



**FREDERICK  
COMMUNITY COLLEGE  
RESPIRATORY CARE  
PROGRAM**

**STUDENT HANDBOOK**  
*Policies and Procedures*  
2025-2026

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# Welcome

Welcome to the Respiratory Care program at Frederick Community College! We are excited to support you as you begin your journey toward a rewarding career. You were selected for this program because of your strong academic abilities, which are essential for success in this field.

As your faculty, we are committed to helping you achieve your goals in every way possible. The Respiratory Care program will require significant dedication, including long hours of study and preparation. However, we are always here to assist you. Please don't hesitate to reach out to any faculty member with questions or concerns, no matter the topic. If we cannot provide the help you need, we will connect you with someone who can.

We encourage you to read this handbook carefully, as it contains important information and answers to many common questions. It will serve as a valuable resource throughout your time in the program.

Congratulations on your excellent career choice and we look forward to assisting in your success!

## Program Description

The Frederick Community College Respiratory Care program is an entry into professional practice level Respiratory Program requiring 67 credit hours of course work. Upon successful completion of the program, the graduate is granted an Associate of Applied Science degree and is eligible to take the National Board for Respiratory Care therapist multiple choice (TMC). As an integral part of the health care team, graduates are prepared to provide safe and competent respiratory care to clients in hospitals, long-term care facilities, home care, outpatient clinics, and other comparable health care agencies.

## Accreditation

The program is accredited by the **Commission on Accreditation for Respiratory Care (CoARC)**

264 Precision Boulevard

Telford, Tennessee 37690

Phone (817) 283-2835

Website: [www.coarc.com](http://www.coarc.com)

Program number: 200397

## Program Goal

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

**-CoARC 2022 Entry into Practice Standards**

**Cognitive Skills:** Students must demonstrate competence in the cognitive domain by achieving a minimum score of 75% or higher in all respiratory care courses throughout the program, reflecting their foundational knowledge and understanding of respiratory care principles.

**Psychomotor Skills:** The following is a list of competencies integrated into the respiratory care program curriculum. Prior to graduation, students are required to demonstrate proficiency in each of these skills, ensuring readiness for entry-level practice in the profession.

- a. Hand Hygiene and Isolation Precautions
- b. Taking Vital Signs
- c. Performing a Comprehensive Cardiopulmonary Patient Assessment
- d. Using a Pressurized Metered-Dose Inhaler (pMDI)
- e. Using a Dry-Powder Inhaler (DPI)
- f. Using a Small Volume Nebulizer (SVN)
- g. Performing Incentive Spirometry (IS)
- h. Implementing Positive Expiratory Pressure (PEP) Therapy
- i. Administering Chest Physiotherapy (CPT)
- j. Performing Sterile Nasotracheal Suctioning
- k. Sputum Inductions & Collecting Sputum Samples
- l. Administering Oxygen Therapy with a Nasal Cannula or Mask
- m. Performing an Arterial Blood Gas (ABG) Puncture
- n. Providing Manual Ventilation using a Bag-Valve Mask (BVM)
- o. Administering Oxygen Therapy to a Patient with an Artificial Airway
- p. Tracheostomy Tube Care and Cleaning
- q. Administering High Flow Oxygen Therapy
- r. Initiating Noninvasive Ventilation and Interface Fitting
- s. Assessing a Noninvasive Ventilator
- t. Preparing an Invasive Mechanical Ventilator for Use
- u. Intubation or Intubation Assist
- v. Initiation of Invasive Mechanical Ventilation
- w. Assessing an Invasive Mechanical Ventilator
- x. Endotracheal Tube Care

- y. Monitoring Cuff Pressures
- z. Performing Sterile Endotracheal or Tracheal Tube Suctioning
- aa. Monitoring End-Tidal Carbon Dioxide (EtCO<sub>2</sub>)
- bb. Assessing Weaning Parameters and Performing a Spontaneous Breathing Trial (SBT)
- cc. Extubation
- dd. Obtaining Arterial Blood Gas Samples from an Arterial Catheter Line
- ee. Assessing Noninvasive Respiratory Mechanics

**Affective Skills:** Students must demonstrate competence in the affective domain by consistently exhibiting professionalism, ethical behavior, and integrity in all aspects of respiratory care practice. This includes successful completion of clinical evaluations and self-assessments, reflecting appropriate attitudes, values, and interpersonal communication skills essential to the profession.

## Program Personnel

### **Dr. Sandy McCombe Waller**

*Associate Vice President for Academic Affairs/Dean of Health, Business, Technology and Science*  
smccombewaller@frederick.edu  
(301) 846-2826

### **Dr. Neil Waravdekar**

*Medical Director*  
nw@fredmedpulm.com  
(301) 663-0881

### **Jessica Missavage, MS, RRT, RRT-ACCS**

*Program Director*  
jmissavage@frederick.edu  
(301) 846-2528

### **Rebecca Sonn BSRT, RRT, RRT-ACCS, NPS, RPFT**

*Director of Clinical Education*  
rsonn@frederick.edu  
(301) 846-2516

### **Ann Geyer**

*Academic Office Manager, Health Science Department*  
[ageyer@frederick.edu](mailto:ageyer@frederick.edu)

(301) 846-2605

**Earl (Dex) Manthey**

Academic Office Manager, Health Science Department

[emanthey@frederick.edu](mailto:emanthey@frederick.edu)

(301) 846-2524

**Estimated Program Costs**

**Tuition & Fees**

In County: **\$160.92 per credit**  
Out-of-county: **\$318.98 per credit**  
Out-of-state: **\$418.98 per credit**

*Respiratory Care Program (only RESP courses) In-County Tuition*

Semester 1: 9 credits \$1,448.82  
Semester 2: 11 credits \$1,770.12  
Semester 3: 2 credits \$321.84  
Semester 4: 11 credits \$1,770.12  
Semester 5: 9 credits \$1,448.82

Total In-County Tuition for all required courses (67 credits) = **\$10,781.64**  
Total Out-of-County Tuition for all required courses (67 credits) = **\$21,371.66**  
Total Out-of-state Tuition for all required courses (67 credits) = **\$28,071.66**

**Student Fees**

Course Fees (program): **\$880**

Out-of-pocket Required Student Fees

Uniform (Required for clinical):

Stethoscope ~**\$70**

Scrub Top & Pants~**\$60**

Shoes ~**\$50**

Wristwatch~**\$30**

Textbooks: ~**\$600**

Clinical Transportation: ~**\$1000**

Vaccinations~**\$500 (depending on medical history and health insurance)**

*Licensing Exam:*

TMC 1<sup>st</sup> attempt = **\$190**

TMC Repeat Attempts = **\$150**

CSE 1<sup>st</sup> Attempt = **\$200**

CSE Repeat Attempts = **\$200**

Maryland RCP License Application = **\$200**

# Curriculum

## Course Requirements

<b>Course</b>	<b>Credits</b>
<i>English</i>	
ENGL 101 English Composition	3
<i>Mathematics</i>	
Math 120 Statistics or higher (MATH 145 recommended)	3
<i>Social and Behavioral Sciences</i>	
PSYC 101 General Psychology	3
<i>Arts and Humanities</i>	
COMM 105 Small Group Communication	3
<i>Biological and Physical Sciences</i>	
BSCI 201 Anatomy and Physiology I	4
BSCI 202 Anatomy and Physiology II	4
BSCI 223 Microbiology for Allied Health	4
<i>Medical Terminology Requirement</i>	
Select one MEDA 108 or MEDA 109	1
<b>Departmental Requirements</b>	
RESP 100 Introduction to Respiratory Care	2
RESP 101 Gas Exchange Physiology	2
RESP 102 Fundamentals of Respiratory Care	4
RESP 103 Pharmacology	3
RESP 105 Cardiopulmonary and Renal Anatomy and Physiology	3
RESP 107 Principles of Mechanical Ventilation	4
RESP 109 Clinical Practicum I	2
RESP 110 Clinical Practicum II	2
RESP 200 Pulmonary Diagnostics	2
RESP 201 Cardiac Monitoring and Diagnostics	4
RESP 202 Neonatal and Pediatric Respiratory Care	3
RESP 203 Clinical Practicum III	2
RESP 204 Pulmonary Rehabilitation and Home Care	2
RESP 205 Professional Seminar	2
RESP 207 Cardiopulmonary and Renal Pathophysiology Review	3
RESP 209 Clinical Practicum IV	2
<b>Total Program Credits</b>	<b>67</b>

## Recommended Pathway

<b>Recommended 1<sup>st</sup> Semester</b>	<b>CREDITS</b>
<b>Pre-admission - Recommended Fall Courses</b>	
ENGL 101 English Composition	3
Mathematics Elective (Gen Ed course list) MATH 120 Statistics (MATH 145 recommended)	3 - 4
Select one of the following:	0-4
BSCI 55 Preparation for Allied Health <sub>1</sub>	
BSCI 150 Principles of Biology I <sub>1</sub>	
CHEM 101 General Chemistry I (recommended)	
PSYC 101 General Psychology	3
COMM 105 - Small Group Communication	3
<b>Credits</b>	<b>12-17</b>
<b>Recommended 2<sup>nd</sup> Semester</b>	
<b>Pre-admission - Recommended Spring Courses</b>	
BSCI 201 Anatomy and Physiology I <sub>1</sub>	4
MEDA 108 or MEDA 109	1
BSCI 223 Microbiology for Allied Health	4
<b>Credits</b>	<b>9</b>
<b>3<sup>rd</sup> Semester</b>	
<b>Fall</b>	
BSCI 202 Anatomy and Physiology II <sub>2</sub>	4
RESP 100 Introduction to Respiratory Care <sub>2</sub>	2
RESP 102 Fundamentals of Respiratory Care <sub>2</sub>	4
RESP 103 Pharmacology <sub>2</sub>	3
<b>Credits</b>	<b>13</b>
<b>4<sup>th</sup> Semester</b>	
<b>Spring</b>	
RESP 101 Gas Exchange Physiology <sub>2</sub>	2
RESP 105 Cardiopulmonary and Renal Anatomy and Physiology <sub>2</sub>	3
RESP 107 Principles of Mechanical Ventilation <sub>2</sub>	4
RESP 109 Clinical Practicum I <sub>2</sub>	2
<b>Credits</b>	<b>11</b>
<b>5<sup>th</sup> Semester</b>	
<b>Summer</b>	
RESP 110 Clinical Practicum II <sub>2</sub>	2
<b>Credits</b>	<b>2</b>
<b>6<sup>th</sup> Semester</b>	
<b>Fall</b>	
RESP 200 Pulmonary Diagnostics <sub>2</sub>	2
RESP 201 Cardiac Monitoring and Diagnostics <sub>2</sub>	4
RESP 202 Neonatal and Pediatric Respiratory Care <sub>2</sub>	3
RESP 203 Clinical Practicum III <sub>2</sub>	2
<b>Credits</b>	<b>11</b>
<b>7<sup>th</sup> Semester</b>	

<b>Spring</b>	
RESP 204 Pulmonary Rehabilitation and Home Care <sub>2</sub>	2
RESP 205 Professional Seminar <sub>2</sub>	2
RESP 207 Cardiopulmonary and Renal Pathophysiology Review *Milestone <sub>2</sub>	3
RESP 209 Clinical Practicum IV <sub>2</sub>	2
<b>Credits</b>	<b>9</b>
<b><u>Total Credits</u></b>	<b><u>67-72</u></b>

<sub>1</sub> Required for admission into the program.

It is recommended that prospective students complete as many prerequisite courses as possible before beginning the required Respiratory Care curriculum.

Consult with your academic advisor for appropriate course selection.

<sub>2</sub> All RESP courses must be taken in the above designated semester.

## Technical Standards

The following technical standards are essential to meet the objectives of the Respiratory Care Program at Frederick Community College. With reasonable accommodation, the student must possess:

1. Fine motor skills sufficient to perform skills such as picking up, grasping, manipulating small objects with hands, and writing with a pen or pencil.
2. Physical mobility and strength sufficient to move about on a unit and participate in client care.
3. Physical stamina sufficient to perform client care for entire length of clinical experience (6-8 hour shifts).
4. Auditory ability sufficient for assessment of client health and safety.
5. Visual acuity sufficient to distinguish color and see objects up to 4 feet away.
6. English reading and comprehension ability sufficient to understand the written and spoken word at a minimum of a 12th grade level.
7. Arithmetic competence that would allow the student to read and understand columns and/or writing, tell time, use measuring tools, understand percentages, and add, subtract, multiply and divide.
8. Emotional stability sufficient to assume responsibility/accountability for actions, provide client with emotional support, adapt to environmental stress, and monitor own emotions.
9. Analytical thinking sufficient to transfer knowledge from one situation to another, problem solve, prioritize tasks, and use long-term and short-term memory.
10. Critical thinking ability sufficient to exercise sound judgement through the sequencing of information and the identification of cause-and-effect relationships.
11. Interpersonal skills sufficient to establish rapport with fellow students, clients, and co-workers and respect the rights of others and the differences in clients.

12. Communication skills sufficient to teach others, explain procedures, interact with others, and convey information in writing.

*Adapted from: Yocum, C.J (1996). Validation study: Functional abilities for nursing practice. Published by the National Council of State Boards of Nursing.*

## Policies and Procedures

### Frederick Community College Student Code of Conduct

Along with this handbook, Respiratory Care students are required to read and adhere to the FCC Code of Conduct, located at: <https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduresdocuments/code-of-student-conduct.aspx>.

## Attendance

### Policy

Prompt and regular attendance is critical to student success in the Respiratory Care Program. Attendance is **mandatory** for the following components of the program:

- Lectures
- Laboratory and skills checkoffs
- Clinical days
- Simulation days (considered on-campus clinical days)
- Seminar days
- Exams

Students are expected to arrive on time and be prepared for all scheduled activities. The program values professionalism, and attendance is a direct reflection of a student's commitment and reliability in clinical and academic environments.

### *Excused Absences*

Absences are considered *excused* only for the following circumstances:

1. Illness of the student or a dependent
2. Death in the immediate family
3. Court order
4. Recognized religious holiday

Official written documentation may be required by program faculty. Extenuating circumstances should be communicated to the appropriate instructor in advance, when possible.

Any absence not meeting the criteria above is classified as an *unexcused absence*.

## Lecture

Attendance in lectures is mandatory. Preparedness and engagement are essential for academic success. Students are expected to:

- Complete assigned readings and pre-class materials
- Submit pre-class assignments by the specified deadline
- Actively participate in discussions and learning activities

## Exams

- On-time attendance is required for all exams.
- The exam room will close at the scheduled exam start time. Students arriving after this time will be considered late. A 5-point deduction will be applied to the exam score for failing to meet the testing start time.
- Missed exams must be completed within 24 to 48 hours at the FCC Testing Center, unless otherwise authorized by both the course professor and Program Director.
- Students must follow the FCC Testing Center procedures for scheduling and notify the professor of their confirmed appointment.
- Failure to complete the make-up exam within the designated timeframe may result in an exam grade of zero (0).

## Laboratory

Attendance is required for all laboratory classes, skills check-offs, and skills assessments. Only the previously listed excused absences will be accepted. Students should:

- Notify the instructor in advance when possible
- Provide official documentation if requested
- Make-up labs will only be offered with excused absences and must be scheduled by the student at the convenience of the laboratory instructor.

Unexcused absences may result in point deductions or additional penalties as outlined in the course syllabi.

## Clinical and Simulation Attendance

Attendance is mandatory for all clinical and simulation days. Clinical absence policies include:

- Greater than two (2) excused absences in one 10-week clinical semester, or greater than three (3) absences in one 15-week clinical semester may result in dismissal from clinical and course failure.
- Greater than one (1) unexcused absence may result in immediate removal from the clinical component and course failure.
- No make-up days are offered for clinical.

All simulation days are considered equivalent to clinical days and follow the same attendance policies.

## Procedure

### Notification of Absence

- All absences: Notify the instructor prior to the scheduled session.
- Clinical absences: Notify both the Director of Clinical Education (DCE) and the clinical instructor at least 30 minutes before the scheduled start time via email or other preferred method.
- Failure to notify the appropriate personnel in a timely manner will result in an unexcused absence.

### Tardiness

- Clinical and lab tardiness must be communicated to the instructor as soon as possible.
- Repeated tardiness may result in Navigate alerts, dismissal from the session, no credit for attendance/participation, and/or a meeting with the instructor.

## Non-Compliance Procedure

Failure to follow the attendance policy and procedures will result in the following progressive actions:

### *First Offense*

Formal written warning issued to the student and a Navigate alert.

### *Second Offense*

Meeting with Program Director and involved faculty with possible implementation of a FCC Respiratory Care Program Learning Contract.

### *Third Offense*

Students may be placed on programmatic probation.

### *Fourth Offense or Severe Violation*

May result in dismissal from the Respiratory Care Program. Students may appeal against the dismissal per college grievance policy.

*Note: A single severe offense (such as no-show to a clinical without notification) may result in immediate probation or dismissal at the discretion of the Program Director.*

## Course Grades

The NBRC requires rigorous learning of respiratory material, as tested on the NBRC credentialing exam, post-graduation. As such, to set a high standard of preparation, a grade of 75% or better is required as a passing grade for all respiratory courses in the Respiratory Care Program. In coordination with the NBRC and CoARC standards, a numerical system is used for the course grade requiring a grade of 75% or better in all Respiratory courses. A grade of 'C' or better must be earned in all required courses, including general education courses, to qualify for graduation with the A.A.S. Respiratory Care degree. In respiratory courses, any grade below a 75% is considered a failing grade (this includes a grade of "D" or "F.") Total points are converted to a percentage with a corresponding letter grade as follows:

A = 90% - 100%

B = 80% - 89%

C = 75% - 79%

F = below 75%

If a student withdraws from a respiratory care course while not meeting the clinical objectives or having a failing exam average in the theory component, the withdrawal will be considered a course failure for readmission purposes. Course failures of this kind will be reviewed and may affect the student's eligibility for readmission to the program. The Program Director reserves the right to make the final determination regarding readmission.

## Late Submissions

All assignments in the Respiratory Care program are expected to be completed and submitted in the proper format by the given deadline. Any late submission is subject to a 10% loss of the total grade per day.

## Inclement Weather Policy

The Respiratory Care program will adhere to FCC's inclement weather policy when making decisions. See Frederick Community College's Inclement Weather/College Closing policy (<https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduresdocuments/inclement-weather.aspx>) for full detail policy.

- A. Students are not to report to the clinical site if a school closure or delay due to inclement weather falls on an assigned clinical day. Any student completing self-assigned preceptor hours during a day that the school closes may not attend their clinical site.
- B. In the event of closing or delay, clinical field experience staff (CFES) should not report to the site as an FCC employed clinical instructor, and as such will not be paid for the clinical day.
- C. In the event of inclement weather, cancellation or delays of on-campus classes and laboratories will be announced via the FCC Alert System. Students must sign up for the FCC alerts using their wireless device. Other weather announcements may be made on local radio stations and

television channels (as listed by the College each semester). Delay and closing information is also made publicly available on the FCC website.

The Program Director, Director of Clinical Education, or clinical instructors reserve the right to make a decision to cancel a clinical day in the best interest of student safety. Instructors will notify students via established phone trees, email, or by an announcement on the Blackboard site if clinical must be cancelled prior to the College's announcement regarding closing. Instructors may decide to delay the start of clinical until a college announcement is made.

## Critical Incident

The practice of respiratory care carries inherent risks, including exposure to infectious diseases and potential injury. Students are responsible for adhering to FCC and clinical site policies and procedures to reduce their risk of illness or injury.

### Clinical Errors or Mishaps:

- If a respiratory care student is involved in an error or mishap in the clinical setting, they must immediately report the incident to the clinical instructor or preceptor.
- The instructor or preceptor will guide the student in following the clinical site's protocol for filing the necessary documentation.
- Additionally, an FCC incident report must be completed and submitted to the Director of Clinical Education for risk management purposes.

### Illness or Injury:

- If a student becomes ill or is injured while in the clinical setting, they are responsible for seeking medical care at their own expense.
- Clinical sites are not responsible for providing medical care to students who become ill or injured during clinical rotations.
- Students are required to have and provide proof of medical insurance coverage.

*Frederick Community College is not responsible for any medical expenses incurred due to a critical incident or student illness.*

## Professional Behavior

Students are expected to uphold the highest standards of professionalism at all times, including in the classroom, clinical environments, and whenever wearing the school-issued name tag. This includes demonstrating respect, integrity, accountability, and adherence to ethical and professional standards.

As future respiratory care practitioners, students must comply with the American Association for Respiratory Care (AARC) Code of Ethics, which emphasizes patient-centered care, professional integrity, and respect for the rights and dignity of all individuals. This means maintaining confidentiality, providing care without discrimination, and demonstrating honesty and professionalism in all interactions.

Additionally, students are required to follow all program and clinical site policies. Any form of unprofessional or inappropriate conduct in an instructional or clinical setting may result in disciplinary action, up to and including dismissal from the program. Students should recognize that their behavior reflects not only on themselves but also on the program, the college, and the respiratory care profession as a whole.

## Academic Integrity and Academic Honesty Policy

Academic integrity and academic honesty are expected of all respiratory students. The Code of Student Conduct Policy and Procedures should be followed at all times. Any type of policy violations are serious offenses and may result in dismissal from the Program. Students are required to read about violation of academic integrity policy in the College Catalog and FCC Student Handbook available in print and online at <https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/code-of-student-conduct.aspx>

## Admission

Admission to the Respiratory Care program is a selective process, completed by the FCC Health Sciences Admissions Coordinator, and as such follows all policies and procedures set forth by the Health Sciences Admissions Policies and Procedures document.

Applications for admission to the program are due by June 1<sup>st</sup> of each year for best consideration, and cohorts begin every Fall. If accepted into the program, students must accept a seat in the program and are required to meet with the Advising office prior to Health Sciences orientation. Attendance at Health Sciences and Respiratory Care Orientation days are required. Students must meet the minimum requirements for applications to be considered.

Admission to the program, including readmission, may be denied due to several reasons, including but not limited to:

1. Cohort space limitations
2. Dismissal due to academic integrity violation
3. Dismissal due to unprofessional behavior
4. Course failure in two semesters
5. Failure of two or more Learning Contracts
6. Dismissal due to violation of FCC Student Code of Conduct

## Dismissal

Dismissal from the Program can occur due to several reasons including, but not limited to the following:

1. Violation of academic integrity
2. Course failure in first semester will result in students repeating the entire semester classes
3. Course failure in a semester does not allow students to progress to the next semester, and the class will need to be repeated when offered again.
4. Student conduct or unsafe practice at a clinical rotation

5. Clinical site refusal to allow students in rotation due to identification of inability to perform Respiratory Care in a safe and competent manner
6. Two course failures during the Program (other than first semester)

### Dismissal due to Violation of Academic Integrity

Students are required to review the academic integrity policy in the College Catalog and the FCC Student Handbook, available in print and online at FCC Code of Student Conduct.

<https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/academic-standards.aspx>

Violations of this policy will result in disciplinary action as outlined in the policy, which may include course failure or dismissal from the program. Students dismissed due to academic integrity violations will not be eligible for re-entry into the program.

### Dismissal Due to Academic Difficulties

Students identified as having difficulty with the course curriculum will receive notifications and are encouraged to meet with the instructor for a remediation plan which invites the student to seek additional academic support (i.e. tutoring centers on campus, Blackboard tutorials, peer tutoring, and faculty office hours). If, however, a final grade of at least 75% is not achieved in one or more Respiratory courses, the student is dismissed from the program.

### Dismissal due to Student Conduct or Unsafe Practice at Clinical Rotation

If a student presents behavior which conflicts with safety essential to the respiratory care practice during a clinical, the student will be dismissed from the clinical site. Dismissal from the clinical site by Clinical Field Education Staff (CFES) or department manager/director may result in immediate clinical course failure. The Program Manager and the Director of Clinical Education will immediately be notified of such action by the clinical faculty. The clinical faculty shall thoroughly document the incident and behavior for the student record.

If the safety issues can successfully be addressed with further academic and laboratory education, a plan of action will be implemented to help the student meet safety requirements for progression in the program. The plan may allow for progression in the program or repeating courses the next time they are offered, and only as space allows. If the safety issues are too significant to address within the confines of the program, or the student has shown an inability to respond to further learning opportunities, the student will be dismissed from the program, without the option of re-entry.

### Dismissal due to problems with emotional health

Students identified as demonstrating possible behavioral or emotional health issues are referred for counseling and reported to the behavioral evaluation response team (BERT) for further evaluation. Depending on the type of behavioral or emotional health issue, immediate removal from the program may be necessary to avoid a disruptive learning environment in the hospital and the classroom and to protect the safety of patients, other students, and the college staff. If the behavioral or emotional health issue

does not threaten to disrupt the learning environment, the Program Manager may develop a remediation plan. The remediation plan and decisions on how to handle behavioral and emotional health issues are made in consultation with the program directors, Dean, BERT team and other support services (i.e. counseling, diversity office). If indicated, a remediation plan may be arranged within one week of identifying a problem. The student will be placed on probation while they work through the remediation plan. Probationary status will remain in effect until the student demonstrates improvement in the behavior. If there is no improvement from the remediation assistance received and the student is not meeting the programs “technical standards” the student will be dismissed from the program.

FCC Administration and the Program Director reserves the right to dismiss a student from the program if it violates the safety of another student or staff member’s wellbeing.

## Remediation Session

A score of 75 or higher is required on quizzes, exams, and all assessment tools. Failure to achieve this score may require attendance at a remediation class or several classes (depending on the individual student's needs).

## Withdrawal from the Program

A student may withdraw from the program once due to poor academic performance, illness, or personal reasons. To do so, they should schedule an exit interview with the Program Director. It is recommended that students withdraw on good terms, as this may improve their chances of readmission in the future.

To receive a grade of “W,” withdrawals must be completed before the deadline listed in the current academic calendar, which can be found in the college catalog. Students should be aware that respiratory courses are only offered during the semesters outlined in the plan of study. If a student withdraws from a respiratory course, they may continue taking other courses in that semester, except for clinical courses. However, they will not be permitted to progress to the next semester in the program.

Students may request re-enrollment when the withdrawn course is offered. However, if a student withdraws during the first technical semester of the program, they must reapply for admission and repeat all first-semester courses to be readmitted.

## Unsuccessful in the Program

If success in the Respiratory Program does not occur, students are required to meet for an exit interview with the Program Director, to assist the student in decision making. Failure in a course may occur for any of the following reasons:

- i. Failure in theory and/or clinical.
- ii. Absence from clinical without instructor notification and/or excessive absences, as detailed in Absence Policy above.

- iii. Leaving the clinical facility without clinical instructor's or preceptor's permission or knowledge.
- iv. Dismissal from the clinical site.
- v. Unethical Conduct
- vi. Academic Dishonesty
- vii. Failure to pay financial obligation to the college within an established period.

The Program Director reserves the right to dismiss a student from the program for failure to comply with technical standards, policies, or procedures outlined in this handbook.

The student involved will be personally counseled by the instructor and informed of the reason for failure. This counseling will be documented, signed by the student, faculty member, and Director of Respiratory Care, and placed in the student's file.

Because the respiratory courses are sequential and courses are prerequisites to the next semester, failure of or withdrawal from a course will prevent the student from continuing in the program.

## Readmission

If a student fails two or more respiratory courses in a single semester, they must reapply for admission as a new student, starting with RESP 100. A student who does not earn a grade of "C" or better in one or more respiratory courses in the first semester must reapply and repeat all program courses in the semester, starting with RESP100. A student who does not earn a passing grade in a course after the first semester may apply for readmission to repeat that course before progressing to the next semester. Students should express their interest in readmission in writing by email to the Program Director during the semester before which they wish to reenter the program.

Students who fail or withdraw from any respiratory course and wish to return in a future class must reapply and will be placed in the applicant pool for the following year. Students are allowed to withdraw and return to the program only once. Readmission is contingent upon availability of space. If space permits, the student may repeat the course when it is next offered and, upon successful completion, continue in the program.

Students must return within one year of withdrawing or failing to achieve a grade of "C" or better. If more than one year has passed, they must reapply as a new student, starting with RESP 100.

Each student may be admitted to the program for admission only twice, including their initial application. Students who fail one or more courses in more than one semester, including any semester following readmission, will not be eligible for further readmission into the program.

Students wishing to reenter the program after failure in a clinical or laboratory course will be required to repeat the skills assessments prior to reattempting the class, at the discretion of the program director.

If space is available, readmission priority will be given in the following order until all seats are filled:

- i. Students who withdrew for non-academic reasons.

- ii. Students who did not earn a grade of “C” or better in one course.

FCC Administration and the Respiratory Care Program Director reserve the right to provide discretion and make readmission provisions that fall outside these guidelines, if deemed appropriate.

## Grievance/Complaint

The Respiratory Care Program follows the College grievance procedures for all academic or clinical failures and/or grade appeals, and dismissals. The purpose of the complaint policy and procedure for students is to provide a method of recourse to students who feel that a particular action on the part of a college staff member has violated institutional practices and standards. Students have the right, using the Complaint Policy and Procedure to appeal course grades, contest a policy or practice of the College. Follow FCC policies listed in the [Complaint Policy and Procedures for Students](#).

## Program Evaluation

At the end of each course, students must evaluate the course, instructors, clinical agencies, program, and college resources. The Respiratory Care Program is also required to conduct comprehensive program evaluations and follow-up surveys of graduates.

Evaluation is both a critical component of the Respiratory Care process and a professional responsibility. Students are expected to complete all required evaluations objectively and in a timely manner. Failure to do so may result in an incomplete grade for the course.

It is also required that students complete the post-graduation evaluation provided to them following graduation from the program. It is vital that the student provide the program faculty with an accessible personal email address, as this is where the survey will be sent.

## CoARC Surveys

Evaluation of the program by the student is required by CoARC annually and post-graduation. Students are required to complete any survey provided to them by program faculty within 72 hours of receipt, unless authorized by Program Director for extension. Survey results will remain anonymous and used solely for CoARC reporting purposes.

## Substance Abuse

The Respiratory Care Program strictly adheres to the College’s policy prohibiting the illegal possession, use, or distribution of drugs and/or alcohol by students on college property (classroom) or during any college-related activity (clinical). For further details, refer to the current FCC Student Handbook.

Clinical dependency is recognized as an illness in which alcohol or drug use impairs an individual’s ability to function safely, negatively impacting their physical, emotional, and social well-being. If drug testing is implemented, it will be conducted in accordance with the recommendations of the College’s legal counsel.

Students will be dismissed from the program if they provide Respiratory Care services or enter the clinical setting under the influence of alcohol, narcotics, or any mood-altering or controlled dangerous substances in amounts exceeding therapeutic levels or without a valid medical indication.

## Recording

Any type of recording (video or audio) of instructors, faculty, staff, or other students is prohibited without prior consent. All recordings are solely for the use of academics and may not be used or distributed without prior consent.

## Smoking

Smoking is not permitted in college buildings or clinical facilities. Smoking breaks during clinical hours are not permitted.

See: [https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/alcohol\\_tobacco\\_opioid\\_otherdruguse\\_awareness.aspx](https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/alcohol_tobacco_opioid_otherdruguse_awareness.aspx)

## Change of Demographics

It is essential to promptly inform the college admissions, the registrar, and the RC Program Director of any changes to your name, address, or telephone number. Providing updated information without delay ensures accurate records and effective communication.

## Email Communication

Respiratory Care students are required to use their assigned FCC school email address for all college-related matters, including lecture courses, clinical courses, laboratory courses, simulations, and faculty requests.

Students are responsible for checking their email regularly and must respond within 48 hours of receiving any correspondence unless otherwise specified.

## International Travel

Students traveling outside of the country while enrolled in the program should fill out the Student International Travel Request Form to allow access to Cloud resources and email during their travel. This is completed by emailing [registration@frederick.edu](mailto:registration@frederick.edu). The process takes about 2 business days once enrollment is verified, and you return the form that Registration sends to you and requires you to return to them.

## Title IX

The Respiratory Care program follows the school policy for all Title IX related activities. (See: <https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/titleix-policy.aspx>)

### *Disclaimer for Mandatory Title IX Reporters*

*As a mandatory Title IX reporter, the program faculty am required by federal law and institutional policy to report any incidents of sexual harassment, discrimination, sexual assault, dating violence, domestic violence, stalking, or any other forms of sex-based misconduct that come to my attention. This obligation applies to disclosures made in person, via email, phone, or any other form of communication.*

*If you choose to share information related to such incidents, please be aware that we are required to report it to the appropriate Title IX office, which will review the information and determine the next steps. While we respect your privacy, we cannot guarantee confidentiality. If you prefer to speak with someone who can maintain confidentiality, we can provide you with resources such as counseling services, victim advocacy, or confidential support staff.*

*Your safety and well-being are our top priorities, and we are here to support you in accessing the necessary resources and assistance. If you have any questions about my reporting obligations or available support options, please feel free to ask.*

## Electronics

### Cell phones

Cell phones are not to be audible or visible in class.

### Laptops and Tablets

Use of electronic devices, laptops, tablets, or any of the like is a privilege. Use of these electronics for any purpose other than classwork is prohibited. Failure to comply may result in an inability to use electronic devices in class without appropriate accommodation. Use of technology in any classroom setting is at the discretion of the program's faculty.

## Pinning Ceremony Attendance

Attendance at the annual class Pinning Ceremony, held before college graduation, is mandatory. This ceremony marks the culmination of successful Program completion, and all members of the graduating class are required to participate.

## Code of Conduct

Respiratory Care students are obligated to follow FCC's Student Code of Conduct (see: <https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/code-of-student-conduct.aspx>).

## Title IV Policy Federal Title IV Funds - Federal Financial Aid

All students have an ethical responsibility to repay all funding received from any Title IV Program.

## Clinical Rotations Policies

### Clinical Assignments

Respiratory care students are not substituted for paid staff at the clinical site and are not used as back-ups in the absence of appropriate paid staff during clinical rotations.

The Director of Clinical Education (DCE) contacts our hospital affiliates to arrange clinicals. Students are not allowed to schedule and make clinical arrangements on their own, without the final placement being coordinated by the DCE.

## Clinical Facilities

The Respiratory Care Program cooperates with many health care facilities in providing clinical experiences for students.

All students should be prepared to attend clinical at any of the facilities currently in use by the Respiratory Care Program. Therefore, the DCE does not entertain requests for specific sites. Clinical hours may vary depending on the availability of clinical sites and/or specific units. Students should be prepared to attend clinical on any shift.

Transportation to the clinical sites is the responsibility of the student.

Clinical sites are arranged each semester subject to the availability of faculty and space at the facility. For a complete list of clinical sites scheduled for use in any given semester, please contact the Director of Clinical Education. Additional clinical sites may be added to this list at the discretion of the Director of Clinical Education.

- i. Carroll Hospital Center
- ii. Frederick Health Hospital
- iii. Holy Cross Hospital Silver Spring
- v. Medstar Montgomery Medical Center
- vi. University of Maryland Medical System
- vii. Valley Health Winchester Medical Center
- viii. Meritus Medical Center

## Clinical Grading Criteria

### Critical behaviors

Criteria for clinical grading are described in the syllabus for each clinical course. To receive a passing grade in clinical, along with satisfying the general grading criteria listed above, successful performance of specific behaviors must also be achieved. These **critical behaviors** include:

- i. *Adequate preparation for clinical assignment.*
- ii. *Safe implementation of all respiratory care procedures in accordance with medical orders, agency policies, and established principles of respiratory care practice.*
- iii. *Respect for the client's rights in regard to their dignity and human worth.*

- iv. *Demonstration of professional behavior in all aspects of Respiratory Care which includes attendance, punctuality, appearance, confidentiality, and a caring attitude toward client systems and members of the health care team.*
- v. *Demonstration of accountability and responsibility for actions.*
- vi. *Following all hospital safety policy and procedures.*
- vii. *Professional demeanor and communication to all hospital staff and patients.*

## Noncritical behaviors

Noncritical behaviors are outlined for each clinical rotation on the evaluation form. Subjects of these skills include but are not limited to the ability to perform clinical skills within the clinical setting, patient interaction and communication, professionalism, adaptability, and critical thinking.

## Assessment Criteria

Critical and noncritical behaviors are evaluated by the clinical instructor for each student during the clinical day using the following criteria:

0: Unacceptable – Unprofessional behavior or patient safety compromised

1: Poor – Requires extensive improvement

2: Fair – Needs some improvement

3: Good – Competent

4: Excellent – Exceeds expectations

Each clinical course will have specific critical behaviors identified.

- **Critical Behaviors:**

If a student receives a “2” or less in a critical behavior criteria area, a meeting will be scheduled within one week with the Program Director (or designee), Director of Clinical Education, Clinical Instructor, and the student. Following this meeting, the student will either be placed on probation or assigned a failing grade immediately. If placed on probation, the Director of Clinical Education (or designee) and the student will develop a remediation plan. Probation will remain in effect until the student achieves a satisfactory evaluation, with a score of “3” or higher. A second score of “2” or less in a critical behavior area may result in course failure.

- **Noncritical Behaviors:**

A score of “2” or less in a noncritical behavior area will result in remediation from the Clinical Instructor and/or Director of Clinical Education. If a student receives a “2” for a second clinical day in the same noncritical behavior criteria area, a meeting will be scheduled within one week with the Program Director (or designee), Director of Clinical Education, Clinical Instructor, and the student. As a result, the student will be placed on probation for the remainder of the semester. A learning contract with a remediation plan will be established. A third score of “2” or less in a noncritical behavior area may result in course failure.

- D. The assigned Clinical Instructor will use the clinical evaluation tool to advise students of their progress. Students who receive a score of “2” or less will be notified in a timely manner by the Clinical Instructor. Students must sign and submit each evaluation form, indicating their understanding of their received evaluation score. The Clinical Instructor will also contact the Director of Clinical Education through previously established communication methods by the end of the clinical day for a score of “0” in any of the criteria areas.
- E. Any student who is dismissed from a clinical site by a department director, manager, or clinical staff will result in automatic course failure and dismissal from the program.
- F. If a student withdraws from a respiratory care course while not meeting clinical objectives or having a failing exam average in the theory component, the withdrawal will be considered a course failure for readmission purposes. Such course failures will be reviewed and may affect the student's eligibility for readmission to the program. The Program Director reserves the right to make the final decision regarding readmission for this reason.

## Mandatory Waiver

Clinical education is intended to acquaint students with the reality of respiratory clinical practice and the known and unknown risks respiratory therapist experience in the provision of health care. Risks may include exposure to people with infectious and communicable diseases, chronic and degenerative diseases, mental illness, and risks attendant to the work environment. For these reasons, before attending clinical practice, students must sign the mandatory Frederick Community College Clinical Program Waiver of Liability, Assumption of Risk, and Indemnity Agreement. Additionally, students must comply with all clinical site-specific requirements.

## Physical, Background Checks, Drug Testing, and Medical Records

All in-coming students are required to submit a physical, a criminal background check, and drug testing in order to attend clinical. Students are responsible for submitting all fees and online paperwork required by the CastleBranch company.

Clinical sites may deny a student clinical placement based on the results obtained. Without clinical placement, it is not possible to complete the curriculum requirements. Students must submit results of completed criminal history background checks, drug screenings, and medical records 60 days before the first day of the clinical semester. Failure to do so will result in forfeiture of clinical placement. Additionally, students must comply with all clinical site-specific requirements as outlined in clinical agreements/memorandum of understanding.

## Student Health Form

A health form with current information showing the health and immunity of the student must be on file with the CastleBranch company, by the end of September, and prior to the first day of the clinical semester. Failure to prove health and immunity will result in administrative withdrawal from the program. Immunizations (MMR, Varicella, Hep B), positive titer blood results, annual flu vaccination, and

QuantiFERON Gold TB screening must be current. It is the student's personal responsibility to ensure compliance with Castle Branch standards are up to date at all times. Additionally, students must comply with all clinical site-specific requirements 60 days prior to the start of clinical rotations.

## Vaccinations and Proof of Immunity

Before attending clinical practice, students must submit documents to the CastleBranch company proving vaccination and immunity to certain pathogens (including but not limited to measles, mumps, rubella, varicella, tuberculosis, hepatitis B, diphtheria, tetanus, and pertussis) based on current CDC guidelines.

Additionally, students must comply with all clinical site-specific requirements as outlined in clinical agreements/memorandum of understanding.

## Cardiopulmonary Resuscitation

American Heart Association Basic Life Support (BLS) must be maintained and current throughout the academic program. Students will be required to submit proof of compliance.

## Healthcare Provider Medical Release

Any student excused from the clinical experience, due to medical reasons, must submit a medical release from their Healthcare Provider before returning to the clinical experience. This includes, but is not limited to, the birth of a child, surgery, injury, or hospitalization. The student must be able to fully return to duty.

- i. "Light duty" may be acceptable under the discretion of the Director of Clinical Education and Program Director.

## HIPAA Compliance

All students are required to complete the **mandatory** OSHA/HIPAA training annually. Under **NO** circumstances may patient information be taken from the patient care unit. This includes any document that contains patient identification.

## Dress Code

All students must wear the required uniform during clinical hours. The official uniform consists of teal blue scrubs that match the Cherokee brand color, featuring the RC program patch, name badge, stethoscope, watch, and clean, comfortable, closed-toe and closed-heel white shoes. While students may purchase scrubs from any brand, the color must match the Cherokee brand teal blue.

Additional appearance guidelines include:

- Long hair must be secured away from the face and should never come into contact with a patient.
- No perfume or aftershave is permitted due to potential allergies among patients.

Failure to comply with the uniform requirements may result in the instructor asking the student to leave the clinical setting, which will be recorded as an unexcused absence.

## Clinical Preceptorships (final semester)

The Director of Clinical Education (DCE) contacts our hospital affiliates to arrange a pool of qualified preceptors. Once that is done, the preceptorship assignments are established. If a student knows of a hospital or therapist that is interested in precepting students, they are to send the name of that hospital and therapist to the Director of Clinical Education (DCE). The DCE will contact the hospital and the therapist on the students' behalf. Students are not allowed to schedule and make preceptor arrangements on their own. Only sites with current FCC contracts will be allowed as preceptor sites. No exceptions will be made to this requirement.

## Safety of Client

Respiratory students are prohibited from caring for clients if the student compromises the client's safety. The instructor has an obligation to dismiss the student from the clinical area if a condition exists which compromises patient safety. Examples of such conditions are fatigue, substance abuse, physical illness, emotional instability or inadequate preparation for clinical. Fatigue is a leading cause of errors. Therefore, students may not work after 12:00 midnight the evening prior to a clinical day shift. This authority is based on the following:

- i. Faculty cannot be with an individual student at all times.
- ii. A student may not recognize his or her limitations and may not seek help from faculty when needed.
- iii. Both students and faculty have legal responsibility for providing safe patient care.

## Clinical Agency Property

Students are responsible for the return of all clinical agency property such as keys and badges. Students could receive a bill for items not returned. Final grades are withheld until items are returned or the bill is paid.

## Transportation and Meals

Students are responsible for their own transportation and meal expenses when traveling to clinical or observational sites. Carpooling is optional but done at the student's own risk.

Each student must arrange their own transportation to all assigned clinical sites. Clinical site assignments will not be changed due to transportation issues. At the time of admission, students are informed that reliable transportation is a necessary requirement for clinical attendance.

## Witnessing

A student may not serve as a witness to any legal document in the clinical setting, e.g. permission for surgery or any other invasive procedure, wills, etc.

# Student Resource Services

The Student Resource Team is committed to supporting your educational journey and personal development. From admission and academic advising to athletics and leadership activities, we offer comprehensive services tailored to your needs. Our departments work collaboratively to create a supportive and inclusive environment, ensuring a positive student experience.

We are here to help you successfully manage both your academic career and personal growth. Visit the Student Resources Office to explore available services that may benefit you. Student Resource Guides are available through the Advising Office, Student Resources Office, or by requesting information from your Program Director.

## Scholarships

Many scholarships are available to students enrolled in the clinical component of the Respiratory Care program. Scholarships are generally based on need, academic ability or both. All students are encouraged to apply. All scholarship applications are available on the College web site at:

<https://www.frederick.edu/foundation/scholarships.aspx>

Additional Respiratory scholarships may be available through resources such as the American Association for Respiratory Care (AARC), National Board for Respiratory Care (NBRC), and others.

## Tutoring

FCC Learning Centers staff are dedicated to assisting, encouraging, and empowering students to develop strong academic skills and confidence to achieve their goals. Students are encouraged to take advantage of free tutoring, academic coaching, and study skills workshops to build effective study habits and succeed in foundational courses.

Respiratory Care students who need additional support with classwork should first meet with their RESP course instructor during office hours or by scheduling a personal appointment. Instructors can also assist students in accessing additional tutoring services if needed.

## Disability Access Services

Disability Access Services (DAS) at FCC assists and supports eligible students with disabilities. Student services may include individualized accommodation plans, transition coaching, as well as workshops and programs. Students will be empowered to become self-advocates in order to achieve individual success at FCC and beyond. DAS provides community outreach and collaborates with agencies and resources to meet the diverse needs of students with disabilities. Please call to schedule an appointment.

### Contact:

**Annapolis Hall (A-105)**

**Phone: 301-846-2408**

**Email: [DisabilityServices@frederick.edu](mailto:DisabilityServices@frederick.edu)**

## Learning Commons/Library

Respiratory care students have access to library facilities located on the second floor of the Liganore Building. The library offers professional books, journals, pamphlets, films, indices, and Internet access. Many materials may be borrowed for use outside of the Learning Commons.

The Bess & Frank Gladhill Learning Commons serves as the main hub for student academic support services, tutoring, library services, and faculty professional development. It provides both in-person and online access to tutoring and research resources to support student learning. This welcoming environment includes Library Services, the Tutoring and Writing Center, the Center for Teaching and Learning, computers, study spaces, learning technologies, and academic success workshops.

For more information, visit the college website: [Gladhill Learning Commons](#).

Student ID cards are required to check out library materials. ID cards can be obtained from the College Security Office in H Building.

## Denial of Respiratory Care Practitioner Licensure

The Maryland Board of Physicians may deny a license to anyone who has been arrested, charged, convicted of or pleads guilty or nolo contendere to a felony or to a crime involving moral turpitude, whether any appeal or other proceeding is pending to have the conviction or plea set aside. If students have any questions regarding this issue, they may contact:

Maryland Board of Physicians

4201 Patterson Avenue

Baltimore, MD. 21215

Phone: 410-764-4777 or 1-800-492-6836.

## Student Signature Sheet

- I verify that I have thoroughly read the Frederick Community College Respiratory Care Student Handbook.
- I understand the program's philosophy, objectives, policies, procedures, and requirements.
- I verify that I have read and will comply with the Frederick Community College Student Code of Conduct.
- I am aware of my personal responsibilities concerning tuition, uniforms, transportation, and attendance.
- I am aware of my responsibilities to obtain and provide records of all required immunizations and documentation required for clinical clearance.
- I understand the respiratory care involves personal risk and that I am responsible for any medical treatment that I may require while attending FCC.
- I understand that I must complete course prerequisites to be eligible for subsequent Respiratory Care courses.
- I understand that I must achieve a 'C' grade or better ( $\geq 75\%$ ) in Respiratory Care courses and demonstrate clinical competence to progress to the next Respiratory Care course in sequence.
- I understand that a grade of 'C' or better ( $\geq 75\%$ ) must be earned in all required courses (general education and Respiratory Care courses) for the A.A.S. degree in Respiratory Care.
- All program regulations including but not limited to absences, tardiness, withdrawal, and dismissal were clearly reviewed.
- I attended the mandatory new student orientation.

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Student Name (please print)

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Student Signature

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Date