



NASSAU Community College
RESPIRATORY Care Program

STUDENT HANDBOOK

PROGRAM GUIDELINES & REGULATIONS

January 2020

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¹ See the current College Catalog and Respiratory Care Program website for information on admission, transfer, tuition, fees, costs, and refunds.

I. MISSION & GOALS

RESPIRATORY Care Program Mission Statement

The Respiratory Care Program is a component of the Allied Health Sciences Department at Nassau Community College. It is dedicated to providing low cost, high quality education to prepare graduates for positions as advanced level respiratory therapists who possess the necessary knowledge, skills and behavior to deliver prescribed respiratory care safely and competently.

In fulfillment of this mission, the Program strives to:

- provide an environment that promotes and facilitates academic and clinical excellence
- provide educational activities that support optimal technical, communication and patient care skills
- enhance students' problem solving and critical thinking skills
- integrate general education and professional courses to provide a basis for life-long learning
- provide an ethical framework for practice within the discipline

Primary 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).

Program Learning GOALS:

Upon completion of the Respiratory Care Program graduates will be competent advanced-level respiratory therapists able to meet the needs of the community and will demonstrate:

- knowledge necessary to competently perform as advanced-level respiratory therapists;
- technical skill necessary to competently perform as advanced-level respiratory therapists;
- professional conduct, behavior, attitude and planning and communication skills necessary to competently perform as advanced-level respiratory therapists;
- the clinical judgment, concept integration, critical thinking, problem solving and decision-making skills necessary to competently perform as advanced-level respiratory therapists;
- commitment to the highest professional standards of ethical conduct by promoting the values of compassion, respect and dignity in providing respiratory care.

II. LICENSURE & EMPLOYMENT IN NEW YORK STATE

To be employed in New York State (NYS) as a respiratory therapist upon graduation from the Respiratory Care Program, student-graduates must be licensed and registered to practice by the NYS Education Department, Office of the Professions.

In order to obtain a NYS license, applicants must pass an approved examination and be of “good moral character” as determined under the NYS Education Law. Applicants for NYS licensure must reveal whether they have a criminal record (felony or misdemeanor), whether any criminal charges are pending against them, whether any licensing or disciplinary authority has ever taken any negative action against them, and whether any hospital or licensed facility ever restricted or terminated professional training, employment, or privileges, and whether the applicant ever voluntarily or involuntarily resigned or withdrew from such association to avoid imposition of such measures. In addition, every New York State applicant for a professional license, permit, or registration, or any renewal thereof, must file a written statement that, as of the date of the filing, she or he is, or is not, under an obligation to pay child support. Individuals who are four or more months in arrears in child support may be subject to suspension of their business, professional and/or driver’s licenses.

Federal law limits the issuance of professional licenses, registrations and limited permits to United States citizens or qualified aliens. Accordingly, NYS applicants are required to provide information regarding their citizenship or alien status.

III. PROFESSIONALISM & DISHONESTY

The Respiratory Care Program undertakes to train students to work independently to provide safe and effective respiratory care in both acute and chronic patient care settings.

In addition to successful academic performance, attributes such as motivation, judgment, integrity, honesty and professionalism are as important to success in the Program as they are in the post-graduate clinical setting.

As you are enrolled in a professional program, you will be treated, and expected to behave, accordingly. Cheating or dishonesty of any kind will not be tolerated and is cause for immediate expulsion from the Program.

Due to the overwhelming importance of providing the community with practitioners who are technically competent as well as professional, the faculty reserves the right, regardless of a student's academic performance, to dismiss a student from the program for behavior which is consistently unprofessional, or which endangers the health or safety of patients, students or others.

IV. BIAS, DISCRIMINATION & SEXUAL HARASSMENT POLICIES

BIAS & Discrimination: Nassau Community College is a broadly diversified institution, committed to recognizing diversity and pluralism of values and beliefs on campus. The College condemns bias and all other acts of hatred and violence. Furthermore, the College condemns all evils of bigotry, discrimination, harassment, physical violence and/or any form of abuse based on race, ethnicity, national origin, disability, age, gender, or sexual orientation.

Nassau Community College is committed to all provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other human rights and equal opportunity laws. These laws include prohibitions of discrimination in employment and educational programs and services. Title VII of the 1964 Civil Rights Act bans discrimination because of race, color, sex, religion or national origin.

As applied to post-secondary education, Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. Sec. 794, as amended by Section 111(a) of the Rehabilitation Act amendments of 1974) prohibits discrimination on the basis of handicap. Section 504 contains several specific provisions similar to those prohibiting sex discrimination under Title IX.

Sexual HARASSMENT: It is the policy of Nassau Community College to establish an environment in which the dignity and worth of all members of the institutional community are respected. In keeping with this principle, the sexual harassment of students or employees is considered unacceptable conduct and will not be tolerated.

Sexual Harassment is a serious violation of campus policy and can result in disciplinary action. Sexual harassment subverts the mission of the College and undermines the educational process. It creates an atmosphere that is not conducive to learning or productivity.

Guidelines of Title VII of the Civil Rights Act focus upon sexual harassment as an unlawful practice. Sexual harassment, like harassment on the basis of color, race, religion, or national origin, has been recognized by the Equal Employment Opportunity Commission as a violation of Section 703 of Title VII of the Civil Rights Act. Interpretations of Title IX of the Education Amendments similarly delineate sexual harassment as discriminatory and unlawful.

Sexual Harassment is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where grades or educational progress are made contingent upon submission to such conduct, or where the conduct has the purpose or effect of interfering with the individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

For further information see the College Catalog or contact the Affirmative Action Officer/Section 504 Coordinator at (516) 572-7121, Tower 818.

V. DISABILITY STATEMENT

Nassau Community College is committed to providing reasonable accommodations to students with appropriately documented disabilities, and to the letter and spirit of the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008.

Appropriate accommodations are designed to ensure students with disabilities have an equal opportunity to participate in all Nassau Community College programs, activities and services.

If you have a physical, psychological, mental, medical, learning or other health impairment that may impact your ability to carry out assigned course work, please contact the *Center for Students with Disabilities*, Building U, telephone number: (516) 572-7241, TTY (516) 572-7616. Trained counselors will assist you.

All information and documentation pertaining to PERSONAL DISABILITIES and/or diagnoses IS STRICTLY confidential.

VI. COURSE REQUIREMENTS, GRADES & GRADUATION REQUIREMENTS

1. Correct sequence of major and related courses as published in the College Catalog must be followed to be eligible for graduation from the Program, including observance of all prerequisite and co-requisite requirements. In order to advance to the next semester a student must maintain at least a Grade of "C" in all phases of each Respiratory Care Program professional course (didactic, laboratory and clinical components), as well as in required courses AHS 101, 104, 131, 132, and 202, CHE 131, 132, and MAT 109.
2. Students are responsible for notifying the Program Director immediately upon failure to attain a minimum grade of C in such required courses.
3. Students intending to apply transfer credits toward any degree requirement are obligated to inform the Program Director in writing of such intention upon commencement of the first semester. Within two weeks of commencement of the first semester they must provide a copy of the Advanced Standing Report from the Office of Admissions documenting acceptance of such transfer credits by the College.
4. It is understood that the instructor has complete autonomy in the issuance of grades and that no departmental or college-wide committee has the sole authority to reverse a grade determination.
5. As an independent requirement for successful completion of laboratory courses AHS 116, 117, 118, and 218, students must have achieved a passing (70) average on all substantive written examinations before final semester motor skill and cognitive examinations begin. Students who fail to achieve such minimum passing score shall be ineligible to participate in such motor skill / cognitive evaluations and their final course grade shall be based upon their final average of all substantive written examinations.

6. Grading during clinical courses includes independent evaluation of:
 - a. Knowledge (Cognitive Standards);
 - b. Technical Proficiency (Technical Standards);
 - c. Attendance, Punctuality, Appearance, Preparedness, Attitude, Patient Care Skills, Communications & Relationships, Planning, Time Utilization, and Work Habits (Behavioral Standards); and,
 - d. Clinical Judgment, Concept Integration, Recall, and Decision Making.

As an independent requirement for successful completion of clinical courses AHS 119, 219, 220, and 221, students must achieve a minimum grade of 70% on each “Final” Clinical Rotation Summary Evaluation (CRSE) used during each clinical course, regardless of their overall “average” grade for any rotation, or for the underlying course.

Students will be automatically withdrawn from the Program for failure to achieve a minimum grade of 70% on a Final Clinical Rotation Summary Evaluation by the end of any required clinical rotation within any clinical course.

The Director of Clinical Education, with the approval of the Program Director, may permit a student who failed to achieve a grade of 70% on a Final CRSE the opportunity to correct any deficiencies identified and to repeat the evaluation in order to achieve a passing grade on the CRSE provided: 1) sufficient time and resources remain during a clinical rotation (or during the course in which an unsuccessful Final CRSE was received) for such remediation, and 2) the process does not reduce clinical time spent in any other assigned clinical rotation during the course.

VII. ATTENDANCE / PUNCTUALITY

1. Students must attend and be punctual for all lectures, laboratories and clinical sessions. Class "cuts" are not permitted and are recorded as unexcused absences; students are responsible for any information missed due to absence or tardiness. Students who arrive after a lecture or laboratory class has begun must complete a **Late Admission Form** and present it to the instructor. Forms are available in the lab area.
2. Students must notify the instructor of absence or tardiness:
Clinical SESSIONS: students must notify the instructor/affiliate at least 30 minutes prior to the scheduled start of the session;
Didactic SESSIONS: students must notify the instructor or the technical assistant (516 572-9640, Ext. 26585).
3. Excessive absenteeism or tardiness, whether or not for an "excusable" reason, limits the student's exposure to important material, concepts and experiences, disrupts the learning environment and impairs clinical scheduling and coordination. Accordingly, students who, in any semester, for any reason, are absent for more than 10% of class sessions or late for more than 10% of class sessions will be automatically placed on probation for the duration of the Program.

Further absenteeism or tardiness, regardless of the reason, may result in additional action, which may include:

- grade reduction;
- automatic withdrawal from the course;
- dismissal from the program.

Grade reductions based upon excessive lateness or absenteeism may be imposed by the instructor at his or her sole discretion at any time, up to and including the day final grades are submitted. Withdrawal or dismissal based upon excessive lateness or absenteeism may be imposed by the Program Director in his or her sole discretion at any time.

VIII. ASSIGNMENTS

Assignments are due ON the date designated. Unless the course instructor has implemented a different individual assignment policy, late penalties are: 1 day late, minus 10%; 2 days late, minus 20%; 3 days late, Automatic "0".

IX. EXAMS

Unexcused failure to appear for a scheduled examination will result in a grade of zero (0). Students are responsible for getting to the exam site on time.

In the event a missed exam is excused by the instructor at his or her sole discretion, an **automatic penalty** will be applied **regardless** of the excuse offered:

- If the missed exam is excused and subsequently taken at or before 2:00 pm on the school day next following the date of the exam, the **minimum penalty applied shall be 5 points deducted from the exam grade**;
- **Five additional points shall be deducted** from the exam grade for each additional delay of up to 24 hours, **REGARDLESS of the REASON for the delay**.

The above procedure will be applied **only to a SINGLE MISSED exam that HAS BEEN EXCUSED by the INSTRUCTOR**. Multiple non-appearances for scheduled exams or attempts to postpone exam dates will not be excused by the instructor under any circumstances.

X. CONDUCT & SAFETY

Students are expected to conduct themselves in a professional manner at all times. The following rules will be strictly enforced:

1. Any student observed cheating will be terminated from the Program.
2. Abusive, loud, foul, threatening, rude, disrespectful or dangerous behavior toward patients, faculty, clinical staff or other students will not be tolerated, and are grounds for immediate dismissal from the Program.
3. Any student observed under the influence of alcohol and/or drugs will be immediately terminated from the Program.
4. Smoking is prohibited in all areas at all times; eating and drinking are permitted in designated areas only.
5. Students will address faculty, hospital staff and patients by their proper title and last name.
6. Personal conversations and discussions in clinical areas are inappropriate and should be avoided.
7. Personal relationships with staff and patients are inappropriate and should be avoided.
8. Grievances and personal issues should be handled in private, with the appropriate persons.
9. Students are required to familiarize themselves and abide by:
 - a. the NCC Student Code of Conduct as set forth in the College Catalog;
 - b. all published rules and regulations of any hospital department to which they are assigned;
 - c. the privacy and confidentiality provisions of the Health Insurance Portability and Accountability Act (HIPAA);
 - d. all standard National Fire Protection Association (NFPA) electrical, medical gas and fire safety rules
10. Students may not enter, work or remain in clinical areas outside of formal educational activities. Students are permitted to enter clinical areas only as directed by faculty or clinical staff as a component of a regularly scheduled Respiratory Care Program clinical course. Pursuant to the New York State Education Law, students may not perform any form of respiratory care upon any patient except under the direct supervision of a faculty member or approved and licensed clinical preceptor as part of a regularly scheduled clinical course within the Respiratory Care Program. **Under no circumstances shall students perform unsupervised patient-related tasks.**
11. Students are strictly prohibited from completing Respiratory Care Program clinical coursework at a Program Clinical Affiliate site while such student is in an employee status at such site.

12. Students shall not be used as a substitute for clinical, instructional, or administrative staff at any time; students shall report any violation, request to violate or attempted violation of this provision to the Program Director immediately.
13. Personal Electronic Devices (PEDs)² **are STRICTLY prohibited from all Respiratory Care Program lecture, laboratory, and clinical AREAS.** (This includes use of the “calculator” or any other utility, function, or application; possession of a standard calculator is, however, encouraged.) **Such DEVICES along with other PERSONAL property (e.g., COATS, JACKETS, and any MATERIALS not specifically needed and authorized for CLASS) are to be placed in ASSIGNED LOCKERS or left in PERSONAL VEHICLES or at home.**

Emergency calls during class time may be directed to the laboratory office (516) 572- 9640 Ext 2-6585, and will be relayed to students as necessary.

The penalty(ies) for possession or any use³ of a PED during any professional Respiratory Care Program course shall be as follows:

- a. **First offense:** 3 points deducted from the next course exam or 5 points deducted from next clinical evaluation;
- b. **Second OFFENSE:** 5 points deducted from the next course exam or 10 points deducted from next clinical evaluation;
- c. **Third offense:** involuntary withdrawal from course and Program.

If the student in possession of a PED that emits an audible tone during a professional Respiratory Care Program course cannot be determined, and such student fails to identify themselves, a -6 point curve shall be applied to all students in the class on the next course exam.

Faculty members may also impose additional grade and/or other penalties, and/or eject students from clinical and class sessions (and record an associated absence for the day) for violation of this rule.

PLEASE take notice that THIS policy requirement will be STRICTLY enforced.

14. Accidents involving students or patients will be reported immediately to the Program Director or student supervisor, and an incident report completed.

XI. DRESS CODE FOR ALL CLINICAL COURSES AND ROTATIONS

1. A clean and professional appearance is required at all times, with due attention to personal hygiene. This shall include:
 - Neat, clean and pressed clothing (as outlined below);
 - Hair longer than shoulder length must be tied and secured;
 - Excessive fragrances are unacceptable;

² E.g., cellular telephones, laptop or notebook computers, or any other similar or related personal electronic communication, e-mail, and/or internet access device

³ Including perception of an audible or vibrating “ring tone” or the making or receiving of cell phone calls, voice, text, e-mail and/or video messages, and/or internet browsing or “surfing” or any other use of a PED

- Fingernails must be natural (with no enhancements), and no more than one-quarter inch in length; neutral tone nail polish is acceptable; chipped polish must be removed;
 - No visible tattoos or body piercing/body jewelry (or similar visible decoration) are permitted, with the exception of two earrings of reasonable size and appearance per ear lobe.
2. All students are required to wear black scrubs and a white consultation length lab coat (meeting the specifications below⁴ or their equivalent):
- Scrub Tops and Pants:
- Landau Black unisex scrub top with chest pocket, Item No. 7502
 - Landau Black unisex scrub pant, Item No. 7602
 - Cherokee Black unisex scrub top with chest pocket, Item No. 4777
 - Cherokee Black unisex cargo drawstring scrub pant, Item No. 4100
- Lab Jackets:
- Landau Men’s consultation length lab jacket, Item No. 3224
 - Dickies Women’s consultation lab jacket, Item 84401
3. A Program patch (available through the Technical Assistant) is to be permanently sewn to the LEFT arm of the lab jacket.
4. Clean black work shoes or athletic shoes are required; it is recommended that shoes worn during clinic be used only for this purpose and cleaned after use.
5. A Nassau Community College issued photo ID must be worn at all times during all clinical rotations clearly identifying the student name and college. Other clinical affiliates may issue institutional ID badges which must be worn by students during such clinical rotations consistent with the policy of the affiliate.
6. The following accessories must be carried at all times: watch with second hand; stethoscope, scissors, clamp, pen, note pad, “Oaks” blue clinical guide and a pocket calculator.

XII. HEALTH & INFECTIOUS DISEASE POLICY

1. Before beginning fall classes all freshman students entering the Respiratory Care Program **must obtain health clearance** from the NCC Department of Student Health Services and **provide proof of such clearance (official Blue Slip)** on or before the first day of September classes. Blue Slips may be presented to Patricia Goodwin, RRT, Program Technical Assistant (Room E 219) on behalf of the Program.

⁴ <https://www.scrubsandbeyond.com/>

2. Students continuing into the second summer session **must update their health clearance** on or after June 1st of the corresponding summer at the NCC Department of Student Health Services and **provide proof of such updated clearance (official Blue Slip)** on or before the first day of summer session II classes. Blue Slips may be presented to Patricia Goodwin, RRT, Program Technical Assistant (Room E 219) on behalf of the Program.
3. Students **MUST** keep a copy of the health form and all submitted supporting lab reports and documents for their personal records and must bring a copy to each clinical affiliate on the first day of each assigned clinical rotation. Students may also need to provide a copy to the Director of Clinical Education (Prof. Gloria Hoerning) for submission as required to such Program Clinical Affiliates as may require this documentation to permit clinical assess to their facilities. Students may also be required to comply with further or additional health clearance requirements imposed by an assigned clinical affiliate.
4. Students exposed to infectious disease must report the exposure to the Director of Clinical Education as soon as possible. If disease-specific immunity cannot be demonstrated by laboratory studies, the student must remain absent for the incubation period. If the condition becomes clinically evident, the student may not return to the program until written medical clearance is obtained.
5. Students who suspect they have a potentially infectious condition must see their personal physician for a diagnosis before returning to the Program. The absence must be reported to the Director of Clinical Education. The student may not return to the program until written medical clearance is obtained.

Failure to OBSERVE the above INFECTIOUS DISEASE PROVISIONS CAN RESULT in grave threat to patients, CLASSMATES and STAFF and IS GROUNDS for DISMISSAL from the Program.

6. Illness arising while on duty must be reported to the instructor. Any student injured in the clinical area must follow the hospital's procedure for reporting and treating injury. In addition, a college incident report must be filed.
7. For on-campus events, emergency and first aid are provided by Student Health Services. Long term care is the responsibility of the student/family physician.
8. Accident insurance is provided by the College. Claim forms are processed through the Health Service office.

XIII. TRANSPORTATION

Students are responsible for arranging their own transportation to and from all off-campus clinical assignments, as well as to and from all classes held at the Garden City campus, whether or not public transportation is available. Although public bus transportation is currently available to the campus, and to some clinical affiliates, Program assignments may require students to attend clinical rotations to and from which public transportation is not available.

XIV. REMEDATION & ACADEMIC SUPPORT SERVICES

Academic concerns and problems should be directed to the primary course instructor who can provide assistance, guidance and counseling on an individualized basis with respect to the particular course subject matter and recommend a remediation plan as appropriate.

Students may contact the Center for Educational Retention Counseling - Nassau Hall [Building M] 1st Floor, Room 19, Tel. 516.572.7141):

- to obtain learning assistance and help with juggling competing academic, personal, job and family demands;
- for assistance with improving study and time management skills;
- for assistance with dealing with test anxiety.

The Director of Clinical Education may be contacted for additional assistance with regard to clinical coursework, and the Program Director may be contacted for additional assistance with regard to any other matter of an academic or non-academic nature.

XV. GRIEVANCE POLICY

The procedure for grieving grades in any of the academic or clinical courses within the Respiratory Care Program (including issuance of a “W” for violation of any Program policy or regulation) is detailed in the College Catalog.

The procedure for grievances related to any decision affecting student status in the Respiratory Care Program other than grades is as follows:

1. Within two weeks of the disputed decision the aggrieved student shall schedule an appointment with the Program Director;
2. If the issue is not resolved during the meeting with the Program Director, the student may request a hearing before the Department Chair (E2225, 516-572-9640); such request must be in writing, and submitted to the Department Chair within one week of issuance of the Program Director’s adverse decision; the hearing before the Department Chair shall be held within one week of receipt of the request.
3. If the issue is not resolved during the meeting with the Department Chair, the student may petition for a hearing before a three-member panel of the Program Advisory Committee; such request must be in writing, and submitted to the Program Director within two weeks of issuance of the Department Chair’s adverse decision; the hearing before the Advisory Committee panel shall be held within one month of receipt of the petition.
4. The decision of the Advisory Committee panel shall be considered final and shall be communicated to the student within one week of the hearing.
5. Students who feel their rights under Public Health Law of the State of New York have been violated, or who feel that the published Standards of the Committee on Accreditation for Respiratory Care have not been met, should contact the appropriate agency to report the perceived violation and to obtain advice.

XVI. INFRACTIONS, PROBATION, DISMISSAL, INVOLUNTARY WITHDRAWAL, RE-ADMISSION

1. Generally, verbal counseling occurs if the incident requiring corrective action is not serious.
2. Written notice is given for a more serious offense or for repeated violations.
3. Dismissal or involuntary withdrawal from the Program is used in instances of insufficient academic performance or serious violation or repeated violations of behavioral standards or requirements. Certain conduct may result in dismissal without advance notice.

Students are subject to dismissal for the following reasons:

- a) failure to comply with the requirements of the “Student Handbook - Program Guidelines & Regulations” or any amendment thereof, prior to graduation;
- b) poor academic or clinical achievement (e.g., failure to achieve a minimum grade of C in a required course or on a Final Clinical Rotation Summary Evaluation);
- c) negligent or willful inattention to patient care;
- d) insubordination;
- e) health problems that interfere with performance;
- f) breaching confidentiality;
- g) falsifying records, reports or information;
- h) theft or dishonesty, including academic dishonesty;
- i) illegal drug use, intoxication, drinking, possessing illegal drugs or intoxicating beverages on hospital or college property;
- j) repeated tardiness or absence from class or clinic;
- k) failure to maintain records;
- l) dismissal from a clinical affiliate;
- m) conduct or behavior which is dangerous, disrespectful, unprofessional and/or which endangers the health or safety of patients, students or others, or which undermines the authority of clinical or Program faculty, preceptors, or otherwise interferes with the process of classroom, laboratory or clinical education;
- n) any conduct or behavior that would be deemed misconduct under the New York State education law as applied to respiratory care professionals, or the catalogue or Student Code of Conduct of Nassau Community College.

[See current College Catalog for Student Rights, Responsibilities & Hearing procedures with respect to the Student Code of Conduct and alleged violations thereof.]

STATUS After DISMISSAL or Break in Sequence

After beginning the first year respiratory care professional course sequence (AHS 111 & AHS 116), students who fail to successfully complete any required course in the Respiratory Care curriculum (with an earned grade of C or higher) and/or break the prescribed professional course sequence by failing to immediately continue into the next semester, will automatically be changed from Respiratory Care (major 66) to general liberal arts (major 44).

READMISSION or reentry to the RESPIRATORY Care Program (major 66) for SUCH STUDENTS IS not guaranteed or automatic under any CIRCUMSTANCES.

Students seeking readmission to the Respiratory Care Program may reapply under the guidelines outlined below.

Standard for READMISSION

Applications for readmission to the Respiratory Care Program will be evaluated on an individual basis by the Admissions Committee. When reviewing an application for readmission, the Committee will give due consideration to at least the following:

1. General, prerequisite, and professional academic record, including subsequent courses taken to enhance the student's record;
2. Level of professionalism and/or attitude displayed or demonstrated during prior professional courses or in non-academic settings;
3. Basis or reason for leaving the Respiratory Care Program or discontinuing course sequence;
4. Lapse of time between last prerequisite or professional Respiratory Care course, and time readmission is sought;
5. Whether a prior application for readmission was denied;
6. Estimated likelihood of successful outcome based upon a change in other relevant circumstances.

If the Committee determines to further process an application for readmission beyond the first semester of the Program, the student will be advised of the date, time, and character of readmission testing and/or evaluation that will be required before a decision regarding readmission will be made.

Readmission testing is designed to ensure that continuing students are knowledgeable and competent with respect to the professional course content prerequisite to the semester for which readmission is sought. Accordingly, such testing will be based upon current professional prerequisite course content, at the time readmission is sought.

Readmission Semester Placement & Application Due Date

Semester placement for students readmitted to the Respiratory Care Program under the guidelines described in this section, and due dates for applications for readmission, shall be as set forth in the following tables:

Academic failure to SUCCESSFULLY complete any COURSE during:	Due Date for Application for READMISSION	If Readmitted, STUDENT MUST go back to:
Freshman Fall	February 1 st of the calendar year for which re-admission is sought	<u>FRESHMAN Fall</u> of following year with new entering class, and take all professional courses in the Respiratory Care Program from that point forward
Freshman Spring	June 1 st of the calendar year for which re-admission is sought	<u>FRESHMAN Fall</u> of following year with new entering class, and take all professional courses in the Respiratory Care Program from that point forward
Freshman Summer	August 15 th immediately preceding the spring semester for which re-admission is sought	<u>FRESHMAN Spring</u> of following year, and take all professional courses in the Respiratory Care Program from that point forward
Senior Fall	February 1 st of the calendar year for which re-admission is sought	<u>FRESHMAN Summer Lab</u> of following year, and take all professional courses in the Respiratory Care Program from that point forward
Senior Spring	June 1 st of the calendar year for which re-admission is sought	<u>Senior Fall</u> of following year, and take all professional courses in the Respiratory Care Program from that point forward

Non-Academic DISMISSAL in:	Due Date for Application for READMISSION	If Readmitted, STUDENT MUST go back to:
Freshman Fall	February 1 st of the calendar year for which re-admission is sought	As determined by Admissions Committee
Freshman Spring	June 1 st of the calendar year for which re-admission is sought	As determined by Admissions Committee
Freshman Summer	August 15 th immediately preceding the spring semester for which re-admission is sought	As determined by Admissions Committee
Senior Fall	February 1 st of the calendar year for which re-admission is sought	As determined by Admissions Committee
Senior Spring	June 1 st of the calendar year for which re-admission is sought	As determined by Admissions Committee

XVII. OFFICIAL COMMUNICATIONS

Students are required to activate, periodically check, and utilize their official MyNCC Student E-mail accounts for all official Program communications; faculty will not accept student email communications from any other email system or account, and required documents and forms must be submitted via the MyNCC Gmail account.

Continued on following page.

XVIII. AUDIO, VIDEO AND/OR PHOTOGRAPHIC RECORDING; USE OF PROGRAM MATERIALS

1. Recording by Students: Consistent with our mission of training respiratory therapists who act with the highest standards of honesty, integrity and trustworthiness, and with respect for the legitimate interests of others, students are not authorized or permitted:

- a. To audio, video or photographically record (including single or multiple images) any class or any class materials without the prior express authorization of the faculty member, or,
- b. To audio, video or photographically record (including single or multiple images) any other Program document or materials by any means without the prior express authorization of the Program Director, or,
- c. To download any unauthorized audio, video or photographic recording of a class, any class or Program document, or any other class or Program material to a computer, cellular telephone, personal digital assistant, website, webpage or any other electronic storage device, system or medium capable of such storage, or to publish, display, disseminate or distribute any such audio, video or photographic recording publicly or privately to any person or entity.

Any violation of this rule is grounds for immediate dismissal from the Respiratory Care Program and may subject the student to further civil penalties.

2. Use and Distribution of Audio, Video and/or Photographic Recordings Made by Students — Permission, Downloading and Distribution: If a student receives express permission from a member of the faculty to record a class or class document or materials, and/or receives express permission from the Program Director to record any other Program document or materials:

- d. Such audio, video and/or photographic recording(s) shall be used solely and exclusively for the student's own education and for no other purpose;
- e. Downloading any such audio, video or photographic recording to a computer, cellular telephone, personal digital assistant, website, webpage or any other electronic storage device, system or medium capable of such storage, and/or publication, display, dissemination or distribution of any such audio, video or photographic recording publicly or to any other entity or person or use of such recording for any purpose other than the student's own education is strictly prohibited without the express permission of the relevant member of the faculty and prior notification of the Program Director.
- f. In no event shall any authorized recording be made available by a student to any person not then registered in the Respiratory Care Program.

Any violation of this rule is grounds for immediate dismissal from the Respiratory Care Program and may subject the student to further civil penalties.

Use and Distribution of Electronic Class & Program Materials (Including Blackboard CE Materials):

All documents, files and materials distributed or available to Respiratory Care Program students via Blackboard CE, or any other or successor electronic or web-based system, including traditional paper documents, portable document (pdf) files, PowerPoint presentations, word processing documents, and any other digital or electronic, audio, video, photographic or other files:

- g. Are intended and authorized solely and exclusively for the personal educational use of students registered in the Nassau Community College Respiratory Care Program;
- h. Downloading any such files, documents, materials, audio, video or photographic recordings or images to a computer, cellular telephone, personal digital assistant, website, webpage or any other electronic storage device, system or medium capable of such storage, and/or any publication, display, dissemination or distribution of any such file, document, material, audio, video or photographic recording publicly or to any other entity or person or use of such recording for any purpose other than the student's own education is strictly prohibited without the express permission of the Program Director;
- i. In no event shall any such files, documents, materials, audio, video or photographic recordings or images be made available by a student to any person not then registered in the Respiratory Care Program.

Any violation of this rule is grounds for immediate dismissal from the Respiratory Care Program and may subject the student to further civil penalties.

XIX. STUDENT LOCKERS

Nassau Community College (College) and the Respiratory Care Program (Program) make lockers available to Program students to facilitate storage during class time of learning materials and personal items that are prohibited from Program classrooms, laboratories, and ICU areas.

Agreement & Acknowledgement:

The College and Program establish rules, guidelines and procedures to ensure responsible use and to control the contents of its lockers. By utilizing Program lockers students acknowledge and agree:

1. That locker use is a privilege and subject to immediate termination without notice and to such rules, guidelines and procedures established and amended by the College and the Program from time to time in their sole discretion;
2. That lockers are the property of the College, that assignment and use is optional, and that lockers are used at the student's own risk;

3. To abide by all terms and conditions set forth below in this Student Locker Policy, Agreement & Acknowledgment; failure to do so, or misuse of a locker, will result in termination of locker privileges and may serve as a basis for further disciplinary action in accord with established Program policies.

Rules, Guidelines and Procedures for Use of Respiratory Care Program Lockers:

1. Students enrolled in the Respiratory Care Program will be registered for and assigned a shared locker for daily use during class time until completion of, or termination from, the Program, or until termination of locker privileges. Each locker will be shared by two students and will be assigned to one student from the Tuesday/Thursday laboratory section and one student from the Wednesday/Friday laboratory section.
2. Assigned lockers are for student use during scheduled class time only; all items must be removed from assigned lockers by the end of each school day; no items may be left in assigned lockers overnight.
3. Only College issued locks are allowed on Respiratory Care Program lockers; locks/combinations will be issued upon receipt by the Technical Assistant of a signed copy of this Student Locker Policy, Agreement & Acknowledgment.
4. Locker registrations are valid until May 31 of the year of Program completion unless otherwise terminated as provided herein. At such time all locks must be returned to the Technical Assistant, and all locker contents removed. After such time, any lockers that have not yet been vacated or reissued will be emptied, and contents held in security for 30 days. After the 30 day period, unclaimed items will be disposed of. Students shall be responsible for the cost of lost or damaged locks.
5. Any locks, other than those issued by the college, that are placed on lockers will be removed, locker privileges will be terminated, and locker contents held by security for 30 days. After that time, unclaimed items will be disposed of.
6. Lockers are for individual use only and are not to be shared except by assigned students. Locker contents are the sole responsibility of the registered occupants of the locker; unauthorized entry into a locker assigned to another student is a violation of the Student Code of Conduct and Program standards of professionalism.
7. Neither the College nor the Program are in any way responsible for a locker's contents or liable for the loss of or damage to locks or items stored in lockers.
8. No person shall store in a locker at any time: food, beverages, perishable items, knives, guns, ammunition, weapons of any kind, flammable materials, dangerous chemicals, explosives, prohibited drugs, pornography, illegal or illicit items or substances or other items deemed by the College or Program to be harmful, offensive or inappropriate.
9. Students are required to maintain their locker's interior and exterior in a clean, neat and undamaged condition; students are not permitted to affix anything to the interior or exterior of any locker or to mark, label, or deface the interior or exterior of any locker in any way.

10. To reduce the risk of theft, students are encouraged to keep their lockers locked; students should not store money, wallets, jewelry, credit or debit cards, or any other personal item of high value.
11. Students shall immediately report to the Program Director any damage or needed repairs to, or suspected tampering with, their assigned locker.
12. All personal items must be stored completely within a locker. All items left outside of a locker, whether secured or unsecured, will be removed and disposed of.
13. The College or Program may in their sole discretion carry out or authorize searches/inspections for any reason. The following is a partial listing of examples of when the College or Program will exercise its discretion without notice:
 - Suspected contents that may be illegal, illicit or deemed by the College to be harmful, offensive or inappropriate
 - At the request of or generally in cooperation with police authorities
 - Investigative purposes related to suspected or alleged criminal, illegal or inappropriate activities
 - Risk to the general good of the College
 - Risk to the general good of the student or student population
 - Unregistered locker
 - Physical damage to or defacing of the locker
 - Odors (spoiled/rancid food, garbage or smelly contents)
 - Inspection to monitor and ensure compliance with the within requirements
 - Locker abandonment
 - Locker maintenance
14. The College works with local police authorities and maintains the right in the College's sole discretion to allow police to carry out specific and random searches/inspections of locker contents. Such searches /inspections may be carried out with or without notice to the locker's occupant and with or without the occupant being present. Such police activity may include but is not limited to: random drug or weapon searches of lockers, backpacks, book bags, briefcases, containers, jackets, and parkas.

STUDENT AGREEMENT & ACKNOWLEDGEMENT

I have read, and received a copy of, the above "Student Handbook - Program Guidelines & Regulations" of the NCC Respiratory Care Program. I understand and agree that my status and continuation as a student in the Program is conditioned upon my observance of, and compliance with, these requirements, and any amendment thereof, until my graduation or termination from the Program.

Student Signature: _____ Date: _____

Print Name: _____