Fall Semester</u></b>					
ALH 1101	Introduction to Health Care Delivery	2	1	2	-
RET 1125	Respiratory Care Sciences	4	4	-	-
RET 1101	Respiratory Care Fundamentals I	5	3	3	-
RET 1124	Cardiopulmonary Pharmacology	<u>2</u>	2	-	-
TOTAL		13			
<b><u>Spring Semester</u></b>					
RET 1201	Respiratory Care Fundamentals II	5	4	3	-
RET 1205	Cardiopulmonary Disease Processes	3	3	-	-
RET 1203	Respiratory Care Clinic I	3	-	-	15
ENG 1101	English Composition	<u>3</u>	3	-	-
TOTAL		14			
<b><u>Summer Semester</u></b>					
RET 1301	Respiratory Care Fundamentals III	3	3	-	-
RET 1303	Respiratory Care Clinic II	1	-	-	7
PSY 1100	General Psychology	<u>3</u>	3	-	-
TOTAL		7			
<b><u>Fall Semester</u></b>					
RET 2101	Critical Care I	4	4	3	-
RET 2103	Respiratory Care Clinic III	3	-	-	15
RET 2250	Pediatrics and Neonatology	2	2	-	-
COM 2206	Interpersonal Communication	<u>3</u>	3	-	-
TOTAL		13			
<b><u>Spring Semester</u></b>					
RET 2201	Critical Care II	4	3	3	-
RET 2203	Respiratory Care Clinic IV	2	-	-	10
RET 2220	Respiratory Care Emergency Preparedness	3	2	3	-
RET 2204	Respiratory Care Clinic V	1	-	-	7
-----	OTM Arts/Humanities Elective	<u>3</u>	3	-	-
TOTAL		13			

Total Credit Hours: 73 semester hours

Effective Fall 2012

## CURRICULUM

Please note that the number of hours per week for each lecture, lab and/or clinical component is displayed on the previous page. Class days and times vary each term and can include five days a week during the morning/afternoon hours. Clinical assignments may be day (beginning at 6:30 AM), evening (beginning at 2:30 PM), or on a very limited basis night shift (beginning at 11 PM and ending at 7 AM). If the student follows the curriculum and the schedule provided by the department chairperson and director of clinical education, there should not be any extremely long days. If the student chooses different sections of support courses than those recommended by the faculty, they do so at their own convenience or inconvenience. There will be some clinicals that may require 40 hours per week participation. All schedules are provided about one month in advance so that the student may make arrangements for transportation, childcare, etc.

**Recommended Prerequisite: SCC 1101 – First Year Experience (1 cr. hr.)**

**Courses that MUST be successfully completed (grade of C or better) prior to being considered admission:**

- CHE 1111 – Introduction to Chemistry
- MAT 1130 – Allied Health Mathematics
- HIM 1101 – Medical Terminology
- BIO 1107 – Human Biology
- RET 1100 – Introduction to Respiratory Care

**Courses that MAY be successfully completed prior to the technical courses of the curriculum if the applicant chooses to do so include:**

- ALH 1101 – Introduction to Healthcare Delivery
- ENG 1101 – English Composition
- PSY 1100 – General Psychology
- COM 2206 – Interpersonal Communication
- OTM Arts & Humanities Elective – One, 3 credit-hour course from the Sinclair Transfer Module (in the University Parallel documents) for Arts and Humanities

The following grading scale is utilized for Respiratory Care (RET) courses:

- A = 92-100%
- B = 83-91%
- C = 75-82%
- D = 67-74%
- F = less than 67%

\*ALL courses in the Respiratory Care curriculum must be completed with a "C" grade or better for successful completion of the program and subsequent graduation.

\*\*The program reserves the right to make changes in the curriculum as needed to assure relevancy, and to meet the needs of the health care community and students. A current curriculum sheet is always available in the Respiratory Care chairperson's office (room 3340).

## The Respiratory Care Profession

Respiratory therapists are members of a team of health care professionals working in a wide variety of clinical settings to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders. As members of this team, respiratory therapists should exemplify the ethical and professional standards expected of all health care professionals.

Respiratory therapists provide patient care which includes clinical decision-making and patient education. The respiratory care scope of practice includes, but is not limited to the following basic competencies:

- acquiring and evaluating clinical data;
- assessing the cardiopulmonary status of patients;
- performing and assisting in the performance of prescribed diagnostic studies such as: obtaining blood samples, blood gas analysis, pulmonary function testing, and polysomnography;
- evaluating data to assess the appropriateness of prescribed respiratory care;
- establishing therapeutic goals for patients with cardiopulmonary disease;
- participating in the development and medication of respiratory care plans;
- case management of patients with cardiopulmonary and related disease;
- initiating prescribed respiratory care treatments, managing life support activities, evaluating and monitoring patient responses to such therapy and modifying the prescribed therapy to achieve the desired therapeutic objectives'
- initiating and conducting prescribed pulmonary rehabilitation;
- providing patient, family, and community education;
- promoting cardiopulmonary wellness, disease prevention, and disease management; and
- promoting evidence-based practice by using established clinical practice guidelines and by evaluating published research for its relevance to patient care.

### PROGRAM GOAL AND OUTCOMES

**Program Goal:** Provide the students with the educational skill development and clinical experience to function under medical direction as competent advanced respiratory care practitioners.

**Cognitive Outcome:** Upon completion of the program, students will demonstrate the ability to comprehend, apply, and evaluate information relevant to the job description of an advanced respiratory care practitioner.

**Psychomotor Outcome:** Upon completion of the program, students will demonstrate the ability to proficiently perform all prescribed therapeutic modalities and diagnostic procedures relevant to the job description of advanced respiratory care practitioner.

**Affective Outcome:** Upon completion of the program student will demonstrate personal behaviors and attitudes consistent and appropriate to the advanced respiratory care professional.

***Students must pass summative, pre-graduation assessments in order to graduate.***

These outcomes are the basis for the Sinclair Guarantee for Job Competency for the Respiratory Care Program.

## PROGRAMMATIC OUTCOMES DATA

(As of 8/2011)

The most recent data may be obtained by contacting the Respiratory Care Office.

### **Credentialing Success on the Certification Examination for Respiratory Therapists (CRT)** **(Required for a license to practice in the State of Ohio)**

Graduating Class of:	Number of Grads	Number Attempting Exam to Date	Number of Grads Passing to Date	Percent of Grads Passing/Attempting to Date
2011	17	14	14	100%
2010	30	30	30	100%
2009	23	23	23	100%
2008	26	26	26	100%
2007	21	21	21	100%

### **Credentialing Success on the Written Registry Examination for Respiratory Therapists** **(One of two exams necessary to become a Registered Respiratory Therapist)**

Graduating Class of:	Number of Grads	Number Attempting Exam to Date	Number of Grads Passing to Date	Percent of Grads Passing/Attempting to Date
2010	30	25	25	100%
2009	23	20	19	95%
2008	26	22	22	100%
2007	21	20	20	100%

**Credentialing Success on the Clinical Simulation Examination for Respiratory Therapists**  
**(One of two exams necessary to become a Registered Respiratory Therapist)**

Graduating Class of:	Number of Grads	Number Attempting Exam to Date	Number of Grads Passing to Date	Percent of Grads Passing/Attempting to Date
2010	30	26	25	96%
2009	23	18	18	100%
2008	26	18	17	94%
2007	21	20	20	100%

**Job Placement by Graduating Class**

2010	27/30	90%
2009	19/23	82%
2008	23/26	88.5%
2007	21/21	100%

**Program Attrition (non-completers) Data by Enrolling/Starting Class**

	Class Size	Grads to Date	In-Progress	Non-completers	% Attrition
2009	41	17	2	22	54%
2008	45	27	4	14	31%
2007	46	24	2	20	44%
2006	42	21	0	21	50%

## ACCREDITATION STATUS

Sinclair Community College maintains received full accreditation status from the Higher Education Learning Commission of the North Central Association. The Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)). The program received full accreditation in 2000 for a period of ten years and is scheduled to be reaccredited in 2010-11.

Commission on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, TX 76021-4244  
(817) 283-2835  
Fax: (817) 354-8519  
Web page: [www.coarc.com](http://www.coarc.com)

Upon successful completion of the program, the student will receive an Associate of Applied Science (A.A.S.) degree with a major in Respiratory Care.

## COST OF PROGRAM

Tuition and fees are published in the college catalog (<http://sinclair.edu/catalog/pub/2010-2011catalog.pdf>). In addition to the "per credit hour" fee, there are lab fees assigned to courses with a RET lab and/or clinical component which covers the cost of medical malpractice insurance. Required textbooks will average \$300-450 per term and may vary depending on the term and number of courses registered. The student will also bear the cost of at least one criminal background check (approximately \$65), cost of a lab coat and uniforms (2 sets of scrubs), Respiratory Care patch, a stethoscope, and a physical exam and applicable immunizations (including the Hepatitis B vaccine), and any fees associated with completion of healthcare provider cardiopulmonary resuscitation (CPR) prior to entering his/her first clinical rotation. The physical examination and immunizations can cost over \$500 if the student does not have personal health insurance. A repeat tuberculosis skin test is required during the second clinical year.

## CRIMINAL BACKGROUND CHECKS, LICENSURE AND EMPLOYABILITY IN THE STATE OF OHIO

Students must participate in a state and federal background check for criminal convictions prior to attending clinical rotations, obtaining a license to practice and to become employed. Additional costs will be incurred by the student to cover these expenses. Depending on the outcome of the background check, it is possible that the student will be denied access to the clinical environment and therefore be unable to complete the program. No one will be permitted entry to the clinical setting if they have been convicted of a felony. If a student cannot complete the clinical component of the program, they will be dismissed from the program and are and ineligible for reinstatement.

A second background check with associated fees is required for the licensure application in the State of Ohio. A license is required for anyone who desires to work in the field.

Following successful completion of the curricula and clinical requirements of the first year of the program, students are eligible to obtain a limited permit/license to practice respiratory care in the state of Ohio. Information about the requirements, rules and laws, and application process of the Ohio Respiratory Care Board can be obtained from its website: <http://respiratorycare.oh.gov>

Ohio Respiratory Care Board  
777 South High Street  
16<sup>th</sup> Floor  
Columbus, OH 43215  
(914) 752-9218

Licensure laws and other Ohio laws prohibit the issuance of a license and employability in certain areas of healthcare delivery if the applicant has been convicted or pleaded guilty to certain violations of the Ohio Revised Code, to include criminal and misdemeanor violations. Applicants for a license to practice respiratory care and/or employment in the State of Ohio are subject to fingerprinting and background checks. For specific details about which violations of the Ohio Revised Code prohibit the obtainment of a license to practice and subsequent employment, see the Life & Health Sciences counselors or the chairperson of the program.

### **NATIONAL BOARD EXAMINATIONS**

Upon successful completion of all program requirements, the graduate respiratory care practitioner is eligible for the following National Board for Respiratory Care (NBRC) examinations:

1. Entry-level (certification) for respiratory care practitioners - CRT credential awarded.
2. Advanced Practitioners (Written Registry) examination\*.
3. Clinical Simulation examination\*.

\*Upon successful completion of both the Advanced Practitioners and Clinical Simulation examinations, the graduate will receive registry status or the RRT credential.

4. Certification and Registry examinations for Pulmonary Function Technologist - CPFT and RPFT credentials are awarded.
5. Examination for a specialty in Neonatal/Pediatrics – NPS credential is awarded.
6. Some states (including Ohio) have licensure and may require a separate examination if the graduate does not earn his certification credential within a specified timeframe following graduation.

## **RESPIRATORY CARE PROGRAM STATEMENT OF POLICY**

These policies apply to all students of the Respiratory Care (RET) Program, including students currently enrolled in the Program, individuals seeking reinstatement to the Program, transfer students, and pre-RET students who intend to seek admission into the Respiratory Care Program.

The Respiratory Care Program is committed to equal opportunity for all applicants and students, and does not discriminate against anyone on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, sexual orientation, gender identity, or non-disqualifying mental or physical disability.

### **A. CONTINUED ENROLLMENT IN THE RESPIRATORY CARE PROGRAM**

In order to continue to be enrolled in the RET Program, a student must:

1. Adhere to College policy as set forth in the College Bulletin and Student Handbook, the College Honor Code, and the additional policies set forth in the Respiratory Care Student Handbook.
2. Maintain at least a 2.0 cumulative Grade Point Average (GPA).
3. Attain a minimum grade of "C" in each course required by the RET Program. This includes all non-technical courses listed on the curriculum.
4. Meet each term's current curriculum requirements, as specified on the graduation requirement sheet. Each respiratory care course must be taken in sequence, and all courses in the term must be completed by the end of the designated term.
5. Meet stated clinical objectives for each course of the technical curriculum.
6. Complete and update health and immunization records as set forth in the Respiratory Care Student Handbook.
7. Complete and maintain professional CPR certification. Healthcare provider CPR (issued by the American Heart Association) or Professional Rescuer CPR (issued by the American Red Cross) is required prior to beginning clinical rotations and must be maintained throughout the program.
8. Pass state and federal criminal background checks prior to the first clinical rotation.
9. Adhere to the attendance policy for each course and/or clinical rotation.

### **B. WITHDRAWAL/DISMISSAL FROM PROGRAM**

1. Students may elect to withdraw from the RET Program. It is the student's responsibility to officially withdraw from classes in the Office of Registration and Student Records.
2. Students will be dismissed from the RET Program for academic reasons, which include, but are not necessarily limited to, the following:
  - a. Failure to meet each term's current curriculum requirements, as specified by the RET Program.
  - b. Failure to complete or an incomplete health and immunization record.
  - c. Failure to maintain an active professional CPR card.

- d. Failure to attain a minimum grade of "C" in all required Respiratory Care Program courses. This includes all of the requirements on the graduation program sheet.
  - e. Failure to meet stated clinical objectives as listed in each clinical packet.
  - f. Failure to maintain a 2.0 overall GPA.
  - g. Failure to meet attendance policy.
  - h. Failure to pass a state and federal criminal background check (felony conviction warrants a failure).
  - i. If required non-respiratory care courses are taken in advance of the program sequence, and a grade less than "C" is obtained in any such course, that grade must be raised to at least a "C" by the time the course, as indicated in the curriculum, is due to be taken.
3. Students may be dismissed from the RET Program and/or from the College for non-academic reasons. Such dismissals will be in accordance with the Sinclair Community College Student Conduct Policy.
- a. A student who failed or was dismissed from the program due to an Academic Integrity Violation (Level II or Level III) will not be eligible for reinstatement.

### C. REINSTATEMENT PROCEDURE

A student who has been dismissed from the Respiratory Care Program (RET) may petition for reinstatement pursuant to the procedures, and subject to the conditions and limitations that follow. **Reinstatement is a privilege - not a right - and if granted, occurs on a space available basis.** Therefore, a petition for reinstatement does not guarantee reinstatement. The Program Reinstatement Committee (PRC) will act on all requests that are properly submitted in writing. Personal interviews may be required at the discretion of the Committee. Students will be notified in writing of the Committee's decision.

1. An individual who wishes to be considered for reinstatement to the RET Program must petition the PRC as directed in correspondence provided by the program at the time of withdrawal/dismissal (i.e., end of each academic term). The correspondence will include the petition form for this purpose, but additional copies are also available in the RET office. The petition must be completed by the date indicated in the correspondence. Individuals who have been away from the program for more than one year must return a petition to the RET chairperson at least two (2) term prior to the term they wish to re-enter.

The petition incorporates the following:

- a. The date of the reinstatement request. (Date of receipt of petition will be noted by office personnel)
  - b. Statement of the cause(s) of withdrawal/dismissal from the RET Program. (Identification of the probable factors or reasons that had a bearing on non-continuance in the program)
  - c. Outline or identification of the steps taken to correct the cause of the withdrawal or dismissal.
  - d. Any other information that the petitioner wishes the PRC to consider.
2. A student who seeks to be considered for reinstatement must have a 2.0 Cumulative Grade Point Average. An individual whose petition for reinstatement is granted must have a 2.0 Grade Point Average at the time of re-entry into the Respiratory Care Program or forfeits their spot.
  3. Prior to being considered for reinstatement, the student **MUST** meet with a counselor in Counselor Services as directed in the program correspondence provided at the time of withdrawal/dismissal. All conversations between the student and counselor are confidential. The PRC only receives verification

that the meeting has taken place. Noncompliance with this component of the reinstatement process will necessitate the PRC denying the petition.

4. The Program's Reinstatement Committee meets regularly to consider petitions. Each petition for reinstatement is objectively reviewed and approved/not approved by the Respiratory Care PRC. Petitioners requesting entry to Fall or Winter term of the next academic year will be notified of the PRC's decision by May 1<sup>st</sup>. Petitioners requesting entry into the Spring or Summer term of the next academic year will be notified by February 1<sup>st</sup>.
  - a. Items objectively reviewed include:
    - the student's petition and narrative of reasons for withdrawal/dismissal and steps taken to correct identified issues,
    - the student's academic history including Sinclair Community College cumulative GPA, number of attempts (withdrawals or failures identified as a W, D or F) for program curricular requirements (i.e., pre-technical course work) and number of previous college dismissals in the past ten (10) years,
    - prior counseling for academic or behavioral (including attendance) issue(s) while enrolled in the RET program,
    - clinical performance evaluations (if applicable),
    - and resolution of personal issues that caused a non-academic withdrawal (if applicable).
  - b. Eligibility for reinstatement does not guarantee reinstatement at a particular time. **Although a student may meet the eligibility requirements for reinstatement, the program can accommodate only five (5) reinstates for each of the first two terms.** Those individuals with the highest scores obtained utilizing a rubric based on the aforementioned items will be granted reinstatement first. In the case of a tie in scores, the date of receipt of the reinstatement petition will be used to assign the petitioner one of the five spaces available. Other petitioners for reinstatement will have his/her name placed on an eligibility list, and will be reinstated to the Respiratory Care program should a space become available. The score obtained during the PRC review of petitions will determine the order of reinstatement. However, there is no guarantee that a space will become available for any future academic year.
  - c. The student may have two (2) opportunities to successfully complete the RET program. The student may withdraw or fail one time, but must successfully complete the program on the second attempt.
    - The student may apply for reinstatement after the first unsuccessful attempt.
    - The student is not eligible for reinstatement after a second unsuccessful attempt and will be dismissed from the program.
    - When withdrawal is due to a non-academic reason, the student may apply for reinstatement and present written validation of cause, e.g. obituary; statement from doctor, social services, attorney/courts, employer, armed services; confidential disclosure statement to the chairperson of Respiratory Care; etc. Reinstatement following a validated non-academic withdrawal would be in addition to the two opportunities identified above.
5. Reinstatement to the RET Program may be unconditional, or depending on the circumstances, may be subject to the petitioner meeting certain conditions, as specified by the Program Reinstatement Committee. Such conditions include, but are not limited to:
  - a. If the student is requesting reinstatement into a technical course that includes a clinical experience, the student will be required to attend the technical course(s) of the term that precedes the course(s) to which the student is reinstating. This requirement is to assure minimum competency of previously learned knowledge/skills prior to exposure to patient care situations. The student will be

required to register and pay for these “refresher” courses even though the courses had previously been completed successfully.

- b. If the petitioner has taken the required chemistry, biology, or math courses more than five (5) years preceding the date of reinstatement, or respiratory care courses more than three (3) years preceding the date of reinstatement, repeat of such courses will be required.
  - c. Requiring additional courses (such as SCC 1101 or additional ALH courses) to be completed to facilitate the readiness for continuation of their college experience and success. Failure to complete this requirement by the re-entry date will nullify the reinstatement.
6. Students who have been reinstated to the RET Program must meet graduation requirements in place at the time of their reinstatement. Students who have repeated difficulty in one or more science courses will be counseled to pursue alternate careers in health care and may not be granted reinstatement.
  7. Students who have been reinstated to the RET Program must meet the requirements previously stated for continued enrollment or will forfeit their spot.
  8. A student who disagrees with the decision of the Department Reinstatement Committee may appeal the decision to the Life & Health Sciences Divisional Reinstatement Committee by contacting the chairperson at 512-2268.
  9. Students are encouraged to meet with a Life & Health Sciences counselor (512-3700) if they are unsure about petitioning for reinstatement or wish to explore alternate careers in health care.

**Revised 8/2011**