

Southern Connecticut State University  
AS-to-BSRT Program  
Policy and Procedures

In accordance with CoArc Standard DA1.5 – program academic policies apply to all students and faculty regardless of location of instruction.

All activities associated with the program, including personnel and student policies, student and faculty recruitment, student admission, and faculty employment practices are non-discriminatory and in accord with federal and state statutes, rules and regulations.

Policies and Procedures for Curriculum Planning and Course Selection

Credit Hour Policy: <https://inside.southernct.edu/academic-affairs/policies>

The following is an excerpt from the SCSU university policy: Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than: (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Baccalaureate degrees must include:

- 40-46 credit hours of prescribed General Education courses;
- 120 credit hours total;
- At least 40 credit hours of 300/400-level coursework, 12 of which must be in the major;
- At least 30 credit hours in the major (at least 25% of the total credit hours must be in the major);
- A designated Capstone experience course (RSP 445)

Procedures

Program and curricula creation, additions, alterations, and/or deletions are the responsibility of faculty. The process of effecting program and curricular change normally begins in a program/department, moves to the College, and then to the University Curriculum Forum (UCF) before concluding, if necessary, with approval by the State of Connecticut Board of Regents (BOR). The following matters bear special attention:

- A curriculum committee at the department or college level must authorize program and curricula creation, additions, alterations, and/or deletions prior to seeking approval from the UCF
- Interdisciplinary programs and programs of broad scope may be initiated by other faculty bodies, but, in cases where a proposal involves a department's academic discipline, departmental faculty shall be able to review and evaluate the proposal's acceptability, with this review/evaluation being included in the proposal's documentation as it moves through the curriculum process.
- At all review levels in the curriculum process, changes to a proposal may be made with the concurrence of the body that initiated the proposal.
- The Faculty Senate will be notified of approvals to add a new academic degree or program or to close or terminate an academic degree or program before the proposal is forwarded to the Board of Regents.

Course Selection

The program director, in consult with the AS-to-BSRT Advisory Committee shall be responsible for selecting course content and sequencing, as appropriate to a BSRT degree. New Course Proposal (NCP) processes are outlined in the UCF Confluence site: <https://inside.southernct.edu/faculty-senate/ucf>

#### AS-to-BSRT Advisory Committee

In accordance with CoARC Standard DA 3.3, the communities of interest served by the program include, but are not limited to students, graduates, faculty, college administration, employers, physicians and the public. The Advisory Committee, with representation of each of the above communities, shall meet with key program personnel twice per year to assist program and sponsor personnel in reviewing and evaluating program outcomes, instructional effectiveness, and program response to change. Further, the Advisory Committee assesses the need for the addition of or changes to optional program goals. The Advisory Committee may provide assistance with identifying employment needs and recruiting qualified candidates for application to the program.

#### Policies and Procedures for Coordination for Instructions of Program Faculty

The vision of the Office of Faculty Development is to create an environment that facilitates and promotes exceptional faculty teaching, research and other creative activities, service and professional development. <https://inside.southernct.edu/faculty-development>

All new faculty are invited to attend New Faculty Orientation. Faculty are encouraged to consult the CBA for specific information regarding roles and responsibilities.

The Faculty Mentoring Program is available to all university instructors:

<https://inside.southernct.edu/faculty-development/mentoringprogram>

Recruiting and mentoring of the AS-to-BSRT part-time faculty is the responsibility of the program director.

#### Policies and Procedures for Program Admission and Retention

Interested applicants should contact the program director prior to applying to the program. To be considered for the SCSU AS-to-BSRT program, all applicants must hold an associate's degree in respiratory care and the RRT credential.

Applicants should apply through the university website Admissions link as a TRANSFER student and should follow all steps accordingly. Official transcripts should be sent to SCSU Admissions Office, as instructed on the application link.

Once an applicant is accepted to the university, his/her transcripts are forwarded from the Admissions Office to the BSRT Program for review. Candidates are encouraged to schedule an interview (either in-person, via phone or virtual tele-conference) with the program director to discuss professional/personal/career objectives and explore how the BSRT program may align with applicants' goals.

Please note: New applicants are encouraged to monitor their personal emails for correspondence that may initially erroneously be diverted to 'spam' folders.

Accepted students must attend a Transfer Orientation meeting, as required by the university's office of Transfer Admissions.

As an online program, students are encouraged to have a working email as the first line of communication with the program director. Further, as an online program, a working and reliable internet connection is a minimum requirement of the program.

### Student Records

The BSRT program application, advising documentation, and other pertinent information and correspondence are maintained by the program coordinator in a password-protected electronic file, with strict adherence to all FERPA guidelines. Records are kept secure for 5 years.

University Policies – be sure to reference updated links on the university website and the BSRT program Hub in Blackboard.

Students are responsible for knowledge and adherence of all student conduct policies:

<https://inside.southernct.edu/student-conduct>

All students must maintain a C+ or better in all RSP courses. Grades are in accordance with the policies set for by the governance of the Connecticut State University System and are posted in the Blackboard Grading Schema.

Students receiving an “Incomplete” should consult with their faculty member to fill out the “Incomplete Contract” as approved by the Faculty Senate. This contract is filed with the Chair’s office.

### Academic Dismissal

Conditions under which students are subject to academic dismissal are found in the SCSU Undergraduate Catalogue: <https://inside.southernct.edu/academic-standing/dismissal>

The following occurrences results in academic dismissal from the SCSU AS-to-BSRT program:

Failure (below C+) of any two RSP courses

Failure (below C+) of any RSP course, more than once

The program director will notify, in writing, any student who is being dismissed from the AS-to-BSRT program.

### Readmission

Students who withdraw from the program (or take a year or longer leave of absence) and wish to return to the AS-to-BSRT program, must request readmission within three academic years of withdrawal. Students should submit a letter to the program director explaining the reasons for withdrawal (the semester before admission is being requested). Readmission is not guaranteed and is dependent upon the students’ potential for success, current availability of learning opportunities and department resources.

Grievance procedures are in accordance with university policy and are outlined in the student handbook.

### Program Evaluation

Program Outcomes: Students are expected to participate in methods of assessment/evaluation of program outcomes.