



# Respiratory Therapy

College of Health Sciences  
University of Missouri

## Student Handbook

RRT-to-BHS Degree Advancement Program



# Respiratory Therapy

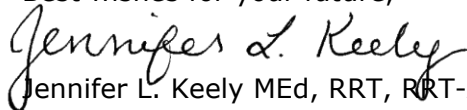
College of Health Sciences  
University of Missouri


Welcome to the MU Respiratory Therapy RRT-to-BHS Degree Advancement Program! The purpose of this handbook is to provide up-to-date and easy to reference information that will assist you throughout the program. Please read it in its entirety to familiarize yourself with all aspects of the program and keep it in a safe place to reference as needed.

The body of this document contains information related to policies and procedures of the program as well as those of the University of Missouri. Additional resources are available on Canvas under specific courses, and in the campus-wide policies and procedures that can be found in the University of Missouri course catalog. We strive to ensure that this handbook is up-to-date. However, if there are discrepancies between this handbook and the University's [course catalog](#), the latter will be the "final word." If you have questions regarding the content of the handbook or any other MU document, please contact the RT program director.

Having opened in 1967, the University of Missouri Respiratory Therapy Program was among the first bachelor's degree RT programs to open in the country. Graduates of MU RT have advanced to the highest levels of the profession, including the National Board for Respiratory Care, the Commission on Accreditation for Respiratory Care, and the American Association for Respiratory Care. As a student in this program, you are now part of our long, distinguished history. We are excited that you have chosen Mizzou RT!

Best wishes for your future,

  
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\*\* The policies and procedures in this handbook are subject to change by amendment or addition. The university and/or the respiratory therapy program reserve the right to modify any statement in accordance with changing conditions or circumstances. This is NOT intended to be a legal document but rather to provide transparency about the policies and procedures used in this program. \*\*

## Accreditation

The North Central Association of the Higher Learning Commission, approved by the U.S. Department of Education, accredits the University of Missouri. Accreditation is a voluntary process and not required to operate in the State of Missouri.

Additional information regarding the accreditation of the institution is available by contacting:

North Central Association of the Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
(800) 621-7440  
<http://www.ncahlc.org>

The MU RT Degree Advancement program (#510020) is provisionally accredited by the Commission on Accreditation for Respiratory Care (CoARC), and follows the standards set forth by this accrediting body. This status signifies that a program with an Approval of Intent has demonstrated sufficient compliance with the Standards through submission of an acceptable Provisional Accreditation Self-Study Report and any other documentation required by the CoARC, as well as satisfactory completion of an initial on-site visit. Additional information regarding the accreditation of the program is available by contacting:

### Commission on Accreditation for Respiratory Care

264 Precision Blvd.  
Telford, TN 37690  
817-283-2835

## Credentials and Licensure

Students entering the RRT to BHS program have already earned the Registered Respiratory Therapist (RRT) credential from the National Board for Respiratory Care (NBRC). Thus, this program is not designed to prepare students for entry-to-practice credentialing. Rather, it is intended to provide a pathway for registered respiratory therapists with associate's degrees to further their education and earn a bachelor's degree. Additionally, because students in this program are already practicing clinicians, they have already obtained a license to practice in their respective states.

## University of Missouri's Mission

Our distinct mission, as Missouri's only state-supported member of the Association of American Universities, is to provide all Missourians the benefits of a world-class research university. We are stewards and builders of a priceless state resource, a unique physical infrastructure and scholarly environment in which our tightly interlocked missions of teaching, research, service and economic development work together on behalf of all citizens. Students work side by side with some of the world's best faculty to advance the arts and humanities, the sciences and the professions. Scholarship and teaching are daily driven by a commitment to public service — the obligation to produce and disseminate knowledge that will improve the quality of life in the state, the nation, and the world.

### Statement of Values

#### ***Respect***

Respect for oneself and for others is the foundation of honor and the basis of integrity. A hallmark of our community is respect — for the process by which we seek truths and for those who engage in that process. Such respect is essential for nurturing the free and open discourse, exploration and creative expression that characterize a university. Respect results in dedication to individual as well as collective expressions of truth and honesty. Respect is demonstrated by a commitment to act ethically, to welcome difference, and to engage in open exchange about both ideas and decisions.

#### ***Responsibility***

A sense of responsibility requires careful reflection on one's moral obligations. Being responsible imposes the duty on us and our university to make decisions by acknowledging the context and considering consequences, both intended and unintended, of any course of action. Being responsible requires us to be thoughtful stewards of resources — accountable to ourselves, each other, and the public we serve.

#### ***Discovery***

Learning requires trust in the process of discovery. Discovery often fractures existing world views and requires acceptance of uncertainty and ambiguity. Therefore, the university must support all its members in this lifelong process that is both challenging and rewarding. As we seek greater understanding and wisdom, we also recognize that knowledge itself has boundaries. What we know is not all that is.

#### ***Excellence***

We aspire to an excellence that is approached through diligent effort, both individual and collective. Pursuing excellence means being satisfied with no less than the highest goals we can envision. Pursuing excellence involves being informed by regional, national, and global standards, as well as our personal expectations. We recognize and accept the sacrifices, risks and responsibilities involved in pursuing excellence, and so we celebrate each other's successes. We commit ourselves to this process in an ethical and moral manner.

These statements are mere words until we integrate them as values in our individual lives and reflect them in our institutional policies and practices. We pledge ourselves to make them effective in the very fabric of our lives, our community and all our relationships with others, thereby enhancing the development of individuals and the well-being of society.

The University of Missouri includes 13 schools and colleges, including the College of Health Sciences.

## College of Health Science

### Mission

The mission of the College of Health Sciences is to improve the health and well-being of individuals and communities through excellence in teaching and learning, scholarship and discovery, health care, and service.

### Vision

By capitalizing on resources and collaborative networks at MU and beyond, the College of Health Sciences will be a model of excellence among university programs that include our health disciplines, with international recognition as an innovative leader in research, teaching, and health service delivery.

The MU College of Health Sciences includes eight academic departments, including the Department of Clinical and Diagnostic Sciences (DCDS). An organizational chart for the College of Health Sciences is available at this webpage:

<https://healthsciences.missouri.edu/about/deans-office/>

## Department of Clinical and Diagnostic Sciences

The mission of the Department of Clinical and Diagnostic Sciences is to advance clinical, diagnostic, and therapeutic practices in health care through excellence in teaching developed within a culture of interprofessional collaboration.

The Department of Clinical and Diagnostic Sciences is the academic home of on-campus bachelor's degree entry-to-practice programs in clinical laboratory science (CLS), diagnostic medical ultrasound (DMU), nuclear medicine technology (NM), radiography (RS), and respiratory therapy (RT) and 100% online bachelor's degree advancement programs in radiography and respiratory therapy.

The Department of Clinical and Diagnostic Sciences is the academic home of the Master of Health Science in Clinical and Diagnostic Sciences program with emphasis areas in Clinical Laboratory Science, Imaging Sciences, and Respiratory Therapy.

## Respiratory Therapy Degree Advancement Program Organizational Chart\*

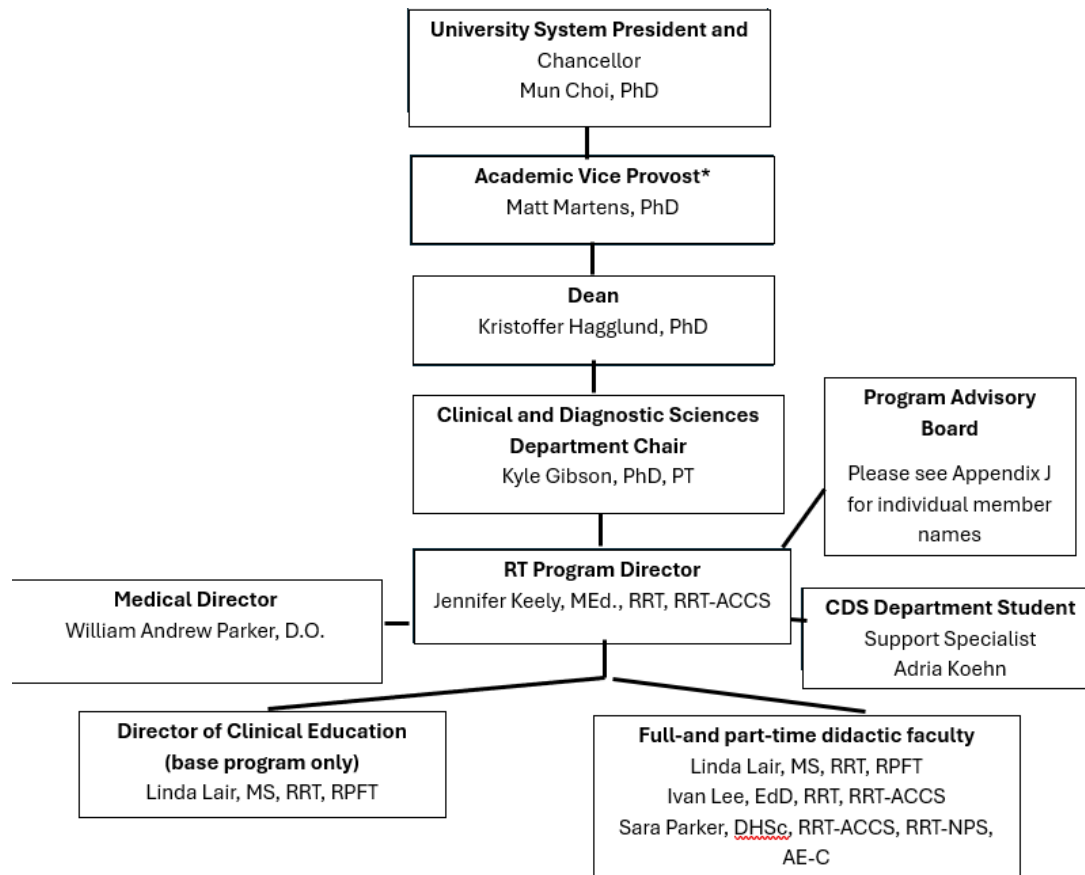


Figure 1 RT DA Program Organizational Chart

\*Some courses required in the program are taught by additional rotating adjunct faculty members



Figure 2 Institutional organization



## Program Faculty

### Department Chair

Kyle Gibson, PhD, PT  
573-882-0422  
[gibsonk@health.missouri.edu](mailto:gibsonk@health.missouri.edu)

### Program Director (PD)

Jennifer Keely MEd, RRT, RRT-ACCS  
573-882-0224  
[keelyjl@health.missouri.edu](mailto:keelyjl@health.missouri.edu)

### Director of Clinical Education (DCE)

Linda Lair MS, RRT, RPFT  
573-884-1874  
[lairl@health.missouri.edu](mailto:lairl@health.missouri.edu)

### Medical Director

W. Andrew Parker, DO

### Full-time Faculty

Sara Parker DHSc, MPH, RRT, RRT-NPS, RRT-ACCS, AE-C  
573-882-7687  
[parkersm@health.missouri.edu](mailto:parkersm@health.missouri.edu)

### Adjunct Faculty

Ivan Lee Ed.D., RRT-NPS, RRT-ACCS, RPSGT  
573-234-6307  
[iwl6y5@health.missouri.edu](mailto:iwl6y5@health.missouri.edu)

## General Contact Information

Clinical & Diagnostic Science Main Office

Main number: 573-882-8034 Fax number: 573-884-1490

Office Address: 605 Lewis Hall Columbia, Mo 65211

## Advisory Committee

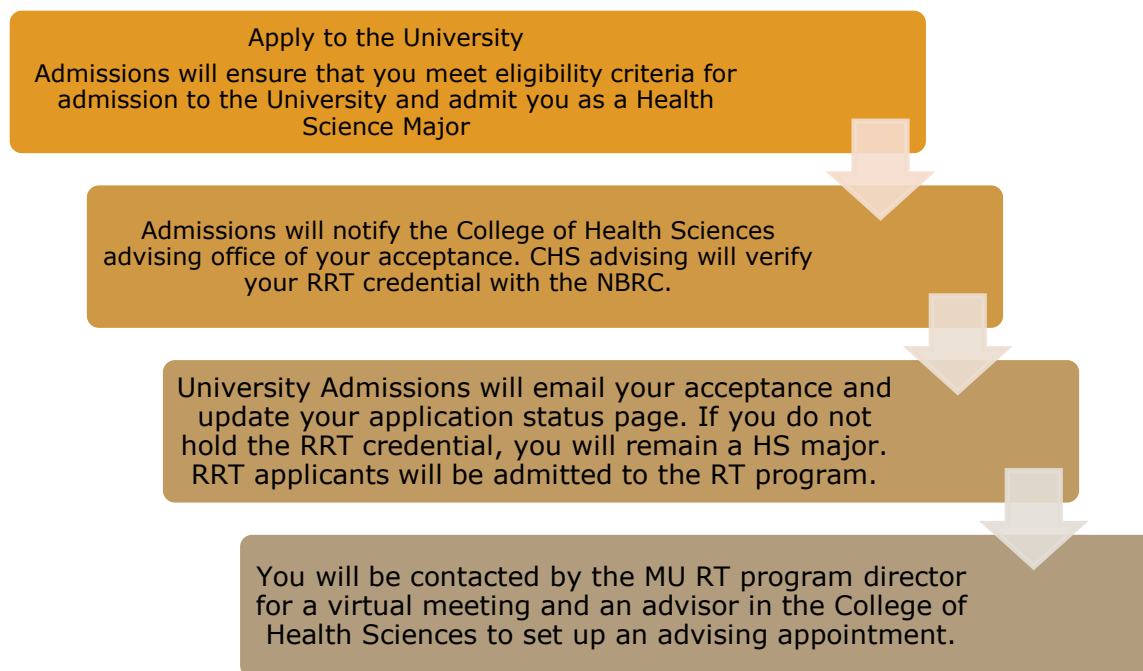
The MU Respiratory Therapy Program maintains a current and active group of individuals who serve in the capacity of a Program Advisory Committee. The group consists of faculty, clinical site personnel, employers, graduates, and current students. The purpose of the committee is to exchange ideas, seek technical assistance and to make certain that the equipment, study materials and techniques taught in the program provide the skills necessary to meet employer expectations upon graduation. The committee meets twice each year to review the facilities, curriculum, and faculty.

## Admission Requirements and Process

- You must hold the NBRC RRT credential or the Canadian equivalent.
- You must have completed at least 24 credit hours of applicable college course work, including the equivalent of MATH 1050 or MATH 1100 or ENGLSH 1000 with a grade of C- or better. General education courses must have been completed at a regionally accredited institution to transfer.
- If English is not your native language, please submit a TOEFL score of at least 79 (internet-based test), an IELTS score of at least 6.5, a Pearson Test of English (PTE) score of at least 59 or a Cambridge C1 Advanced score of at least 195.
- For more information, please visit [Transfer Admission Requirements](#).

We recommend you email a copy of your unofficial transcripts to the [respiratory therapy degree completion program](#) for review before you apply. Though this is not an official review, this allows RT program personnel to give you an idea of how many additional general education requirements you may need to complete in addition to the RT program courses. For some students, this helps them make decisions about whether to proceed with the University application process.

### Steps for application



*Figure 3 Steps for Application*

## Program Goals

The goal of the University of Missouri RRT to BHS degree advancement program is to provide graduates of entry into respiratory care professional practice degree programs with additional knowledge, skills, and attributes in leadership, management, education, research, and/or advanced clinical practice that will enable them to meet their current professional goals and prepare them for practice as advanced degree respiratory therapists

## Expected Student Learning Outcomes

Consistent with the [Standards for accreditation of degree advancement programs in respiratory care](#), the RRT to BHS Degree Advancement Program has defined six student learning outcomes that reflect the competencies we expect graduates to have achieved upon completion of this program. Assignments aligned with these outcomes are described in the individual course syllabi. Rubrics for mastery assignments can be found on the corresponding course Canvas site.

<b>Student Learning Outcome</b>	<b>Relevant CoARC Standards</b>	<b>Relevant course</b>
1. Utilize management and leadership principles to solve problems and improve performance.	DA 4.8	RT 4440
2. Demonstrate strategies and techniques to enhance patient education and rehabilitation in all populations.	DA 4.6	RT 4240 RT 4420
3. Employ research methodology to analyze relevant medical literature.	DA 4.7	CDS 3100W RT 4930
4. Integrate pertinent clinical data into recommendations for appropriate critical care interventions.	DA 4.4	RT 4820 RT 4860 RT 4660
5. Apply ethical theories and principles to make recommendations for patient care.	DA 4.5	HS 4480
6. Integrate multiple perspectives to provide a comprehensive analysis of current issues in health care.	DA 4.3	RT 4930

## Required Coursework

Courses for this program are 100% online: no campus visits are required. The bachelor's degree requires 120 credit hours, which may include transfer credits from other regionally accredited institutions.

The courses you take will include:

- [MU general education requirements](#)
- Respiratory therapy core courses (linked below)
- Additional electives, if needed to meet the minimum credit requirements

Required RT Courses	Credit hours
CDS 4500: Emergency and Disaster Management in Healthcare	1
HS 4480: Clinical Ethics (writing intensive sections available) OR PHIL 2440: Medical Ethics	3
RT 4240: Pulmonary Rehabilitation	3
RT 4420: Pediatric Respiratory Care	3
RT 4440: Organization and Administration OR CDS 4985: Healthcare Organization and Leadership	3
RT 4660: Advanced Mechanical Ventilation	3
RT 4820: Adult Critical Care OR RT 4860: Neonatal & Pediatric Respiratory Care	3
CDS 3100W*: Introduction to Research OR HS 4200W: Introduction to the Research Process & Evidence Base	3
RT 4930: Current Issues in Respiratory Care	3
<b>Total</b>	<b>25</b>

\*Some students may not require the WI section of this course

Course descriptions can be found in the [University Course Catalog](#).

The number of additional courses you need to take will depend on the type of previous credit earned and the institutions' accreditation and transfer equivalencies. The admissions office will determine your transfer credit once they receive your official transcripts and application. Visit the [University of Missouri Course Equivalency site](#) to determine credit equivalencies from courses taken at other institutions.

## New Student Tasks and Resources

Once you submit your application to the University, you will have your own status application page. This page is the central hub for information coming from Admissions and includes:

- Admissions decision information
- MU Student ID number, username, and password
- MU email address
- Reminders to accept your admission and pay your enrollment fee
- Checklists to complete certain tasks like submitting missing transcripts
- Information about signing up for transfer mentors
- Disability Center Resources
- Scholarship information
- Links to the Missouri Online Student Orientation Program in Canvas
- Reminders to sign up for a virtual meeting with a College of Health Sciences Advisor
- Links to sign up for the [Mizzou One app](#), a convenient resource for your phone or tablet. Mizzou One gives you easy access to:
  - myZou: Student information system to enroll in courses, see official grades, etc.
  - TouchNet to view/pay your university bill
  - Access your student email
  - Get tickets for MU Sports
  - Canvas, the learning management system (separate apps are available for this, too).
  - ID card information: might come in handy for student discounts!
  - Campus maps and announcements

## Advising

Advisors, advisees, and student support staff share responsibility for the success of the overall academic experience. You will be assigned a College of Health Sciences Advisor. After your acceptance to the RT program, you will be contacted by both a CHS advisor and the RT program director.

**CHS Advisor role:** Help create a degree plan that incorporates general education, RT program prerequisites, and professional phase course needs.

**MU RT Program Director Role:** You'll have an initial meeting with the program director to talk about your school and work experience, professional interests (i.e. adult vs. peds specialty), professional goals, desired program pace, and recommended course sequencing. After that, it is recommended that you complete a check-in with the program director once a semester, either via email or by Zoom.

**Student's responsibilities:**

- Read through this handbook to familiarize yourself with program expectations.
- Complete the Canvas orientation module
- Check your MU email regularly for information about scholarships, registration deadlines, important messages, and paperwork requirements.
- Meet with your CHS advisor upon admission and as needed to create or revise your degree plan.
- Meet with the RT program director by email or by Zoom for an initial meeting and each semester.
- Communicate concerns with your advisor, RT program director, and/or CDS Student Support Specialist.
- Accept your invitation to the DA Program Page on our Canvas website and adjust your settings to make sure you see announcements coming from the Program Canvas site.
- Participate regularly in end-of-semester course evaluations.
- Respond promptly to requests for completion of CoARC surveys. These typically only come annually and 6-12 months after your graduation and are critical for maintaining our accreditation.

## Curriculum Policies and Procedures

The policies in this section apply to all students and faculty, regardless of the student's location or the location in which the instruction occurs.

### Learning Management System

Access the [Canvas Community](#) for assistance on a variety of topics.

MU students should contact [Tech Support](#) for help.

Contact Tech Support:  
Phone: (573) 882-5000  
Email: [techsupport@missouri.edu](mailto:techsupport@missouri.edu)  
[Tech Support Website](#)

### Grading Policy

Your final course grade will be determined by compiling grades earned throughout the course and may include projects, written tests/quizzes, class participation, homework, midterm, and final examinations. Some courses use a weighting system, which is listed in each course syllabus. All courses are graded by the lettering system.

Program policy for grading of late assignments is as follows:

- 1<sup>st</sup> late assignment: up to 5% deduction, at the discretion of the instructor within 7 calendar days of original due date.
- 2<sup>nd</sup> late assignment: up to 10% deduction, at the discretion of the instructor within 7 calendar days of original due date.
- Three or more late assignments or any assignment submitted after seven (7) calendar days will receive a zero grade, at the discretion of the instructor.
- Exceptions to this late policy will be at the discretion of the instructor.

Instructors will issue grades at the end of each term. Students have continuous access to their grades in Canvas, allowing them to see submitted and upcoming work, as well as any missing assignments.

**A grade of C (75%) or better is required to pass each respiratory care program course.** If a student earns less than a C for a course in the respiratory therapy program, they will be required to repeat the course.

The grading scale for the respiratory therapy program is as follows:

<b>A+</b>	<b>98.5&gt;</b>	<b>C</b>	<b>74.5- &lt;76.5</b>
<b>A</b>	<b>92.5- &lt;98.5</b>	<b>C-</b>	<b>69.5- &lt;74.5</b>
<b>A-</b>	<b>89.5- &lt;92.5</b>	<b>D+</b>	<b>66.5- &lt;69.5</b>
<b>B+</b>	<b>86.5- &lt;89.5</b>	<b>D</b>	<b>62.5- &lt;66.5</b>
<b>B</b>	<b>82.5- &lt;86.5</b>	<b>D-</b>	<b>59.5- &lt;62.5</b>
<b>B-</b>	<b>79.5- &lt;82.5</b>	<b>F</b>	<b>&lt;59.5</b>
<b>C+</b>	<b>76.5- &lt;79.5</b>		

Official grades will be posted by 5 p.m. the Tuesday after the conclusion of the semester.

At the discretion of the instructor, a grade of "I" indicating an "Incomplete" may be issued if a student is still missing required coursework by the end of the term. If extenuating circumstances preventing timely submission have been communicated by the student to the instructor, the instructor will provide them with notification that specifies missing work to be completed as well as the date by which the student will be required to submit the work in question. The student will retain a grade of "Incomplete" for that course until the missing work is submitted as specified in the written notification. Once the missing work is submitted, the student's grades will be entered, and the final grade will be calculated accordingly. If the student fails to complete the required coursework by the deadline, they will receive a grade of "0" for assignments missed and the student's final grade will be calculated and recorded accordingly.

A "W" grade is issued for courses if the student withdraws from the course prior to the withdrawal deadline set forth by the registrar's office. Students have the opportunity each semester to complete anonymous course evaluations, including providing feedback about their instructor. Instructors do not have access to the evaluations until after grades have been posted. Course evaluations are reviewed by the faculty every semester.

### Tutoring

The respiratory therapy program faculty are available to assist students in respiratory therapy courses. Tutoring services are available for non-RT courses through the [MU Learning Center](#).

### Student Support

The faculty and staff at the College of Health Sciences are available for advising and consultation. It is the goal of faculty and staff at CHS to assist all students in making their educational experience as enriching and successful as possible. Visit the [Student Support page](#) for Mizzou Online students to see what services are available to you.

### Academic Recognition

Any graduate who has obtained a grade point average of 3.50 or higher will receive Latin honors which will be noted on the graduation ceremony program\* and on the student's official diploma. The honors breakdown is as follows:

3.5-3.699 Cum Laude

3.7-3.899 Magna Cum Laude

3.9-4.0 Summa Cum Laude

\*If a student's GPA does not qualify for Latin honors until after they've completed their last courses, it will not appear in the graduation ceremony program, but will be included on their diploma.



## Policy and Procedures Related to Student Responsibilities

### Student Rights and Responsibilities

For student rights and responsibilities, please visit the [Office of Student Accountability & Support](#). Students with concerns regarding the overall functionality of the program should first approach the Program Director. The policies in this program

### Computer and Internet Access

Students are required to have proficient computer skills and have access to the internet to complete curriculum requirements. The University of Missouri has a preferred method of communication via MU e-mail accounts. MU respiratory therapy students are expected to check e-mail routinely and respond to faculty and peers in a timely manner. This does not preclude meeting with the faculty regarding various course issues. Please refer to the individual course syllabus for faculty contact information.

### Copyright and Plagiarism

Much of the materials provided during the program are copyrighted by the original authors or are a compilation of materials that are copyrighted by multiple authors. Sometimes that author is the textbook publisher. At other times, that author is a faculty member. Our faculty are bound by our university intellectual property and copyright policy, which is designed to protect the invested efforts of the university while at the same time encouraging and acknowledging the creative efforts of our faculty.

To provide students with as many resources as possible, permission is given to use those copyrighted materials for personal use only, and only as it pertains to the educational process here at the University of Missouri. Students may print out the materials and use them for study purposes. Students may NOT share them with those who are not enrolled in the courses or with other faculty or institutions.

It is equally important that no individual uses someone else's words as their own when submitting any assignments at the University of Missouri. Remember that everything read online, in a textbook or in a discussion forum is someone else's words and cannot be used verbatim without proper attribution. Although we realize that students will be researching online and in textbooks, please be sure to use your own words and expressions when completing assignments. Artificial intelligence (AI) websites have proliferated in recent years, creating questions for faculty and students about what is acceptable use. Your instructor will provide examples of how AI should and should not be used in their courses.

### Artificial Intelligence in this Program

This program maintains a strict policy against the use of AI software in any aspect of the learning process unless otherwise noted by the course instructor. Students are expected to rely solely on their own cognitive abilities and academic skills when drafting, editing, and revising assignments. This program policy is in place to uphold the principle of individual academic achievement and to ensure that assessments accurately reflect each student's independent learning and writing capabilities. This policy aligns with the UM System Student Code of Conduct 200.010. (MU CWP). Because AI detection software is not fool-proof, its

use may result in students being unfairly penalized for AI-generated work. Therefore, it is not the practice of MU RT faculty to use this software when grading assignments. However, if other indicators are present that indicate AI may have been used to generate student work, such as characteristics common to AI-produced work, irregularities with sources, or writing that is atypical for the student, the instructor may require a meeting with the student to discuss their work. If the student is not able to produce satisfactory evidence of the originality of their work or refuses to meet with the instructor to discuss their work, the grade for the assignment may be reduced or assigned a zero.

## Academic Integrity

Academic honesty is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work is responsibly and honorably acquired, developed, and presented. Any attempt to gain an advantage not given to all students is dishonest regardless of the success of the attempt. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences that range from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, or collaboration, consult the course instructor.

Academic Dishonesty includes but is not necessarily limited to the following:

- A. Cheating or knowingly assisting another student in committing an act of cheating or other academic dishonesty.
- B. Plagiarism which includes but is not necessarily limited to submitting examinations, themes, reports, drawings, laboratory notes, or other material as one's own work when such work has been prepared by another person or copied from another person.
- C. Unauthorized possession of examinations or reserve library materials, or laboratory materials or experiments, or any other similar actions.
- D. Unauthorized changing of grades or markings on an examination or in an instructor's grade book or such change of any grade report.

Academic Integrity Pledge: *"I strive to uphold the University values of respect, responsibility, discovery, and excellence. On my honor, I pledge that I have neither given nor received unauthorized assistance on this work."* Students must adhere to this pledge on all graded work whether they are asked in advance to do so.

The University has specific academic dishonesty administrative [procedures](#). Although policy states that cases of academic dishonesty must be reported to the Office of the Provost for possible action, the instructor may assign a failing grade for the assignment or a failing grade for the course or may adjust the grade as deemed appropriate. The instructor also may require the student to repeat the assignment or to perform additional assignments. In instances where academic integrity is in question, faculty, staff, and students should refer to Article VI of the Faculty Handbook. Article VI provides further information regarding the process by which violations are handled and sets forth a standard of excellence in our community.

## University of Missouri Code of Conduct

All students must respect the rights of others and are held responsible for conforming to the laws of the national, state, and local governments and for conducting themselves in a manner consistent with the best interests of the university and the student body. The University reserves the right to dismiss any student for any reason including but not limited to:

- Failure to maintain satisfactory academic progress
- Failure to pay school fees or tuition in a timely manner
- Disruptive behavior
- Posing a danger to the health or welfare of students, faculty or staff
- Failure to comply with any published school rules or regulations
- Use of profanity
- Threatening behavior of any type
- Violation of the school's drug and alcohol policy
- Theft of property

The [Office of Student Accountability & Support](#) manages serious violations. The philosophy of the University is primarily one of education. The office of Student Accountability & Support treats student conduct incidents as learning opportunities. The office will make responsible decisions with the goal of educating the student not to repeat the behavior and apply sanctions accordingly. In matters of student safety and/or when traditional education methods have proved to be ineffective, options such as suspension and removal from the university may be appropriate.

## Appeal and Grievance Procedure

The College of Health Sciences puts forth its best effort to formulate and enforce school policies that support the mission of the University. At times, a student may be unable to meet the school's policy as described due to extenuating circumstances. It is the hope of the faculty and staff that all students will have an enriching experience while completing their chosen program of study. However, if a student has a concern or grievance; they are encouraged to resolve the grievance, whenever possible, in the following manner:

1. A complaint or grievance, involving an individual, fellow student, faculty member, or other staff member, should begin with that individual first in an attempt at resolution of the issue.
2. Should the complaint not be resolved after attempting to address the concern, the student should write a letter outlining the points of concern within three (3) business days of the offending occurrence and make an appointment with the Program Director. The student should receive a response to the letter within three (3) business days of the appointment.
3. If the complaint is still unresolved after working with the Program Director, the student should provide a written grievance petition indicating the concern to the CDS Department Chair within three (3) business days of the Program Director's response. The petition needs to describe the problem and indicate the perceived deficiency of the school, or school personnel, and request a specific remedy to the unresolved

situation. The CDS Department Chair should respond to the letter within three (3) business days of receipt.

4. If the complaint is still unresolved after working with the CDS Department Chair, the student should provide a written grievance petition indicating the concern to the Student Services office within three (3) business days of the CDS Department Chair's response. The petition needs to describe the problem and indicate the perceived deficiency of the school, or school personnel, and request a specific remedy to the unresolved situation. The Student Services Office will forward the documents to the appeals committee for review at their next scheduled meeting. Students will receive a response following the scheduled meeting.

### Americans with Disabilities Act Policy

The respiratory therapy program does not discriminate against individuals with physical or mental disability and is fully committed to providing reasonable accommodations to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the program requirements and/or goals and objectives.

If disability related accommodations are necessary (for example, a note taker, extended time on exams, captioning), please register with the [Disability Center](#), S5 Memorial Union, 882-4696, and then notify the Program Director of eligibility for reasonable accommodations.

### Intellectual Pluralism

The University community welcomes intellectual diversity and respects student rights. Students who have questions or concerns regarding the atmosphere in a class (including respect for diverse opinions) may contact the Departmental Chair or Divisional Director; the Director of the [Office of Student Accountability & Support](#); or the [Division of Inclusion, Diversity & Equity](#). All students are encouraged to submit an anonymous evaluation of the instructor(s) at the end of each course.

### Privacy and Confidentiality of Records Policy/FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

1. Each student enrolled at the University of Missouri shall have the right to inspect and review the contents of their/her educational records, including grades, records for attendance and other information. Parents are not entitled to inspect and review financial records of their children. Parental access to a student's records may be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
2. A student's educational records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the school in an administrative, supervisory, academic or support staff

position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing their or her task. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their or her professional responsibility or commitment to the school.

3. Students may request a review of their educational records by submitting a written request to the Campus Director. The review will be allowed during regular school hours under appropriate supervision.
4. Students may request that the institution emend any of their educational records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request must be made in writing and delivered to the Campus Director or Academic Dean, with the reason for the request. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or the administrator involved will review the request, if necessary, meet with the student, and then determine whether to retain, change, or delete the disputed data. If the student requests a further review, the Campus Director or Academic Dean will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the final decision. Copies of student challenges and any written documentation regarding the contents of the student's records will be retained as part of the student's permanent record.
5. Directory information is information on a student that the school may release to third parties without the consent of the student. The University of Missouri has defined directory information as the student's name, address(es), telephone number(s), e-mail address(es), birth date and place, program of study, dates of enrollment, attendance, and graduation, grades, honors and awards as well as credential awarded. If student does not want their directory information to be release to third parties without the student's consent, the student must present such a request in writing to the Registrar.
6. The written consent of the student is required before personally identifiable information from educational records of that student may be released to the third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
7. A student who believes that the University of Missouri has violated their rights concerning the release of or access to their or her records may file a complaint with the U.S. Department of Education.

Additional information is available from the [Office of the University Registrar](#).

### **Storage of Confidential Student Information**

Current and archived student records related to academics, medical/mental health, immunization records, FBI/BCI checks, and academic records related to clinical instruction

and/or competency will be stored in accordance with the University Privacy and Confidentiality Policy.

All student program records related to academics, current medical health and immunization records, background checks, drug screenings, clinical instruction and/or competencies are to be kept locked in the Program or Clinical Director's office. All relevant records are archived for a minimum of five years. The permanent academic file of each student will be kept locked in the Office of the University Registrar.