



**BACHELOR'S DEGREE PROGRAM
IN RESPIRATORY CARE**

Student Handbook

2021-2022

Dear Student,

Welcome to the B.S. Degree Program in Respiratory Care at Modesto Junior College. This accelerated-online program has been designed to meet the educational goals of A.S. degree graduates and currently employed respiratory care professionals. We are pleased that you have chosen this program to pursue an advanced degree in Respiratory Care.

As one of the fifteen community colleges chosen to offer a bachelor's degree program, the faculty, staff, and Respiratory Care Advisory Committee and Task Force have worked hard to develop a program that will enhance your training as a RRT by providing baccalaureate level instruction in leadership, management, cultural competence, ethics, self-care, and advanced clinical practice.

This handbook contains information regarding the policies, which govern our instruction and your conduct as an advanced degree student within the program. We encourage you to familiarize yourself with the contents of this handbook, as you are responsible for knowledge of and compliance with the policies and procedures it contains.

As we embark on this journey together, instructors and students, let us work untiringly toward excellence in instruction, learning, practice and the development of a noble and valuable profession in healthcare.

Sincerely,

*Respiratory Care Bachelor's Degree
Program Faculty*

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ADDITIONAL LINKS

1. [Modesto Junior College Organizational Chart](#)
2. [Map Modesto Junior College West Campus](#)
3. [Map Modesto Junior College East Campus](#)
4. [CSU-GE Certification Worksheet](#)
5. [Allied Health Code of Civility](#)
6. [Estimated Program Costs](#)

PROGRAM ACCREDITATION

Modesto Junior College is fully accredited by the Western Association of Schools and Colleges (WASC) through the Accrediting Commission for Community and Junior Colleges (ACCJC).

The Bachelor's Degree in Respiratory Care Program of Modesto Junior College is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

Commission on Accreditation for Respiratory Care

1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835
www.coarc.com

PROFESSIONAL ORGANIZATIONS

Students are encouraged to develop habits, interests, and attitudes favorable to continued professional growth. Respiratory Care Practitioners are represented by state and national organizations that work for the benefit of the profession by providing educational and professional conferences, disseminating information through scientific and professional journals and promoting the interests of respiratory care professionals within government. Students are encouraged to become members of the:

American Association for Respiratory Care (AARC)
9425 N. MacArthur Blvd. Suite 100
Irvin, Texas 75063-4706
(972) 243-2272
www.aarc.org

California Society for Respiratory Care (CSRC)
1961 Main Street, Suite 246
Watsonville, California 95076
(888) 730-2772 (Toll Free)
(831) 763 2814 (Fax)
www.csrc.org

Students are also encouraged to request the following free publications.

Advance for Respiratory Care Practitioners
<http://www.advanceforrcp.com>
RT Magazine
<http://www.remagazine.com>
Focus on Respiratory Care and Sleep Medicine
<https://www.foocus.com/>

MISSION

In accordance with the tenets of the Modesto Junior College Mission Statement, the mission of the bachelor's degree program in Respiratory Care is to enhance foundational education in respiratory care, inspire commitment to lifelong professional growth, and advance the standards and ethics of the profession. The faculty and staff of the Respiratory Care Program are aware of and responsive to the health care needs of our community and the changing requirements of the profession. By developing educational partnerships with local health care providers, our program can meet the health care needs of our diverse community.

ALLIED HEALTH CODE OF CIVILITY

A climate of mutual respect and tolerance is fundamental for teaching and learning to occur. The Allied Health Code of Civility and Student Code of Conduct are in effect both on campus and in the online setting. Students will be held accountable for their behavior. A disruptive student or a student who violates the Allied Health Code of Civility will be subject to disciplinary action in accordance with college and/or program policies. See the Allied Health Code of Civility in the Additional Links section of this handbook and the Code of Conduct in the Modesto Junior College Catalog.

PHILOSOPHY OF THE INSTRUCTORS

Modesto Junior College offers a bachelor's degree in respiratory care that will enhance foundational education and provide advanced instruction in leadership, management, education, advanced practice, ethics, cultural competence, as well as patient and self-care. Completion of the program meets bachelor's degree requirements and the overall mission of Modesto Junior College.

The instructors assume the responsibility for the quality of the educational program. They also assume the responsibility for designing curriculum instruction that will permit the student to develop critical investigation of ideas, independence of thought, objectivity of observation and assessment, and increased skill in organizing and synthesizing knowledge from other relevant fields. Formal courses and practical educational experiences have been designed to provide a challenging and rigorous program.

The instructors recognize that respiratory care students have diversified interests, values, learning styles, talents, and backgrounds from which they make individual contributions to respiratory care. Cognizant of this fact, a climate has been created in which student diversities can be nurtured through guidance and self-direction in pursuit of a professional education. Individual differences must be considered if effective learning is to take place. To successfully complete the program, all students will be held to program standards and expected behaviors.

The instructors recognize that to minimize the effects of subjective evaluation, grades should be a composite of many educational ingredients. These ingredients include examinations, online discussions, patient scenarios, case studies, and personal reflection through journaling. Professional growth of the bachelor's degree student is to be reflected in each program activity, assignment, discussion, and the culminating capstone project.

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INTRODUCTION

Modesto Junior College (MJC) is one of the fifteen community colleges selected by the Board of Governors and Chancellor's Office of California Community Colleges to offer a bachelor's degree Program with a major in Respiratory Care. We are part of an eight-year pilot program for community colleges across the state to fill a growing workforce demand for bachelor's degree educated skilled workers in fields such as health, science and technology.

The Bachelor's Degree Program in Respiratory Care allows graduates from a CoARC-approved program, who have an Associate Degree, a Respiratory Care Practitioners (RCP) license, and an advanced RRT credential a pathway to complete their four-year degree at a California Community College, without having to transfer to a four-year college or university. The bachelor's degree curriculum provides advanced scope of practice with emphasis on cardiopulmonary pathophysiology, respiratory disease management, respiratory neonatal and pediatrics, education and teaching strategies, critical review of healthcare research and respiratory care leadership and management.

The upper division curriculum is specifically tailored for working respiratory care practitioners and for graduates desiring to transition from an associate degree program into a higher level of education within the field of respiratory care. Earning a bachelor's degree in Respiratory Care will enhance the practitioner's professional career and open the door to specialty opportunities in education, management, leadership, clinical specialties, research, case management, pharmaceutical sales, and advanced clinical practice. The program is innovative in curricular offerings designed to prepare the next generation of leaders within the field of respiratory care.

MJC's Bachelor's Degree Program in Respiratory Care consists of a total 40 units. Twenty-eight units of upper division major coursework builds upon the lower division major coursework. The degree also includes 12 units of upper division general education courses in alignment with California State University guidelines. Students will complete the program through a capstone project, aligned with the students' area of interest, developed in collaboration with faculty and community members. The cost of tuition will be \$130 per unit for upper division coursework, much less than tuition at a four-year institution.

PROGRAM LEARNING OUTCOMES

Upon satisfactory completion of this program, the student should be prepared to:

1. Perform the duties and functions of an advanced practitioner in neonatal, pediatric, and adult critical care.
2. Meet program-defined criteria related to management, advanced clinical practice, teaching, research, professional service and other professional development metrics.
3. Participate as a multidisciplinary team member in patient education and disease management of acute and chronic illnesses.
4. Integrate professional and ethical behavior with enhanced communication skills required for practice within the diverse field of respiratory care.
5. Successfully pass professional credentialing exams including: Adult Critical Care Specialist, Neonatal and Pediatric Specialist, Asthma Educator, and the Registered Pulmonary Function Technician national board exams.

PROGRAM GOAL

To provide graduates of entry into respiratory care professional practice degree programs with additional knowledge, skills, and attributes in leadership, management, education, research, or advanced clinical practice both to meet their current professional goals and to prepare them for practice as advanced degree respiratory therapists.

CURRICULUM

The program consists of coursework in an online format. Students must have a computer that can connect to the internet and to Canvas, the Modesto Junior College learning management system platform.

The program is 15 months long, divided into four semesters. Courses are accelerated and paired into two eight-week sessions per semester. Faculty teach synergistically between two courses during most semesters.

The curriculum is project based with students learning and applying concepts using theoretical and real-world examples.

The program will culminate with a capstone project focused on core program curricular areas. Students will identify and complete a project applying knowledge and skills learned in the program. Projects will be developed in collaboration with faculty and community members and are aligned with students' area of interest.

SCHEDULE FOR 40-UNIT BACHELOR'S DEGREE PROGRAM

15 Month Online Program

Fall Semester #1	
1st 8-Week Session	2nd 8-Week Session
RSCR 415 Disease Management and Healthcare Promotion (3 units)	RSCR 410 Critical Review of Healthcare Research (3 units)
SOCIO 400 Medical Sociology: Health & Diversity (3 units)	RSCR 416 Education and Teaching Strategies for Healthcare Professionals (3 units)
Spring Semester #2	
1st 8-Week Session	2nd 8-Week Session
RSCR 420 Advanced Pharmacology and Critical Care (3 units)	RSCR 405 Healthcare Leadership and Operations Management I (3 units)
PSYCH 400 – Psychology of Stress, Illness and Death (3 units)	RSCR 425 Pulmonary Diagnostics, Rehabilitation and Sleep (3 units)
Summer Semester #3	
8-Week Session	
RSCR 406 Healthcare Leadership and Operations Management II (4 units)	PHILO 400 Medical and Bioethics (3 units)
Fall Semester #4	
1st 8-Week Session	2nd 8-Week Session
RSCR 421 Advanced Neonatal and Pediatric Critical Care (3 units)	RSCR 430 Capstone and Research (3 units)
COMM 400 Organizational Behavior (3 units)	

The order in which courses are offered is subject to change based on instructor and college schedules.

SYLLABI, TEXTS AND SUPPLIES

Instructors have selected textbooks for classes on the basis of their value rather than cost. We have tried to keep cost to a minimum; expect to spend approximately \$100-\$200 per term for textbooks. Some textbooks may possibly be rented.

Books may be ordered through the bookstore according to school policy or students may order textbooks on their own. Each semester the bookstore will have a list of required books for each course. Bookstore link: <http://bookstore.yosemite.cc.ca.us/>

Each course has a syllabus that will be available online. You will receive instructions for accessing the syllabi on the first day of class. A personal computer, Mac, or tablet with printing capabilities is required to successfully attend, engage in and complete assignments. A significant portion of learning will take place in an online environment through Canvas. Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a web browser. Canvas will work in Internet Explorer, Microsoft Edge and Mozilla Firefox, but works best in Google Chrome. In some instances, you may not have full functionality on mobile devices. When this is the case, you will be notified that using a laptop or desktop computer is ideal for that particular online course element. You may click on the following link for further information: <https://guides.instructure.com/m/4212>

In addition, Microsoft Office Suite will be required to complete activities and assignments throughout each course. MJC makes the latest version of Microsoft Office available to all enrolled MJC students. You may install Office on up to five different devices using the URL: <http://www.mjc.edu/general/software.php>

ALLIED HEALTH COMPUTER LAB

The Allied Health computer lab, Glacier Hall (GH) room 158, is available to all Allied Health students as part of the program. Students are allowed and encouraged to use the computer lab on their own time. Because there are multiple departments and organizations using the computer lab in GH 158, the schedule is updated from time to time. There are signs posted outside of GH 158 with a URL or QR code. To access the updated lab schedule, either enter the URL into a web browser or use a QR reader app on your mobile device. Multiple resources are available in the computer lab and may include ABG interpretations, practice board exams, practice clinical simulation exams, cardiovascular anatomy and physiology, fundamentals of respiratory care, ECG interpretation, two ventilator simulators, hemodynamics, fluids and electrolytes, sputum cup and breath sounds.

STUDENT ELIGIBILITY REQUIREMENTS

- Possession of an Associate Degree
- Graduate of a CoARC accredited Respiratory Care Program
- Possession of a Registered Respiratory Therapist (RRT) credential
- Completion of the 39 required CSU-GE Transfer Pattern units (CSU-GE Certification)

DEGREE REQUIREMENTS

To receive a bachelor's degree in Respiratory Care, students must complete lower and upper division course work totaling 120 units. This includes 39 units of General Education coursework in alignment with the California State University General Education (CSU-GE) breadth requirements and 83.5 semester units of Respiratory Care courses resulting from the Associate's Degree and the Bachelor's Degree programs.

Follow the [MJC CSU-GE Transfer Pattern](#) to clarify CSU transfer requirements, see addendum for worksheet.

A statistics course (Math 134 or PSYC 121 or equivalent) is a required prerequisite

Unit requirements for this program are outlined below:

Lower Division

Associate Degree in Respiratory Care (MJC) 43.5 units

Completion of lower division coursework that leads to a Co-ARC accredited Associate Degree in Respiratory Care

General Education (CSU-GE) 39 units

AREA A: English Language Communication and Critical Thinking 9 units

AREA B: Scientific Inquiry and Quantitative Reasoning 9 units

AREA C: Arts and Humanities 9 units

AREA D: Social Sciences 9 units

AREA E: Lifelong Understanding and Self-Development 3 units

Additional elective courses may be necessary to meet eligibility requirement for completion of the 39 CSU transferrable units.

NOTE: *Coursework completed at another educational institution will need to be evaluated by MJC for equivalency.*

DEGREE REQUIREMENTS continued

The following courses are required for the B.S. Degree Program in Respiratory Care. Classes must be successfully completed with a passing grade of a C or better. To obtain the bachelor's degree, please consult the MJC Catalog or your counselor. If you have not already done so, it is highly recommended that you contact Marcos Garcia or Vie Champa in the MJC Counseling Center for educational counseling.

Upper Division

Respiratory Care Major Coursework

RSCR 405: Healthcare Leadership and Operations Management	3 units
RSCR 406: Healthcare Leadership and Operations Management II	4 units
RSCR 410: Critical Review of Healthcare Research	3 units
RSCR 415: Disease Management and Healthcare Promotion	3 units
RSCR 416: Education and Teaching Strategies for Healthcare Professionals	3 units
RSCR 420: Advanced Pharmacology and Critical Care	3 units
RSCR 421: Advanced Neonatal and Pediatric Critical Care	3 units
RSCR 425: Pulmonary Diagnostics, Rehabilitation and Sleep	3 units
RSCR 430: Capstone Research	3 units

General Education

SOCIO 400: Medical Sociology: Health and Diversity	3 units
PHILO 400: Medical and Bioethics	3 units
COMM 400: Organizational Behavior	3 units
PSYCH 400: Psychology of Stress, Illness & Death	3 units

Total Program Units: 40 units

Additional Electives: If needed to meet the 120-unit graduation requirement

PROGRAM COURSE DESCRIPTIONS:

Curriculum for the B.S. Degree Program in Respiratory Care has been approved by the YCCD Board of Trustees. Program approval is pending from California Community Colleges State Chancellor's Office. Upper division courses include:

Medical Sociology: Health and Diversity (SOCIO 400) (3)

Advanced critical analysis of the ethos of contemporary western medicine. In particular, critical examination of disparity in medical access, care, and provision within ethnic groups is unpacked. Determinants of health and illness contemporary theories, reconfiguring the body, the distinction between disease and illness, the sick role socio-economics of disease and care, medicalization theory, feminist theory and health (women's embodiment of disease), labeling theory, healing roles, emotional labor, and power dimensions within the health care system are examined within the framework of our stratified and multicultural society are critically measured.

Medical and Bioethics (PHILO 400) (3)

Explores the application of moral reasoning and ethical theories to issues and situations in medical settings. Special focus on the development of self-reflection, critical thinking and the written and verbal communication of well-reasoned, reflective positions. Topics include: The Hippocratic tradition; virtues of healthcare professionals; paternalism vs. autonomy; informed consent and confidentiality; genetic and reproductive ethics; disability; hospice, death and dying, advance directives; impaired and seriously ill infants; medical error; medical futility and technology; quality and sanctity of life; just allocation of resources.

Organizational Behavior (COMM 400) (3)

The study of how people interact in organizations. Course covers a wide breadth of advanced theories and applications dealing with such topics as perception, motivation, decision making, team dynamics, negotiation, conflict management, leadership, and organizational culture. Development of a conceptual understanding of organizational behavior theories and practical applications. Key techniques and processes designed to improve organizational efficiency and effectiveness are fully examined from the perspective of management, workers, and society at large.

Psychology of Stress, Illness & Death (PSYCH 400) (3)

Advanced critical analysis of the guiding beliefs of stress and illness as it affects the self. A vital exploration of the human experience in health, disease, and dying from the perspective of the self as a health care professional. Contemporary theories and research, behavioral traits and characteristics, and the effect of our biopsychosocial spiritual perspectives on personal health, wellness, and disease as within healthcare systems.

Healthcare Leadership and Operations Management (RSCR 405) (3)

Principles, theories and models of leadership and management will prepare students for leadership roles in respiratory care. During the course, students will examine the challenges of decision making, health care access, quality, budget development and cost containment, and the disparities in healthcare reform. Legal and ethical issues are integrated into classroom discussions.

Healthcare Leadership and Operations Management II (RSCR 406) (4)

Healthcare Leadership and Operations Management II will prepare students for management and leadership roles in respiratory care. This course builds on the Principles of Leadership and Management I utilizing those skills to specifically lead in a Respiratory Care Department. Topics include: an overview of selected respiratory theories and an analysis of the professional environment for the current and future of practice of respiratory care. During the course students will examine respiratory departmental leadership roles and requirements, how to measure respiratory care department specific performance, respiratory staffing systems, respiratory hospital billing systems, respiratory care departmental budgets, evaluations technology and staff development. Topics and emphasis may vary. The student will develop a personal professional portfolio as part of this course. Legal and ethical issues are integrated into classroom and online discussions.

Critical Review of Healthcare Research (RSCR 410) (3)

This course provides a forum for the students to identify and explore current events, knowledge, and skills relevant to the practice of Pulmonary and Cardiovascular Medicine. Students are expected to evaluate and review scholarly and peer-reviewed research, describe influencing factors, and critically determine the quality of the research being presented. Students will learn to use research databases, research methodologies, elements in a research directed review, and APA formatting. Individual and group presentations of critiqued research are integrated into the course.

Disease Management and Healthcare Promotion (RSCR 415) (3)

This course will present the underlying principles that characterize disease management. The student will discover the cost drivers of disease, concepts of chronic disease management, and healthcare value. The course will focus on current evidence-based practice, guidelines, and competencies necessary for patient care which require a coordinated approach to healthcare management.

Education and Teaching Strategies for Healthcare Professionals (RSCR 416) (3)

Education and Teaching Strategies will help prepare the student for teaching both in the classroom and outside the classroom such as in the clinical arena. This course provides an in-depth coverage around teaching, learning and evaluation strategies and addresses different styles of learning, diversity in the classroom and critical thinking. Creative and innovative strategies and techniques will be discussed in addition to the importance of the use of simulation in the classroom and other technologies to help promote learning and engagement. The importance of program evaluation will also be reviewed.

Advanced Pharmacology and Critical Care (RSCR 420) (3)

This course is designed to enhance the skills of respiratory care practitioners in assessment and management of critically ill adult patients. Students will enhance proficiency in the use of therapist driven protocols in critical care and develop aptitude in ethical and legal issues related to trauma, withdrawal of life-support, comfort and palliative care, and end of life decisions. Materials fee required.

Advanced Neonatal and Pediatric Critical Care (RSCR 421) (3)

This course covers advanced concepts of acute care for critically ill neonatal and pediatric patients through assessment, diagnosis, monitoring, mechanical ventilation initiation and management, and pharmacological intervention. Materials fee required.

Pulmonary Diagnostics, Rehabilitation and Sleep (RSCR 425) (3)

This course provides information needed to enhance the knowledge, competency, and skill of respiratory care practitioners in pulmonary function testing, endobronchial ultrasound, thoracentesis, airway thermoplasty, sleep technology diagnostics, and pulmonary rehabilitation.

Capstone Research (RSCR 430) (3)

As the final component to the bachelor's degree Program in Respiratory Care, this course provides the students with the opportunity to synthesize and apply prior learning, practice experience, and knowledge gained in this program. Students will complete a real world project under the direction of a faculty member. The project will be based on a clinical population, disease management aspect, a management or leadership issue current to their employment or experience. The project will provide input to their classmates of the importance of this research and how it improves patient outcomes. The project will be both written and orally given to the class. The student will have weekly discussions via groups of current topics in the research literature that relate to Respiratory Care. This will be broad and not related to individual research. Progress in the research project will be monitored throughout the semester.

STUDENT FEES AND EXPENSES

See addendum for entire breakdown of estimated costs.

- Upper division major and GE coursework (40 units)
@ \$130 per unit = \$5,200 + textbooks

The total estimated cost is approximately \$7000 for the 15-month online program. In addition to the student enrollment fees, students are responsible for all program costs such as textbooks.

FINANCIAL AID

Students are encouraged to apply for scholarships and grants. Below are some links to assist you with applying for scholarships and grants.

[Federal Student Aid](#)
[Dream Act Information and Resources](#)
[MJC Financial Aid Information](#)

PRIVATE LOANS

Even after scholarships and grants, you may need additional help paying for your education. Private loans are another option available to you. They are issued by many banks. It is in your best interest to exhaust all options available to you before taking out a private loan.

[Loan Analyzer Calculator](#)
[Private Education Loans](#)
[Comparing Private Student Loans](#)

GUIDANCE AND COUNSELING

The Program Director and Director of Clinical Education are available for academic advisement during their office hours. Conferences regarding a student's progress may be requested by the student or a faculty member. Please see MJC website and look up instructor to view current office hours. Instructor office hours are also posted in the syllabi.

The Counseling Center at Modesto Junior College offers educational counseling, career planning and personal counseling and referrals. To keep abreast of graduation and transfer requirements, all students are advised to contact their MJC counselor or Success Specialist on a regular basis. If you need assistance with personal problems that affect your school performance or a referral to college services or community resources, you should contact the Counseling Center. Visit the Counseling Center website <http://www.mjc.edu/student-services/counseling/index.php> for more information.

STUDENT SERVICES AND PROGRAMS – To Promote Student Success

Modesto Junior College is dedicated to student success. The college offers a wide variety of student services and programs. A listing of these services and programs is included in the college catalog. Student success is a partnership. It is important that students choose to be successful. In order to accomplish this goal, students must understand what is expected of a student. Those expectations are detailed in the MJC Catalog, under Student Rights and Responsibilities.

Under the Student Success and Support Program Plan and Title V Grant at MJC, the Success Pathways Centers first opened in fall 2016 to support students in stronger, more connected ways. Counselors and Success Specialists work collaboratively in the Pathways Centers to ensure high quality of services are given to all MJC students. Drop-in counseling services (personal, academic, career, transfer) are available daily at the pathway's centers on both campuses.

Resources are available for math and writing. The student can go to the Math Drop-in Center or the Writing Center for help located at the MJC Library on both campuses. If a student is experiencing personal problems, the Counseling Center has trained staff to assist. If a student is experiencing financial difficulties, the Financial Aid office is a great resource for a wide variety of financial assistance. If a student is experiencing health problems, there is a Health Services office on both East and West Campuses. The list goes on. We encourage you to take advantage of the services and programs we offer. We want you to be successful.

LIBRARY RESOURCES

The MJC West Campus Library and Learning Center provides many resources that may assist in improving your understanding of respiratory therapy pathologies, practices, modalities, and professional development. Librarians are available to provide research help for students, faculty and staff. You may contact Stella Beratlis Librarian at beratlis@mjc.edu and (209) 575-6949 for more information. The library can also provide helpful information for research. The Canadian Journal Respiratory Therapy magazine is available on site as well as others; however, access to the Modesto Junior College website provides a link to acquiring medical periodicals and magazines, online E-Books, and other resources that may provide invaluable information for successful completion of the respiratory care program.

TUTORING

If you find you are having difficulty with your course work, **seek help early**. There is help available from your instructor. Contact your instructor during scheduled office hours or by appointment. Let him/her put you in touch with help or refer to the list of services and programs at the back of this handbook.

CHANGE IN NAME, ADDRESS, OR PHONE NUMBER

Any change in name, address, or phone number must be submitted to the Allied Health office within three (3) school days following the change. The student is required to designate someone to contact in case of emergency. This will include name, address, and phone number. The Records Office at Modesto Junior College should also be notified of any changes.

ATTENDANCE

The B.S. Degree Program in Respiratory Care is an online program which means students are to complete assignments on-time as directed by their instructor. Attendance at ZOOM conferences may be required during the term. It is the responsibility of the student to participate in these conferences and if unable to attend, to contact their instructor.

STUDENTS WITH DISABILITIES

A student with special learning needs is responsible for communicating them to the instructor. A student with a disability, who is authorized by the Disability Services Office to receive accommodations, should present their letter of accommodation to their instructor, at the start of each semester. By doing so, this allows both the instructor and student to work in partnership to secure the recommended accommodations from the Disability Services Office in a timely manner. Accommodations such as special equipment, extended testing time, and provision of a distraction-reduced testing environment are examples of accommodations that are recommended for a student by the Disability Services Office. Because these services sometimes require considerable coordination and planning, the Respiratory Care Program strongly encourages its students to identify themselves to program faculty as soon as possible after admission to the Program.

TRANSFER POLICY

To be admitted as a transfer student into the Modesto Junior B.S. degree program, you must have successfully completed at least one term in an accredited Bachelor's Degree Program in Respiratory Care. Applicants will be accepted on a space available basis.

Transfer Student Application Process

If you are interested in transferring into the MJC B.S. Degree Program in RC you must:

- Apply to MJC at www.mjc.edu
- Apply to the MJC B.S. Degree Program as a transfer applicant at <http://www.mjc.edu/instruction/alliedhealth/rcp/bachelordegree/application.php> . Applications are accepted annually, February 1 through February 28.

Transfer Student Screening Criteria

Transfer students must meet all the entry requirements for the B.S. Degree Program and will be evaluated in two additional areas:

1. Detailed course descriptions of all respiratory coursework completed at another accredited respiratory care program.
2. Applicant's standing in the previous respiratory care program.
 - A student in satisfactory standing is defined as one who left the prior Bachelor's Degree Program in Respiratory Care with passing grades for respiratory care (or program) coursework and was not compelled to leave the previous respiratory care program for misconduct of any kind.

A student in unsatisfactory standing is defined as one either who left the prior Bachelor's Degree Program in Respiratory Care with failing grades in respiratory care or program coursework, or who was compelled to leave the previous respiratory care bachelor's program due to misconduct.

In congruence with the MJC Code of Conduct and the Allied Health Code of Civility, an applicant may be denied entry based on unprofessional conduct despite meeting all other program acceptance criteria.

Unsatisfactory standing does not automatically disqualify a student from transferring to the MJC B.S. Degree Program. However, due to the competitive nature of the student selection process, applicants in satisfactory standing will have priority over applicants of unsatisfactory standing.

RE-ENTRY POLICY

Students who have an interruption in their progression through the B.S. Degree Program in Respiratory Care (B.S. Program in RC) may be eligible for re-entry on a **space available basis**. Distinctions are made in evaluating applications of re-entry students in **satisfactory** standing at the time of program exit and students in **unsatisfactory** standing at the time of exit from the program.

Students in **satisfactory** standing include those who are compelled to withdraw from the program due to health or personal reasons and who have maintained satisfactory grades while in the program (based on course evaluation criteria).

Students in **unsatisfactory** standing include those who have performed unsatisfactorily in the program and who have failed a course **or** who have withdrawn for other reasons but whose performance in a course was unsatisfactory at the time of withdrawal.

Re-Entry Criteria for Students in the B.S. degree Program in Respiratory Care

Re-entry into B.S. degree program will be determined at time of exit based upon failure of a course or past program performance.

- A student whose performance in a course in a B.S. degree program was unsatisfactory, as defined in paragraph 3 of this policy, will be permitted re-entry one time only, if re-entry is approved and space is available.
- A student may be denied re-entry if the student demonstrates ethical misconduct or commits a serious breach of program overriding concerns or college policy. (See program's overriding concerns page 21.)

Procedural Steps for Re-Entry:

- Student exit interview with the Program Director or Director of Clinical Education at the time of exit. The **student** is responsible for making and keeping this appointment.
- Completion of an Application for Re-Entry to the B.S. Degree Program.
- Compliance with the filing deadlines for application which is 8 weeks prior to the start of the semester they need to attend.
- Applications for re-entry into the BSP in RC Program are evaluated on a case-by-case basis, with assessment of the individual student's circumstances.
- Students requesting re-entry into the BSP in RC Program after an interruption of more than one year may need to submit a new application to Modesto Junior College as well as the re-entry application for the BSP in RC program.

STUDENT GRIEVANCE PROCEDURE

A student who has a grievance, defined as a complaint about a real or perceived wrong, may address concerns or complaints within the framework of the respiratory care program's formal channels of communication:

1. Direct communication by the student to the instructor.
2. Direct communication by the student to the program director.
3. Direct communication by the student to the division dean.

Students are advised to follow these formal pathways for grievance resolution. Written documentation by the student may be submitted in addition to any oral communication. The student should make an appointment with the appropriate faculty member or administrator by contacting the faculty or administrator directly or by scheduling an appointment through the Allied Health support staff. Grievance resolution may take place at the instructor, program director or division dean level. A student, who was not able to resolve the grievance within Allied Health, may appeal to the Vice President of Instruction. Grievances involving grades, allegations of unlawful discrimination, or sexual harassment should be addressed as follows and see catalog page 63:

Grades

The determination of a student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence (California Administrative Code, Title 5.) With respect to grievances pertaining to the issuance of a grade, the student may pursue Modesto Junior College procedures for challenging a final grade as outlined in the MJC Catalog page 43. The Director of Admission and Records evaluates all grade petitions.

Unlawful Discrimination

A student whose grievance involves allegations of discrimination based on ethnic group identification, religion, age, sex, sexual orientation, color, or physical or mental disability in the College programs, activities, or work environment may initiate a Student Complaint Discrimination Procedure as outlined in the MJC Catalog page 389.

Sexual Harassment

A student whose grievance involves allegations of sexual harassment as defined by District Policy 5028 may initiate Student Complaint Procedure as outlined in the MJC Catalog page 389.

Student Services Complaints

In the pursuit of academic studies and other college-sponsored activities that promote intellectual growth and personal development, the student should be free of unlawful discrimination or sexual harassment by any member of the academic community. (Students disturbed by the acts of another student have recourse through the Standards of Conduct.)

Modesto Junior College ensures that its programs and activities, including employment, are available to all qualified persons without regard to ethnic group identification, religion, age, sex, gender, sexual orientation, color, or physical or mental disability.

Complaints may be initiated by a student by completing [this form](#).

Complaints alleging Harassment or Discrimination will be handled in accordance with Board Policy 3435 Discrimination and Harassment Complaints and Investigations. For additional information, please visit the [YCCD Title IX page](#)

[Click here for more information.](#)

GRADUATION

The college does not award degrees automatically. You must apply for the bachelor's degree during the semester in which you plan to complete your degree requirements. Apply in the Counseling Office in Student Services Building on the East Campus. No student, however, is a candidate for graduation until the degree application is completed.

Degrees are posted each semester; however, the college graduation ceremony is at the end of the spring semester each year. Diplomas will be dated at the end of the semester or summer session in which the qualified student applies. Diplomas are available to successful candidates approximately two months after term is completed. You will be contacted via student email for instructions on whether you prefer your diploma mailed via USPS or if you choose to pick it up. Students are ultimately responsible for making sure that they have completed program requirements and are eligible to receive a Bachelor of Science Degree in Respiratory Care.