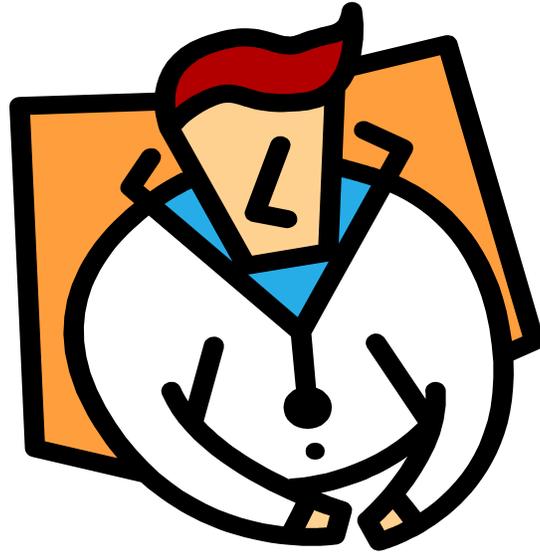


Lincoln Land Community College/St. John's Hospital  
**Respiratory Care Program**



**Pre-Application Handbook**

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## The Respiratory Care Profession

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Respiratory care is an allied health profession directly involved in the diagnosis, treatment and preventive care of patients with respiratory problems. Respiratory care practitioners (RCPs) generally work in a hospital under physician supervision with patients in intensive and coronary care units, pediatrics, emergency departments and medical and surgical areas. Such patients may be suffering from a variety of life-threatening and disabling cardiopulmonary conditions.

The employment outlook remains excellent and includes a variety of opportunities in healthcare institutions such as direct patient care, supervision, education and pulmonary function testing. Employment opportunities are increasing with nursing homes and companies providing medical equipment services and home healthcare.

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## Job Outlook and Salaries

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Information source (Sept. 2012): [www.aarc.org/career/be\\_an\\_rt/outlook.cfm](http://www.aarc.org/career/be_an_rt/outlook.cfm)

According to the [U.S. Bureau of Labor Statistics](#), employment of respiratory therapists is expected to increase faster than average over the next decade, primarily because the aging baby boom generation will increase the number of older people, who tend to suffer the most from respiratory conditions like pneumonia and COPD and who often have respiratory complications due to heart disease and other common diseases of aging.

While U.S. employment in general is forecast to increase by 15 percent, the need for RTs (AKA RCPs) will grow by up to 26 percent!

With demand for RTs on the rise, salaries are following suit. According to the 2009 Human Resources study from the AARC, the projected average annual earnings of RTs working in the U.S. is \$62,223. In this study, and depending on the area of the country, therapists just beginning their careers reported average annual earnings ranging from \$42,078-\$47,297.

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## About the Program

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Lincoln Land Community College (LLCC) and its consortium partner, St. John's Hospital (SJH), provide a coordinated, accredited educational program in respiratory care. The program is approximately 21 months in length. All Respiratory Care didactic and lab courses (RCP Prefix) are taught at SJH by Respiratory Care Program Faculty. LLCC general education courses are taught at the college. Clinical training is done at the program's clinical affiliates.

Clinical rotations include such areas as general care units, intensive care units (adult, pediatric, and neonatal), cardiac recovery unit, emergency department, surgery, pulmonary function testing, home care, pulmonary rehabilitation, and equipment processing. Students complete approximately 816 hours of clinical training.

Upon completion of the program, the student is awarded a diploma as a Graduate Advanced Respiratory Therapist. In addition, the student is awarded an Associate's Degree with a major in Respiratory Care from LLCC.

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## Accreditation

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Lincoln Land Community College is fully accredited by the North Central Association of Colleges and Schools. It is also recognized by the Illinois Board of Higher Education, the Illinois Community College Board, and Office of the State Board of Education and Universities of the State of Illinois.

St. John's Hospital is accredited by The Joint Commission.

The Lincoln Land Community College and St. John's Hospital Respiratory Care Program, Springfield, Illinois is accredited by The Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)). For information regarding our accreditation status, contact:

### Commission on Accreditation for Respiratory Care

1248 Harwood Road  
Bedford, Texas 76021-4244

(817) 283-2835

Program #200481

For Programmatic Outcomes Data page for all respiratory care programs, go to:

<http://www.coarc.com/47.htm>

Graduates of the program are eligible to take the national entry-level certification examination (CRT) and the national advanced registry exams (RRT) administered by the National Board for Respiratory Care (NBRC). Most states require licensure in order to practice; however, state licenses are usually based on the results of the CRT examination. Information regarding the examinations will be provided in the last semester of the program.

LLCC and SJH recognize that accreditation status represents a promise of quality to the students, the college, the community, and the profession of Respiratory Care. Therefore, we strive to meet and/or exceed all accreditation requirements in order that this program will maintain full unconditional status.

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## Licensure

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The Illinois Department of Financial and Professional Regulation is responsible for licensing and regulation of the practice of Respiratory Care in the State of Illinois. For information regarding licensure or a copy of the Respiratory Care Practice Act, contact:

State of Illinois, Department of Financial and Professional Regulation  
320 W. Washington, 3<sup>rd</sup> Floor  
Springfield, Illinois  
217.782.8556  
[www.idfpr.com](http://www.idfpr.com)

Students are advised that any previous felony conviction may result in the inability to obtain a license to practice respiratory care. Students requiring guidance in this area should speak directly to the Program Director.

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### Administration and Faculty

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#### ***Lincoln Land Community College/St. John's Hospital Respiratory Care Program Coordinating Committee***

**Cynthia Maskey**, RN, PhD, CNE- Dean, Health Professions Department, LLCC

#### ***Respiratory Care Program Faculty***

**Pradeep Kulkarni**, M.D.  
Medical Director

**Lori Badgley**, BA, RRT  
Adjunct Faculty

**Jan Szoke**, BA, RRT-NPS  
Program Director

**Ann Poe**, BA, RRT, RPFT  
Adjunct Faculty

**Michael Meyers**, AAS, RRT-NPS  
Faculty/Director of Clinical Education

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### Program Directory

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**Jan Szoke** (Program Director) 217.814.4254

**Mike Meyers** (Faculty/Director of Clin. Ed.) 217.814.4256

**Lori Badgley** (Adjunct faculty) 217.814.4257

**Ann Poe** (Adjunct faculty) 217.814.4257

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### LLCC Directory

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**Switchboard** 217.786.2200

**Bookstore** 786.2301

**Admissions and Records** 786.2298

**Financial Aid** 786.2237

**Advising** Richard C. Hayes 786.2481

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### Program Mission Statement

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The mission of the Associate Degree Respiratory Care Program (Program) is to graduate competent advanced level respiratory care practitioners to serve patients and employers in the health care institutions within the college district.

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### Program Values and Principles

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- Provide a quality and beneficial accredited program for our students, healthcare employers, and our community.
- Enable students to become successful, competent respiratory care practitioners.
- Promote lifelong learning and personal growth for the person as a whole.
- Show concern for the dignity and welfare of our patients and each other.
- Handle patient information in a confidential manner and treat the patient with respect.

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## Program Goal and Philosophy

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### Goal

To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

### Philosophy

Education of the RCP includes courses that incorporate principles from the biological, physical and social sciences, and the science of respiratory care. The support courses assist students to develop a perspective of patients as whole persons and of health as a broad concept.

Faculty asserts that while learning is the responsibility of the student, the administration and faculty are responsible for providing a learner-centered environment. Faculty further asserts that learning is facilitated if it proceeds from the simple to the complex, is unified, relevant, goal directed, and uses critical thinking and problem solving approaches. Learning does not proceed at the same rate and in the same way in every individual. Therefore, creative methods are employed to meet individual needs. Opportunities are afforded for self-directed individual instruction and a variety of teaching-learning methods are used. Since respiratory care is practical as well as theoretical in its aim, provision is made for the student to develop and apply skills.

Faculty assumes responsibility for developing, interpreting, and evaluating the curriculum in respiratory care in relation to the stated program goals. Critical attitudinal qualities for faculty in performing the role of facilitator of learning are fairness, non-possessive caring, trust, respect, honesty, compassion and accurate listening. Faculty is also responsible for supporting channels of communication with other disciplines and agencies.

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## Academic Policies

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Program academic policies apply to all students and faculty. Upon reasonable notice the Program reserves the right to change policies and requirements as may be necessary to maintain the proper educational standards and objectives.

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## Lincoln Land Community College (LLCC) Services

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When Respiratory Care students register at LLCC, they become students of the college and as such are subject to the same rules and regulations, tuition and fees of LLCC and have the same privileges as the traditional students with respect to use of college services.

For a full description of all services available to all students at the college, refer to LLCC catalog. Included are location and available hours for such services as the following:

- Library
- Career Development Services
- Child Care
- Computer Lab
- Counseling Services
- Learning Lab
- Athletics
- Fitness Center
- Clubs and Organizations
- Student Financial Assistance

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### Financial Aid

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Lincoln Land Community College administers a growing number of financial aid programs for students who are eligible. This help is provided through a combination of sources including grants, loans, and part-time employment. For more information about availability of financial aid, please refer to the LLCC catalog or call the Financial Aid office at 217.786.2237.

The Program Director and DCE are the only authorized signatures for financial aid forms requiring instructor signatures for RCP courses. Clinical personnel may NOT sign financial aid forms for clinical course attendance.

It is not advisable to work full-time during the course of the program.

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### Tuition, Fees, Payment and Refund Policy

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<b>Tuition</b>	Approximately \$10,272 for all the courses listed for the respiratory care program. Refer to LLCC for current tuition rates.
<b>Criminal Background check</b>	\$20
<b>Drug Screening</b>	\$45
<b>End-Program Testing Fees</b>	\$140
<b>School Pin</b>	\$50 (optional)
<b>Books</b>	Approximately \$600 for RCP courses
<b>Clinical Supplies</b>	Approximately \$200 for scrub suit, student patch, ID badge, shoes, stethoscope, scissors and watch.
<b>Deferred Payment</b>	See LLCC catalog
<b>Refund</b>	See LLCC catalog

**Total: approximately \$11,327**

***(Tuition and Fees are subject to change).***

#### **CRIMINAL BACKGROUND CHECK and DRUG SCREENING**

As required by affiliation agreements with our clinical sites, a criminal background check and drug screening are performed on each student entering the respiratory care program. If the results indicate an issue, this information will be shared with the college attorney or appropriate administrators to determine the appropriate course of action.

#### **CLINICAL UNIFORM**

The clinical uniform will be purchased through Matthews Medical Book Store and Uniforms. Students are given a 20% discount on anything they purchase through Matthews. A representative from Matthews will be at the Program's orientation session.

#### **OTHER COSTS THAT WILL BE INCURRED:**

Computer, printer, and internet access is mandatory in order to use the Blackboard Learning System through LLCC. Students who do not have this access at home may use the Computer Lab at LLCC.

Students are responsible for transportation costs to clinical sites.

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## Requirements for Admission

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### Advising Checklist for Respiratory Care Program

\*\* This checklist does not guarantee admission into the program. It is to be used for advising purposes only and to assist the student in determining if she/he is ready to apply to the program.

It is the student's responsibility to notify Admissions when requirements have been met.

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#### **Admission Requirements** (Admission and program requirements are subject to change):

- HS transcript with proof of graduation or GED certificate on file in Admissions & Records Office
  - High school or college GPA of 2.5 or higher on a 4.0 scale. GED scores of at least 2250 with no individual score below 450. If this requirement is not met, interested students must complete at least 9 credit hours of college coursework in a single semester with a minimum GPA of 2.5 with no grade below a "C."
  - Attend an informational session given on campus by the program director.
  - One year of high school lab science **OR** one semester of college lab science with a grade of "B" or higher.
  - Place into the college level math portion of the placement test **OR** have a 22 or higher on the math portion of the ACT **OR** complete MAT 096 or higher with a grade of "C" or above.
  - Complete placement test to demonstrate placement into COM 111 (or ACT of 22+ on Reading and 22+ on English). If this ability is not demonstrated, the necessary remedial courses must be complete before admission into the program.
  - Official transcripts from **all colleges ever attended** evaluated by Admissions & Records Office.
  - Submit the Respiratory Care program application.
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### **Physical Requirements for Respiratory Care Practitioners**

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1. Applicant possesses bilateral hand and arm dexterity necessary to perform such procedures as chest physical therapy (CPT), cardiopulmonary resuscitation (CPR), suctioning, and moving equipment, etc.
2. Applicant is able to stand and walk for long periods of time to perform various therapies (e.g., CPT, general floor therapy, critical care, etc.) and move quickly to reach the location of any emergency.
3. Applicant is able to bend, stoop, stand and lift for equipment and patient handling.
4. Applicant's hearing is adequate for communication with patients and other personnel, chest auscultation and monitoring alarms.
5. Applicant's vision is adequate for visual observation of the patient, performing necessary paperwork, viewing computer data, reading medical records and medication labels, and utilizing and monitoring equipment.
6. Applicant is able to communicate effectively with patients and healthcare providers.
7. Applicant is able to work with potential exposure to hazard (e.g. tuberculosis, other infectious diseases, and blood-borne pathogens).

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### **Application and Selection**

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Applicants for admission to the Respiratory Care Program must:

1. Attend a pre-application conference at LLCC.
2. Complete Advising Checklist for Respiratory Care Program. (List is given during pre-application conference).
3. See Health Professions Advisor after completion of check-list.
4. Complete application form for the program with advisor.
5. Once the Program Director is notified by LLCC Admissions department that an applicant is eligible for consideration, the director will contact the applicant by mail to complete the second phase which is made up of: Three complete recommendation forms and an interview by faculty of the Program.

Men and women who meet the qualifications for admission are accepted annually regardless of race, age, creed, sex or political affiliation. No program or activity administered by LLCC or SJH, which receives federal financial assistance, shall exclude from participation, deny benefits to or subject to discrimination any individual solely by reason of his or her handicap.

To receive final acceptance, the applicant must show verification of physical health. Physical exam forms will be provided by the program for use by the student's physician. The physical exam will be at the student's expense.

The completed physical exam form and proof of immunizations must be on file with the Program Director as of the announced due date. Any required information not on file will jeopardize the student's ability to enter clinical education and may result in being dropped from the program.

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### **Transfer and Advanced Standing**

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The program does not accept prior respiratory care education or work experience in lieu of required respiratory care course work and does not offer advanced standing.

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## Voluntary Withdrawal and Readmission

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Generally, the reasons for voluntary withdrawals from the program are:

**Academic** – difficulty mastering content of RCP or general education courses

**Medical** – condition or injury that may result in excessive absenteeism. (See Attendance Policy, page 14 of this handbook.) A student withdrawing from the program due to a physician-verified, non-elective medical condition may apply to return to the program on a space-available basis with a physician's letter of approval.

### **Readmission**

The final decision on returning to the program will be based on the professional judgment of the Program Director and Director of Clinical Education. It will include, but is not necessarily limited to, factors such as reason for withdrawal, previous performance in the program, likelihood of the student's success in the program, clinical-related issues, etc. Consultation with faculty and clinical preceptors may affect the decision, as appropriate.

Requesting readmission does not in any way guarantee return to the program.

Returning to the program may contain stipulations such as: repeating previous coursework to ensure competency, taking other support courses as needed, etc. The stipulations will be provided in writing and must be abided by as a condition of the return.

A former student who wishes to apply for re-entry into the program must follow this procedure:

1. Submit a request for readmission in writing to the Program Director.
2. Arrange for an interview with the Program Director and/or designee.
3. Submit interim transcripts and two references.
4. Demonstrate compliance, if stipulations were made at the time of withdrawal.
5. Complete standard admissions process (e.g., physical exam, drug testing, criminal background check, etc)
6. Acceptance for readmission is made under current academic and clinical standards.

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**Curriculum**


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**(Schedule subject to change)**

Note: All courses must be completed with at least a "C".

**Fall I Semester**

<b>Courses</b>	<b>Credit Hours</b>
RCP 112	2
RCP 113	3
RCP 114	2
RCP 115	3
RCP 119	2
HLT 205	4
<b>Total</b>	<b>16</b>

**Spring I Semester**

<b>Courses</b>	<b>Credit Hours</b>
RCP 121	3
RCP 122	3
RCP 123	3
RCP 129	3
HLT 206	4
<b>Total</b>	<b>16</b>

**Summer Semester**

RCP 230	4
RCP 239	3
	7

**Fall II Semester**

<b>Courses</b>	<b>Credit Hours</b>
RCP 241	2
RCP 242	2
RCP 249	3
COM 111	3
PSY/SOC 101	3
POS 101/201	3
<b>Total</b>	<b>16</b>

**Spring II Semester**

<b>Courses</b>	<b>Credit Hours</b>
RCP 251	3
RCP 252	1
RCP 259	6
COM 112	3
Hum. Elec	3
<b>Total</b>	<b>16</b>

Program faculty teaches all RCP courses. Courses without the RCP prefix are general education courses taught at LLCC. RCP courses that end with a "9" are clinical practice courses.

**Assignment of credits for above courses**

To earn 1 Credit hour:

- 16 clock hours of lecture
- 32 clock hours of laboratory
- 48 clock hours of clinical practice

**Enrollment Status**

**Full-time**/carrying 12 or more credit hours in a semester.

**Part-time**/carrying less than 12 credit hours in a semester.

**Respiratory Care Course Descriptions - SEE LLCC CATALOG**


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**Course Sequence**


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Students are required to take each course in the curriculum in the sequence designated above. Any deviation from this sequence must be approved in advance by the Program Director. (This does not apply to students who have completed some general education course requirements prior to the start of the program.)

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**Sample Schedule (Subject to Change)**


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**FALL I (2013)**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30 –12:00 SJH Classroom	<b>Clinical</b>	8:30 –12:00 SJH Classroom	<b>Clinical</b>	8:30 –12:00 SJH Classroom

During Fall I semester, students are scheduled **one** clinical shift per week, [Tuesday **or** Thursday].  
Typical schedules are 6 a.m. to 2:30 p.m. **or** 12 p.m. to 8:30 p.m.

**SPRING I (2014)**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30 –12:00 SJH Classroom	<b>Clinical</b>	8:30 –12:00 SJH Classroom	<b>Clinical</b>	8:30 –12:00 SJH Classroom

During Spring I semester, students are scheduled **one** clinical shift per week, [Tuesday **or** Thursday].  
Typical schedules are 6 a.m. to 2:30 p.m. **or** 12 p.m. to 8:30 p.m.

Students are scheduled two clinical shifts per week during two weeks of this semester

**SUMMER (2014)**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30 to 12:30 SJH Classroom	<b>Clinical</b>	8:30 to 12:30 SJH Classroom	<b>Clinical</b>	LLCC closed

During Summer semester, students are scheduled **two** clinical shifts per week, [Tuesday **and** Thursday]. Students may elect to be occasionally scheduled for a clinical shift on a Monday or Wednesday after class. Typical schedules are 6 a.m. to 2:30 p.m. **or** 2 p.m. to 10:30 p.m.

Students are scheduled three clinical shifts per week during two weeks of this semester.

\* One clinical night shift rotation is assigned during this semester for Sleep Lab.

**FALL II (2014)**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
12:15-3:15 SJH Classroom	<b>Clinical</b>	12:15-3:15 SJH Classroom	<b>Clinical</b>	<b>Clinical</b>

During Fall II semester, students are normally scheduled **one** clinical shift per week, [Tuesday, Thursday, **or** Friday]. Typical schedules are 6 a.m. to 2:30 p.m. **or** 2 p.m. to 10:30 p.m.

Students are scheduled two clinical shifts per week during two weeks of this semester.

**SPRING II (2015)**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Clinical</b>	<b>Clinical</b>	12:15-4:15 SJH Classroom	<b>Clinical</b>	<b>Clinical</b>

During Spring II semester, students are normally scheduled **two** clinical shifts per week, [Monday, Tuesday, Thursday, or Friday]. Typical schedules are 6 a.m. to 2:30 p.m. **or** 2 p.m. to 10:30 p.m.

During four weeks of this semester, students are scheduled to work three clinical shifts per week.

\* 3-4 night shifts (10:00 p.m. to 6:30 a.m.) are assigned during this semester.

An explanation of the above will be given during the information conference.

**Academic Calendar - See Current LLCC Catalog**

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## Evaluation Methods

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The syllabus for each course in the curriculum provides a listing of evaluation methods specific to that course. Other evaluation methods used throughout the program are as follows:

### **LABORATORY EXERCISES**

Students must successfully complete laboratory exercises before performing clinical procedures on patients.

### **CLINICAL AND EQUIPMENT CHECK-OFFS**

After classroom and laboratory instruction and clinical experience with patients, students are required to demonstrate clinical competency by passing check-offs on various respiratory therapy clinical procedures and equipment.

### **PROFESSIONAL BEHAVIOR/CLINICAL PERFORMANCE EVALUATIONS**

Students must demonstrate clinical competency and professional behavior in both the clinical and classroom settings by passing end-program evaluations prior to graduation.

### **COMPREHENSIVE FINAL EXAMINATIONS**

Students must pass the comprehensive final in order to be eligible for graduation from the program. Specific information regarding the final will be provided in the RCP 251 course syllabus.

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## Substance Abuse Policy

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The safety of patients is greatly influenced by the cognition and behavior of the respiratory care students taking care of them. The nature of substance abuse includes denial and a pervasive inability to think and behave logically.

Students must be free from chemical impairment during participation in all aspects of the program including classroom, laboratory, clinical and extra-curricular activities with the RCP class.

It is the policy of LLCC's Respiratory Care Program to require a urine and/or blood test immediately upon suspicion of substance abuse. The test(s) will be done at the clinical site or at a designated health occupation facility. The cost of the test(s) will be the students' responsibility. Students must sign a release of information form allowing the results of the test to be released to the Director, Associate Degree Respiratory Care Program.

If students refuse testing, they are immediately dismissed from the program.

A positive test will result in immediate dismissal from the program. Students may reapply for admission upon proof of rehabilitation.

It is the student's responsibility to determine from a physician whether a prescribed drug may affect clinical performance.

Students must report to the Program Director the use of prescribed drug or other substance that impairs clinical performance or poses a hazard to the safety and welfare of others. Failure to report this information may result in disciplinary action including dismissal from the program.

Students are advised that the Program Director considers anyone attempting to carry out the responsibilities of an RCP student either under the influence or suffering the after effects of use of a substance (i.e., experiencing a "hangover") to be in violation of this policy.

It is also the responsibility of all students to report to the Program Director any knowledge that they may have regarding another student's use of any substance which may impair clinical judgment or place care recipients in potentially dangerous situations.

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### Smoke-Free Policy

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Smoking is prohibited in all clinical facilities of the program. This includes all buildings, vehicles, grounds and leased space.

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### Student Insurance

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Student health insurance brochures are available in the LLCC Student Life office.

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### Placement Services

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Faculty informs students of communications received from employers regarding job openings.

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### Attendance Policy

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- ***Punctuality and dependability are essential attributes of a respiratory therapist.***  
In order to keep up with schoolwork and to demonstrate suitability for future employment, students are expected to be present at school when scheduled.
- Students are expected to attend all respiratory classes, labs and clinical days for which they are registered. This is an intense program that requires not only classroom knowledge, but an application of knowledge to the clinical skills lab and clinical sites.
- Any student missing more than 12% of respiratory class, lab or clinical hours (or any combination thereof) per semester for **any** reason will be dropped from the program. The 12% absence policy is to provide excused time for emergencies, sickness or legal matters. Exception- Special consideration may be given to students who exceed 12% missed hours during the fourth or fifth semester based on the following criteria: Accumulative GPA of 3.0 or greater in respiratory care courses and  $\leq 8\%$  time missed in each of the preceding semesters. Ability to stay in the program will be at the discretion of the Program Director and DCE.
- It is the student's responsibility to track total number of hours of tardiness and absences. A midterm report will be provided to each student regarding number of hours missed at that point in time. Students are encouraged to see their advisors if they have any questions regarding time missed.
- Students who miss three or more consecutive school days due to illness must present a signed note from their physician verifying their ability to return to school.
- Prescheduled appointments (e.g. doctor, dentist, etc.) should be arranged so as not to interfere with the scheduled class or clinical experience.
- Students are expected to be in class or clinical by the designated time on the schedule. If a student is late for class or clinical, the time will be calculated by quarter hour and counted as absence time in accordance with the policy of required attendance.
- Example:
  - 1-15 minutes late = 0.25 hour missed.
  - 16-30 minutes late = 0.5 hour missed.
  - 31-45 minutes late = 0.75 hour missed
  - 46-60 minutes late = 1 hour missed

- **Classroom-** A student who is unable to attend a class should call the program call-in line prior to the start of class. **Please call 217.814.4260**
- **Clinical-** A student who is unable to report for clinical duty must personally contact the Director of Clinical Education (DCE) at least one hour before the shift is scheduled to begin. Students must also contact the DCE if they are going to be late for the shift. Refer to the clinical call-In procedure card provided by the DCE. If unable to reach the DCE, students should contact the Program Director.

**Improper call-in procedure will result in disciplinary action as follows:**

First incident:	Written warning
Second incident:	Probation
Third incident:	Dismissal

- It is the student's responsibility to obtain all notes and handouts from any missed lectures or labs. There are no makeup lectures. Makeup labs may be arranged at the discretion of the instructor/laboratory assistant.
- Tests/assignments not completed on the date scheduled may be penalized up to 10% of the total possible score per class day past due. Example: A student misses a 40 point test on Monday, but takes the test on the next class day. The student earns 36 points on the test, but there is a deduction of 4 points (10% of 40).
- If a student is more than five minutes late for a test, the student will not be allowed to take the exam until after class.

### **Clinical**

- Attendance is required at all clinical sites for the hours assigned in order to pass the clinical course requirements.
- All clinical hours must be made up before the end of the semester.
- Making up missed time does not erase the absence or subsequent impact on the hours missed.
- It is the student's responsibility to notify the DCE of an absence at least one hour prior to the time of scheduled arrival at the clinical site. Failure to notify the DCE of an absence will result in a disciplinary action. See above "**Improper call-in procedure will result in disciplinary action as follows**"
- Students are expected to use professional judgment in the event of illnesses which may be transmitted to care recipients or in the event of weather conditions making travel to clinical sites hazardous. Regardless of the reason for absence, all time must be made up in order to complete the course.
- An injury or illness directly acquired during clinical hours and documented with a properly executed hospital incident report will not result in counted absence. This excludes travel to and from a clinical site.
- Students are advised that clinical may be terminated at any time during the clinical site affiliation if the student is not performing at the required level or if there are concerns about the safety of the care recipients.

<b>Semester/Total hrs</b>	<b>Hrs Exceeding 12%</b>
Fall I = 288 hours	>35.0
Spring I = 304	>36.0
Summer = 208	>25.0
Fall II = 216	>26.0
Spring II = 352	>42.0

Students anticipating schedule conflicts due to religious observances shall notify their instructor at least 10 college business days in advance of the anticipated absence and make appropriate arrangements for make-up examinations, assignments, and work. Any absence for religious observances shall not relieve the student from responsibility for completing required course and examinations.

Any student who believes that the religious observance policy has not been honored should contact the instructor. If the issue is not resolved at the instructor level, then the student should contact the appropriate dean. If the issue is not resolved at the dean level, then the student may pursue a grievance under Board Policy 5.40.

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### **Disciplinary Action**

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Progressive disciplinary action will be imposed to correct unsatisfactory behavior. The ultimate objectives of the disciplinary action are to rectify misconduct in a just and constructive way and to reduce the likelihood of another occurrence.

The types of disciplinary action are listed below.

1. Counseling
2. Oral Warning
3. Written Warning
4. Probation
5. Dismissal

The severity of the violation will determine the severity of the disciplinary measure. Examples of areas in which disciplinary action may be imposed are attendance, classroom and clinical performance and professional behavior.

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### **Probation**

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A student will be placed on probation for unsatisfactory performance as listed below.

1. One extra-credit option has been used during the semester to raise the final grade in an RCP module or course to a "C".
2. Below a "C" is received for the final grade in any LLCC (non RCP) course.  
Students who fail to earn at least a C may repeat the course one time. Students who do not earn at least a C on the second attempt will be dismissed from the program.
3. A second clinical or equipment check-off deadline is missed.
4. A specific laboratory exercise is failed for the second time.
5. A second *non-consecutive* unexcused absence occurs.
6. Unprofessional behavior in the classroom, lab or clinical site.

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### Dismissal

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Dismissal from the program for unsatisfactory academic, behavioral, or clinical performance results:

1. When a student receives a final grade of below a "C" in an RCP module or course after two extra credit options have been used in one semester.
2. For failure to earn a course grade of "C" or above on the second attempt for any general education course at LLCC. (See Item #2, Probation section.)

It is the student's responsibility to keep the Program Director and LLCC Admissions and Records office informed regarding D or F grades in general education (non-RCP) courses. All graduation requirements must be satisfied. Any violations of this policy may jeopardize graduation.

3. When a third clinical or equipment check-off deadline is missed.
4. When a specific laboratory exercise is failed for the third time.
5. For academic cheating.
6. When a third *non-consecutive* unexcused absence occurs.
7. *For unreported absence on two consecutive scheduled days.*
8. When a student fails the end-program professional behavior evaluation.
9. When a student fails the end-program clinical evaluation.
10. For failure to display appropriate ethical and professional standards.

The Program reserves the right to dismiss at any time any student whose attitude, conduct, health, scholastic record or clinical performance is not in harmony with the policies contained in the RCP Student Handbook and LLCC catalog.

Students dismissed from the respiratory care program will not be allowed readmission.