



ROWAN-VIRTUA  
Rita & Larry Salva  
School of Nursing  
& Health Professions

## **BS IN RESPIRATORY THERAPY DEGREE ADVANCEMENT**

# **Student Handbook**

## **Academic Year 2023-2024**

**Rowan University**  
Health Sciences Center, RCSJ Campus  
1400 Tanyard Road, Sewell, NJ 08080

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## Introduction

Welcome to the Respiratory Therapy Program at Rowan University! This is the founding program in the Department of Allied Health at Rowan University. In the summer of 2021, the new School of Nursing & Health Professions was founded at Rowan, and in the fall/winter 2021-2022, as a result of the newly formed partnership of Rowan and Virtua Health, the school became the Virtua Health School of Nursing & Health Professions, and the Allied Health department was formed.

Public interest in respiratory therapy has increased dramatically since the COVID-19 pandemic and awareness and understanding of the importance of respiratory therapists as critical members of healthcare teams has developed as a result. This has led to a need for respiratory therapists to assume leadership roles in clinical respiratory care, respiratory care education, and to prepare themselves to enhance their career possibilities in a variety of ways.

As an affordable 30-credit program leading to a BS in Respiratory Therapy degree, this degree advancement program will provide participants with a rigorous, evidence-based and professionally-oriented curriculum that will enhance the skills and knowledge of graduates equipping and enabling them seek and achieve those career enhancement opportunities and/or move into those leadership positions.

We look forward to working with you and helping you develop through and beyond our program to become the leaders in we need in the field.



Barry E. Ransom, MS, RRT, RRT-NPS, RRT-ACCS  
BSRT Program Director



Mitchell O'Shea, MA RRT, RRT-ACCS, RRT-NPS, CPFT, PNAP  
Director of Degree Advancement & Partnership Relations

## **University Mission Statement**

Rowan University will become a new model for higher education by being **inclusive, agile, and responsive**, offering diverse scholarly and creative educational experiences, pathways, environments, and services to meet the needs of all students; maintaining agility by strategically delivering organizational capacity across the institution; and responding to emerging demands and opportunities regionally and nationally.

## **Virtua Health School of Nursing & Health Professions Mission Statement**

As a dynamic and interprofessional organization, Rowan's School of Nursing & Health Professions prepares nurses and health professionals to promote, maintain and restore health for a diverse society through excellence in education, clinical practice, scholarship, and service.

## **Program Mission Statement**

The Respiratory Therapy program at Rowan University advances professional excellence and best practices in serving the profession, practitioners, patients and the public, and promotes excellence in respiratory care through quality and innovative education to meet the needs of a diverse population.

## **Program Accreditation**

Rowan University is currently seeking Provisional Accreditation from the [Commission on Accreditation for Respiratory Care \(CoARC\)](#) for this program leading to a baccalaureate degree in respiratory therapy:

- **Degree Advancement Bachelor of Science in Respiratory Therapy** (CoARC program number 510025)

Provisional accreditation status signifies that a program with an Approval of Intent has demonstrated sufficient compliance with CoARC Accreditation Standards through acceptance of a Provisional Accreditation Self Study Report (PSSR), submission of any other documentation required by the CoARC, and satisfactory completion of an initial on-site visit. Pending achievement of provisional accreditation, Rowan University plans to enroll its first cohort in Fall 2023.

### **CoARC**

Commission on Accreditation for Respiratory Care, Inc.  
264 Precision Blvd.  
Telford, TN 37690  
(817) 283-2835  
[www.coarc.com](http://www.coarc.com)

## **Program Faculty**

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### **Program Goal**

As required by the Commission on Accreditation for Respiratory Care (CoARC), the primary program objective for this program is:

- To prepare leaders for the field of respiratory care by including curricular content with objectives related to the acquisition of skills in one or more of the following: management, education, research and advanced clinical practice (which may include an area of clinical specialization).

## Program Guide

### BS in Respiratory Therapy

#### Academic Program Guide for Degree Advancement Program

##### Rowan University Graduation Requirements for all Majors / Degrees

- Students must complete at least 120 semester hours (sh) of coursework that apply to their Rowan University degree.
- Students must have a cumulative GPA of at least 2.0 in Rowan University coursework. (Transfer courses/credit do not count toward the RU GPA.)
- A minimum of 30 sh of coursework must be completed at/through Rowan University.
- Only grades of "D-" or above may apply to graduation/degree requirements. (Some programs may set higher minimums.)
- Students must meet the Rowan Core and Rowan Experience Requirements.
  - An individual course can potentially satisfy one Rowan Core literacy and/or multiple Rowan Experience attributes.
  - Rowan Core & Rowan Experience designations are listed in course details in Section Tally ([www.rowan.edu/registrat](http://www.rowan.edu/registrat)) and may also be searched on that site under "Attributes." A list of Rowan Core courses is here: <https://confluence.rowan.edu/display/AS/Rowan+Core+Course+List>.
- Students must apply for graduation and should do so for the term in which they will complete all program requirements.

##### Program-Specific Graduation Requirements for this Major/Degree

- Students must complete all required courses with a grade of "C" or higher.

##### Rowan Core Requirements<sup>1</sup>

- Students must satisfy all six Rowan Core Literacies. A minimum total of 3 sh of coursework is required to satisfy each Literacy.
  - With the exception of the 9 sh counted here for Communicative Literacy, credits attached to the courses in this section will apply elsewhere.
  - Students are admitted with an earned associate's degree in respiratory therapy.
  - Students admitted into this program will fulfill Rowan Core Requirements through applicable transfer credits and additional Rowan University coursework as necessary.
- ☐ (COML) Communicative Literacy: *Must be met by the following three courses or their official equivalents:*
- ☐ COMP 01111 College Composition I (3 sh)    ☐ COMP 01112 College Composition II (3 sh)    ☐ CMS 04205 Public Speaking (3 sh)
- ☐ (ARTL) Artistic Literacy    ☐ (GLBL) Global Literacy    ☐ (HUML) Humanistic Literacy
- ☐ (QNTL) Quantitative Literacy    ☐ (SCIL) Scientific Literacy

##### Rowan Experience Requirements

- Students are admitted with an earned associate's degree in respiratory therapy.
  - Students admitted into this program will fulfill Rowan Experience Requirements through applicable transfer credits and additional Rowan University coursework as necessary.
- ☐ (LIT) Broad-Based Literature    ☐ (WI) Writing Intensive    ☐ (RS) Rowan Seminar<sup>2</sup>

##### Rowan Core and Rowan Experience Courses

- Students are admitted with an earned associate's degree in respiratory therapy.
- Coursework shown below reflects the Associate in Applied Science in Health Science in Respiratory Care at Brookdale Community College. The program is open to all students completing a comparable degree from an accredited respiratory therapy program.

Course #	Course Name	Course Attributes / Notes	Sem/Yr	Grade	Credits
ENGL121	English Composition: The Writing Process	COML			3
ENGL122	English Composition: Writing and Research (or Public Speaking)	COML			3
SPCH115	Public Speaking (or Writing and Research)	COML			3
HIST107	Contemporary World History (or other Humanities)	HUML			3
		QNTL			3
		SCIL			4
		GLBL			3
		ARTL			3
		LIT			3
		WI			0
					Subtotal: 9 sh

<sup>1</sup> The Rowan Core requirements are waived for transfer students with an earned A.A. or A.S. degree from a NJ community/county college.

<sup>2</sup> The Rowan Seminar requirement is waived for all students transferring 24 or more approved credits into Rowan University at the time of initial entry.

# BS in Respiratory Therapy

## Awarded Transfer Credits

- Students are admitted with an earned associate's degree in respiratory therapy. Coursework shown below reflects the Associate in Applied Science in Health Science in Respiratory Care at Brookdale Community College. The program is open to all students completing a comparable degree from an accredited respiratory therapy program.
- Students are awarded bulk credit for respiratory therapy coursework upon earning the Registered Respiratory Therapist credential.

Course #	Course Name	Course Attributes / Notes	Sem/Yr	Grade	Credits
RESP161	Cardiopulmonary Anatomy and Physiology				3
RESP162	Fundamental Skills in Respiratory Care				7
RESP163	Cardiopulmonary Pathophysiology				4
RESP164	Patient Assessment and Diagnostics				6
RESP165	Advanced Life Support and Emergency Care				2
RESP261	Neonatal & Pediatric Respiratory Care				2
RESP262	Adult Critical Care				7
RESP263	Subacute Respiratory Care				2
RESP264	Respiratory Care Practice				7
RESP265	Issues in Respiratory Care				2
Subtotal: 42 sh					

## Elective Courses

- Students should choose electives that satisfy any Rowan Core or Rowan Experience requirements that are not fulfilled by transfer credits. Italics represents suggested coursework.
- Coursework shown below reflects the Associate in Applied Science in Health Science in Respiratory Care at Brookdale Community College. The program is open to all students completing a comparable degree from an accredited respiratory therapy program.

Course #	Course Name	Course Attributes / Notes	Sem/Yr	Grade	Credits
PSYC106	Introduction to Psychology II				3
HESC105	Medical Terminology				3
BIOL111	Anatomy and Physiology I				4
BIOL112	Anatomy and Physiology II				4
BIOL213	Microbiology				4
COMP 0112 or CMS 04206	College Composition II or Digital Presentations	COML			3
STAT 02260	Statistics I	QNTL			3
THD 07440	Contemporary World Theatre	GLBL/LIT/WI			3
MUSG 06109	Music Appreciation	ARTL			3
ANTH 02221	Human Variation	SCIL			3
	Free elective				3
	Free elective				3
Subtotal: 39 sh					

## Required Courses

Course #	Course Name	Course Designations / Notes	Sem/Yr	Grade	Credits
WA 01330	Medical Writing and Rhetoric				3
RESP 09460	Advanced Concepts in Respiratory and Critical Care				3
RESP 09400	Introduction to Clinical Research				3
RESP 09401	Evidence-based Practice				3
RESP 09461	Disease Management				3
RESP 09462	Ethics and End of Life Issues				3
HCM 51301	Healthcare Delivery and Quality				3
RESP 09463	Polysomnography and Topics in Sleep Medicine				3
RESP 09464	Leadership in Respiratory Care				3
RESP 09465	Capstone				3
Subtotal: 30 sh					

Total Program Credits Required for this Major / Degree: 120 SH

Full course descriptions can be found in the undergraduate catalogue, online at <https://sites.rowan.edu/catalogs/>

## **Admission Requirements for acceptance into Degree Advancement Program**

Rowan University requires a minimum of 120 credits to be taken within approved general education and major coursework in order to graduate with a Bachelor's degree. To obtain the Bachelor of Science in Respiratory Therapy all students complete the following coursework:

- To be considered for admission, students must have earned at least an associate's degree and have earned the RRT credential. Previous coursework should include Cardiopulmonary Anatomy and Physiology, Fundamental Skills in Respiratory Care, Cardiopulmonary Pathophysiology, Patient Assessment and Diagnostics, Advanced Life Support and Emergency Care, Neonatal & Pediatric Respiratory Care, Adult Critical Care, Subacute Respiratory Care, Respiratory Care Practice, and Issues in Respiratory Care. The program is open to all students completing a comparable degree from an accredited respiratory therapy program.
- Students are awarded bulk credit for respiratory therapy coursework upon earning the Registered Respiratory Therapist credential.

## **Time Requirements**

The Degree Advancement courses are all online. Although this saves time in terms of not having to travel to and from classes, students should be aware that a 3-credit online course is as time consuming as a 3 credit, face-to face course (contact time and homework/preparation/study time) for the same level of accomplishment. To do well in an online course, expect to commit at least 5 hours per week per 3 credit course.

## **Technology Requirements**

Students will need a computer (desktop, laptop, tablet) and reliable internet access that is sufficient up to access courses on Canvas, Rowan University's online learning management system. Google Chrome is the most effective browser for accessing courses on Canvas. Wi-Fi bandwidth will need to be sufficient enough to allow students to quickly navigate courses, stream content, and operate video tutorials and voiceover presentations.

Although not mandatory, students are strongly encouraged to complete the Rowan Online Immersion Course. This is a training course designed to help students prepare to take online or hybrid courses with Rowan Global Learning & Partnerships. It can be reached at this link: <https://rowan.instructure.com/courses/3441399>.

## **Technology Support**

Students needing technology support should visit the Division of Global Learning & Partnerships Current Student Portal using Google Chrome browser: <https://online.rowan.edu/>; log in using Rowan username and password; select Support, Technology. Students can also log in to Canvas and submit a "ticket" so that a tech support professional can reach out for assistance. Students having trouble logging in can select: Trouble Logging In and submit a request for technical support (students will be able to enter their contact information and a description of the problem they are currently having so Technical Support can get back to them). Students can also call Tech Support at 856-256-5164 (Monday through Friday, 8 am to 5 pm).



## **Professional Expectations**

### **Attendance**

To meet all essential student learning goals and outcomes, attendance and participation is required in all program courses. Professional behavior and respect for others, including those with diverse viewpoints is required of all students enrolled in this program.

### **Online class verification policy**

Rowan University's duo identification system for student identification is used to verify student's identity in online courses as well as all student access to Canvas, library services and other student services.

### **Illness, Injury, or Other Barriers to Participation**

Although courses are online, there may be circumstances whereby students are unable to participate due to illness/injury to self or others, etc. Students who must miss a significant portion of class due to an illness, family or other emergency, must inform their instructor prior to the scheduled class.

### **COVID-19 Policy**

Although all courses are online, in the event that a student needs to come to any of Rowan's campuses in person, in the event of any changes to conditions that affects the state's determination of needed COVID measures, they will need to abide by the current COVID policy.

The link to the policy can be found here:

<https://www.rowan.edu/returntorowan/>.

### **Confidentiality of Student Records**

The Respiratory Therapy maintains confidential files/records on each student. Files include routine academic and professional documents, clinical preparation requirements, and student clinical practice evaluations. It is the policy of the Program to maintain the confidentiality of student records in accordance with federal legislation. Only ethical and lawful means will be used to gather information from or about students, and to provide appropriate and adequate safeguards to maintain confidentiality. Protection of the confidentiality of student files/ records refers to the collection and use of, access to, and dissemination and retention of information maintained in the student record/file. RT student records/files maintained by the department are secured in locked file drawers. Access to these files is limited to the Rowan faculty and staff. Students may request access to their file at any time; assistance is required from faculty to unlock office and/or cabinet and access password protected computers.

## **Academic Progress**

### **Attendance and Participation**

Students are expected to attend and fully participate in all courses, including completing all assignments and participating in online course discussion boards, surveys, etc. Students who experience connection issues should inform their instructor and seek help from online support.

## Course Evaluation

All courses in the RT program are graded according to the grading scale identified below. Students must maintain a minimum GPA of 2.5 in the program and all program major courses must be passed with a grade of C or higher. Students can complete a course evaluation (IDEA) at the end of each course. Student evaluations are an important part of the process of continuous program improvement.

## Grading

Students are evaluated according to the following grading scale:

<u>Letter Grade</u>	<u>Score/Percent</u>	<u>Grade Point Equivalent</u>
A	93.0-100	4.0
A-	90.0 – 92.9	3.7
B+	87.0 – 89.9	3.3
B	83.0 – 86.9	3.0
B-	80.0 – 82.9	2.7
C+	77.0 – 79.9	2.3
C	73.0 – 76.9	2.0
C-	70.0 – 72.9	1.7
D+	67.0 – 69.9	1.3
D	63.0 – 66.9	1.0
D-	60.0 – 62.9	0.7
F	Below 60	0.0

## Incomplete Grade

Students may receive an incomplete grade if they have completed sufficient work in the course for the instructor to determine that an Incomplete can be granted. The student should work with the instructor to determine the timeline for completing the work. An Incomplete grade will automatically convert to a grade of F after one semester following the submission of the Incomplete.

## Withdrawal From Course

Students in the RT program will follow the university policy for withdrawal from courses: <https://sites.rowan.edu/registrar/registration-information/registration-adjustments.html>, as well as the Rowan University policy for refund of tuition and fees: <https://sites.rowan.edu/bursar/refunds/index.html>.

## Withdrawal From Program

To officially withdraw from the Respiratory Therapy program, a student must obtain a withdrawal form from the department of Nursing by emailing [respiratorytherapy@rowan.edu](mailto:respiratorytherapy@rowan.edu). All completed withdraw forms must be submitted to the department by email ([respiratorytherapy@rowan.edu](mailto:respiratorytherapy@rowan.edu)) and Global Learning and Partnerships ([globalstudent@rowan.edu](mailto:globalstudent@rowan.edu)).

Students receiving financial aid may be required to return a portion of those funds if they withdraw prior to the mid-point of the semester, which is determined by federal guidelines.

Please contact financial aid office prior to withdrawing. *Students who plan to withdraw from the program should not stop attending courses until the official program withdraw request has been processed.*

### **Academic Integrity**

Rowan University has a detailed academic policy with a well-defined process for adjudicating academic integrity violations in four areas: academic misconduct, cheating, fabrication, and plagiarism. The policy can be found here:

<https://confluence.rowan.edu/display/POLICY/Academic+Integrity+Policy>.

### **Graduation From Program**

Students graduate from the BS in Respiratory Therapy Entry Degree Advancement Program when all required classes in the program have been successfully completed (including minimum grade requirements), with a minimum of 120 credits (90 credits upon acceptance into the DA program, plus 30 credits of required coursework at Rowan University).

### **General Academic Policies**

General academic policies for Rowan students can be found on Rowan's Confluence page for the **Student Code of Conduct**. Student responsibilities, rights and disciplinary procedures are detailed on this site. Students are expected to understand and adhere to the code of conduct.

The link is: <https://confluence.rowan.edu/display/POLICY/Student+Code+of+Conduct>.

### **Student Resources**

#### **Student Services**

Rowan has a comprehensive Student Support Services are listed on the university's Student Affairs website. The link is: <https://sites.rowan.edu/studentaffairs/>.

Selected examples of available services are listed below.

<u>Student Success</u>	<u>Student Life</u>	<u>Strategic Enrollment Management</u>
Academic Advising	Athletics	Financial Aid
Career Advancement	Campus Recreation	International Center
Education Abroad	Dean of Students	OASIS/Advising
Accessibility Services	Dining Services	Rowan Global Admissions
Success Coaching	Orientation & Student	Rowan Online
Testing	Leadership Programs	Undergraduate Admissions
Tutoring	Parent & Family Connections	University Scheduling
Military Services	Student Housing	
Writing Center	Student Center & Campus	
	Activities	

### **Diversity, Equity and Inclusion**

Rowan University values diversity, equity and inclusion in all their forms. Rowan has a very active Division of Diversity, Equity and Inclusion (DEI). The division includes the Office of Student Equity and Compliance (OSEC) to address all discrimination and bias complaints related to the federally protected categories: race, religion or creed, familial status, gender identity or expression, veteran status, citizenship, marital status, ancestry or national origin, disability,

pregnancy, sex, gender, sexual orientation, gender identity, atypical hereditary cellular or blood trait, genetic information, and age.

The departments in the Division of DEI include: the Office of Social Justice and Inclusion and Conflict Resolution (SJICR), the Office of Student Equity and Compliance (OSEC), Center for Access, Persistence and Achievement (CAPA), and the Center for Neurodiversity.

Information on the above can be found at the following link:

<https://sites.rowan.edu/diversity-equity-inclusion/>.

## **Grievance and Complaints**

### **Rowan Student Complaint Policy**

The Rowan University Student Complaint Policy can be found at this link:

<https://confluence.rowan.edu/display/POLICY/Student+Complaint+Procedures>.

### **CoARC Complaint Policy**

Students will be advised to submit complaints directly to CoARC only after all other options with the program are exhausted. The Rowan RT program will provide information about the complaint policy to students through the program webpage to allow public assess. The RT program will maintain a chronological record of student complaints related to the CoARC accreditation standards, including the resolution of complaints for a period of seven years. The program will allow inspection of complaint records during on-site evaluation visits by CoARC. This complaint process below is for students concerns other than that of an academic nature. If students have a complaint of an academic nature, students will need to follow the Rowan University Grade Dispute Policy. The Grade Dispute Policy can be found at this link:

<https://confluence.rowan.edu/display/POLICY/Grade+Dispute+Policy>

If there is a non-academic concern related to the Respiratory Therapy program at Rowan, students should contact the Program Director, Barry Ransom, at [ransom@rowan.edu](mailto:ransom@rowan.edu).

If the nonacademic concern is not resolved at the program level, students should then contact the assistant dean of the Virtua Health School of Nursing & Health Professions, Dr. Jennifer Ravelli, in writing at: [ravelli@rowan.edu](mailto:ravelli@rowan.edu).

CoARC has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, including students, faculty, practitioners and/or members of the public may submit a complaint against any accredited or approved program to CoARC. However, the CoARC board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with its accreditation standards or policies. To receive formal consideration, all complaints must be submitted in writing to the CoARC Executive Office using the Complaints Reporting Form. Please visit this link for more information the process:

<https://coarc.com/students/complaint-process/#:~:text=Complaints%20must%20be%20submitted%20to,at%20tom%40coarc.com>