



Department of Health Sciences

Respiratory Therapy Program
Student Handbook

Disclaimer: This handbook is a supplement to the Colorado Mesa University student policies provided in the *Maverick Guide*.

Students are responsible for adhering to University Policies. This Respiratory Therapy handbook includes additional policies and processes for students seeking the Associates of Applied Science (AAS) in Respiratory Therapy (RT). Students are expected to uphold the policies of the University and those specific to the Respiratory Therapy program outlined in this handbook.

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NOTE: The Respiratory Therapy Program, #200666, Associate of Applied Science, and Colorado Mesa University Main Campus location holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care.

This status signifies that a program with an Approval of Intent has demonstrated sufficient compliance with the Standards (through submission of an acceptable Provisional Accreditation Self-Study Report (PSSR) and any other documentation required by the CoARC, as well as satisfactory completion of an initial on-site visit), to be allowed to admit students. It is recognized as an accredited program by the National Board for Respiratory Care (NBRC), which

provides enrolled students who complete the program with eligibility for the Respiratory Care Credentialing Examination(s). The program will remain on Provisional Accreditation until it achieves Continuing Accreditation.

The Commission on Accreditation for Respiratory Care (CoARC)

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Website: COARC.com

Respiratory Therapy Program Goal and Overview

The Respiratory Therapy program is offered at the main campus, allowing students to achieve an Associate of Applied Science in Respiratory Therapy degree, opening greater employment opportunities in health care. The Associate of Applied Science in Respiratory Therapy program prepares graduates with demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs). The Associate of Applied Science in Respiratory Therapy exposes the students to a variety of settings, such as inpatient, outpatient, and home care, as well as different patient populations.

Graduates of the Respiratory Therapy program are registry eligible and may take the National Board for Respiratory Care (NBRC) examinations to become a Registered Respiratory Therapist.

This program has selective admission requirements. It is the student's responsibility to obtain the current admission requirements.

Important Information for This Program

- Applicants may apply to the Respiratory Therapy Program while prerequisite courses and essential learning requirements are in progress.
- All prerequisite courses, essential learning requirements, and all other program admission requirements must be successfully completed no later than the end of the spring semester immediately preceding the start of the Respiratory Therapy Program.
- Applicants who fail to complete all required coursework and admission requirements by the end of the spring semester will be ineligible to begin the program and may have their admission offer rescinded.

Additional admission requirements apply. Applicants are responsible for reviewing the Department of Health Sciences website for the complete list of admission requirements, application deadlines, and program information. For more information on what you can do with this major, visit Career Services' [What to Do with a Major?](#) resource.

Respiratory Therapy Program (RESP) Philosophy

RESP encompasses practice in a broad range of settings and requires preparation in several subjects and practice areas. The objective of this program is to provide students with the background and tools necessary to successfully navigate the national and state credentialing process and secure entry-level employment in a variety of respiratory therapy work environments. Equally important is the transition from student to professional and the beginning of a lifetime of learning. Our role as educators is to mentor, guide, and provide an environment in which learning can take place. The learning styles of students vary, so material is presented in various formats. Learning is an active process on the part of the student. The transition from student to professional is neither easy nor fast and will not occur without commitment on the part of the student, no matter how skilled or dedicated the teaching staff. To reach the entry level competencies, motivation on the part of the student is essential. Much

of this program is based on class participation, building fundamental process and procedures, and progressing in skill level. Concentrate on building critical thinking skills as much as mastery of facts and processes.

Program Mission

The mission of the RESP program includes:

1. Exemplify proficiency as a respiratory care practitioner, as outlined by the National Board of Respiratory Care (NBRC) and the Commission on Accreditation for Respiratory Care (CoARC) (specialized knowledge/applied learning).
2. Aid in the diagnosis, management, and treatment of cardiopulmonary patients (critical thinking).
3. Apply and evaluate information pertinent to the respiratory care practitioner (quantitative fluency).
4. Exhibit technical competency in skills researched and utilized as a respiratory care practitioner (information literacy).
5. Display professionalism, as well as culture, ethnic, and individual diversity as expected of a respiratory care practitioner (personal & social responsibility).
6. Demonstrate knowledge of alternative care sites (communication fluency).

Goals for Standards of Practice of Respiratory Therapists

The goals of the Respiratory Therapy program are to prepare graduates with demonstrated competence in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs). After successfully passing the National Board of Respiratory Care (NBRS) exam(s) and graduating from the CMU Respiratory Therapy (RT) program the student will be able to work in a variety of clinical settings, including, but not limited to, acute care hospitals, long-term care facilities, outpatient clinics, and testing facilities. The RT program engages the student in hands-on care during the course of the program via three clinical rotations at various hospitals, preparing them for working as a respiratory therapist.

Institutional Student Learning Outcomes

Students graduating with an Associate of Applied Science (AAS) degree from CMU should be able to:

1. Locate, gather, and organize evidence on an assigned topic addressing a course or discipline-related question of practice in a work or community setting (Applied Learning/Specialized Knowledge).
2. Use program-level mathematical concepts and methods to understand, analyze, and explain issues in quantitative terms (Quantitative Fluency).

3. Make and defend claims in a well-organized, professional document and/or oral presentation that is appropriate for a specific audience (Communication Fluency).
4. Identify and gather the information/data relevant to the essential question, and/or problem and develop informed conclusions (Critical Thinking).
5. Reflect on and respond to ethical, social, civic, and/or environmental challenges at local, national, and/or global levels (Personal and Social Responsibility).
6. Identify, utilize and cite various sources of information in academic assignments, projects or performances (Information Literacy).

Technical Standards and Occupational Risks

The Registered Respiratory Therapist (RRT) provides advanced-level respiratory care to patients designed to diagnose, evaluate, treat, manage, and control deficiencies or abnormalities of the cardiopulmonary system within the prescription of the ordering physician. RRTs help people to breathe. RRTs work with patients of all ages, from infants to the elderly, in all areas of health care.

The Registered Respiratory Therapist (RRT) must be able to see and read information, labels, and patient records; assess patient needs; operate monitoring equipment; and identify equipment and supply needs. Frequent interactions with health care providers, patients, and visitors require the ability to communicate effectively, hear and understand spoken information, respond promptly to alarms, and address patient and departmental needs accurately. RRTs are expected to lift and utilize a full range of movement to transfer patients and equipment. They must also bend, reach, retrieve, lift, and carry supplies and equipment of varying weights, including heavy items. RRTs frequently work in crowded patient care environments with medical equipment, monitors, power cords, and other potential obstacles and may be required to stand for extended periods.

Students are responsible for providing their own reliable transportation and must be able to travel independently to all assigned clinical sites. **Clinical site assignments are determined solely by the Director of Clinical Education and the Program Director/Coordinator. Assignments are made based on programmatic and clinical site needs and are not subject to student preference or negotiation.** Clinical education partners reserve the right to deny or discontinue a student's clinical placement based on factors that include, but are not limited to, criminal background check results, drug screening results, failure to meet clinical site onboarding requirements, noncompliance with hospital or facility policies, or any other requirement established by the clinical facility. **The Respiratory Therapy Program cannot guarantee placement at a specific clinical site, and a student's inability to meet the requirements of a clinical affiliate may affect the student's ability to complete program requirements.**

Respiratory Therapy students may be exposed to toxic drugs, anesthetic gases, ionizing radiation, infectious diseases, unpleasant sights, and odors. The respiratory therapy student will be participating in respiratory therapy procedures during their clinical rotations and in the program's lab courses. There is an inherent risk of being exposed to airborne or blood-borne pathogens. There may be frequent exposure to aerosolized medications, electricity, electromagnetic fields, electronic media, latex, and chemicals, including but not limited to disinfecting solutions, dyes, acetone, bleach, and alcohol. Not all patients are aware of an illness

or disease they may have, nor are they required to disclose that information. CMU faculty prepare students for entry-level positions as respiratory therapists, however, the risk of contracting a disease or illness is understood to be a hazard of the profession. Faculty and instructors prioritize safety of our students in the learning environment.

Guiding Standards

Faculty use professional standards and guidelines as a basis for curriculum development and program evaluation. The rationale for choosing these guidelines is that they are the most comprehensive and widely used in the United States. Additional standards and guidelines are integrated into specific courses in relation to content and outcomes. These are identified in the course syllabi. Currently the following respiratory therapy standards and guidelines are incorporated into all courses:

National Board for Respiratory Care (NBRC). <https://www.nbrc.org/>

American Association for Respiratory Care (AARC) Clinical Practice Guidelines.
<https://www.aarc.org/resource/clinical-practice-guidelines/>

Commission of Accreditation for Respiratory Care (CoARC) Accreditation Policy and Procedures.
<https://coarc.com/accreditation/accreditation-policies-and-procedures/>

RT Faculty Advisors

A relationship with your faculty advisor is highly recommended. The purpose of a faculty advisor is to assist in the process of degree completion. Degree Works is a useful advising tool for students and is available on MAVzone. Students are required to have a faculty advisor approve the Graduation Plan on Degree Works when submitting the Intent to Graduate Form to the registrar. Degree Works is a useful advising tool for students and is available on MAVzone. Advisors are not responsible for failure to meet degree requirements.

Find Your Advisor

Your advisor is listed within Degree Works. To request an RT advisor, contact the Department of Health Sciences.

Faculty Can Help You Succeed

Referrals: Faculty can refer students to other staff, faculty, or services that may meet a student's needs or interests. Faculty can also be a great resource for information about clubs, organizations, and activities that can lead to future career opportunities or provide students with the necessary experience for prospective careers.

Career Information & Internships: Faculty are an invaluable resource for career information, experience, and contacts.

Respiratory Therapy AAS (RESP) Program

The Respiratory Therapy (RESP) program at Colorado Mesa University (CMU) is 6 semesters in length. University required Essential Learning and pre-requisite courses are completed in the first two semesters. Students begin RESP courses in the fall of their third semester and continue courses for the duration of the program, including through the summer semester. In order to obtain the Associate of Applied Science (AAS) degree, students must complete all required coursework and complete a minimum of 675 clinical hours as assigned in the last 3 semesters of learning. All courses must be passed with a minimum grade of a C. Upon successful completion of Essential Learning course, pre-requisites, and core RESP courses, the student will be eligible to sit for the National Board of Respiratory Care (NBRC) examination to become a Registered Respiratory Therapist (RRT). The majority of the RESP courses are delivered in a lecture and lab setting for all students. Resource material is available online. Clinical course rotations are held at multiple health care facilities on the Western slope, including but not limited to locations in Grand Junction, Delta, Rifle, Glenwood Springs, Fruita and Gunnison. Meetings on the CMU campus may be required at times. Students take the RESP courses in the specific order as course progressions build upon knowledge obtained earlier coursework. Part-time coursework is not allowed.

Requirements

To print or save an overview of this program's information, including the program description, learning outcomes, requirements, suggested course sequencing (if applicable), and advising and graduation information, scroll to the bottom of the left-hand navigation menu and select "Print Options." This will give you the options to either "Send Page to Printer" or "Download PDF of This page." The "Download PDF of This Page" option prepares a much more concise presentation of all program information. The PDF is also printable and may be preferable due to its brevity.

Institutional Degree Requirements

The following institutional degree requirements apply to all CMU and WCCC Associate of Applied Science (AAS) degrees. Specific programs may have different requirements that must be met in addition to institutional requirements.

- 60 semester hours minimum.
- Students must complete a minimum of 15 of the final 30 semester hours of credit at CMU/WCCC.
- 2.00 cumulative GPA or higher in all CMU/WCCC coursework.
- A course may only be used to fulfill one requirement for each degree/certificate.

- No more than six semester hours of independent study courses can be used toward the degree.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed 20 semester credit hours for an AAS degree.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under program-specific degree requirements.
- The Catalog Year determines which program sheet and degree requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.

See “Requirements for Undergraduate Degrees and Certificates” in the catalog for a complete list of graduation requirements.

Specific to this degree:

- 71 semester hours required for the AAS in Respiratory Therapy.
- Must have a "C" or better in all courses.

Essential Learning and Program Requirements

All courses must be passed with a "C" or better for each course in this degree.

See the current catalog for a list of courses that fulfill the requirements below. If a course is an Essential Learning option and a requirement for your major, you must use it to fulfill the major requirement and make a different selection for the Essential Learning and Program requirements.

BIOL 209/BIOL 209L - Human Anatomy and Physiology and Human Anatomy and Physiology Laboratory. Semester Credit Hours: 4

BIOL 250/BIOL 250L – Introduction to Microbiology and Microbiology Lab. Semester Credit Hours: 4

CHEM 111 – Introduction to Concepts of General Chemistry. Semester Credit Hours: 3

ENGL 111- English Composition. Semester Credit Hours: 3

ENGL 112 or SPCH 101 or SPCH 102 – English Composition or Interpersonal Communication or speechmaking. Semester Credit Hours: 3

MATH 113 – College Algebra. Semester Credit Hours: 4

KINA - Activity Class. Semester Credit Hours: 1

KINE 100 – Health and Wellness. Semester Credit Hours: 1

PSYC 150 or PSYC 233 – General Psychology or Human Growth and Development. Semester Credit Hours: 3

Total Semester Hours: 26

Program-Specific Courses/Requirements

(45 semester hours, must earn a grade of "C" or better in each course.)

Code	Title	Semester Credit Hours
<u>RESP 201</u>	Introduction to Respiratory Care	2
<u>RESP 202</u>	Cardiopulmonary Anatomy and Physiology	3
<u>RESP 203</u>	Respiratory Procedures I	2
<u>RESP 203L</u>	Respiratory Procedures I Lab	2
<u>RESP 204</u>	Respiratory Pharmacology	3
<u>RESP 205</u>	Cardiopulmonary Pathophysiology	3
<u>RESP 206</u>	Cardiopulmonary Diagnostics	2
<u>RESP 207</u>	Noninvasive Care Management	2
<u>RESP 208</u>	Respiratory Procedures II	1
<u>RESP 208L</u>	Respiratory Procedures II Lab	2
<u>RESP 209</u>	Respiratory Clinical I	2
<u>RESP 211</u>	Mechanical Ventilation	2
<u>RESP 211L</u>	Mechanical Ventilation Lab	2
<u>RESP 213</u>	Fundamentals of Pediatric and Neonatal Care	2
<u>RESP 214</u>	Professional Development for Respiratory Care Practitioners	2
<u>RESP 219</u>	Respiratory Clinical II	5
<u>RESP 229</u>	Respiratory Clinical III	8
Total Semester Credit Hours		45
Course List		

Program Progression and Course Sequence

The following curriculum outlines the recommended course plan for completion of the Associate of Applied Science in Respiratory Therapy. While general education and prerequisite coursework may be completed in accordance with college advising and prerequisite requirements, **all Respiratory Therapy (RESP) courses must be completed in the prescribed sequence shown below.**

Respiratory Therapy courses are designed as a progressive curriculum in which knowledge, laboratory skills, simulation experiences, and clinical competencies build upon one another each semester. **Students are not permitted to enroll in RESP courses out of sequence, skip semesters, or alter the established course progression.**

Successful completion of each RESP course with the required program grade is a prerequisite for

progression to the next semester of Respiratory Therapy coursework. Failure to successfully complete a required RESP course may delay program progression and graduation until the course can be repeated in accordance with program policies.

The Program Director and Director of Clinical Education determine course sequencing and student progression to ensure compliance with accreditation standards, clinical education requirements, and patient safety expectations.

Suggested Course Plan

First Year - FALL SEMESTER

ENGL 111 English Composition I-GTCO1 (3 credit hours)

MATH 113 College Algebra-GTMA14 (3 credit hours)

BIOL 209 Human Anatomy and Physiology (3 credit hours)

BIOL 209L Human Anatomy and Physiology Laboratory (1 credit hour)

PSYC 150 or PSYC 233 General Psychology-GTSS (3 credit hours) or Human Growth and Development-GTSS (3 credit hours)

Semester Credit Hours 14

First Year - SPRING SEMESTER

ENGL 112 or SPCH 101 or SPCH 102 English Composition II-GTCO2 or Interpersonal Communication or Speechmaking (3 credit hours)

BIOL 250 Introduction to Microbiology-GTSC1 (3 credit hours)

BIOL 250L Introduction to Microbiology Laboratory-GTSC1 (1 credit hour)

CHEM 111 Introduction to Concepts of General Chemistry (3 credit hours)

KINE 100 Health and Wellness (1 credit hour)

KINA Kinesiology-Activity (1 credit hour)

Semester Credit Hours 12

Second Year - FALL SEMESTER

RESP 201 Introduction to Respiratory Care (2 credit hours)

RESP 202 Cardiopulmonary Anatomy and Physiology (3 credit hours)

RESP 203 Respiratory Procedures I (2 credit hours)

RESP 203L Respiratory Procedures I Lab (2 credit hours)

RESP 204 Respiratory Pharmacology³

Semester Credit Hours 12

The following RESP classes must be taken in this order.

Second Year - SPRING SEMESTER

RESP 205 Cardiopulmonary Pathophysiology (2 credit hours)

RESP 206 Cardiopulmonary Diagnostics (2 credit hours)

RESP 207 Noninvasive Care Management (2 credit hours)

RESP 208 Respiratory Procedures II (2 credit hours)

RESP 208L Respiratory Procedures II Lab (2 credit hours)

RESP 209 Respiratory Clinical I (2 credit hours)

Semester Credit Hours 12

Second Year - SUMMER SEMESTER

RESP 211 Mechanical Ventilation (2 credit hours)

RESP 211L Mechanical Ventilation Lab (2 credit hours)

RESP 219 Respiratory Clinical II (5 credit hours)

Semester Credit Hours 9

Third Year - FALL SEMESTER

RESP 213 Fundamentals of Pediatric and Neonatal Care (2 credit hours)

RESP 214 Professional Development for Respiratory Care Practitioners (2 credit hours)

RESP 229 Respiratory Clinical III (8 credit hours)

Semester Credit Hours 12

Total Semester Credit Hours 71

Advising and Graduation

Advising Process and DegreeWorks

Documentation on the pages related to this program is intended for informational purposes to help determine what courses and associated requirements are needed to earn a degree. The suggested course sequencing outlines how students could finish degree requirements. Some courses are critical to complete in specific semesters, while others may be moved around. Meeting with an academic advisor is essential in planning courses and altering the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for her/his intended degree(s).

DegreeWorks is an online degree audit tool available in MAVzone. It is the official record used by the Registrar's Office to evaluate progress towards a degree and determine eligibility for graduation. Students are responsible for reviewing their DegreeWorks audit on a regular basis and should discuss questions or concerns with their advisor or academic department head. Discrepancies in requirements should be reported to the Registrar's Office.

Graduation Process

Students must complete the following in the first two months of the semester prior to completing their degree requirements:

- Review their DegreeWorks audit and create a plan that outlines how unmet requirements will be met in the final semester.
- Meet with their advisor and modify their plan as needed. The advisor must approve the final plan.
- Submit the "Intent to Graduate" form to the Registrar's Office to officially declare the intended graduation date and commencement ceremony plans.
- Register for all needed courses and complete all requirements for each degree sought.

Submission deadlines and commencement details can be found at <http://www.coloradomesa.edu/registrar/graduation.html>.

If a student's petition for graduation is denied, it will be her/his responsibility to consult the Registrar's Office regarding next steps.

Policies and Procedures

Academic Advising

I. Purpose:

- A. To explain the roles of the student and the advisor in the academic advising relationship.
- B. To ensure that students make satisfactory progress toward a degree.
- C. To set standards for satisfactory progress in the respiratory therapy program.

II. Policy:

A. Academic Advising

1. Students are responsible for contacting their assigned faculty advisor for initial advising prior to each semester's registration and at any other time that the student and advisor may deem necessary.
2. Students are strongly encouraged to have their faculty advisor review their course load, but the advisor's signature is not necessary for the student to proceed with the registration process.
3. The help of a faculty advisor does not relieve the student of the fundamental responsibility for establishing and maintaining his/her own academic program. Students are responsible for full knowledge of the provisions of their program.
4. For courses requiring "permission of the instructor" as an alternate to a stated prerequisite course, the students must receive such permission before registering for class. Instructors reserve the right to withdraw any student who does not have permission.
5. Colorado Mesa University advisors maintain a minimum of 5 scheduled office hours per week, which are scheduled for the purpose of being available to students.
6. Students must contact the program coordinator to have appropriate forms signed withdrawing from the program.
7. The advisor will refer the student to the college registrar regarding evaluation of courses for credit and other appropriate matters.
8. Each student is responsible for completing the Intent to Graduate form the semester prior to graduation and complete the Graduation Plan on Degree Works.

B. Counseling

1. Students may discuss personal problems with an advisor in a confidential, accepting atmosphere.

2. Advisors may refer students for counseling.
3. The Student Wellness Center is available to provide counseling and referral services to students seeking counseling and resources.

Need More Assistance:

<https://www.coloradomesa.edu/educational-access/index.html>

Report of Student Performance (RSP) Procedure

Purpose: To provide written agreement between student and faculty to fulfill areas needing improvement.

Faculty Process: When a student is not meeting program or course outcomes as designated by program policies, course expectations, and/or professional standards that are outside of what the syllabus dictates, faculty will collaborate with other program faculty and/or the Program Coordinator(s) to create a remediation plan of action for student success.

1. Notify Program Coordinator(s).
2. The RSP will explicitly state the event(s) in one or more classes, within the same semester in which the student is enrolled.
3. The faculty member(s) will specify a date to meet with the student to discuss the behavior, goals, strategies, and/or interventions necessary to improve the academic and/or professional success of the student.
 - a. The faculty and student (and Program Coordinator(s), if needed) will jointly establish
 - b. Area in need of improvement
 - c. Plan for improvement
 - d. Resources
 - e. Date for completion
 - f. Outcome
 - g. Both (or all) parties will sign the form.
 - h. Faculty will make copies to place in the student file, give to the Program Coordinator(s), and the student will receive a copy.
 - i. Faculty will report student behavior (i.e. academic failures, safety concerns, financial stress, etc.), if warranted, through the Report of Student Concern form

found on MAVZone.

4. A grade deduction up to 3% of the overall grade may be applied for any course(s) in which the RSP has been initiated at course faculty discretion.
5. The student and faculty will refer to and follow the course syllabus, clinical evaluation tool, program specific Student Handbook(s), and/or CMU's Handbook as applicable.
6. A signed copy of the RSP Form will be provided to the student and Program Coordinator(s)(s). The initiating faculty member will keep the original copy until the event is resolved (or at end of semester).
7. If follow up is needed in subsequent semesters, a new RSP will be completed.
8. When the event is resolved (or at end of semester), final RSP copies will be given to the Program Coordinator(s).

Report of Student Performance (RSP) Form

Student Name	Student ID Number	Program enrolled
Course(s) involved: _____ Section _____ Course Title _____ Faculty _____	Course(s) involved: _____ Section _____ Course Title _____ Faculty _____	Course(s) involved: _____ Section Course Title Faculty____ _____ _____
Has the student received any prior RSPs for the same behaviors/concerns? ☐ yes ☐ no	If academic dishonesty is involved, was a report filed with Academic Affairs? ☐ yes ☐ no ☐ N/A	Has CMUs "Report an Incident" been completed for academic success? ☐ yes ☐ no ☐ N/A

Reason for RSP/Describe Event:

Provide attachment(s), if needed.

Plan:

Provide attachment(s) if needed.

Student Signature	Date
Faculty Signature	Date
Faculty Signature	Date

Faculty Signature	Date
Program Coordinator(s) Signature	Date

Follow-up (if needed):

Provide attachment(s) if needed. The student will:

Final Outcome:

Was there a grade reduction as a result of this RSP? ☐ Yes ☐ No What percentage? _____	Was there a grade reduction as a result of this RSP? ☐ Yes ☐ No If no, provide explanation	Is continued follow-up for the next semester recommended? ☐ Yes ☐ No If no, provide explanation.
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Explanation – if required:

Student Signature	Date
Faculty Signature	Date
Faculty Signature	Date
Program Coordinator(s) Signature	Date

Academic Dishonesty

Definition per the CMU Maverick Guide: The protection of academic integrity requires clear and consistent standards and definitions, as well as confrontation and sanctions when individuals intentionally violate those standards. The most important of the definitions is that of academic

dishonesty. Academic dishonesty undermines the educational experience, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and faculty. Academic dishonesty is the intentional act of fraud, in which an individual seeks to claim credit for the work and efforts of another or uses unauthorized material or fabricated information in any academic exercise.

Academic dishonesty also includes, but is not limited to:

- Forgery/fabrication/falsification/plagiarism of academic documents
- Intentionally impeding or damaging the academic work of others
- Assisting others in acts of academic dishonesty
- Cheating in the classroom
- Unauthorized attendance
- Multiple submissions
- Unauthorized collaboration
- Attempting to alter the results of drug screening, before or after the screening.

II. Policy:

- A. Each semester all students will be required to sign a statement of acknowledgement regarding academic dishonesty. This statement is in effect for the entire program of study.
- B. The Program Coordinator will maintain the security of the signed documents.
- C. Course, laboratory, and clinical materials are intended to be for each student's personal academic use and remain the intellectual property of the RT Program.

III. The RT program has zero-tolerance for academic dishonesty of any sort on any quiz, exam, assignment, or anything clinical related, before or after clinicals start, this includes but is not limited to drug screening or any other type of dishonest behavior. The student has the choice to continue in the course during the appeal process, if initiated, except in cases where patient, student or other faculty and staff safety has been compromised or there is a potential of continued risk of safety. If the incident involves a clinical setting the student will not be allowed to attend or participate in further clinical work toward course completion. Any act of academic dishonesty can result in termination from the RT program. The student must follow the appeal process for academic dishonesty as outlined in the Maverick Guide, if an appeal is desired.

Please print and sign the Academic Honesty Agreement in the appendix of this handbook and return it to the Department of Health Sciences office.

Confidentiality

I. Purpose: To provide guidelines about Colorado Mesa University's Department of Health Sciences position on confidentiality and protection of privacy.

II. Policy

A. A confidential communication is one that contains information given by one person to another under circumstances of trust and confidence with the understanding that such information must not be disclosed. Respiratory Therapists (RTs) are obligated to uphold HIPAA regulations.

B. Students will receive initial and ongoing education about confidentiality and patient privacy during their respiratory therapy education.

1. At the beginning of each semester, students will complete confidentiality training.
2. In the first semester, the student will receive printed information about Confidentiality (see Appendix) and will be required to sign a form stating agreement to comply with this policy.
3. The form must be signed, and a copy returned to the RT Program Coordinator to be placed in student's file before being allowed to attend clinical.
4. In specified courses each semester, students must review the video and provide proof the video was watched. Each semester, faculty will highlight specific issues regarding confidentiality that are unique to each clinical or academic course.

C. In the academic setting, a patient may be extended to include a guest speaker or individual whose knowledge or experience is used to assist with the students' learning in the classroom or clinical environment. Faculty may also ask students to maintain confidentiality during other learning experiences in which confidential or sensitive information may be shared (i.e., ASSIST training, group discussions or processes).

1. All members of the health care team are duty bound to treat patients with decency, respect, and the greatest degree of privacy possible. At the very least, this means that the patient should be seen, examined, and handled only by those persons directly involved in his or her care and treatment. Unnecessary exposure of the patient's body or unwarranted discussion of his or her care with third parties will give rise to a legal cause of action for invasion of privacy, with appropriate damages assessed against the offending party. The respiratory therapist must always be alert to any willing or unwilling violation of the patient's right of privacy.
2. Only those individuals directly involved in care of a patient or client shall have access to patient records or information, whether in electronic or paper format.
3. Students may not access patient records for themselves, other students, family members, or patients unless they are directly involved in their care as a student.
4. Students may discuss patient information with their instructor and preceptor, or others involved in assisting with the care of a patient.
5. Students may discuss their patient with other students to assist with the students' learning in the classroom or post-clinical conference. No discussions (e.g., direct conversations, cell phones, text messaging) can occur outside of these "confidential"

settings, including lunchroom or break rooms, hallways, non-clinical settings, or in social networking media (i.e.: Facebook, YouTube, X).

6. In general, if information from a patient's chart is disclosed without the patient's express consent, or without a court order or express statutory authority, the hospital, as well as those who actually made the disclosure—may be held liable in damages should the patient be able to prove invasion of privacy or perhaps defamation of character.

D. Every person has the right to withhold their person, personality, and property from unwarranted public scrutiny. This right—called the right of privacy—includes the freedom to live one's life without having one's name, photograph, or private affairs made public against one's will. A negligent violation can have serious legal consequences. A patient places the integrity of his or her person and reputation in the hands of all health care personnel who attend him or her, and they must always be aware of their legal and ethical responsibility to preserve and protect the patient's right to privacy.

1. Students must protect the privacy of those they care for and not reveal patient names or identities on assignments, journals, or any other written or electronic means. Students may use a patient's initials on assignments. Identifying information includes age, sex, room number, name of hospital, physician, and date of birth.
2. Students may not take photographs of patients without prior written consent according to hospital policies.

III. Disciplinary action

A. Student respiratory therapists will be held liable for their own acts of negligence committed in the course of clinical experiences. If they are performing duties that are within the scope of professional respiratory therapist, they will be held to the same standard of skill and competence as registered respiratory therapists. A lower standard of care will not be applied to the actions of respiratory therapy students.

1. Breach of confidentiality or patient privacy will result in disciplinary action up to and including immediate expulsion of the student(s) involved.
2. The Program Coordinator will meet with the student(s) initially (meetings may include the Department Director) to discuss the breach and develop a disciplinary contract that will be in effect for the remainder of the student's respiratory therapy degree program. Any subsequent breach of confidentiality or patient privacy will result in immediate administrative withdrawal from the respiratory therapy program.
3. The Department Director will notify the Vice President for Student Affairs and the Vice President for Academic Affairs to inform them of the disciplinary contract.
4. The Department Director and/or Program Coordinator will notify the facility when a breach has occurred for a patient at a healthcare facility and provide information to assist the agency in their investigation and reporting of the breach.

B. Grounds for Discipline

1. The board of respiratory care has the power to revoke, suspend, withhold or refuse to renew any license, to place on probation a licensee or temporary license holder, or to issue a letter of admonition to a licensee in accordance with the procedures set forth in subsection (III) of this section, upon proof that such person...has violated the confidentiality of information or knowledge as prescribed by law concerning any party.

***Please print and sign the Confidentiality Agreement form and
return it to the Department of Health Sciences office.***

Course and Faculty Evaluation

I. Purpose: To assist faculty in strengthening course offerings and improving the quality of teaching in the respiratory therapy program.

II. Policy:

A. Course Evaluations:

1. Each course in the curriculum is available to the students for evaluation. Students evaluate the course in relation to whether course objectives have been met, and whether the teaching methodologies were effective in fostering their learning.
2. Students are requested to identify, strengthen and to make realistic suggestions for course improvement.
3. Course evaluations need not be signed by the student evaluator.
4. Access to the course evaluations is in D2L, the course learning management system (LMS) found on the Mav Zone website.
5. Following course closure, the course evaluations are analyzed by the instructor to determine student perceptions of course strengths and weaknesses.
6. The results of the analysis are shared with the faculty at the close of each semester.
7. The instructors consider student suggestions to strengthen course offerings in revising and updating courses.

B. Evaluation of Faculty:

1. The process of evaluation for faculty is designated in the Trustees of the State Colleges in Colorado Handbook for Professional Personnel.
2. The students are encouraged to provide constructive feedback in relation to areas for improvement and to identify the strengths of the faculty member.
3. Faculty evaluations need not be signed by the student evaluator.
4. The student evaluations of faculty are submitted online. The results are communicated to the faculty member(s).
5. Faculty members incorporate student suggestions that will strengthen the quality of teaching in the program.

Dismissal

Program Dismissal and Readmission Policy

I. Purpose:

To establish the standards governing dismissal from and potential readmission to the Respiratory Therapy Program.

II. General Information

A. A student dismissed from the Respiratory Therapy Program or any Department of Health Sciences program for academic, behavioral, professional, ethical, safety, or integrity-related reasons is not eligible to apply to any Department of Health Sciences program for a period of five (5) years from the effective date of dismissal.

Grounds for dismissal include, but are not limited to, academic dishonesty (including cheating or plagiarism), falsification or misrepresentation of criminal background checks, drug screenings, health or compliance records, unsafe clinical practice, violations of patient confidentiality, unprofessional conduct, or failure to comply with program, college, or clinical affiliate policies.

B. Following the five-year period, a former student may be eligible to reapply to the Respiratory Therapy Program in accordance with all admission requirements and program policies in effect at the time of application. Readmission is not guaranteed and is subject to available program capacity and the competitive admissions process.

Students who are readmitted after dismissal must repeat all Respiratory Therapy (RESP) coursework, regardless of previously earned grades or completed semesters.

C. This policy does not apply to students who voluntarily withdraw from the program because of an emergency hardship as defined in the Colorado Mesa University Catalog and the Maverick Guide. Students who withdraw under an approved emergency hardship will be considered for readmission in accordance with applicable university and program policies.

Ethics

I. Purpose: To define the obligation and responsibility for respiratory therapy student and faculty ethical behavior.

II. General Information

A. Having a code of ethics has long been a hallmark of disciplines considered to be professionals. A code of ethics guides decision making and behavior and is based on the goals, values, and duties of the profession.

B. In the conduct of all academic, laboratory, simulation, clinical, and professional activities, Respiratory Therapy students are expected to demonstrate ethical behavior that reflects the standards of the profession. Ethical conduct is an essential component of safe patient care, professional practice, and successful progression through the program.

- C. **Failure to demonstrate ethical and professional behavior may result in disciplinary action, up to and including immediate dismissal from the Respiratory Therapy Program.** Examples of unethical conduct include, but are not limited to, academic dishonesty (including cheating or plagiarism), falsification of records or required program documentation, dishonesty, breaches of patient confidentiality, violations of professional boundaries, harassment, bullying, discrimination, unethical use of social media, failure to comply with clinical or program policies, or any behavior determined by the Program Director to be inconsistent with the ethical standards of the respiratory therapy profession or that jeopardizes patient safety, the learning environment, or the reputation of the program.

Per the American Association of Respiratory Care (AARC), Respiratory Therapists shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Promote and practice evidence-based medicine.
- Seek continuing education opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent, and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent, and refusal of treatment.
- Divulge no protected information regarding any patient or family unless disclosure is required for the responsible performance of duty as authorized by the patient and/or family or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts.
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws which govern and relate to their practice.
- Avoid any form of conduct that is fraudulent or creates a conflict of interest and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.
- Work to achieve and maintain respectful, functional, beneficial, relationships, and communication with all health professionals. Disregard for the effects of one's actions on others, bullying, harassment, intimidation, manipulation, threats, or violence are always unacceptable

behaviors. It is the position of the American Association for Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among respiratory therapists or between healthcare professionals.

AARC: 9425 N. MacArthur Blvd., Ste 100, Irving TX 75063 T 972.243.2272 Copyright © 2013, American Association for Respiratory Care, Irving, Texas

<https://www.aarc.org/wp-content/uploads/2017/03/statement-of-ethics.pdf>

Grading/Testing

I. Purpose: To describe the system for grading, the examination process and grade reporting.

II. General Information

A. Instructors have the freedom to determine the grading components for individual courses.

B. Instructors will determine the components that comprise the final grade in a course and include this information in the course syllabus, along with course expectations.

C. The grading system in respiratory therapy courses is:

93-100% = A

85-92% = B

76-84% = C

70-75% = D

69 and below = F

III. Academic Standards

Academic standards will be followed as explained in the Colorado Mesa University Catalog.

IV. Examinations

A. The faculty member may administer unit, midterm, and final examinations as part of the evaluation process.

B. The faculty member may assign an alternate learning project to examine mastery of course content when appropriate.

C. The class must meet during the final examination period to fulfill standard requirements for semester instructional time.

D. Students are expected to take examinations at scheduled times. With prior approval of the faculty member, an examination may be taken at another time. The students and the faculty member(s) must make specific arrangements for date and time and location.

E. Students requiring special testing needs will follow university EAS guidelines.

F. Average score of all exams (as defined by course syllabus) must be at least 76% in order to pass the course. If average exam scores are less than 76%, the final course grade will be the exam scores average, following the respiratory therapy program grading scale.

Grievance and Appeals

To grieve an academic or clinical evaluation the student must follow the CMU Maverick Guide, (Student Handbook). See <https://www.coloradomesa.edu/student-services/maverick-guide.html>

Releasing Contact Information to Outside Agencies

I. Purpose: To establish guidelines for Department of Health Sciences about releasing information about students.

II. General Information

- A. The Department of Health Sciences will comply with the Family Educational Rights and Privacy Act (FERPA).
- B. Any information needed about students (i.e., social security numbers) will only be provided with written permission of the student.

Student Awards, Recognition and Scholarship

I. Purpose: To describe the process of nominating students for awards, special recognition, and scholarships.

II. General Information

- A. The criteria and deadlines for nominations for awards and special recognition shall be communicated to all faculty.
- B. An application form, if necessary, will be distributed to qualified students by the faculty.

III. Who's Who in American Universities and Colleges:

- A. Department of Health Sciences faculty advisors are encouraged to nominate their outstanding upper division advisees who are full time students with a cumulative GPA of 3.0 or better for academic recognition in "Who's Who Among Students in American Universities and Colleges".
- B. Application forms are to be completed by the nominated students at the advisor's request.
- C. The student's advisor is responsible for ensuring that the application includes a faculty endorsement.
- D. Completed applications are submitted to the department representative of the Who's Who Committee.
- E. Recipients selected by Colorado Mesa University Who's Who Committee and confirmed by Who's Who Among Students in American Universities and Colleges will be announced to the faculty.

Student Representative to Advisory Meetings

I. Purpose: To outline the responsibilities of the student representatives at advisory meetings.

II. General Information

- A. Attendance at these meetings will provide experience for students in working with faculty and the RESP advisory board.

B. The students serve as a liaison between the students and advisory board.

C. Designated students may serve on ad-hoc committees and/or the respiratory therapy advisory committee.

III. Procedures

A. A student representative shall be selected from each class to attend advisory meetings, two times per year. The student representative shall be excused from class for the hour long meetings.

Withdrawal, Probation and Suspension

I. Purpose: To identify conditions related to withdrawal, probation and suspension.

II. General Information

A. The RT program will follow the policies as outlined in the current Colorado Mesa University Catalog and the "Maverick Guide" unless otherwise specified.

B. The RT program will follow the CMU university wide withdrawal policy.

C. Withdrawal from a course for academic reasons is considered a course failure.

Bringing Children to Class

I. Purpose: To ensure a conducive learning environment for all students.

II. General Information

A. Children should not be brought to class. It is unreasonable to expect children to maintain decorum for lengthy class periods. Material presented may not always be appropriate for children.

B. In an emergency situation, and only with the course instructor's permission, a child may be brought to class. If the child's behavior becomes disrupting or distracting, the child's parent must immediately remove the child from the classroom.

Cardio-Pulmonary Resuscitation (CPR) Certification

I. Purpose: To ensure that the student maintains certification.

II. General Information

A. Students will obtain AHA BLS certification prior to the start of the RT program. This is not part of the student fees but must be obtained in order to attend clinical rotations. Each certification will have a due date.

B. Students must maintain valid CPR certification throughout the remainder of the program.

III. Procedure:

A. The student must attend the CPR course and present a valid CPR card to the director of clinical education of the respiratory therapy department upon receiving the card. And upload to Complio as we required by the Clinical Placement Coordinator.

B. The student will not attend clinical rotations without validation of CPR cards as requested

in each course or clinical rotation.

Class/Clinical Attendance

I. Purpose: To outline student responsibilities regarding attendance in class and in clinical sessions.

II. Class Attendance

A. Attendance during classes, examinations, and assigned experiences are mandatory for the Colorado Mesa University Department of Health Sciences. All students are required to be on time and participate in all scheduled classes.

B. Orientations for clinical experiences and specific clinical sites are mandatory and may not be made-up. Students who do not attend orientations may not be allowed to participate in clinical experiences or may not be able to continue in the program.

C. Failure to attend will cause missed opportunities that contribute to the education of safe respiratory therapy practice and may lead to patterns that will not be tolerated in the workplace.

D. Specific to each course, each faculty member, and outlined in each syllabus will be mandatory guidelines in attendance. Failure to comply may result in a grade reduction and/or course failure.

E. It is the student's responsibility to contact the course faculty member when an absence is anticipated.

- Students are expected to use their judgment with unsafe traveling conditions.
- Absence due to serious illness or strictly unavoidable circumstances will be handled on an individual basis.
- Should the student need to be absent, clinical agencies and/or faculty members must be notified one hour prior to the clinical experience if this experience will be missed.

F. If a student is unprepared for a clinical assignment, tardy for a clinical assignment more than once, or is a no call/no show for a clinical assignment, specific consequences are outlined in the course syllabus. A consequence may include a grade reduction and/or course failure.

G. Each absence over two for courses lasting an entire semester OR each absence over one for courses lasting half a semester or a condensed course will result in a grade reduction outlined in the course syllabus.

Criminal Background Investigation

I. Purpose: To maintain a safe and productive educational and clinical environment, potential students who have been accepted into one of the health sciences programs will undergo criminal background investigation.

II. General Information

A. Beginning in 2004 the Joint Commission on Accreditation of Hospital Organizations (TJC) began requiring criminal background checks on all employees and students who attend a TJC accredited hospital for clinical laboratory experience. Some agencies may request a copy of background information or complete their own background investigation including drug screening. Clinical agencies have the right to refuse clinical rotations to any student based on adverse information noted in the background investigation.

B. To comply with agency requirements, the Department of Health Sciences at Colorado Mesa University will begin criminal background checks on applicants prior to admission to the programs.

C. All acceptance into the program is provisional, pending successful completion of the criminal background investigation.

D. Health science programs may conduct follow up background investigation at selected intervals throughout the program to comply with clinical placement requirements.

E. Colorado Mesa University has partnered with CertifiedBackground (www.CertifiedBackground.com) to provide these background checks.

F. The criminal background investigation will include a record of all convictions. Only conviction information will be considered. A “conviction” is considered to be a verdict, a guilty plea or a Nolo Contendere (“No contest”) plea. If the investigation reveals information that could be relevant to the application, the designated individual or committee within the Department may request additional information from the applicant. If the investigation reveals more than minor traffic convictions, it shall be reviewed by the designated committee.

G. The existence of a conviction does not automatically disqualify an applicant from entering the program. Considerations may include, but are not limited to the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of the position; and successful efforts toward rehabilitation. Any decision regarding admission is at the discretion of the Department Director or designee.

H. Information obtained for the purpose of and during the background investigation will be retained in the student’s records. Reasonable efforts will be made to ensure that results of criminal background checks are kept as confidential as possible with a limited number of people authorized to review results.

I. The following criminal offenses that appear on a background investigation will disqualify an applicant for admission to the Health Sciences program.

1. A crime of violence as defined in §18-1.3-406. C.R.S.
2. Crimes against persons (homicide, assaults, kidnapping and unlawful sexual behavior) as defined in Title 18-3-101 through 18-3-405.5 and 18-6.5-101.C.R.S.
3. Any act of domestic violence, as defined in Title 18-6-800.3. C.R.S.
4. Any crime of child abuse or incest, as defined in Title 18-6-401 and 18-6-301. C.R.S.

5. Any offense involving moral turpitude (prostitution, public lewdness, indecent exposure, etc.), unlawful sexual behavior as defined by Colorado law.
6. Any crimes of the ♦ burglary or robbery except misdemeanor shoplifting.
7. Felony crimes of arson, criminal mischief, fraud or forgery.
8. Any felony conviction for drug abuse or distribution 10 years prior to application.
9. Multiple Driving Under the Influence (DUI) or Driving with Ability Impaired (DWAI) offenses.
10. Any felony or misdemeanor in another state, the elements of which are substantially similar to the elements of any of the offenses listed above.
11. Multiple arrests that may suggest a pattern of behavior that is of concern for a professional respiratory therapist.

III. Procedure

- A. Upon notification for need for background investigation the incoming health sciences students will access the CertifiedBackground website www.CertifiedBackground.com. Applicants who refuse to complete this section or who do not answer truthfully and fully will not be allowed to enter any of the programs.
- B. Individuals must complete the application online including payment of associated fees directly to CertifiedBackground (approximate cost \$55.00).
- C. CertifiedBackground will update the status of the background check report via their website. Administrative Assistants and the Director of the Department have login access to the administrative site to review and process the background check. The Applicant may review the criminal background investigation information completed by using their CertifiedBackground login and password created when the background check was ordered.
- D. A flagged background check will be reviewed initially by the Department Director or designee. Additional information related to the offenses may be requested from the applicant for consideration by the Department Director or designee. If the applicant feels that there are extenuating circumstances to be considered, a written request may be submitted to the Department Director.
- E. Additional information must be submitted to the Department Director within 10 business days. The Department Director or designee will review all criminal background investigation results and additional information submitted by the student within 7 business days. The committee will be responsible for making the final decision regarding whether results will disqualify an applicant from admission. The Department Director or designee may make exceptions where it is deemed to be in the best interests of the Colorado Mesa University Department of Health Sciences.
- F. The applicant will be notified in writing of the background check decision.

G. If the applicant disagrees with the accuracy of information obtained, he/she may request a review of the accuracy of the information in writing. The process of application will be on hold pending results of the review.

H. The applicant has the right to appeal the decision of the Department Director and/or designee to the Vice President for Student Services within 10 days. The decision of the Vice President for Student Services is final.

1. Students are responsible for self-reporting offenses that occur after admission to a health sciences program to the Department Director. The Department Director will review offenses with the respective Program Coordinator and/or designee to determine whether the student can continue in the program. Failure to self-report an offense may lead to immediate removal from the program.

I. Clinical agencies have the right to refuse clinical rotations to any student based on adverse information noted in the background investigation process.

J. Background checks revealing offenses after admission to the health science programs will be reviewed by the Department Head and/or designee per the procedure noted in E -G above. In order to comply with agency requirements, the Department Head will notify clinical agencies about students' offenses that occur after admission to the program.

K. Follow up background investigations for respiratory therapy students will occur at the following intervals to comply with clinical agency requirements:

1. Semester 1: VA hospital will complete a background check and fingerprinting will be conducted by Colorado Bureau of Investigation. The VA hospital will require a background check every six months.
2. Semester 2: SMH hospital will complete a background check prior to beginning clinical rotations.
3. Semester 3: Prior to beginning clinical rotations in the school district, students must contact the Colorado Bureau of Investigation, print off an updated online background check, and submit the background check to the Department. The cost for the background check is paid online with a credit card at:
<https://www.cbirecordscheck.com/Index.aspx>
4. All transfer students will require a background check through VA or indicated sites upon acceptance to the program.

L. Students who do not pass a clinical agency background check will be dismissed from all respiratory therapy classes and the respiratory therapy program. The student will not be allowed back into the respiratory program until all background check issues are cleared.

Electronic Media and Communications

I. Purpose: To define appropriate use of electronic media in classroom and clinical settings.

II. General Information

A. Electronic communication devices (cell phones, texting), which can facilitate sharing information in a timely and consistent manner, may also create the potential for breaching patient privacy in clinical settings.

B. Electronic media (cell phones, laptops, iPads) can facilitate the learning process in the classroom setting, however, can also create the potential to interfere with the classroom learning environment.

C. Social networking media (i.e., Facebook, YouTube, X, Snap Chat, Instagram) are public forums which can facilitate networking and communication. Unprofessional and unethical communications by respiratory therapists in such public forums has led to serious consequences with their employers and the state Board of Respiratory Care. In addition, confidential information about a patient discussed by a respiratory therapist at any time represents a violation of the Health Insurance Portability and Accountability Act (HIPAA).

III. Policy:

A. Students may not use cell phones, smart phones, or laptops in a hospital or community clinical facility. Electronic device(s) should remain in the student's car or in the designated location for student backpacks/coats/personal belongings. Students may use electronic devices outside of the clinical facility, however, should use discretion when patients or families are present and avoid all circumstances that might breach patient confidentiality or privacy.

B. The use of SMART watches in the clinical setting varies by Level, clinical instructor, and clinical setting. Review the syllabus for clarification. If students are granted permission to wear a Smart watch, the device must be placed in airplane mode while in the clinical setting. Students are prohibited from taking photos with the device while in the clinical setting.

C. Students in community based clinical rotations may carry a cell phone for emergency communication purposes, however, should use discretion when patients or families are present and avoid all circumstances that might breach patient confidentiality or privacy.

D. Students shall use the pager system to contact their instructor for assistance during the clinical experience. In the event of an emergency, families or day care providers may contact a student during clinical or classes according to the Emergency Contact policy.

E. Cell phones and Smart watches must be completely turned off and stored with other personal items during all exams. In the event a student is found to have a cell phone or smart watch such as a 360 or Apple watch on their body or in their possession during an examination, the student will be asked to leave the examination and will receive a zero for the examination.

F. Faculty will inform students in each class of the appropriate uses of electronic media in the classroom settings for note taking, reviewing power point slides, in-class assignments or research.

1. Faculty has the right to restrict student use of electronic media during examinations.
2. Faculty has the right to restrict student use of electronic media when students are using the device for non-academic purposes in the classroom setting.
3. Faculty may initiate Report of Student Performance contracts for students who violate the privilege of using electronic media in the classroom or clinical setting.

E. Communications in social networking media which violate the respiratory therapy Student Handbook policies (i.e., Code of Academic and Clinical Conduct, Confidentiality, or Ethics) will lead to disciplinary action according to the respective policy.

Email Addresses

I. Purpose: To enhance relevant communication within the Department of Health Sciences.

II. General Information

- A. Electronic communication will facilitate information in a timely and consistent manner.
- B. Students are given free email addresses as part of the university community.

III. Policy:

- A. Student must have a CMU email account upon entering the program, which may be obtained from the Computer Lab in the Library.
 - B. It is the student's responsibility to check his/her email address on a routine basis.
- Important student announcements and program information will be sent to all respiratory therapy students via email.

Emergency Communication

I. Purpose: To identify a process for facilitation of emergency communications between students, families, and faculty members.

II. Policy

- A. Students and faculty who are in hospital clinical settings will not have access to use of cell phones for emergency communications from family members, day care providers, or others.
- B. Clinical faculty will create a handout at the beginning of each semester with emergency contact information (pager numbers) for students to share with family, day care providers, and schools.

C. Clinical faculty will carry a phone that can be called when a student (or faculty) needs to be contacted in the event of an emergency.

1. In the event of an emergency, family members or day care providers can also call the Department of Health Sciences during normal business hours (Monday-Friday, 8:00-5:00) at 970-248-1398.

2. In the event of an emergency outside of normal business hours, family members or day care providers should contact the appropriate clinical faculty using the pager number provided.

D. Clinical and class schedules and emergency contact numbers for all students and faculty will be maintained in the Department of Health Sciences and updated each semester to facilitate rapid communication in the event of an emergency.

Immunizations and Health Compliance Requirements

I. Purpose

To establish the immunization, health clearance, and compliance requirements necessary for admission, clinical participation, and continued progression in the Respiratory Therapy Program.

II. General Information

A. Students are responsible for obtaining and maintaining compliance with all required health clearances and submitting documentation by the deadlines established by the Respiratory Therapy Program. Failure to submit requested documentation by the deadline can result in the offer letter being rescinded or dismissal from the program. Required documentation includes, but is not limited to, tuberculosis (TB) screening, Tetanus, Diphtheria, and Pertussis (TdAP) vaccination, Measles-Mumps-Rubella (MMR), Varicella, Hepatitis B, annual influenza vaccination, COVID-19 vaccination (when required), annual physical examination, health insurance, professional liability insurance, and current American Heart Association Basic Life Support (BLS) Healthcare Provider certification.

B. Students who fail to maintain compliance with required health clearances or submit required documentation by established deadlines will not be permitted to participate in laboratory activities, simulation experiences, or clinical education until compliance has been reestablished. Missed clinical or laboratory experiences resulting from noncompliance may delay progression in the program or result in dismissal from the program. This includes but is not limited to wearing an N95 mask at all times during classes, labs, simulations, and/or clinicals if a declination for TB testing is received and recorded.

C. Clinical education affiliates establish their own health, immunization, and onboarding requirements. The Respiratory Therapy Program cannot waive or alter the requirements of a clinical affiliate. A clinical facility may deny, restrict, or discontinue a student's placement for failure to meet its policies, including immunization, tuberculosis screening, background check, drug screening, or other facility-specific requirements. Students who are unable to obtain or maintain a required clinical placement because they do not meet a clinical affiliate's requirements may be unable to satisfy program requirements, which may delay progression or prevent completion of the Respiratory Therapy Program.

COVID-19

1. The Department of Health Sciences may require students enrolled in clinical courses to be vaccinated against COVID-19 in accordance with current university, program, public health, or clinical affiliate

requirements. Medical and legally recognized nonmedical exemptions may be considered when appropriate documentation is submitted through the established university process.

2. Approval of an exemption by the University does not guarantee acceptance by a clinical affiliate. Individual clinical facilities determine whether exemptions are permitted and retain the authority to deny or discontinue a student's clinical placement based on their policies.

3. Students who cannot be placed at an approved clinical site because they do not meet a clinical affiliate's requirements will be unable to complete required clinical education experiences and may be delayed in progression or unable to complete the Respiratory Therapy Program. This includes but is not limited to dismissal from the program for any clinical rotation that cannot be completed.

4. As public health recommendations and clinical affiliate requirements evolve, additional vaccinations, testing, or other health-related requirements may be required for continued clinical participation.

Liability Insurance for Students

I. Purpose: To comply with the Agency's requirements that all students entering clinicals must have proof of liability/malpractice coverage.

II. General Information

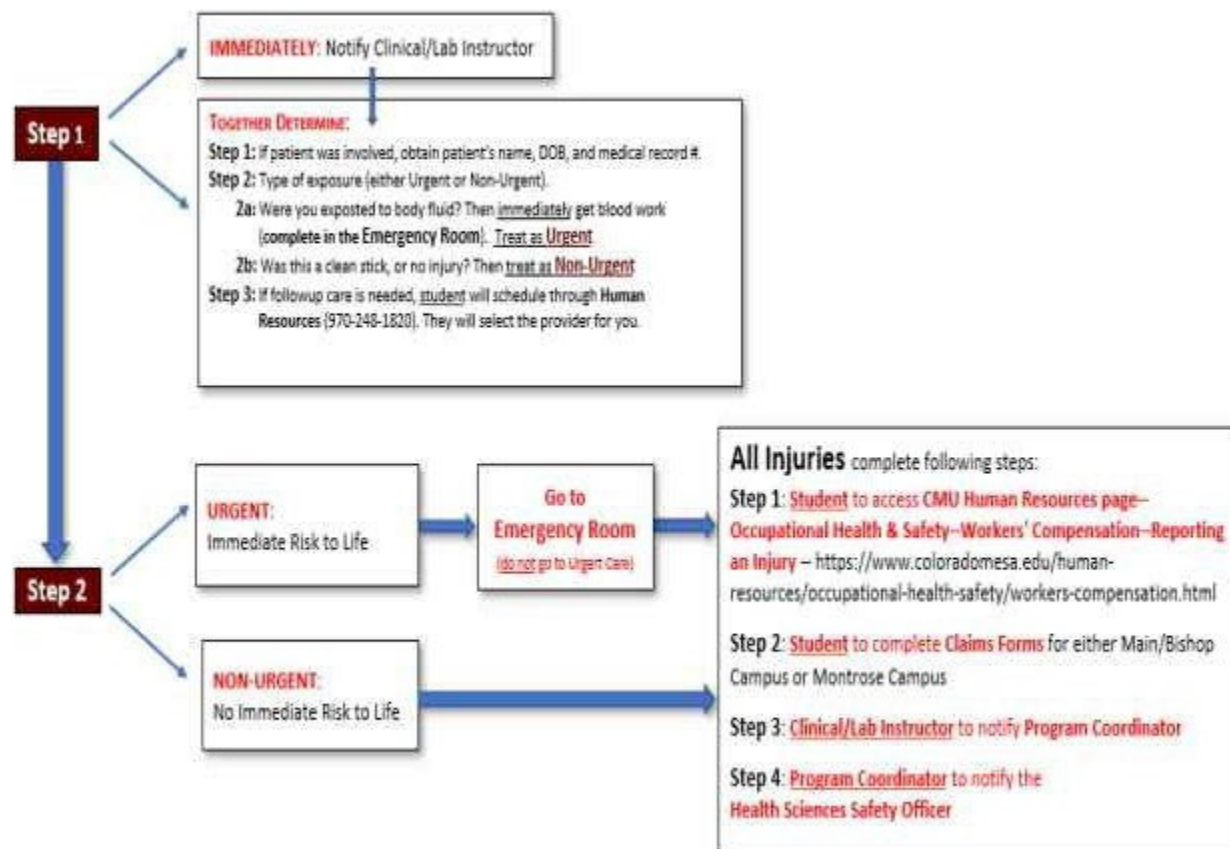
A. According to agency mandate, the policy must be comprehensive medical professional liability insurance with minimum coverage limits of \$1,000,000 per claim/\$3,000,000 annual aggregate. Each student shall be required to provide a Certificate of Insurance as evidence of such insurance coverage prior to participation in any clinical experience within the program.

B. Students are required to obtain this at their own expense and maintain throughout the program. Information will be provided by the Department of Health Sciences.

Needlestick, Body Fluid Exposure, and Other Injuries

I. Purpose: To provide a protocol for Health Sciences students to receive appropriate treatment after a needlestick exposure, exposure to body fluids, or other types of injury.

II. General Information: This policy pertains to the student who sustains an injury during assigned clinical or lab experience.



Professional Appearance Policy

I. Purpose: The purpose of the professional appearance and grooming policy is to provide a minimum standard for all health sciences students enrolled at Colorado Mesa University. This policy is intended to provide consistency throughout our health science programs and to help prepare and educate students for professional appearance and grooming expectations in the clinical setting and workforce. Many of the standards are present for professional image, while others are intended to provide safety measures for healthcare workers and the patients we serve. Although a clinical site may have stricter or lenient standards than the policy as stated; the student is required to comply with the stricter standard at all times. Students observed in violation of the dress and grooming policy will be asked to take corrective action immediately, after that, the student may be excused from courses. All instances of professional dress, appearance and grooming are impossible to list. Students are encouraged to consult with their instructors first before deviating from the policy as stated.

A. Personal Hygiene and Appearance:

1. The hair, body, and mouth are clean and free from offensive odor. This includes perfumes and colognes. Many of our patients are highly sensitive to aromas and odors.
2. Gum chewing, eating, or drinking in a patient care area or laboratory and sim lab is prohibited.

3. Tobacco use is prohibited, as is the use of any electronic cigarettes or vaporizers while students are in attendance in the classroom, in lab or at the clinical site.
4. Hair is clean, short or styled in a controlled, restrained manner so hair does not fall into the eyes or face. Hair longer than chin length is styled off the face with a simple band or hair clip. Hair bands may be white, beige, brown or black. Caps or adorned/colorful restraints are inappropriate. Dyed hair must be of a natural human color.
5. Facial hair is clean-shaven or neatly trimmed, chest hair must not be visible even when bending or lifting.
6. Artificial nails or extenders in any form, or long natural nails, are not appropriate for health care workers for infection control reasons. Natural nails shall be no longer than $\frac{1}{4}$ inch and clean. A solid neutral colored nail polish may be used, the same color must be used for all nails. Nail art is not allowed. Individual clinical sites may restrict the use of nail polish when providing direct patient care.
7. Perfumes, aftershave/cologne, or scented lotions are not permitted.
8. Makeup is conservative and applied moderately.
9. Permitted jewelry/hardware are a wedding/engagement ring. Medic alert bracelets and watches are not considered jewelry. Earring location is limited to one per ear. Other jewelry such as necklaces and bracelets are not permitted. Facial, body and tongue piercing (s) are not permitted, these piercings must be removed and may have flesh toned replacements inserted.
10. Every attempt should be made to cover all body art/tattoos with clothing.
11. Ear gauges must be plugged and not larger than 10 mm.

B. Dress Code

Individual course syllabi will specify acceptable dress code for the course. Dress code may vary depending on the nature of the course, e.g., review, lecture, laboratory, conferences and clinical sites.

1. Clinical Sites

- a. Uniform: All white scrub style uniform, short sleeve top and pants or white dress/skirt. Fabric must be free of embellishment and thick enough that undergarments are not visible through the uniform. Uniforms must be clean, in good repair and neatly pressed. No white denim.
- b. Fit: Uniforms must be well fitted such that skin is not exposed while either upright or bending over in the chest or seat area. Choose tops that cover to mid-hip length to avoid skin exposure while reaching or bending over. Wear a high neckline undershirt if your top gapes in the front when bending over.

c. Program patch: All students will have their program patch sewn on the upper left sleeve of the scrub top as well as lab coats (if required).

d. Length: Hem of pants must be full length, reach the top of your shoes and not drag on the floor. Dress/skirt must be at least knee length.

e. Undergarments: Undergarments must not be visible through the scrub fabric, avoid color/print undergarments. White/nude shade undergarments are best for both males and females. Students may find white, thin, "long john" type undergarments offer more coverage if the scrub fabric is too thin. White crew socks or white/natural hose are to be worn with pants. Hose must be worn with a dress/skirt uniform. A white undershirt may be worn with the uniform, it must be short or long sleeved and without embellishment. (No "burnout" tees, lace, embroidery, logos etc.)

f. Shoes: All white, clean and polished, leather, professional, or athletic shoes with a closed toe and heel (lace-up shoe preferred). Shoes should not be perforated or made of absorbent material.

g. Name tag: The Colorado Mesa University name pin (with first name and last initial), which is ordered shortly after school begins, must be worn with uniform or lab coat at all times.

h. Clinical facility badge: A clinical site badge (if required) must be visible on the upper third of the torso at all times, including entering and exiting the clinical site. Plastic lapel pin holders are acceptable if they do not obscure the badge. Badge information must be visible and not obstructed when badge flips over. Lanyards are not acceptable for clinical site badges.

i. Uniform code modifications, if permitted in a course syllabus, would be subject to the following requirements:

- 1) Pants: Black/khaki (Dockers style slacks) should be full-length, clean, no holes or slits, and should not drag on the floor.

- 2) Shirts: Solid color polo shirt in white, maroon or black with official CMU logo.

- 3) Shoes: Business or casual shoes with closed toe and heel (no athletic shoes or sandals).

- 4) Sweater/cardigan: washable, plain, white, cardigan-style sweaters may be worn.

2. Business casual, if permitted in a course syllabus, would be subject to the following requirements:

- a. Pants: Slacks that are similar to Dockers and other makers of cotton type material pants, and dress pants are acceptable.

Slacks must be well fitting, and the waistline must fall at or slightly below the natural waistline.

b. Dresses/skirts: business casual dresses and skirts, including skirts that are split no higher than at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit modestly in public.

c. Shirts: business casual shirts, dress shirts, sweaters, tops, polo-type shirts, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable.

d. Shoes: Conservative walking shoes, loafers, clogs, flats, dress heels, and leather deck-type shoes are acceptable. No sandals or athletic shoes.

e. Lab coats: a white lab coat with program patch sewn to the upper left sleeve may be required at certain times during the clinical experience. Lab coats are worn over professional dress.

Professional Behavior in the Academic and Clinical Setting

I. Policy: To provide guidelines for faculty concerning student behavior in the classroom and the clinical setting.

II. General Information

A. As students prepare for transition into professional life, certain behaviors are expected, consistent with safe and ethical professional respiratory therapy practices in the classroom and in the clinical setting.

B. Professional behavior and respect for classmates, faculty, preceptors and guest speakers is expected at all times. This is also addressed in individual course modules.

Examples of non-professional behavior include but are not limited to:

- Tardiness to class and clinical
- Sleeping in class
- Interruption of class by talking, passing notes, use of cellular phones, pagers, etc.
- Use of profanity, name-calling
- Being rude and/or hostile to faculty or classroom presenters or in clinical setting
- Intimidating others

C. Assigned coursework should be original for each class or clinical.

D. When student behavior interferes with the conduct of class or the clinical experience or when safety of members of the campus community is endangered, such behavior will result in disciplinary action up to and including immediate expulsion from the program.

E. The Department of Health Sciences expects their students to be ambassadors for CMU at all times when professional uniforms are worn, both on campus and off campus (i.e., scrubs, CMU polo shirts, name tags). Illegal drugs and/or alcoholic beverages must not be consumed when professional attire is worn, neither on campus nor in the community.

Substance Abuse

I. Purpose: To apprise the student of rules regarding substance abuse related to class and clinical attendance.

II. General Information

A. According to the Colorado Mesa University Student Handbook, students must comply with state and federal laws concerning drugs. Offenses may result in prosecution by civil authorities and disciplinary action by the College, including but not limited to removal from the program.

B. Students are responsible for being mentally alert and physically capable to care for assigned patients/clients in the clinical settings.

C. Students are expected to participate in each learning experience, including classroom, campus, laboratories, clinical settings, and other CMU sponsored functions, free of chemical impairment.

D. The chemically impaired student is one who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination, mind-altering substances including alcohol, over the counter medications, prescribed medications, illegal drugs, inhalants, or synthetic designer drugs.

E. Faculty will be alert for behavioral evidence of signs/symptoms of possible substance abuse.

F. After acceptance to the Department of Health Sciences, students must refrain from any drug use or alcohol abuse. Peers and/or classmates are encouraged to report any suspicions of substance abuse to the faculty. Those reporting such information will remain anonymous.

G. Students will be subjected to drug screening prior to participating and at random during clinical rotations.

H. The Department of Health Sciences expects their students to be ambassadors for Colorado Mesa at all times when professional uniforms are worn, both on campus and off campus (i.e., scrubs, Colorado Mesa polo shirts). Illegal drugs and/or alcoholic beverages must not be consumed when professional attire is worn, neither on campus nor in the community.

I. In addition, there are circumstances in which students may need to take over the counter or prescribed medications that may impair their ability to function safely in the clinical environment

and thereby endanger patients and self. As such, all students are responsible for being aware of the effect these medications may have on their ability to function safely in the clinical setting and must notify the Program Coordinator regarding the use of any medication that can impair performance prior to entering the clinical environment. Failure to do so may result in disciplinary action. In such circumstances, the student is encouraged to request medical leave from their studies.

III. In Class chemical impairment:

- A. If an instructor suspects that a student has ingested any mind-altering substance which may interfere with safe clinical performance, the student will be asked to leave the class or clinical area. The instructor must objectively document the behavioral symptoms noted and indicate how the learning environment, client safety and/or clinical performance were compromised by the student's actions. Transportation should be arranged to take the student home safely. This action will be counted as an unexcused absence.
- B. Once a pattern is established that strongly suggests substance abuse, the student is contacted, and an appointment is scheduled for an informational meeting within three working days between the student, instructor(s), and department head.
- C. Intervention meeting: The purpose of the intervention meeting is to review the student's behavior in class, discuss the policy for impaired student respiratory therapists and its implementation, discuss the academic consequences related to the policy violation, and secure the student's agreement to seek a comprehensive substance abuse evaluation. The intervention meeting will include the student, faculty who identified the problem and the department chair, and a representative from student affairs. Documentation is completed that articulates the problem behaviors, any academic consequences, the students' agreement to seek a professional evaluation for a potential substance abuse problem, and the student's understanding that failure to abide by the recommended treatment plan will result in dismissal from the program.
- D. The student will be referred to behavioral health services for substance abuse evaluation. If the student refuses to obtain an evaluation, he or she will not be allowed to reapply after being dismissed from the program. There are three general outcomes anticipated from the substance abuse evaluation:
 - The evaluation DOES NOT substantiate the alleged substance abuse by the student. If this occurs, all documentation related to the alleged incident is removed from the student's file and the student may return to all courses without negative academic consequences.
 - The evaluation DOES substantiate the alleged substance abuse by the student, but the student refuses to abide by the policy of enrollment in a treatment program and ongoing monitoring. If this occurs, the student is dismissed from the program and cannot return.
 - The evaluation DOES substantiate the alleged substance abuse by the student, and the student agrees to abide by the policy. If this occurs, the student signs an agreement to participate in a treatment program and to have his or her progress monitored by the

Department Chair. The student is allowed to continue in the program as long as he or she is compliant with the treatment contract.

IV. In Clinical chemical impairment

- A. In the event chemical impairment symptoms are assessed in clinical.
- B. The faculty has the responsibility to intervene when patient safety and clinical performance are compromised by a student who exhibits chemical impairment.
- C. If the faculty suspects that a student has ingested any mind-altering substance which may interfere with safe clinical performance, the student will be asked to leave the clinical area immediately. The faculty must objectively document the behavioral symptoms noted.
- D. Students will be required to complete a mandatory drug screen at the student's expense within an hour. The program will pay for the random test.
- E. Urine, serum, hair and saliva analysis or a combination of these testing methods may be utilized. Samples will be obtained by an official drug testing facility approved by CMU. Each sample will involve a witness to the sample collected, and the chain of custody procedure. The student must fully comply with the testing laboratory's methods and procedures for collecting samples.
- F. Students are expected to fully cooperate with all required drug screening procedures and collection protocols. **Any attempt to tamper with, substitute, adulterate, dilute, falsify, manipulate, or otherwise interfere with the integrity of a required drug screening, or to provide fraudulent or misleading information during the testing process, will be considered a serious violation of professional and ethical standards. Such actions will result in immediate dismissal from the Respiratory Therapy Program and may be reported to appropriate college officials and, when applicable, clinical affiliates or licensing agencies.**
- G. A student who refuses to submit to a required drug screen, fails to appear for a required drug screen within the designated timeframe, or otherwise fails to comply with the testing process will be dismissed from all classroom, laboratory, simulation, and clinical activities, will fail the laboratory course in which they are enrolled, and will be subject to dismissal from the Respiratory Therapy Program.
- H. Students are required to complete a drug screening prior to participating in clinical education and may be subject to additional drug screening at random, for reasonable suspicion, following a workplace or clinical incident, or as otherwise required by the Respiratory Therapy Program, Colorado Mesa University, or a clinical affiliate.
- I. If the drug screen test is positive the student will be dismissed from the program and fail the lab class. An intervention meeting will be planned between faculty, student, and program coordinator to inform of dismissal, discuss resources, and student options.
- J. If the student chooses to reapply to the respiratory therapy program, they must provide evidence that they have successfully completed a substance abuse evaluation and treatment program.
- K. The list of Drugs Included in Drug Screening Test and Drugs unacceptable during clinical may include:

- Alfentanil
- Butorphanol
- (Stadol)
- Fentanyl
- Ketamine
- MDMA
- (ecstasy)
- Nalbuphine
- (Nubain)
- Sufentanil
- Tramadol
- Alcohol
- Amphetamines
- Barbiturates
- Benzodiazepine
- Marijuana and Cannabinoids
- Cocaine
- Methadone
- Opiates
- Phencyclidine
- Propoxyphene

Other drugs may also be detected: Signs and Symptoms and Other Indicators of Substance Abuse or Dependence:

- Physiologic
- Slurred or rapid speech
- Blackouts
- Trembling hands
- Agitation or restlessness
- Persistent rhinorrhea
- Sweating
- Altered pupil dilation or constriction
- Flushed complexion
- Swollen face
- Bloodshot or glassy eyes
- Odor of alcohol
- Unsteady/staggering gait
- Declining health
- Dramatic changes in weight
- Changes in mental status or cognition
- Palpitations or tachycardia
- Withdrawal symptoms or hangover
- Behavioral
- Deterioration in personal appearance
- Rapid mood swings
- Increased irritability

- Paranoia
- Rage or anger
- Frequent tardiness
- Increased absenteeism
- Difficulty in meeting deadlines
- Frequently leaves the clinical unit or makes self-spouse
- Frequent trips to the restroom
- Eats alone, long coffee breaks, long lunch breaks
- Isolation/withdrawal from the group
- Decreased classroom and clinical productivity
- Fluctuating clinical and academic performance
- Making poor clinical decisions
- Errors in judgment
- Forgetfulness, confusion, decreased alertness
- Sleeping in class or clinical
- Inappropriate responses
- Elaborate excuses for behavior
- Blaming others for problems
- Patients complain of ineffective pain relief
- Excessive use of PRN medications or frequent medication errors
- Frequent un-witnessed medication wasting or loss
- Complaints from fellow students, hospital staff, patients, family members
- Self-disclosure of drug or alcohol abuse

Other behaviors or symptoms of impairment not listed above.

Working at a Clinical Site

Students may not work as a respiratory therapist at any clinical site, while in the program. The student may not be paid for clinical rotations. The student must be supervised at all times by a clinical preceptor and/or clinical instructor when at the patient's bedside or in a clinical situation.

General Policy Statements

Non Discriminatory Policies:

Colorado Mesa University does not discriminate on the basis of sex in its education programs and activities, as required by Title IX of the Education Amendments of 1972. Inquiries concerning the application of Title IX may be referred to Colorado Mesa University's Title IX Coordinator, or the U.S. Department of Education's Office of Civil Rights.

It is the policy of Colorado Mesa University to maintain an academic and work environment free of discrimination, harassment, sexual harassment, sexual misconduct, domestic violence, dating violence, stalking and retaliation for students, faculty, and employees. Such conduct is contrary to the standards of the University community and common decency. It diminishes individual dignity, impedes equal employment and educational opportunities and equal access to freedom of academic inquiry, and creates barriers to fulfilling the University's scholarly, research, educational, and service missions. Such conduct will not be tolerated at the University.

Discrimination, harassment, sexual harassment, sexual misconduct, domestic violence, dating violence, stalking and retaliation also are illegal; they are prohibited in the employment context by Title VII of the 1964 Civil Rights Act, in the education context by Title IX of the Educational Amendments of 1972, and, in both employment and education contexts, by Colorado's anti-discrimination laws, including, but not limited to, C.R.S. §24-34-401, et seq. Such conduct also can violate federal and state criminal laws.

Colorado Mesa University does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, and pregnancy. The University complies with the Civil Rights Act of 1964, as amended, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Age Discrimination in Employment Act of 1967, as amended, The Pregnancy Discrimination Act of 1978, Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the ADA Amendments Act of 2008, the Genetic Information Nondiscrimination Act of 2008, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity of employment and admission shall be extended to all persons. The University shall promote equal opportunity and treatment in employment through a positive and continuing affirmative action program for ethnic minorities, women, persons with disabilities, and veterans.

<https://www.coloradomesa.edu/student-services/title-ix/compliance-statement.html>

The Maverick Guide (Student Handbook including Code of Conduct):

"Colorado Mesa University is committed to providing a living environment in which students and employees can live, work, and study free from sexual harassment, sexual assault, sexual intimidation, sexual exploitation, domestic violence, dating violence, and stalking" (page 74).

Anti-Discrimination Policy Professional Personnel Employee Handbook:

"There shall be no discrimination in employment based on protected status."

"Protected status," means a status or characteristic of an individual that is protected by State or Federal law or the policies of the University. Protected status includes race, color, religion, creed, sex, gender (including pregnancy), national origin, ancestry, age (40 and older), disability, veteran status, marital status, and sexual orientation (including transgender status).

"Equal employment opportunity shall apply to all personnel actions including, but not limited to, recruitment, hiring, compensation, terms and conditions of employment, privileges, benefits, promotion, discipline, termination, classification of applicants and employees" (Section II-1).

Colorado Mesa University Board of Trustees Policy Manual:

"The University prohibits discrimination in employment-related and student-related decisions...Harassment based on protected status is a form of discrimination and is also prohibited... Any employee or student who engages in prohibited discrimination, harassment, or violence may be disciplined, discharged, or expelled."

"The University shall include in its policies for employees and students a policy prohibiting such conduct, and setting forth a method for reporting the prohibited conduct. The policies shall also provide for the investigation of complaints and corrective action" (Section 3.4).

Link to student services policies:

<https://www.coloradomesa.edu/student-services/le-ix/values-and-non-discrimination-statements.html>

Colorado Mesa University is committed to providing admission or access to, or treatment or employment in, its educational endeavors, consonant with applicable laws and without regard to race, creed, color, religion, sex, disability, age, national origin, veteran status, marital status, sexual orientation or gender identification.

Fees and Tuition Refunds

Tuition and Fees

Tuition and fees for the 2023-2024 academic year are current as of the time that this catalog was published. Students should check the University's website for the **most current rates and information**. Note that summer term pre-registration is held at the same time as pre-registration for fall term and follows a separate policy regarding refunds.

Student Liability for Tuition and Fees

As agreed upon in the **Student Financial Responsibility Agreement** upon registration, students (or parents or legal guardian if student is a minor) incur a financial obligation to Colorado Mesa University. Anyone who registers for one or more classes is expected to pay the full amount of

tuition and fees, unless they officially withdraw by the specified deadlines listed on the **Important Dates** web page. Students are responsible for payment of all incurred charges on student accounts. All charges are due and payable on the first day of class.

A 1% service charge will be assessed each month on all outstanding balances. All accounts are subject to a one-time 25% late fee up to \$100.00 in addition to service charges. No student will be allowed to register for classes, graduate or receive transcripts until their account is paid in full.

Students are liable for additional late fees and/or collection fees and costs, including attorney fees and other charges necessary for the collection of any overdue financial obligation incurred by the student.

Student financial information is available on the Colorado Mesa University website. If you have any questions, contact IRIS at 970.248.1177.

Note: Students should consult the Financial Aid Office regarding the eligibility of undergraduate and graduate certificates for financial aid funding.

Refunds and Tuition Adjustments for Course Changes

Once the term starts, the student is liable for tuition and course fees on any registered course regardless of attendance. It is the student's responsibility to seek guidance on how a change to their course schedule affects Financial Aid disbursements prior to making any changes.

To qualify for a full refund of tuition and course fees, the student must complete a Semester Withdraw request by the end of the second day of the term for 8-16 week courses or by the end of the first day of the term for all courses less than eight weeks. Following the applicable 1-2-day grace period up to the course drop dates, a Semester Withdraw request reverses tuition and course fees for all dropped courses except a \$225 partial tuition assessment. After the drop deadline, withdrawing from classes does not adjust tuition and course fees.

Students who stay registered for at least one class may add and drop courses within the published deadlines and will result in adjustments to tuition and fees to reflect the student's updated course schedule. After the drop deadline, withdrawing from a class does not adjust tuition and course fees.

Students must officially add, drop, or withdraw from courses as noted in the **Registration Policies** section in this catalog and by the registration dates published on the **Important Dates** page.

Student Financial Counseling

If students need assistance with payment arrangements, financial planning, and financial management, please contact IRIS at 970.248.1177, Lowell Heiny Hall 1st Floor.

STUDENT SERVICES

The Office of Student Services works to support CMU students in all aspects of college life, by offering a vast array of services, resources and programs that make each student's time at Colorado Mesa University as exciting and successful as possible. Student Services works collaboratively with faculty, students, and staff to create a campus community that fosters the growth of students as strong individuals and productive citizens. To learn more, go to the [Student Services website](#).

IRIS advisors assist first semester freshman, students with undeclared majors and first semester transfer students.

An IRIS advisor can help students choose a major, register for classes, get a better understanding of academic requirements and much more. IRIS advisors can help and assist with:

- Major exploration (first-semester students should sign up for [Orientation](#))
- Course selection and registration
- Reading and understanding of their Degree Works Report
- Strategies for academic success
- Navigating university systems, policies and procedures
- Understanding the financial obligations of their education
- Educating on the resources available to help pay for school
- Students returning from suspension with registering for classes and connecting with campus resources to guarantee their success
- Connecting students to campus resources such Educational Access Services (EAS), Tutorial Learning Center (TLC), Career Services and much more!

IRIS advisors are located on the first floor of Lowell Heiny Hall and may be reached at iris@coloradomesa.edu or 970.248.1177.

As a faculty member, you are one of the greatest assets to Colorado Mesa University. Your skills and dedication are what make CMU outstanding.

Colorado Mesa University aims to provide the academic resources you need to maximize the learning of all students, regardless of learning style or disability.

Please [contact the Office of Academic Affairs](#) if you do not see the resource or document you need.

Faculty have office hours posted in each syllabus and on office doors. Faculty are available a minimum of 5 hours over 4 days a week, each week in each semester.

Inclusivity

In 2012, the CMU Board of Trustees adopted and approved the following resolution to promote inclusivity at Colorado Mesa University:

WHEREAS Colorado Mesa University values the free exchange of ideas among students, faculty, staff and members of the community on each of its campuses;

AND WHEREAS Colorado Mesa University embraces its role as the cultural hub of Western Colorado, bringing together individuals from diverse backgrounds and interests to participate, foster, and promote a balanced exchange of civil dialogue;

AND WHEREAS Colorado Mesa University constantly strives to nurture a respectful, inclusive, physically and emotionally safe campus culture free of violence, physical or verbal abuse, intimidation or discrimination, regardless of age, race, ethnicity, religion, gender, or sexual orientation;

AND WHEREAS victims and witnesses of violence, intimidation, abuse and discrimination may be reluctant to seek assistance or report such instances for fear of retaliation or further discrimination;

AND WHEREAS students enrolled at Colorado Mesa University share a responsibility with faculty, staff and other members of the campus community to uphold the highest possible standards of civil and ethical conduct, promote a culture of respect and inclusiveness, and model thoughtful approaches to difficult issues by protecting free and open discussion, the right to due process, and an expectation that all members of the campus community will be held accountable for both words and actions;

AND NOW THEREFORE BE IT RESOLVED THAT THE COLORADO MESA UNIVERSITY BOARD OF TRUSTEES condemns in the strongest terms possible any act of violence, intimidation, verbal or physical abuse or discrimination on each of its campuses and in the communities which we serve. Further, the Board of Trustees calls upon each member of the campus community—students, faculty, and staff—to embrace a culture of respect and inclusiveness and to report immediately, through the Crime Stoppers hotline for confidentiality if deemed necessary, any acts of violence, intimidation, abuse or discrimination, suffered or observed, immediately in accordance with the CMU employee handbook, the CMU student code of conduct, and/or applicable local, state, or federal laws.

ADOPTED AND APPROVED on this the 17th day of August, 2012. For more information about CMU's anti-discrimination policies see:

<http://www.coloradomesa.edu/academics/documents/SectionII-Antidiscrimination.pdf>

<http://www.coloradomesa.edu/student-services/policies.html>

<http://www.coloradomesa.edu/safety/awareness/index.html>

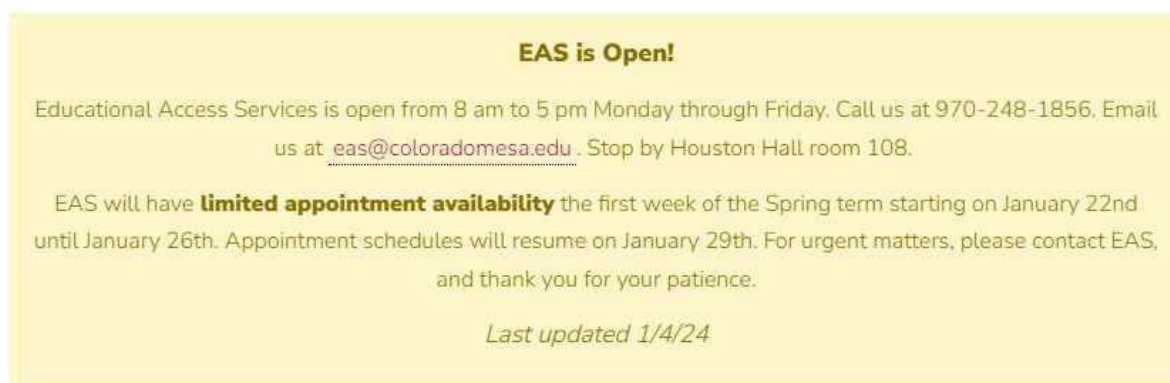
<https://www.coloradomesa.edu/trustees/documents/a-resolution-concerning-free-speech.pdf>

Links to resources:

<https://www.coloradomesa.edu/resources/academics.html>

<https://www.coloradomesa.edu/iris/academics-advising/iris-advisor-vs.-faculty-advisor.html>

https://www.coloradomesa.edu/academic-affairs/faculty/new-to-colorado-mesa-resource-guide-2324_finalwithcover.pdf



Regulatory Information and Links

Commission on Accreditation for Respiratory Care (CoARC)

The Respiratory Therapy Program, #200666, Associate of Applied Science, and Colorado Mesa University Main Campus location holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care.

This status signifies that a program with an Approval of Intent has demonstrated sufficient compliance with the Standards (through submission of an acceptable Provisional Accreditation Self-Study Report (PSSR) and any other documentation required by the CoARC, as well as satisfactory completion of an initial on-site visit), to be allowed to admit students. It is recognized as an accredited program by the National Board for Respiratory Care (NBRC), which provides enrolled students who complete the program with eligibility for the Respiratory Care Credentialing Examination(s). The program will remain on Provisional Accreditation until it achieves Continuing Accreditation.

The Commission on Accreditation for Respiratory Care (CoARC)

264 Precision Blvd., Telford, TN 37690

Phone: 817-283-2835 | Fax 817-354-8519 | Email: WEBMASTER@COARC.COM |

Website: <https://coarc.com/>

National Board for Respiratory Care (NBRC)

The National Board for Respiratory Care (NBRC)
10801 Mastin Street, Suite 300
Overland Park, KS 66210
Phone: 913-895-4900 | Email: info@nbrc.org
Website: <https://www.nbrc.org/>

American Association for Respiratory Care (AARC)

American Association for Respiratory Care (AARC)
9425 N. MacArthur Blvd Suite 100
Irving, TX 75063-4706
Phone: 972-243-2272 | Email: info@aarc.org
Website: <https://www.aarc.org/>

Colorado Office of Respiratory Therapy Licensure

The Colorado Office of Respiratory Therapy Licensure regulates individual licensed respiratory therapists in the State of Colorado. Office activities include licensing respiratory therapists, investigating complaints, and enforcing disciplinary actions against violators of the Respiratory Therapists Practice Act and Director's Rules and Regulations. The Office's mission is to maintain the profession's integrity and protect its consumers and works in conjunction with the National Board of Respiratory Care (NBRC).

Office of Respiratory Therapy Licensure
1560 Broadway, Suite 1350
Denver, CO 80202

Application, Renewal and Customer Questions:
Phone: 303-894-7800 | Email: dora_dpo_licensing@state.co.us

Program, Discipline Information:
Phone: 303-894-7800 | Fax: 303-894-7764 | Email: dora_respiratoryboard@state.co.us

Website: <https://dpo.colorado.gov/RespiratoryTherapy>

Appendices



Department of Health Sciences
AAS of Respiratory Therapy Program

Agreement to Read Handbook

I have read and agree to comply with the policies in the AAS Respiratory Therapy Student Handbook

Print Student Name

Student Signature

CMU Student ID Number

Date



Department of Health Sciences
AAS of Respiratory Therapy Program

Academic Honesty Agreement

Any evidence of plagiarism, any form of cheating or knowingly furnishing false information will result in disciplinary action up to and including immediate expulsion of the student(s) involved. (Colorado Mesa University Student Handbook and Colorado Mesa University Catalog)

Print Student's Name: _____

Semester 1 _____ Date _____

Student's Signature

Semester 2 _____ Date _____

Student's Signature

Semester 3 _____ Date _____

Student's Signature

Semester 4 _____ Date _____

Student's Signature



Department of Health Sciences

AAS of Respiratory Therapy Program

Substance Abuse Compliance Forms

Consent for Drug Testing Upon Admission and for the Duration of Enrollment

I understand that as a requirement for admission to Colorado Mesa University school of respiratory therapy, I must submit to a drug test at a designated laboratory, which will provide the result of the test to the Department of health sciences. The program coordinator and other faculty supervising the student may also be notified as needed. I understand that if the test result is positive, I may be denied the opportunity to complete the required clinical rotations for graduation. I further understand that I will be subject to random drug tests while enrolled in the CMU respiratory therapy program. A positive drug test or refusal to submit to testing may result in dismissal from the respiratory therapy program.

BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE CMU DRUG TESTING POLICY. I UNDERSTAND THAT A NEGATIVE DRUG TEST IS REQUIRED FOR PROGRESSION IN THE SCHOOL OF RESPIRATORY THERAPY.

THIS NOTARIZED DOCUMENT CONSTITUTES MY CONSENT FOR DRUG TESTING BY CMU DESIGNATED LABORATORY. IT ALSO CONSTITUTES CONSENT FOR THE LABORATORY TO RELEASE THE RESULT OF MY DRUG TESTS TO THE DEPARTMENT OF HEALTH SCIENCES.

Student's Signature

Date

Student's Printed Name

Reporting Form for Alleged Chemically Impaired Student

Date: _____

Faculty: _____

Student: _____

Observed Behaviors: (see attached checklist)

Faculty Comments:

Student Comments:

Faculty Recommendation:

Conference date with student, faculty member filing report, Program

Coordinator _____ Date and Time _____

Faculty Signature: _____

Student Signature: _____

Contract for the Chemically Impaired Respiratory Therapy Student

I, _____, admit that:

I consent to obtain a comprehensive chemical abuse evaluation for the purpose of professional evaluation of chemical abuse status and determination of a treatment plan.

I understand and acknowledge that the admission of abuse at this point may have academic consequences that include:

I am responsible for the cost of the chemical abuse evaluation and any prescribed treatment.

Participation in clinical-course work will not be permitted until the terms of the treatment plan and return to clinical contract stipulations are fulfilled, see respiratory therapy student handbook.

I consent to have the results of the chemical abuse evaluation released to the Program Coordinator.

I understand that failure to abide by the stipulations of my recommended treatment plan and monitoring of my progress will result in my not being reaccepted into a respiratory therapy program.

Terms for monitoring:

1. Abstain from the use of all mind-altering and potentially addicting drugs, to include but not be limited to alcohol, marijuana, cocaine, stimulants, narcotics, sedatives, hallucinogenics, tranquilizers, GHB, etc. In the event that such medications are legitimately required for medical care, I will notify the DHS department head and request the care provider to submit a letter of explanation. If necessary, I will investigate options other than the use of medications to establish abstinence from all mind-altering chemicals.
2. Provide proof of compliance with an approved, prescribed treatment plan, by allowing my health and treatment records to be released to the DHS department head.
3. Continue in outpatient treatment/aftercare and ensure that counselor/therapist submit written reports of progress.

Signature of Student _____ Date _____

Signature of Witness _____ Date _____



Department of Health Sciences
AAS of Respiratory Therapy Program
Confidentiality Agreement

I have watched the video on confidentiality "Confidentiality: Ethical and Legal Considerations" by Medcom/Trainex. Also, I have read the information on confidentiality contained in my respiratory therapy student handbook.

Patients, medical staff, and employees have a legal right to privacy. All students must exercise extreme caution and sensitivity with communicating or accessing information about patients and clinical facility operations: careless talk, inquiry in the system, repeating rumors or unauthorized access can result in serious harm to patients and their families or employees. Such communication and inquiry are limited to necessary disclosures required by individuals having a need-to-know.

Clinical facility standards prohibit employees and others with direct access to protected information about a clinical facility, its patients or their families, medical staff or its employees except when properly authorized. The release of all confidentiality information must meet all policy and legal requirements. Complete confidentiality is expected.

I understand and agree to comply with the confidentiality requirements as set by the Department of Health Sciences programs at Colorado Mesa University. If I should break patient confidentiality, I understand that I may be removed from the program.

Student's Name Print _____

Student's Signature _____

Date _____



Department of Health Sciences

AAS of Respiratory Therapy Program

Electronic Media and Communications Agreement

I have read the Electronic Media and Communications Policy. By signing this agreement, I understand and agree to comply with the stipulations of the policy.

Print Student Name

Student Signature

CMU Student ID Number

Date



Department of Health Sciences

AAS of Respiratory Therapy Program

Criminal Background Investigation Agreement

I have read the Criminal Background Investigation Policy. By signing this agreement, I understand and agree to comply with the stipulations of the policy.

Print Student Name

Student Signature

CMU Student ID Number

Date



Department of Health Sciences
AAS of Respiratory Therapy Program
Acknowledgement of RT Course Failure

I understand that:

1. During: _____, I failed _____

(Semester/Year) (Course name and number)

2. The reason for this failure is related to (Circle one):

Academics

Academic dishonesty

Clinical Performance

Other _____

3. If I fail a second course, it will result in my dismissal from the respiratory therapy program.

4. I am responsible for scheduling an appointment and meeting with the respiratory therapy Program Coordinator once each subsequent semester that I am in the respiratory therapy program.

5. The respiratory therapy Program Coordinator will communicate with faculty regarding my progress throughout the remainder of the respiratory therapy program.

6. It is my responsibility to know my grade and be aware of my standing in all of my respiratory therapy courses.

 Student Printed Name

 Student Signature

 Date

 RT Program Coordinator Printed Name RT Program Coordinator Signature

 Date



Department of Health Sciences
AAS of Respiratory Therapy Program

Request for Leave of Absence Form

This form must be completed by any student who deviates from the standard progression of The Respiratory Therapy Program from the program.

Name _____ Date _____

Student ID Number _____ Phone _____

Email Address _____

Starting Date of Leave of Absence _____

Current Level: Semester 1 ☐ Semester 2 ☐ Semester 3 ☐

Reason for Leave of Absence - Check all that apply:

☐ Personal: Medical ☐ Family: Medical reasons

☐ Military Commitment ☐ Financial

☐ Required withdrawal – academic ☐ Required withdrawal – disciplinary

☐ Elective – Academic ☐ Elective – Not sure of respiratory therapy

☐ Person Elective ☐ Family Elective

☐ Psychological– recommendation by Counseling Center

☐ Other: _____

Readmission to the RT program is on a space available basis. If you choose a temporary leave of absence from the program, readmission is not guaranteed. If time away from program exceeds one year, revalidation of skills and/or knowledge is required. All students considered for readmission must be passing all courses and have no active RSP on file at the time of Leave of Absence.

Anticipated Date of Readmission _____

Student Signature _____ Date _____

Program Coordinator Signature _____ Date _____



Department of Health Sciences
AAS of Respiratory Therapy Program

Intent to Withdraw from the RT Program Form

This form must be completed by any student who permanently withdraws from the
 Respiratory Therapy program.

Name _____ Date _____

Student ID _____ Phone _____

Email Address _____

Date of Withdrawal _____

Current Level: Semester 1 ☐ Semester 2 ☐ Semester 3 ☐

Reason for Withdrawal - Check all that apply:

☐ Personal: Medical ☐ Family: Medical reasons

☐ Military Commitment ☐ Financial

☐ Required withdrawal – academic ☐ Required withdrawal – disciplinary

☐ Elective – Academic ☐ Elective – Not sure of respiratory therapy

☐ Person Elective ☐ Family Elective

☐ Psychological– recommendation by Counseling Center

☐ Other: _____

Students withdrawing from the RT program may not request readmission.

Student Signature _____ Date _____

Program Coordinator Signature _____ Date _____



Department of Health Sciences
AAS of Respiratory Therapy Program

READMISSION REQUEST

This form must be completed by any student who deviates from the standard progression of the RT Program. Any student eligible for readmission should return the completed form to the RT Program Coordinator by the request for readmission due date (Fall: Spring:)

Name: _____ CMU ID# 700 _____

Email address: _____

Cell Phone/Home Phone: _____

Semester Requesting Readmission to: Fall 20____ Spring 20 ____

Last Semester Completed: Semester 1 ☐ Semester 2 ☐ Semester 3 ☐

Requesting readmission to: Semester 1 ☐ Semester 2 ☐ Semester 3 ☐

Date of Leave of Absence: ____/____/____ through ____/____/____

Reason for Leave of Absence - Check all that apply:

☐ Personal: Medical ☐ Family: Medical reasons

☐ Military Commitment ☐ Financial

☐ Required withdrawal – academic ☐ Required withdrawal – disciplinary

☐ Elective – Academic ☐ Elective – Not sure of respiratory therapy

☐ Personal Elective ☐ Family Elective

☐ Psychological– recommendation by Counseling Center

☐ Other: _____

Comments:

COMPLETED BY RT PROGRAM COORDINATOR:**RT Program Recommendation:**

If space available, based upon listed criteria:

- ☐ High priority readmission ☐ Medium priority readmission
☐ Low priority readmission ☐ Committee Review
☐ Denied, Reason for denial:

Revalidation Plan:

- ☐ Prepared for readmission.
☐ Skills check-off for last completed level. List required check-offs:
☐ Skills check-off for previous levels. List required check-offs:
☐ Final Exam(s) for last completed level. List required exams:
☐ Final Exam(s) for previous level courses. List required exams:

SIGNATURES:

 Student

 Date

 Program Coordinator

 Date

REVALIDATION RESULTS:

Course	Date of Validation	Instructor	Result: Pass/Fail