MASTER OF SCIENCE IN HEALTH SCIENCE STUDENT HANDBOOK

Department of Respiratory Therapy

Website: rt.gsu.edu
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INTRODUCTION TO THE HANDBOOK

This handbook has been prepared by the Department of Respiratory Therapy faculty and staff to guide you while you are a student in the respiratory therapy program at Georgia State University. The faculty welcomes you and will assist you in every way possible along your journey toward becoming a respiratory therapist.

The policies and procedures described in this handbook will apply for the duration of your enrollment in the program. Any changes made to this handbook in future years will apply only to students who matriculate in or following the year in which the change is made. Additional policies and regulations may be established by the Department or by the instructor for a course or any portion of a course. After due and proper notification, students will be expected to comply fully with all regulations. The statements set forth in this handbook should not be construed as a contract between a student and the Department of Respiratory Therapy. Should you have any questions regarding the material contained in this handbook, please do not hesitate to ask your faculty advisor.

This handbook contains the most recent policies and procedures; thus, the handbook supersedes other student handbook publications regarding policies and procedures related to the Master of Science in Health Sciences. This handbook does not replace published college and university requirements and should be used in conjunction with the GSU Graduate Catalog and the GSU Schedule of Classes (both online) to answer policy and procedural questions regarding your program of study. The faculty encourages you to obtain and keep a copy of the GSU Graduate Catalog for the year in which you were admitted, as well as this and any updated versions of the Graduate Student Handbook. This handbook contains copies of required forms in the Appendix. Original forms must be obtained from the Department of Respiratory Therapy.

On behalf of the faculty in the Department of Respiratory Therapy I welcome you. We are glad you choose this program in the Department of Respiratory Therapy and look forward to working with you to achieve your goals.
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General Overview

The College of Health Sciences was founded in 1968 and enrolled its first students in 1969 in the health professions of respiratory therapy, nursing, physical therapy and medical technology. The first class of students was graduated in each discipline in 1971. Also in 1971, the College opened what is now the Department of Nutrition. The Master of Science degree with a major in Allied Health Professions was authorized by the Board of Regents in 1978. The College was organized into a College of Nursing and a College of Allied Health Professions in 1987. The College of Allied Health Professions was dissolved as an organizational entity in the Spring of 1996. During the 1996-97 academic year, the Department of Criminal Justice and the Department of Social Work joined the college and a new college name was approved by the University System of Georgia Board of Regents. In 2002, the name of the major was changed from Allied Health Professions to Health Sciences. In 2011 the college name was changed to the Byrdine F. Lewis College of Nursing and Health Professions (BFLSNHP). The master’s program is now administered by the Office of the Associate Dean, (BFLSNHP) in collaboration with a committee of
representatives from participating departments. The Department of Respiratory Therapy, Georgia State University, Atlanta, Georgia holds full Accreditation from the Commission on Accreditation for Respiratory Care Commission on Accreditation for Respiratory Care (CoARC).

**Mission Statement**

Our mission is to prepare competent respiratory therapists and future leaders in the profession of respiratory care.

**Vision**

Our vision is to be a top nationally regarded university-based program for respiratory therapy education in the United States.

**Purpose**

The Master’s program in Health Sciences focuses on the preparation of health care practitioners with advanced competencies in their respective professions and emphasizes excellence in clinical practice, problem-solving, critical thinking, inquiry, and leadership. The master’s program allows students to earn a degree in the health specialty area of Respiratory Therapy.

The purpose of the Master of Science in Health Sciences with a concentration in Respiratory Therapy is to:

1. Prepare health professionals who can formulate research questions, organize and test research problems, and evaluate research study results.
2. Foster critical thinking, inquiry, and professional leadership in the health professions;
3. Provide health practitioners with advanced study in professional specialty areas;
4. Enhance career development in the health professions;
5. Provide the framework for advanced degree study.

**Curriculum**

The overall program objectives are to develop an understanding of the theoretical basis for the health professions; to gain proficiency in the processes, techniques, and practices that are currently being developed within the health professions; to enable the student to discover and utilize specialized knowledge in other disciplines that are related to the effective practice of the health professions; and to develop within the student the ability to see health care as a whole, to visualize the interrelationships of its components, and to recognize the influence of political, social, and economic milieu on the health care system.

**Academic Concerns**
Each course instructor sets the grade requirements for the course. RT courses for majors do not use the plus/minus grading system. A grade of “D” or below in any RT or science course that gives credit hours, will not apply toward the Master of Science in Health Sciences degree.

No credit toward graduation is given for a course in which a grade of “F” (Failure) or “WF” (Withdrawal While Failing) was received. “WF” indicates that the student withdrew from a course while doing unsatisfactory work, failed to withdraw from a course before the mid-point of the total grading period (except in cases of hardship), or was withdrawn by the student’s professor for excessive absences. (NOTE: A student who withdraws from a course without complying with the required withdrawal procedure will receive an automatic grade of “WF” in that course.) In cases of hardship, the student may appeal to the proper University authority.

**Academic Performance for MSRT Students**

Graduate students in the BFLSNHP are required to maintain a cumulative grade-point average of 3.0, as computed on all graduate course work taken while enrolled in the program at Georgia State University. Students must have a cumulative grade-point average of 3.0 or better in order to register for thesis credit or receive the master's degree. Any course grade below a "C" is not acceptable toward the master's degree. No more than three semester hours of "C" grades in the health sciences core and/or major can be applied toward the degree.

If students do not receive a “B” in any required course, the student will be allowed to continue in good standing as long as the cumulative GPA does not drop below a 3.0. If the GPA does drop below 3.0, the student will be placed on probation for one semester, allowed to continue for one semester, and will need to bring the GPA up to at least 3.0 to be removed from probation. If after one semester the probation status is not removed, the student will be dropped from the master’s program. A grade of D in any course work will result in the student being dismissed from the program.

**Counseling Center**

The Counseling Center provides comprehensive services to students free of charge. Counseling is available to students having career, educational, personal or relationship concerns. Referral services are provided for students having special needs. Crisis intervention is available for students in immediate distress. Additional information regarding services available through the GSU Counseling Center can be obtained by referring to the Counseling Center website http://www.gsu.edu/counseling/index.html or the Graduate Catalog.

**University Library**
The University Library contains more than 1.5 million volumes, including 8,000 active serials and over 24,000 media materials. The library provides access to numerous electronic periodical and resource indexes (many with full text), more than 28,000 electronic journals, and about 30,000 electronic books. Additionally, the library is a Federal Document Depository and holds more than 820,000 government documents with electronic access to many additional titles.

GIL is the online catalog for the University Library (and includes the Law Library). The University Library provides access to a variety of subject-specific and general-research databases, including many that contain full-text journal and magazine articles. All Georgia State University libraries participate in GALILEO, a statewide network that provides access to more than 100 databases indexing thousands of periodicals and scholarly journals. Research librarians are available via chat, email, telephone or in person to help students and faculty members find appropriate sources of information. All Georgia State University libraries participate in the LYRASIS, which provides for online automated cataloging services and interlibrary lending services. The library website is http://www.gsu.edu/gastate_libraries.html. The student library identification number is on the back of the student Panthecard.

The GETS Borrowing program is a reciprocal arrangement by which a student or faculty member at one of four institutions (Georgia State University, Georgia Institute of Technology, the University of Georgia and Emory University) may use his or her university identification card to check out books at the libraries of any of those institutions. These other libraries in the metropolitan area (particularly the medical College library at Emory University) may prove very helpful in providing medical and health-related literature. Before visiting any of these non-GSU libraries, students are encouraged to call to ensure that they will have access to the specific resources or information needed. Students may request items from other libraries using the University Library’s interlibrary loan systems, GIL Express and ILLiad. Information about interlibrary loans can be found here: http://www.library.gsu.edu/ill.

Research librarians are available to assist students. General library assistance can be found through the Library’s Ask-A-Librarian service, http://www.library.gsu.edu/askalibrarian/, or at the Research Support Desk on the 2nd floor of Library North. The subject specialist librarian for the Department of Nutrition is Sharon Leslie. To schedule an appointment, email or call Sharon at sleslie@gsu.edu or 404-413-2855. Once a week, she is also available in the Nutrition suite, UL building room 865. Check the Nutrition Research Guide, http://research.library.gsu.edu/nutrition, for the day/time she is available at this location. The library staff supports EndNoteTM and Zotero, software programs to help manage references. Visit http://www.library.gsu.edu/endnote for a free software download and for guidance on using EndNoteTM.

Students are expected to use this resource extensively throughout the program and are responsible for learning how to use the library. Workshops on using EndNoteTM and Zotero are also available throughout each semester and schedules are posted on the library’s website at http://www.library.gsu.edu/endnote and at the Research Support Desk.

Educational Research Bureau (ERB)
The Educational Research Bureau (ERB), College of Education is located in Suite 330, 404.413-8090. The ERB focuses primarily on providing research consulting services to students, faculty and staff in the College of Education, but it also works with other members of the University community. Consulting services are available in the areas of research design, choice of appropriate statistical tests, statistical analysis (including assistance in using SPSS), and qualitative research. Appointments may be scheduled with consultants for 50 minutes by calling the ERB. Any fees incurred using this resource is the responsibility of the graduate student. For additional information, visit their web site at http://education.gsu.edu/erb.

Writing Studio

The Writing Studio is located at 976 General Classroom Building. Visit http://www.writingstudio.gsu.edu for additional information and hours of operation or email writing@gsu.edu. This Center in the Department of English offers help with writing to GSU students from all departments and colleges across the University.

Computer Labs

The Student Government Association provides computers for use by all university students in the University Center, Room 225. The room is open from 7:30 a.m. - 9 p.m. Monday - Thursday and from 7:30 a.m. - 5 p.m. on Friday. Bring your student ID to obtain access. The BFLSNHP Computer Lab is located in Room 951 Urban Life. The Library South Computer Lab is located in room 109 and is open 24 hours a day, seven days a week. Most software packages are available and a visualization lab has been installed for graphic needs. Bring your student ID for access. Five computers have been made available for student use in the Anatomy Lab Annex. Students must supply their own printer paper. Additional information can be found at http://www.gsu.edu/~wwwets/.

Masters of Science Degree Options

There are three options in graduate study for Respiratory Therapy the Traditional and Online M.S. degree and the Integrated M.S. Degree.

Student selection is based on: minimum of 3.0 overall grade point average, science GPA, GRE scores (With the new GRE scoring system a Quantitative Reasoning score of 151 a Verbal Reasoning score of 149 and an Analytical Writing score of 4), consistency of academic performance, grade trends and interpersonal abilities. Students with lower GRE scores may still be admitted to either program on a provisional basis. See provisional acceptance under admission status.

Traditional M.S. Degree

The Traditional M.S. Degree is built on a common core of courses and allows for maximum flexibility to meet the needs of the students and their professions. Various specialty tracks or
specialties in the Department of Respiratory Therapy are offered. The curriculum includes core health sciences courses, specialty courses, elective courses, and either a thesis or non-thesis capstone option. An initial program of study is planned by the student in consultation with the Major Advisor or Chair of the Graduate Thesis Committee by the end of the first year or before 12 semester hours of coursework has been completed. The curriculum of programs includes core health sciences courses, specialty courses, elective courses, and either a thesis or non-thesis option.

I. Health Sciences Core 12 cr.
II. Specialization Curriculum (Track), including electives 18 cr.
III. Thesis/Project/Advanced Practice 6 cr.

* A minimum of 6 credit hours of thesis credit is required for the thesis option; additional credit hours may be required for completion of thesis. Consult Appendices B and C of this handbook for thesis guidelines.

The non-thesis option contains 6 credit hours of coursework that may include electives, projects, and/or comprehensive examinations depending on the specialty area.

Transfer Credit

A student may use a maximum of 9 semester hours course credit transferred from other institution(s) toward fulfilling course work requirements. Transfer credits are processed by the College’s Office of Academic Assistance (OAA) and must be approved by the chair of the student’s Graduate/Thesis Committee and the Department Chair.

Program of Study

An initial Program of Study should be planned by the student in consultation with the Chair of the Respiratory Therapy Department or assigned graduate faculty advisor. The Department Chair approves any and all course substitutions.

Masters of Science Degree Options:

**Traditional Master’s Degree Program** The program of study for a Traditional Master’s of Science in Health Science with a concentration in Respiratory Therapy consists of a minimum of 36 semester hours. At this time the hours are:

I. HEALTH SCIENCE CORE CURRICULUM (12)
   The following SNHP courses are required of all students in the Master’s Program
Semester Hours

Required Courses (12)
SNHP 6000 Research Methods (3)
SNHP 6010 Graduate Medical Terminology (3)
SNHP 8010 Leadership and Ethics in Health Care (3)
SNHP 8000 Trends Affecting Health Policies, Practices and Laws (3)

II. SPECIALIZATION (Respiratory Therapy) Curriculum (18)
The following courses are required of all students in the Master’s Program

Required Courses (18)
RT 7030 Advanced Topics in Ventilatory Support (3)
RT 7090 Seminar in Respiratory Care* (3)
RT 7050 Research Statistics II (3)
RT 7010 Teaching Practicum (3)
RT 7040 Ventilation Waveforms (3)
RT 7095 Special Problems in Respiratory Care** (3)

III. THESIS/NON-THESIS
Students will take a minimum of 2 semesters at 3 hours each in either the thesis option (RT 7999) or a non-thesis (RT 7995).

Thesis Option: Students will take RT 7999, depending on specialty area. A minimum of two semesters at three hours each must be completed. These courses must be taken consecutively. Students must be enrolled in thesis credit each semester they continue to work on completion of the requirements for thesis research.

Non-thesis Option (Project): Respiratory Therapy students will take six hours of RT 7995, Directed Study. A minimum of two semesters at three hours each must be completed. These courses must be taken consecutively. Students must be enrolled in non-thesis credit each semester they continue to work on completion of the requirements for non-thesis.

RT 7995 Directed Study (non-thesis or project) (3) or RT 7999 Thesis (3)

*RT 7090 Seminar in Respiratory Care should be taken prior to taking RT 7995 or 7999.
**RT 7095 Special Problems in Respiratory Care and RT 7950 Directed Readings in Respiratory Care (3) cannot be taken in the same semester as RT 7999, Thesis and RT 7995, Directed Studies (Non-Thesis).

Course substitutions may be authorized by the Department Chair in sections I and II only. All authorizations must be in writing by the Department Chair before a student registers for the course.

Advanced Practice Option
The Masters of Science in Health Science with a specialization in Respiratory Care Advanced Practice Option consists of a minimum of 36 semester hours. At this time the hours are:

I. Health Science Core (12 hours)
II. Specialization Curriculum (Respiratory Therapy) (18 hours)
III. Thesis/Project (6 hours)
I. HEALTH SCIENCE CORE CURRICULUM (12)
The following SNHP courses are required of all students in the Master’s Program

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<thead>
<tr>
<th>Required Courses (12)</th>
<th>Semester Hours</th>
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<tr>
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<td>(3)</td>
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<tr>
<td>RT 7040 Ventilation Waveforms</td>
<td>(3)</td>
</tr>
<tr>
<td>RT 7095 Special Problems in Respiratory Care**</td>
<td>(3)</td>
</tr>
</tbody>
</table>

III. Advanced Practice
Students will take a minimum of 2 semesters at 3 hours each in either the thesis option (RT 7999) or a non-thesis (RT 7995).

Thesis Option: Students will take RT 7999, depending on specialty area. A minimum of two semesters at three hours each must be completed. These courses must be taken consecutively. Students must be enrolled in thesis credit each semester they continue to work on completion of the requirements for thesis research.

Non-thesis Option (Project): Respiratory Therapy students will take six hours of RT 7995, Directed Study. A minimum of two semesters at three hours each must be completed. These courses must be taken consecutively. Students must be enrolled in non-thesis credit each semester they continue to work on completion of the requirements for non-thesis.

| RT 7995 Directed Study (non-thesis or project) (3) or Thesis (3) | (6) |

*RT 7090 Seminar in Respiratory Care should be taken prior to taking RT 7995 or 7999.
**RT 7095 Special Problems in Respiratory Care and RT 7950 Directed Readings in Respiratory Care (3) cannot be taken in the same semester as RT 7999, Thesis and RT 7995, Directed Studies (Non-Thesis).

Course substitutions may be authorized by the Department Chair in sections I and II only. All authorizations must be in writing by the Department Chair before a student registers for the course.

III. Advanced Practice (6)

Respiratory Therapy students will register for six hours of RT 7995 Directed Study. Two-3 hour courses must be completed. These courses do not have to be taken consecutively. Students must be enrolled in RT 7995 each semester as they continue to work on completion of the requirements.
for advanced practice.

Requirements

For the two-3 hour RT 7995 courses the student will need to successfully pass 2 credentialing exams. The exam will be taken in the semester RT 7995 is registered or 2 exams can be taken in 1 semester and credit will be given in the next semester that RT 7995 is registered upon submitting proof of passing success. A copy of the exam certificate will be required by the end of the semester the exam is completed in order to receive a grade in RT 7995. The exam options include:

Certified Asthma Educator Exam (AE-C)
Neonatal/Pediatric Specialist Exam (RRT-NPS)
Sleep Disorders Specialist Exam (RRT-SDS)
Certified Pulmonary Function Technologist Exam (CPFT)
Registered Pulmonary Function Technologist Exam (RPFT)
Advanced Critical Care Examination (RRT-ACCS)

The student must successfully pass the credentialing exam in the same semester that RT 7995 is registered. If the student fails the exam, it can be repeated in the same semester. If the student does not pass the exam in the same semester that RT 7995 is registered then the student must re-register for RT 7995 in the next semester. This will continue until the exam is passed.

To receive credit for the courses you will need to:

1. Register for RT 7995.
2. Register for one of the exams in the same semester you register for RT 7995.
3. Sit for the exam in the same semester.
4. Show your passing score from the grading sheet that you receive after completing the exam.
5. Provide to the department a copy of the official certificate.
6. You will receive your grade for RT 7995 at the end of the semester when grades are due.

If you sit for two exams in the same semester you will need to register for RT 7995 in the next semester. You will receive credit for the second exam that you passed in that next semester for RT 7995. You must continue to register for RT 7995 until 2 exams have been successfully completed.

If a student is already credentialed with one of the exams listed that student can receive credit for RT 7995 for each credential. For example if a student has the RRT-NPS credential the following will need to be completed:

1. Register for RT 7995 and pay for the course
2. Provide to the department a copy of the official examination certificate.
3. You will receive your grade for RT 7995 at the end of the semester when grades are submitted.
Integrated Master’s Degree Program (Bachelor’s to Master’s Degree)

The Respiratory Therapy Integrated Bachelor’s to Master’s Degree Program combines practical, hands-on experience in undergraduate coursework with graduate coursework, some of which is on-line learning. Georgia State University has had a long and prestigious history of educating health professionals in the field of Respiratory Therapy. Once you've earned a degree in Respiratory Therapy you can begin working in the field immediately. Take advantage of Georgia State University’s excellent reputation in health care and get hands-on clinical experience in world renowned health institutions, including Piedmont Hospital, Children’s Healthcare of Atlanta and Emory University Hospital, Northside Hospital and Grady Health Care System. The Georgia State University Integrated Bachelor’s to Master’s Degree Program is a two year, full time diploma program.

International applicants, whose native language is not English, regardless of language of instruction, must submit acceptable results from the Georgia State Test of English Proficiency (GSTEP). Because of the communication demands in the profession of respiratory care, both with patients and staff members, and the critical nature of clinical care, adequate verbal and written comprehension of English is necessary.

A faculty committee reviews applications and makes decisions on admission to the program. Application deadline is May 1. Admission is for fall semester only. The Integrated B.S. to M.S. degree is 96 semester hours. Completion of undergraduate degree in any field is required. Completion of the following prerequisites is required:

1) CHEM 1151K  
2) MATH 1070  
3) BIOL 1120  
4) BIOL 2310  
5) CHEM 1152K  
6) BIOL 1110K  
7) BIOL 2300/2310  
8) RT 2011

Student selection is based on: minimum of 3.0 overall grade point average, science GPA, GRE scores (With the new GRE scoring system a Quantitative Reasoning score of 149 a Verbal Reasoning score of 151 and an Analytical Writing score of 4), consistency of academic performance, grade trends and interpersonal abilities.

YEAR ONE
Fall Semester:
RT 6111  (4 hrs) Respiratory Care Procedures I
RT 6025  (4 hrs) Patient Evaluation
RT 6050  (1 hr) Clinical I
RT 6005  (3 hrs) Clinical Cardiopulmonary Physiology
SNHP 6010 (3 hrs) Graduate Medical Terminology
SNHP 8000 (3 hrs) Trends Affecting Health Policy
Total Hours: 18

Spring Semester:
RT 6027 (3 hrs) Pulmonary Diseases
RT 6030 (3 hrs) Pulmonary Function Diagnostics
RT 6040 (3 hrs) Respiratory Care Pharmacology
RT 6051 (4 hrs) Clinical II
RT 6112 (3 hrs) Respiratory Therapy Equipment II
SNHP 6000 (3 hrs) Research for Health Professions
Total Hours: 19

Summer Semester:
RT 6052 (1 hr) Clinical Practice III
RT 7011 (3 hrs) Ventilatory Support I
RT 7070 (2 hrs) Advanced Cardiac Life Support
RT 7080 (2 hrs) Pediatric Respiratory Care
RT 7090 (3 hrs) Research Seminar in Respiratory Care
SNHP 8010 (3 hrs) Leadership and Ethics in Healthcare
Total Hours: 14

YEAR TWO

Fall Semester:
RT 7012 (4 hrs) Ventilatory Support II
RT 7051 (4 hrs) Clinical IV
RT 7081 (2 hrs) Neonatal Respiratory Care
RT 7040 (3 hrs) Interpretation of Ventilation Waveforms
RT 7050 (3 hrs) Statistics Research II
RT 7995 (3 hrs) Directed Studies or
RT 7999 (3 hrs) Thesis
Total Hours: 19

Spring Semester:
RT 7052 (5 hrs) Clinical V
RT 7075 (3 hrs) Patient Care Management Strategies
RT 7085 (3 hrs) Trends to Long-Term Care
RT 7030 (3 hrs) Advanced Topics in Mechanical Ventilation
RT 7995 (3 hrs) Directed Studies or
RT 7999 (3 hrs) Thesis
RT 7096 (1 hr) End of Life Issues
RT 7095 (3 hrs) Special Problems
Total Hours: 21

Student and Faculty Correspondence

Students are assigned a GSU e-mail address when they register for the first time. Please follow the directions to have the GSU e-mail downloaded into your personal email (at www.student.gsu.edu). E-mail is the primary communication mechanism of both official and non-official information. The Georgia State University student e-mail address is the only address that disseminates university-wide
communication. Students should check their Georgia State University e-mail daily. Students may deliver materials to faculty by giving it to the front office staff at 1228 Urban Life. They will place the materials in the faculty member’s mailbox. Students are not allowed in the faculty workroom at any time. All faculty have voice mail. Phone numbers for voice mail are listed on the RT web page. Students may also leave messages for faculty with the Administrative Coordinator at 404-413-1220. An office hours schedule will be noted in each faculty member’s course syllabus. In cases where policies must be interpreted and actions taken, a formal student conference will be held and a student conference record will be completed and signed by both the faculty member and student. Students will be assigned to a faculty advisor in the Fall Semester of their Junior Year. The faculty advisor will guide the student throughout his or her enrollment in the program in all matters academic and clinical.

Change of Address Responsibility

It is the responsibility of any student enrolled in the respiratory therapy program to inform both the Registrar’s Office and the Department of Respiratory Therapy of any change of address or phone number within one week. The information should be given to the academic advisor of the respiratory therapy program in writing (form attached).

Admission Status

Individuals are admitted into programs of study in one of two categories: Full graduate status or provisional status.

Full Graduate Status.

The selection of potential degree candidates for graduate programs in the BFLSNHP is competitive. Admission is based upon the quality of the undergraduate academic record, achievement on required admission tests and suitable preparation for the specific degree program to be pursued. All applicants must be graduates of accredited institutions with baccalaureate degrees, have acceptable grade-point averages and national test scores (e.g. GRE) as determined by the appropriate department, and demonstrate potential for academic development and professional leadership. Full graduate status must be achieved in order to fulfill degree requirements. Applicants who do not meet one or more of the admissions standards for full graduate status and who, in the opinion of the faculty, have the potential to be successful in graduate study, may be admitted to provisional status. Students admitted to provisional status are limited to 12 semester hours of study. A grade point average of 3.0 must be achieved by the end of the 12 hours or the student is no longer eligible to continue in the program. Students who achieve the 3.0 at the end of the 12 hours will be removed from provisional status and allowed to continue in full graduate status.

Provisional Status

Under this category, a student is limited to twelve (12) semester hours of graduate coursework and must
obtain permission to enroll in desired courses each semester. Provisional status is provided to accommodate selected students who have the potential for graduate study but, at the time of application, are not able to fulfill all the requirements for admission to full graduate status. Additionally, the provisional status may be used to accommodate selected students who do not plan to seek the master’s degree. A student is admitted to this status at the option of the department concerned. Admission to this status does not warrant or secure admission to any degree program.

For more information on the graduate programs visit us on our website at rt.gsu.edu

**Academic Performance**

Graduate students in the BFLSNHP are required to maintain a cumulative grade-point average of 3.0, as computed on all graduate course work taken while enrolled in the program at Georgia State University. Students must have a cumulative grade-point average of 3.0 or better in order to register for thesis credit or receive the master's degree. Any course grade below a "C" is not acceptable toward the master's degree. No more than three semester hours of "C" grades in the health sciences core and/or major can be applied toward the degree.

If students do not receive a “B” in any required course, the student will be allowed to continue in good standing as long as the cumulative GPA does not drop below a 3.0. If the GPA does drop below 3.0, the student will be placed on probation for one semester, allowed to continue for one semester, and will need to bring the GPA up to at least 3.0 to be removed from probation. If after one semester the probation status is not removed, the student will be dropped from the master’s program. A grade of D or F will require dismissal from the program.

**Capstone Course Grade**

Students will take 2 semesters of the Capstone course, RT 7999 Thesis or RT 7995 Directed Studies (non-thesis or project option). If the student does not complete either course by the second semester of registration then the student must register for either course to continue work in the thesis or non-thesis area. The student will be allowed to take a maximum of 3 more semesters or either RT 7999 or RT 7995. If the thesis or non-thesis work is not complete after the third this third semester the student will be given a failing grade and dismissed from the master’s program.

**Graduation**

Deadlines for applying for graduation are listed on the GSU Website. It is the student’s responsibility to apply for graduation in a timely manner. Please note that deadlines for applying for graduation are almost a year in advance of the anticipated date of graduation.

**Policy on Academic Honesty**

As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. The University assumes as a basic and minimum
standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic work.

The University’s policy on academic honesty is published in the Faculty Affairs Handbook and the Student Handbook, On Campus, which is available to all members of the University community. The policy represents a core value of the University and all members of the University community are responsible for abiding by its tenets. Lack of knowledge of this policy is not an acceptable defense to any charge of academic dishonesty. All members of the academic community, including students, faculty, and staff, are expected to report violations of these standards of academic conduct to the appropriate authorities. The procedures for such reporting are on file in the offices of the deans of each college, the office of the dean of students, and the office of the provost.

Violations of academic honesty policies include plagiarism, cheating on examinations, unauthorized collaboration, falsification, and multiple submissions. Students who have any questions or need further clarification on these policies should see the instructor prior to turning in an exam or project.

In an effort to foster an environment of academic integrity and to prevent academic dishonesty, students are expected to discuss with faculty the expectations regarding course assignments and standards of conduct. Students are encouraged to discuss freely with faculty, academic advisors, and other members of the University community any questions pertaining to the provisions of this policy. In addition, students are encouraged to avail themselves of programs in establishing personal standards and ethics offered through the University’s Counseling Center.

**Academic Honesty-Definitions and Examples**

The examples and definitions given below are intended to clarify the standards by which academic honesty and academically honorable conduct are judged. The list merely illustrates the kinds of infractions that may occur, and it is not intended to be exhaustive: the definitions and examples suggest conditions under which unacceptable behavior of the indicated types normally occurs and there may be unusual cases that fall outside these conditions which also will be judged unacceptable by the academic community. In general, no student shall give or receive any assistance, unless authorized by the instructor, in the preparation of materials to be submitted as a requirement for academic credit, including written assignments or reports and practical or written examinations.

**Plagiarism:** Plagiarism is presenting another person’s work as one’s own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student’s work as one’s own. Plagiarism frequently involves an author’s failure to acknowledge in the text, notes, or footnotes the quotation of paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is
specifically forbidden by the person who originally gathered the sources. Failure to indicate the extent and nature of one’s reliance on other sources is also a form of plagiarism. Any work, in whole or part, taken from the internet without properly referencing the corresponding URL may be considered plagiarism. An author's name and the title of the original work, if available, should also be included as part of the reference. Finally, there may be forms of plagiarism that are unique to an individual discipline or course, examples of which should be provided in advance by the faculty member. The student is responsible for understanding the legitimate use of sources; the appropriate ways of acknowledging academic, scholarly, or creative indebtedness; and the consequences of violating this responsibility.

Cheating on Examinations: Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, texts, or “crib sheets” during an examination (unless specifically approved by the faculty member) and sharing information with another student during an examination (unless specifically approved by the faculty member). Intentionally allowing another student to view one’s own examination and collaboration before or after an examination, if such collaboration is specifically forbidden by the faculty member, also constitutes cheating.

Unauthorized Collaboration: Submitting for academic credit one’s own work product (or part thereof), which has been developed in substantial collaboration with or without assistance from another person or source, is a violation of academic honesty. It is also a violation of academic honesty to knowingly provide such assistance. Collaborative work specifically authorized by a faculty member is allowed.

Falsification: It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise, assignment, or proceeding. This includes the false or misleading citation of sources, the falsification of the results of experiments or computer data, and the use of false or misleading information in an attempt to gain an unfair advantage in any academic context.

Multiple Submissions: It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the faculty member(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable, even required. The student in these cases is responsible for indicating in writing, as a part of such use, that the current work submitted for credit is cumulative in nature.

*At NO TIME will a student be permitted to use a cellular phone, camera, or other recording device to record or take pictures of any class without the explicit permission of the professor of record.

Student Responsibility and Failure to Abide by the Academic Conduct Policy

All students have the ethical responsibility to verbally report a cheating incident to the primary instructor of the course in which the cheating took place. The student must then sign a
written statement describing the incident and naming the individual(s) involved. The faculty must then notify the Department Chair, as well as the student accused of academic dishonesty, both of whom must receive a copy of any written documents pertaining to the incident. A student who observes or has knowledge of academic dishonesty, and does not report it to faculty is also guilty of academic dishonesty and will be penalized as such.

The penalty for academic dishonesty is failure (final grade of "F") in the course involved without remediation or re-examination, and failure due to academic dishonesty in any course will result in immediate dismissal from the respiratory therapy program.

Academic dishonesty is a disciplinary matter to be handled through the University's disciplinary process. A copy of this process is on file in the Office of the Dean of the College of Health & Human Sciences and the University Dean of Students Office. Students who wish to appeal a decision concerning academic dishonesty may do so according to the University Policy, and should refer to the policies regarding academic honesty, and grievance procedures in the GSU graduate catalogue.

Student Appeals
The Byrdine F. Lewis College of Nursing and Health Professions assures all students the right to due process in the appeal of a performance evaluation. This due process provides a way of receiving a fair determination of the evaluation of their performance within the courses of the College. The student is responsible for stating the basis upon which the student evaluation or grade is questioned and for initiating and maintaining communication and compliance within the framework of the grievance process.

Student Appeals Policy and Procedures
Student appeals and policy and procedures are set forth in this document apply to all students enrolled in classes or programs in the Byrdine F. Lewis College of Nursing and Health Professions at Georgia State University. The appeals process provides for an impartial review of a grading decision that is alleged to be capricious, arbitrary or discriminatory. This document does not apply to petitions for a waiver of established policy or procedure from curricular and/or programmatic requirements. Information on such petitions is available in the BFLSNHP Office of Academic Assistance. All students may obtain assistance in interpretation of appeals policies and procedures in the BFLSNHP Office of Academic Assistance.

Step 1: Informal Instructor Review
The appeal procedure must be initiated by the student, but only after the student has made every effort to resolve the complaint informally with the instructor who is party to the complaint. The student should begin the informal effort at resolution with the instructor as soon as the complaint arises, but no later than five (5) working days after the first day of classes in the term immediately following the term in which the disputed grade was awarded. If the course in question has a course administrator/coordinator who is someone other than the instructor who is party to the complaint, the course administrator/coordinator should be involved in this initial step in the process.

Step 2: Informal Department Chair/College Director Review
If the informal discussions with the instructor and, if applicable, the course
administrator/coordinator, fail to reach a resolution satisfactory to the student, the student may seek resolution with the Chair/Director of the instructor’s Department/College no later than five (5) working days after the conference with the instructor. The Chair/Director will meet with all parties involved and will render a decision. If the decision is to uphold the grade, and such grade causes the student to be suspended from the program, the Chair/Director will make a decision in accordance with Department/College policies regarding the student’s continuation in the program.

Step 3: Formal College Review by Associate Dean

If the student continues to feel that he/she has been awarded a grade in an arbitrary, capricious or discriminatory manner, the student may appeal in writing to the Associate Dean of Academic Affairs of BFLSNHP. The appeal must reach the Associate Dean within five (5) working days after the conclusion of the informal efforts at resolution. The written appeal must include the following documentation:

A. A statement of the complaint, including specific details regarding the actions(s) or event(s) leading to the appeal. The statement must also include evidence to support the student’s allegations of discrimination and/or arbitrary or capricious action on the part of the instructor;

B. A statement of the redress being sought;

C. Steps already taken;

D. Reason for dissatisfaction with the decision from the informal process.

The Associate Dean will review the student’s written appeal as well as request documentation from the instructor and Chair/Director. After review, the Associate Dean will meet with all parties involved at his/her discretion, and will rule on whether or not there is sufficient basis for the appeal to be heard further in accordance with the following assumptions without ruling on the merits of the case:

A. No student appeal of a grade by an instructor shall be heard by the Student Appeals Committee until the student has sought satisfaction of the complaint by conference with the instructor and the Chair/Director;

B. An instructor shall not be required to answer to any authority concerning the basis of his/her professional or clinical judgment about the didactic, laboratory or clinical performance of a student, unless the petitioner is able to document clear evidence of arbitrariness, capriciousness, or discrimination;

C. Any appeal on performance standards, grades, and grading system shall follow the procedures specified in this document, which is published as the official policy and procedures of the BFLSNHP at Georgia State University. If the Associate Dean determines there is no basis for the appeal to be heard further, all parties involved will be notified in writing.

Step 4: Formal College Review – Hearing Panel

If the Associate Dean determines there is basis for the appeal to be heard further, the appeal will be forwarded to the Chair of the Student Appeals Committee within five (5) working days from receipt of the student’s written appeal. The student and the instructor each have the right to strike one member
of the Student Appeals Committee and the remaining committee members will comprise the Hearing Panel.

During periods of time when some members of the Student Appeals Committee are not under contract or not on campus (such as during summer semester), the Associate Dean for Academic Affairs will ask the student and faculty member to each submit the names of at least two students who are currently enrolled for classes and at least two faculty members in the College who are not members of the faculty in the department/College in which the complaint was initially filed. Additionally, the Associate Dean shall designate one faculty member who is from the department/College in which the complaint was initially filed. Both parties shall have the privilege of striking one name from the proposed lists. From the lists of names submitted by the student and faculty member, and after names have been stricken, the Associate Dean shall appoint a Hearing Panel of at least one student currently enrolled in classes and at least two faculty members. The Associate Dean shall appoint the Chair of the Hearing Panel from the membership of the Ad Hoc Committee.

The Student Appeals Committee Chair will arrange for a date and time for a formal hearing that is to be held within five (5) working days of receipt of the appeal from the Associate Dean. All parties will be notified in writing as to the date, time, and location of the hearing. The notification will include the Guidelines Governing the Conduct of a Hearing. The Chair of the Student Appeals Committee will also distribute all documentation to members of the Hearing Panel for the Panel to review three (3) working days prior to the hearing date. The Student Appeals Committee will consider all evidence and the Committee Chair shall report findings and make recommendations, in writing, to the Dean of the BFLSNHP within five (5) working days of the conclusion of the hearing.

Step 5: Formal College Review – Dean
The Dean will notify all parties of his/her decision within five (5) working days after receiving the Committee’s recommendations. The Dean’s decision is final within BFLSNHP.

Step 6: Formal University Review – Provost and Vice President for Academic Affairs
If the student is dissatisfied with the decision of the Dean, he/she has the right to appeal the decision to the Provost and Vice President for Academic Affairs within ten (10) working days of the response from the Dean.

Each faculty member is responsible for being aware of the student’s right of grievance of an evaluation or grade and for providing the student with guidance to initiate the process. The faculty is responsible for maintaining evaluation materials and providing materials necessary to the grievance process. Byrdine F. Lewis College of Nursing and Health Professions will ensure that the student’s expected progression through the program is not interrupted during the grievance process

Advisement

Students will be assigned a faculty member to assist in advisement. All courses must be approved by the Department Chair.
Clinical Course Requirements

Students who must complete a clinical component as part of their program of study must complete the Byrdine F. Lewis College of Nursing and Health Professions form and provide evidence of current tuberculosis status, immunization for hepatitis B, and review of current CDC guidelines on universal precautions. The health form and review of CDC guidelines on universal precautions must be updated annually. Clinical agencies may require additional evidence of health status. It is the responsibility of the student to consult with the graduate program director in their academic unit prior to beginning a clinical assignment.

Statement on Drug Screens and Criminal Background Checks

This statement is issued to advise you of a new requirement that may affect your eligibility to participate in a clinical rotation, practicum, or internship and ultimately your ability to graduate from your health and human sciences program. All students will be required to undergo a criminal background check and/or drug screening as prerequisites to a student’s placement at a hospital or other facility for the purpose of completing a clinical rotation. Recently, the accrediting body for healthcare organizations and programs, the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), required these organizations to perform criminal background checks on all persons involved in direct patient care, which can include employees, volunteers and students. This requirement has already been implemented for students participating in internships with law enforcement agencies. The same JCAHO standard requiring criminal background checks is also affecting a number of sites which must request a drug screening for students placed in clinical assignments. Students who plan to participate in a clinical experience may be required by the facility to undergo a criminal background check or drug screening.

Georgia State University policy does not require students to undergo criminal background checks or to submit to testing for illegal drug use. However, clinical experiences are an integral part of most programs in the BFLSNHP and many of the clinical affiliates contracting with the University are requiring criminal background checks or drug screens or both on students. Students placed in a clinical rotation or internship at one of these facilities are personally responsible for obtaining the background check or drug screen (including cost) and for bearing the responsibility of delivering the required documentation to the facility. It will be the decision of the clinical affiliate whether or not the student will be allowed to participate in the clinical activities. Georgia State University does not assume any responsibility for requiring or evaluating the background check or drug screen, delivering the documents to the facility, or maintaining the records. Students may not request to be assigned only to sites that do not require a criminal background check, as such a check is now a requirement for all students in the program. Students who refuse the performance of a criminal background check or drug screen may not be able to be placed at a facility and therefore may not be able to complete program requirements if alternative placements cannot be made.

Finally, students are also reminded that licensing boards for program-related occupations may deny, suspend or revoke a license if an applicant has a criminal history or licensee is convicted,
pleads guilty or nolo contendre to a felony or other crime. Students should consult the licensing board corresponding to their intended occupations for more details. Successful completion of a program of study in the BFLSNHP does not guarantee licensure, certification, or employment in the relevant occupation. Please note that some majors must complete a clinical program, field experience or internship during their program. Some students will be placed with a clinical affiliate that gives care to vulnerable populations or deals with sensitive information. As a result, the affiliate may request a criminal background check or drug screen as a pre-requisite for placement. If a student uses illegal drugs, has a criminal record before they declare their major or acquire a criminal record after declaring their major, they might be prohibited from participating in the clinical program, field experience or internship. Since the program or internship is a requirement, the student might be prevented from completing the degree program.

In order to satisfy a hospital’s request of a criminal background check, the Department of Respiratory Therapy uses “Student Check” for credentialing and background investigations. There is a cost for this on-line service and it varies from year-to-year.

Classroom Policies

Conduct and Ethics

Students are expected to conduct themselves at all times in a dignified manner—a manner which conforms to the ethics of the profession and which in clinical settings instills patient confidence in the student’s developing abilities as a health care practitioner. Irresponsible, unprofessional, or unethical behavior as determined by the instructor or failure to do what is asked by a clinical instructor may result in dismissal from the program. All hospital regulations are to be followed by students when undergoing clinical training in a facility.

Policy on Removal of Student from a Clinical Site

If a clinical site refuses to allow a student to return, and other sites are not available, the student will be given an failing or unsatisfactory grade for that clinical rotation. The Director of Clinical Education (DCE) will make a good faith effort to find another clinical site but no guarantees are given. If you are asked to leave an assigned clinical facility, this can have a detrimental effect on your progress in the program.

Policy on Student Illness and Injury

Illness or injury while in the classroom or clinical area must be reported to the professor or instructor present. Students who are pregnant should inform the clinical director who will inform the instructor so that no assignment will be made involving exposure to radiation or other hazards.

Policy on Outside Employment

The faculty realizes that it is necessary for some students to work part time while attending courses.
should not be done at the expense of the student’s work in the respiratory therapy program. It is the student's responsibility to fulfill all College obligations.

It is particularly not advisable for a student to work overnight and then come to the university lab or clinical agency as fatigue frequently is a cause for accidents or poor clinical judgment. If a student appears too fatigued to perform safely in the clinical setting, the instructor will dismiss the student from the clinical setting.

Policy on Class Attendance

Attendance is required for all scheduled didactic, laboratory and clinical internship hours. Tardiness or unexcused absences are violations of the professional behaviors outlined in the appendixes. Because of the interactive and the collaborative nature of professional education and the vigor of this particular academic program, regular class attendance is essential for successful learning.

Regular attendance insures the exposure to all course material and the progress of hands-on experience as well as developing the habits of responsibility you will need in a health care setting. Irregular attendance frustrates both students and teachers and can lead to student failure. Therefore, to ensure fair and reasonable treatment, student attendance responsibilities are defined below:

a. Report to class punctually and regularly.

b. The Department has adopted a “20% rule”. If more than 20% of the class is missed due to absence, the instructor can/will administratively request that the Department Chair withdraw the student from the course. If this request is granted, the student will be allowed the complete other RT courses enrolled for that semester but their progress in the program will be stopped at the end of that semester. This 20% rule applies to lab sessions, clinical days and seminar.

c. Attendance is required for all didactic, laboratory, and clinical internship hours. You are expected to inform the Department of an anticipated absence in advance of the absence and to call the office in case of illness.

d. Students must call the Department at (404) 413-1225 no less than 30 minutes prior to the start of class to report an absence. Students must notify their clinical instructor, if possible, the night prior and at least 30 minutes prior to the start of clinic to report an absence. You must notify the DCE at (404) 413-1270 of an absence from clinic.

e. Weddings, honeymoons, vacations, work duties, and most other activities are not considered excused absences and should be scheduled to avoid any conflict with classes or clinical experiences.

f. If at any time during the curriculum, medical, psychological, or physical problems arise that preclude sufficient participation in class or clinical activities, you must notify the course instructor, your advisor, and the Department office immediately. If the illness requires medical intervention, you will not be allowed to attend class or work with patients until a physician’s written release to resume activities is received.

g. Institutions with which you are assigned may ask you to provide a physician signed medical form if your health is in doubt. You may not attend classes when you or others in your home have a communicable disease.

Policy on Absentee Make-Up

If you miss an assignment, quiz, test or exam because of a permissible absence as determined by the Department Chair, permission to make up the work at a later date must be obtained from the course
Permission to take make-up quizzes, tests, or exams will not be given for unexcused absences. Unexcused absences from assignments, quizzes, exams, and finals will result in a grade of "0" for the missed test.

Policy on Tardiness
Tardiness to the classroom or clinical situation is not tolerated. Atlanta has high volume and unpredictable traffic and students must take this into consideration when planning their commutes. If a student will be unavoidably detained he or she should call the Department office at 404-413-1225 no less than 30 minutes prior to the start of class to report tardiness. Instructors may have specific penalties in their syllabus regarding tardiness.

Snow and Severe Weather Policy
Should the university be required to close because of snow or severe weather, there will be announcements stating the particular closings on all major television and radio stations in the Atlanta metropolitan area. The stations are notified before 6:00 a.m. so that students will have the information before they leave home. Students may also call the Department of University Relations or (404) 413-3025 for a current status report.

Policy on Expected Class Behavior
Discussions in class cover course material as well as practical application. It is important to be attentive to the instructor and to fellow class members when they are speaking. Everyone has the right to share his or her opinion and to be heard. Courtesy and respect for one’s classmates are essential in the teaching and learning process and help students develop the necessary skills with which to deliver patient care.

If you are caught disrupting class by talking to your peers during instruction time, talking on your cell phone, or text messaging, a faculty member will politely ask you to leave the class room. If you are uncooperative and do not leave when asked, further measures will be taken to remove you from class, this includes calling Georgia State University Security.

Policy on Cellular and Classroom Phone Use
The use of cell phones in the classroom is prohibited. Individuals needing to place a call in an emergency should leave the classroom. Cell phones are disruptive to the academic environment and detrimentally impact the learning process. Cell phones must be placed in the silent mode.

Policy on Disruptive Student Behavior
Disruptive behavior is defined as student behavior in a classroom, clinic or other learning environment (including both on and off campus locations), which disrupts the educational process. In the Department of Respiratory Therapy, each instructor has the authority to define what constitutes disruptive behavior. Such behavior includes, but is not limited to: verbal or physical threats, repeated obscenities, unreasonable interference with class discussion, making or receiving personal phone calls or pages during class, leaving and entering class frequently without permission of the instructor (in cases of illness or other extenuating circumstances), and persisting in disruptive personal conversations with other class members. A student who exhibits threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class may also be subject to the implications of the disruptive behavior policy, which includes possible removal from the class. The University-wide policy for addressing disruptive behavior follows.

Preamble

When disruptive behavior occurs in the classroom, the instructor shall make reasonable effort to address
the disruption with the student, preferably in private. Georgia State encourages members of the University community to try to resolve problems informally whenever possible. Toward that end, the instructor and student may consult with the Office of the Ombudsperson, the Dean of Students Office, or other University offices to discuss ways to resolve the situation informally at any point during the process set forth in this policy. If the instructor elects to withdraw the disruptive student, the procedures stated below should be followed. However, where this policy conflicts with the Student Code of Conduct, this policy will prevail with respect to disruptive behavior in the academic setting.

Procedure

Step One: Instructors Response to Disruptive Behavior
When disruptive behavior occurs in a class:
1. The instructor will warn the student. The warning will consist of verbally notifying the student that his or her behavior is disruptive and that it must cease immediately or the student will face removal from the class.
2. If the disruptive student fails to comply with the instructor’s warning, the instructor may require the student to immediately leave the classroom for the remainder of the class period. If the student refuses to leave, the instructor may summon the campus police to remove the student.
3. If the instructor believes the disruptive behavior poses an immediate threat to the safety of the instructor, the student, or any other students or persons, the instructor may summon the campus police to remove the student, regardless of whether a warning has been issued. This action should be immediately reported by the instructor to the Vice President for Student Services for review with regard to whether the student’s behavior poses an imminent threat to self or others. If the Vice President for Student Services determines the student does indeed pose a threat she or he should be removed from the University pending disciplinary proceedings.
4. If the instructor chooses to allow the student to return to the class and continue in the course, the process is resolved. If at any time the instructor or the student believes it would be beneficial to contact the University Office of the Ombudsperson, they may consult an Ombudsperson in an effort to resolve the matter.
5. If the instructor believes the student should not be permitted to return to the class and continue in the course, she or he should proceed to step two below.

Step Two: Withdrawal Process

A. The Instructor’s Role
   1. If the instructor decides that withdrawing the student from the course is necessary, she or he shall provide the Department Chair with both a written report of the disruptive incident(s) and a completed Disruptive Student Withdrawal Form (available in the Registrar’s Office) within one (1) working day of the disruptive incident.
   2. If the instructor has the disruptive student in more than one class and the instructor decides that the student is disrupting learning, as defined by this policy, in more than one of those classes, or if the student is exhibiting threatening or intimidating behavior outside the class (e.g. in the instructor’s office, or anywhere else), the instructor has the authority under this policy to initiate
removal of the student from all courses taught by that instructor, with the signed approval of the Director of the College of Health Professions and Dean or Associate Dean of the college, or the Dean or Associate Dean’s designated representative.

B. The Department Chair’s Role

Except for extenuating circumstances, the Department Chair will:

1. Notify the student in writing, via e-mail and U.S. Mail, within one (1) day of receiving the instructor’s notice that the matter has been submitted to the Department Chair for a decision on whether the student should be removed from the course and that she or he may not return to the class until the issue is resolved. This notice shall include a written description of the disruptive behavior complained of and a copy of the Disruptive Student Conduct in the Classroom or Other Learning Environment Policy, which includes a description of the appeals process. The student will also be informed that if she or he wishes to respond to the complaint, she or he must submit a written statement to the Department Chair and meet with the Department Chair within five (5) working days from the date the written notice is issued. The Department Chair’s contact information and the contact information for the Office of the Ombudsperson should be included.

2. Make herself or himself available to meet with the student as soon as possible within five (5) working days after the written notice was issued to the student.

3. Decide on the appropriate outcome and send notice of the decision, with an explanation of the basis for the decision, to the student. The decision may consist of:
   • Allowing the student to return to course or courses, with or without conditions;
   • Allowing or requiring the student to transfer to another course section or sections;
   • Withdrawing the student from the involved course or courses.

4. Notify the student via e-mail and U.S. mail of his/her decision within five (5) working days of receiving the student’s response. If the Department Chair decides that the student should be removed from the involved course or courses, she or he will sign the Disruptive Student Withdrawal Form and submit it to the Registrar. A copy of the Disruptive Student Withdrawal Form will be mailed to the student by the Department Chair via e-mail and U.S. mail at the same time as the Department Chair’s written notice of his or her decision is sent to the Registrar. The Department Chair will also include notice that the student may appeal the decision by submitting a written appeal to the College Dean, which shall detail the basis of the student’s denial of the charges, within five (5) working days from the date of the Department Chair’s written notice of his/her decision.

5. Notify the Director of the College of Health Professions of the changes and actions taken.

Step Three: The Appeals Process

The student who has been officially withdrawn from a class may appeal the decision of the Department Chair and the Dean of the College. The student’s appeal must be received by the Dean, in writing, within five (5) working days of the date of the Department Chair’s decision. The Dean’s
decision shall be made and, except for extenuating circumstances, will be sent to the student within five (5) working days of receipt, by the Dean, of the student’s appeal via e-mail and U.S. mail.

The student may appeal the decision to the Dean of the College to the University Provost. This appeal must be in writing and received within five (5) working days of the date of notification of the Dean’s decision. The Provost, except for extenuating circumstances, will make a decision within five (5) calendar days and notify the student via e-mail and U.S. mail.

The student may appeal the decision of the Provost to the University President. This appeal must be in writing and received within five (5) working days of the date of notification of the Provost’s decision. The President, except for extenuating circumstances, will make a decision within 15 calendar days and notify the student via e-mail and U.S. mail. The President's decision shall be final at the University level.

To appeal to the Board of Regents, the student may make an application for review to the Board of Regents within 20 calendar days of the date of the President's decision. The application shall state the decision under appeal and the redress desired. A hearing before the Board (or a committee of Board members; or a committee appointed by the Board) is not a matter of right but follows the sound discretion of the Board. If the application for review is granted, the Board will, except for extenuating circumstances, investigate the matter thoroughly and render its decision thereon within 60 calendar days from the date of any hearing that may have been held. The student will be notified according to the set procedures of the Board. The decision of the Board shall be final and binding for all purposes.

If the Board of Regents:
1) Issues a final decision, then the university system administrative appeals process have been exhausted;
2) Remands the matter to the university for further consideration, then administrative deliberation on the dispute continues until such point as a final administrative decision on the dispute is made. After a final administrative decision on the student appeal is made within the university system hierarchy, there is the “possibility” of the student seeking judicial review of the matter.

Step Four: Final Resolution

Students withdrawn for disruptive behavior from a course will receive a grade of W or WF, according to university policy. If the charge of disruptive behavior is upheld, regardless of whether the student is allowed to return to the course, the student is responsible for any loss of financial aid. In the event a decision is made at any point in this process that the student was removed without sufficient cause, then the student will be allowed to immediately return to the course without penalty and the Department Chair will work with the student to facilitate the completion of any work missed.

The Dean of the College, depending upon where the decision ends, will notify the Dean of Students of the final decision on the matter. If the appeal goes to the University President or to the Board of Regents, the President will notify the Dean of Students and the Dean of the College. The Dean of Students
will maintain a record of any disciplinary action, and may initiate additional disciplinary processes at his or her discretion.

*For the purposes of this document, the word “class” is defined as one specific meeting of students and an instructor while the word “course” refers to the meeting of class over the entire semester.

**Safety Policies**

**Policy on Physical Examination and Immunizations**

Physical examinations are required for all entering students. The following immunizations are required for entry into the program, for the protection of students and patients:
- Measles-Mumps-Rubella (MMR) titer.
- Tuberculin skin test (PPD)
- Hepatitis-B titer
- Diphtheria-Tetanus (DT)
- Chicken Pox titer

If a titer for MMR, Hepatitis B, or Chicken Pox does not confirm immunity the student will begin the vaccination process.

The PPD must be taken within 6 months of beginning the program, and some clinical assignments will require a PPD every 6 months during the program. Otherwise the PPD is required once a year. The Hepatitis B sequence must be started by the August entry, and the series must be completed by the second semester of the year (spring semester). The Diphtheria Tetanus vaccination must be within 10 years of entry into the program. Failure to complete the physical exam prior to the beginning of in hospital clinical practice, or provide documentation of all immunizations, will result in the student being withheld from clinical attendance.

**Infection Control and Universal Precautions**

Students are required to be familiar with Universal Precautions and techniques for infection control put forth by the Occupational Safety and Health Administration (OSHA). The Department of Respiratory Therapy has a first aid kit for small cuts and abrasions in the front office. All students and faculty are encouraged to utilize good hand washing techniques. Hand washing is the single most important means for preventing the spread of infection. Use of Universal Precautions and hand washing promote good health maintenance.

Universal Precautions are an accepted approach to infection control. During the first semester, students will view a video on Blood Borne Pathogens. All human blood and certain body fluids should be treated as if known to be infectious for HIV, HBV and other blood-borne pathogens. According to the Centers for Disease Control guidelines, Universal Precautions apply to blood, tissue, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid and other body fluids containing visible blood such as urine, feces, vomitus and sputum. The use of gloves does not preclude the necessity of hand washing. The universal precautions are:
Barrier Precaution:
Gloves must be worn when direct contact with blood or other potentially infectious body fluids are expected to occur, examining abraded or non-intact skin, the health care worker has cuts, lesions, chapped hands or dermatitis, or is working with contaminated instruments.

Masks / Protective Eyewear:
Should be worn when personnel are engaged in procedures likely to bring them into contact with droplets of blood, infected pulmonary aerosols, or other body fluids.

Gowns / Aprons:
Should be worn when aerosolization or splattering of blood or other body fluids or contaminated water is anticipated.

Sharps Precautions:
Disposable sharps should never be carried from the site. A sharps container is located in the Anatomy Lab.

Cleaning Biological Spills:
Spills should be cleaned immediately. Prepare a fresh 1:10 dilution of bleach or use an approved germicide and wear gloves. Soak up the spill with paper towels and double bag. Pour bleach or germicide on the spill site and leave in place 10 minutes. Remove gloves and wash hands thoroughly. After 10 minutes put on another pair of gloves and soak up bleach / germicide residue with paper towels and dispose of in a double bag. Remove gloves and wash hands thoroughly. Students, faculty, and staff are expected to avoid exposing others to their infection if they are ill.

University Health Services
The University maintains an infirmary on the first floor of the Commons Dormitory with first aid care available. For complete medical coverage, you are advised to have a private physician. An insurance program offered through Georgia State University is available at reasonable rates for students and their dependents. Applications are available in the Office of the Dean of Students. Students are invited to investigate the University's insurance program or one of their own choosing. The University Health Services provides confidential, high quality, and cost-effective treatment of minor illnesses and injuries. Many services are offered at no charge to the student, but there may be additional charges for some services. Basic services include:

Emergencies:
University Health Services does not treat serious, life-threatening emergencies. For life or limb threatening illness or injury dial 9-911.

Primary Care:
Unlimited office visits are available for diagnosis and treatment of colds, flu, bronchitis, sinusitis, UTI, sprains, minor abrasions.
**Women’s Health:**
Available services include breast exam, PAP test, Pregnancy test, STD diagnosis, contraception and dietary counseling.

**Immunization:**
To meet the Board of Regents policy on immunization, injections are offered for measles, mumps, rubella, hepatitis A, B & tetanus; TB skin tests are also available.

The counseling center is available to students who have career, educational, personal, or relationship concerns. Visits to the counseling center are private and confidential. Information discussed is confidential and is not included as a part of a student’s academic record. Crisis intervention is available to students in immediate distress. Students may walk in or faculty or staff may phone the center to request the services of an emergency on-call counselor. If you need more information please visit the website at www.gsu.edu, select current students, and then select student services located in the blue list box.

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Fax</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Center</td>
<td>404-413-1640</td>
<td>404-413-1653</td>
<td>75 Piedmont Avenue NE</td>
</tr>
<tr>
<td>Health Services GSU Clinic</td>
<td>404-413-1930</td>
<td></td>
<td>141 Piedmont Ave, Suite D</td>
</tr>
</tbody>
</table>

In case of health emergency – call 9-911 from any campus phone.

**Policy on Fire Evacuation and University Police**

Each university building has a fire evacuation plan posted in common areas. All students are encouraged to become familiar with the escape routes for all buildings and floors. The evacuation plan for the 6th floor of Kell Hall is located across from the elevators. The fire alarm is located to the right of each stair well. In the event of a fire or evacuation, each student should follow the fire safety evacuation route and vacate the premises until the officials in charge declare the premises safe to enter. Periodic safety and fire inspections and drills are held to test equipment and procedures.

The University Police provide a variety of services to the university community including assistance to stranded motorists, escort service, and crime prevention programs. Call boxes linked directly to the university police department are located throughout the campus in the event of an emergency situation. Students are advised to keep personal possessions in view at all times, to work in groups of no less than three and to never be alone, without a partner.

In case of a security issue or matter requiring the Georgia State University police dial 3-3333 from any campus phone or 404-413-3333 from your cell phone.

**Legal Policies**

**Policy on Release of Student Information**

Student grades cannot be given out over the telephone. Students must sign a release form.
(attached) requesting letters of reference for employment, enrollment verification, etc. Additional forms are available in the Department Suite, 1228 Urban Life Building.

HIPAA Policy

The HIPAA (Health Insurance Portability and Accountability Act) creates national standards to protect individual’s medical records and health information. As a student, you will have access to privileged and confidential information. Students share verbal and written reports in both academic and clinical settings. Students must avoid use of the patient’s name or other identifiers at every occasion. Only the minimum necessary amount of information should be disclosed. Students must inform patients that their information may be used for educational purposes. Students will abide by the established HIPAA policies and procedures in their clinical facilities.

Policy for Informed Consent

Students in the respiratory therapy program are informed of potential risks involved with participation in classroom and laboratory experience via the Informed Consent for Treatment by Fellow Students and the Faculty Release Form. These forms are given to the students at the start of the program. One copy of each form is returned in the student’s Respiratory Therapy Department Handbook and the other copy is placed in the student’s file in the program office. Students should remain cognizant of potential risks to their health and safety as they progress through the program. They should take responsibility for preventing harm to themselves and others.

When students determine that they have conditions in an activity that may put them or others at risk they must notify course faculty before initiating or continuing the activity so that preventative measures may be taken.

Policy for Risk and Liability

Students are required to sign statements of risk and liability. This is an attempt to assure that students maintain both professional liability and personal health insurance during their professional education.

All entering students must also purchase and maintain professional liability insurance. Insurance is purchased through the College of Health Professions each academic year (see Estimated Expenses). Additional student accident and insurance plan coverage may be purchased through Georgia State University.

Statement on Drug Screens and Criminal Background Checks

This statement is issued to advise you of a new requirement that may affect your eligibility to participate in a clinical rotation, practicum, or internship and ultimately your ability to graduate from your health and human sciences program. Students participating in clinical placements and internships through the BFLSNHP may be placed at a facility that requires a criminal background check or drug screening or both as prerequisites to a student’s placement at the facility.

Recently, the accrediting body for healthcare organizations and programs, the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), required these organizations to perform criminal background checks on all persons involved in direct patient care, which can include employees, volunteers and students. This requirement has already been implemented for students participating in internships with law enforcement agencies. The same JCAHO standard requiring criminal background checks is also
affecting a number of sites which must request a drug screening for students placed in clinical assignments. Students who plan to participate in a clinical experience may be required by the facility to undergo a criminal background check or drug screening.

Georgia State University policy does not require students to undergo criminal background checks or to submit to testing for illegal drug use. However, clinical experiences are an integral part of most programs in the BFLSNHP and many of the clinical affiliates contracting with the University are requiring criminal background checks or drug screens or both on students. Students placed in a clinical rotation or internship at one of these facilities is personally responsible for obtaining the background check or drug screen (including cost) and for bearing the responsibility of delivering the required documentation to the facility. It will be the decision of the clinical affiliate whether or not the student will be allowed to participate in the clinical activities. Georgia State University does not assume any responsibility for requiring or evaluating the background check or drug screen, delivering the documents to the facility, or maintaining the records. Students may not request to be assigned only to sites that do not require a criminal background check. Students who refuse the performance of a criminal background check or drug screen may not be able to be placed at another facility and therefore may not be able to complete program requirements if alternative placements cannot be made.

Finally, students are also reminded that licensing boards for program-related occupations may deny, suspend or revoke a license if an applicant has a criminal history or licensee is convicted, pleads guilty or nolo contendre to a felony or other crime. Students should consult the licensing board corresponding to their intended occupations for more details. Successful completion of a program of study in the College of Health and Human Sciences does not guarantee licensure, certification, or employment in the relevant occupation. Please note that some majors must complete a clinical program, field experience or internship during their program. Some students will be placed with a clinical affiliate that gives care to vulnerable populations or deals with sensitive information. As a result, the affiliate may request a criminal background check or drug screen as a pre-requisite for placement. If a student uses illegal drugs, has a criminal record before they declare their major or acquire a criminal record after declaring their major, they might be prohibited from participating in the clinical program, field experience or internship. Since the program or internship is a requirement, the student might be prevented from completing the degree program. Students are referred to the College’s Statement on Criminal Background Checks and Drug Screens.

In order to satisfy a hospital’s request of a criminal background check, the Department of Respiratory Therapy uses “Student Advantage” for credentialing and background investigations. This is on-line service costs $87.50.

**Graduate Assistantships**

Graduate Assistantships, including Graduate Research Assistantships (GRA) and Graduate Laboratory Assistantships (GLA) may be available, depending on funding. Most assistantship positions provide students with tuition support plus a stipend for the semester, but the student must pay student fees. Students interested in applying for an assistantship should complete the form available on the Division’s website, attach a current resume, and submit it to the Chair of the Respiratory Therapy department several months in advance of the semester in which the assistantship is desired. The Graduate Program Director circulates assistantship applications to all faculty members in the Division.
Students may also interview individual Department faculty members each semester regarding the availability of an assistantship position, the type of work required, and the level of support provided. Some Graduate Assistants become involved in a faculty research project that can lead to development of a research area that can be pursued for the thesis.

**Traditional MS Degree Tracts.**

Beside the traditional MS degree tract found on page 4 there is an opportunity to take other MS degree tracts. A student can substitute no more than 3 courses in the traditional MSRT. These tracts are set up according to the area of interest of the student and still will achieve the 36 hour requirement for graduation. Some students have taken these tracts as well as the traditional courses which gives that student in excess of 36 hours (Public Health and Disaster Management will have 45 hours course requirement). This decision is made by the student at the time of determining which tract will be taken. This may extend the time for completion of the program. The following are tracts that can be taken. Please meet with your advisor to review these tracts and course requirements.