

Indiana Respiratory Therapy Education Consortium Respiratory Therapy Program Policies Student/Applicant Disclosures



Thank you for your interest in the Indiana Respiratory Therapy Education Consortium. Career information and curriculum are addressed in other areas of the website. This document provides important disclosures regarding our program. In an effort to provide transparency regarding our policies, we encourage you to read this document carefully. If these disclosures bring up further questions, please contact us at IRTEC@iuhealth.org.

The program is a consortium, which means it is comprised of four entities. They are IU Health, Ball State University, Indiana University, and the University of Indianapolis. Students from all three universities attend classes on the Indiana University Health Methodist Hospital campus in Indianapolis. Students remain enrolled in their “home” university and pay tuition to the university.

Admission to the university does not guarantee acceptance to the Professional Studies phase of the program. Preference in admission will be given to applicants who are residents of the State of Indiana. The number of non-resident applicants accepted into the program will be limited to a maximum of 10% of each class. Students may apply for admission to the Professional Studies portion of the program when the following requirements are met:

- 28 hours of required courses are completed
- 10 of these completed hours are in required math/science courses
- “C” or better in required math/science courses
- 2.5 overall GPA

Applications to the program are due by the first business day of February, the year of admission to the professional courses. An admission interview is required during which communication skills in English will be assessed. Grade point average is calculated based on all college and university courses completed and must be 2.5 or greater. It is used as the primary criteria for admission purposes. Additionally, applicants must maintain a minimum 2.5 GPA, earn a “C” or better in all math and science prerequisites, and complete all prerequisites prior to August 1 the year of admission.

We admit a maximum of 30 students, which is limited by our accreditation requirements and the availability of clinical space. Initially 10 students are admitted from each university. All remaining qualified applicants are placed on a wait list, which is ranked by GPA, for any unfilled positions that may become available by start of fall semester. Professional courses will begin with the fall semester only. Please review the website for additional information regarding admission criteria, prerequisite courses, and university policies.

Due to the vulnerable nature of the patients treated by respiratory therapists, admitted students must pass a criminal background check and drug screen. Documentation of vaccinations is also required. A valid social security number is necessary to facilitate the background check and allow students access to hospitals that serve as the programs' clinical partners. Please review the website for additional information regarding admission criteria, prerequisite courses, and university policies.

Program Accreditation

The Indiana Respiratory Therapy Education Consortium (program number 200039) is fully accredited by the Commission on Accreditation for Respiratory Care
264 Precision Blvd, Telford, TN 37690
(817-283-2835)
<https://www.coarc.com/>

Accreditation is in effect through March 31, 2027. Program outcomes can be found at [Programmatic Outcomes Data - CoARC - Commission on Accreditation for Respiratory Care](#)

Institutional Accreditation

Ball State University, Indiana University and the University of Indianapolis are all accredited by the Higher Learning Commission, 230 South LaSalle St, Suite 7-500, Chicago, IL 60604, (800) 621-7440, <https://www.hlcommission.org/Directory-of-HLC-Institutions.html>

Non-Discrimination Notice

IU Health complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, genetic information or gender identity and/or expression. IU Health does not exclude people or treat them differently because of race, color, national origin, age, disability, sex, sexual orientation, genetic information and gender identity and/or expression.

Transferred Courses

The program accepts course transfers for prerequisites based on admission office policies. We regret that transferred professional courses are not accepted due to variation in the course curriculum of respiratory therapy programs. Students who have completed an associate degree in respiratory therapy, have work experience as a respiratory therapist, a GPA of 3.0, and already possess an RRT credential may have additional options for BS degree completion. Please contact the program at IRTEC@iuhealth.org for additional information.

Student Rights and Responsibilities

The Indiana Respiratory Therapy Education Consortium is part of a consortium made up of IU Health, Ball State University, Indiana University and the University of Indianapolis. Your rights and responsibilities at the university in which you have enrolled can, and should be, reviewed as needed. It is your responsibility to adhere to the policies and understand your rights. **The program has additional policies that are enforced while registered and enrolled as a student** in the Indiana Respiratory Therapy Education Consortium. Those are discussed in this document.

For your convenience, the websites for your university's Code of Conduct and Student Rights are listed below.



Ball State University: *The [Office of Student Conduct | Ball State University](#) is responsible for administering the Ball State [Code of Student Rights and Responsibilities v.12](#) which references a number of policies. The [Office of the Vice Provost for Academic Affairs | Ball State University](#) administers the policies on [Grade Appeals | Vice Provost for Academic Affairs | Ball State University](#) and [Academic Integrity Policy | Vice Provost for Academic Affairs | Ball State University](#).*

The Code informs the community of the general behavioral expectations that the University has for all students and outlines the procedures that the University uses to respond to complaints when standards are violated. Students are expected to read, understand, and adhere to these community standards.

<https://www.bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures/studentcode>



Indiana University: *The IU Code of Student Rights, Responsibilities, and Conduct ensures your rights as an IU student are protected. While you're entitled to respect and civility, you also have responsibilities to the campus community. The Code outlines these responsibilities and the university's expectations for your behavior as an IU student.*

<http://studentcode.iu.edu/>



University of Indianapolis: *The University of Indianapolis does not discriminate on the basis of race, religion, color, national origin, sex, disability, sexual orientation (or gender identity of expression) or age in its programs and activities. The University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act and strives to provide equal access to all phases of university life. This policy applies to applicants and students, and to admissions, programs, and all other aspects of student life.*

https://www.uindy.edu/policies/files/student_handbook.pdf
<http://www.uindy.edu/policies/>

Student Conduct

In addition to the Health Sciences Education Department's Code of Ethics and Professional Conduct and the Ethical Standards of your university, students are expected to abide by the principles outlined in the American Association for Respiratory Care (AARC) Statement of Ethics and Professional Conduct.



AARC Statement of Ethics and Professional Conduct

In the conduct of professional activities, the Respiratory Therapist shall be bound by the following ethical and professional principles. Respiratory Therapists shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Promote and practice evidence-based medicine.
- Seek continuing education opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent, and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent, and refusal of treatment.
- Divulge no protected information regarding any patient or family unless disclosure is required for the responsible performance of duty as authorized by the patient and/or family or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts.
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws which govern and relate to their practice.
- Avoid any form of conduct that is fraudulent or creates a conflict of interest and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.
- Work to achieve and maintain respectful, functional, beneficial relationships, and communication with all health professionals. Disregard for the effects of one's actions on others, bullying, harassment, intimidation, manipulation, threats, or violence are always unacceptable behaviors. It is the position of the American Association for Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among respiratory therapists or between healthcare professionals.

Background Check Information

In order to participate in an educational program at IU Health, all accepted students must successfully complete a background check performed by a company specified by IU Health. Students are responsible for paying the fee at the time of the background check. Information obtained in an investigation will be compared with information provided on the application and/or resume by the prospective student. If falsification is discovered, the offer of enrollment shall be rescinded. In the event the falsification is discovered after enrollment has occurred, action(s) consistent with the Health Sciences Education policies shall be taken, up to and including termination.

In the event of falsification, the prospective student is eligible to reapply for the program after a period of twelve months from the date on the original application. After the 12-month period expires, any information disclosed will be evaluated in accordance with current policy. If a pending case is discovered, and its disposition as “guilty” would render the applicant not eligible for enrollment according to this policy, the application process is stopped until disposition of the case occurs.

To fully understand the circumstances that can disqualify you from being a student in an educational program at IU Health, please be aware of how we define the following terms and use them in this document:

- **Conviction:** Any violation of a law or ordinance for which a prospective student was found guilty by a judge and/or jury or to which the prospective student pleaded guilty.
- **Criminal history:** A prospective student’s record of convictions (and/or final disposition of charges) maintained by a court of law or a law enforcement agency.
- **Falsification:** Providing or omitting information contrary to that obtained in a background investigation (unless the background investigation is proven to be inaccurate) and/or providing false, incomplete or misleading information.
- **Office of the Inspector General (OIG):** The federal oversight agency which maintains a cumulative list of individuals who have been sanctioned for fraud or abuse of government programs, such as Medicare, Medicaid, etc.
- **Sanction:** Any action in which a prospective student has been debarred, excluded, or otherwise made ineligible for participation in federal health care programs.

The following convictions will disqualify an applicant or accepted student from the professional concentration phase of the program:

1. A sex crime.
2. Exploitation of an endangered adult.
3. Failure to report battery, neglect, or exploitation of an endangered adult.
4. Murder.
5. Voluntary manslaughter.
6. A felony offense relating to controlled substances.
7. Abuse or neglect of a minor, child or dependent.
8. Failure to report the abuse of a minor, child or dependent.
9. Any act that, if it occurred at the organization, could compromise the safety or well-being of patients, employees, visitors, or volunteers of the organization.
10. Abuse, neglect, or mistreatment of a patient or misappropriation of a patient’s property, as reflected in the state nurse aide registry.
11. Any act which resulted in the prospective student’s name appearing in the Indiana Sex Offender Registry.

12. Criminal offenses related to health care or have been debarred, excluded, or otherwise rendered ineligible for participation in federal health care programs.
13. *Theft that has occurred within five years of the prospective student's program application.
14. Involuntary manslaughter that has occurred within five years of the prospective student's program application.
15. Battery that has occurred within five years of the prospective student's program application.

*Theft includes but is not limited to criminal conversion, receiving stolen property, shoplifting and identity theft.

**Time frames are measured from the date of disposition (conviction).

Disclosure of Criminal Charges While Enrolled as a Student

Enrolled students must report, in writing, any criminal charge, conviction, or sanction to their Program Director. This notification must occur at least 24 hours prior to the IU Health class after the charges are filed or after the conviction or sanction occurs, or immediately if the charge/conviction/sanction occurs within 24 hours of the next course day. Failure to report a charge, conviction, or sanction could be grounds for immediate termination of participation in the program.

During an investigation of a charge, the student can be suspended. If the charge is related to drugs or alcohol, an immediate drug test may be ordered for the student. If positive, the student will be referred for corrective action consistent with the Health Sciences Education policies up to and including termination from the program. If the student is placed on leave of absence to receive therapy, a release must be provided indicating readiness to return to the program.

Disclosure of Termination From Healthcare Facility

Individuals who have been terminated involuntarily from any healthcare facility must disclose this information on the program application and provide an explanation. The cause of termination will be reviewed to determine if you would not be eligible to work in a healthcare facility. If it is determined that you are not eligible to work in a healthcare facility due to the cause of termination, it will not be possible for you to complete the program and the application process will be stopped. All decisions are handled on a case-by-case basis.

Students who are suspended or terminated from a paid job at any of the program's clinical education sites must notify the program director immediately. If it is determined that you are not eligible to work in a healthcare facility due to the cause of termination, it will not be possible for you to complete the professional concentration phase of the program. All decisions are handled on a case-by-case basis.

Federal Exclusion List Information

The Federal Government requires that a facility receiving federal money must screen employees and students on a regular basis in order to be in compliance with the federal requirements of Federal Exclusion lists through the Office of the Inspector General (OIG). Students will be screened on a monthly basis. Students that appear on the Federal Exclusion lists could cause IU Health to use federal funding. Any student appearing on a list at any time would immediately be dismissed from the program. The exclusion lists include:

Office of Inspector General (OIG) *U.S. Department of Health and Human Services* List of Excluded Individuals/Entities (LEIE) List

The OIG, under a Congressional mandate, established a program to exclude individuals and entities affected by various legal authorities, contained in sections of the Social Security Act, and maintains a list of all currently excluded parties called the “List of Excluded Individuals/Entities (LEIE).” The OIG must include any health professional on the LEIE if an individual or entity is convicted of Medicare or Medicaid fraud; patient abuse or neglect; felony convictions for other health-related fraud, theft, or financial misconduct; and felony convictions relating to unlawful manufacture, distribution, prescription, or dispensing of controlled substances. By discretion, individuals will be placed on the list for a number of reasons, including misdemeanor convictions relating to health care fraud; unlawful use of controlled substances; suspended or revoked licenses; providing unnecessary or substandard services; submitting false claims to a federal health care program; or even defaulting on health education loans.

The System for Award Management (SAM) – *General Services Administration* Excluded Parties List

This list includes persons and organizations excluded from participating in Federal contracts. The System for Award Management (SAM) has combined federal procurement systems and the Catalog of Federal Domestic Assistance into one new system which contains:

- Central Contractor Registry (CCR)
- Federal Agency Registration (FedReg)
- Online Representations and Certifications Application (ORCA)
- Excluded Parties List System (EPLS) U.S. General Services Administration

Specially Designated Nationals List (SDN) *U.S. Department of Treasury*

This is a list of individuals and organizations with which U.S. citizens and residents are prohibited from doing business. The list includes individuals and companies owned or controlled by, or acting for or on behalf of, targeted countries. The SDN also lists individuals, groups, and entities such as terrorists and narcotics traffickers designated under programs that are not country-specific.

Program Technical Standards/Essential Functions

The following essential functions are required of all students enrolled in the Respiratory Therapy Program. Respiratory Therapists are responsible for the care of patients, some of whom are critically ill. They are often required to manage highly complex pieces of equipment, as well as interact with patients in order to make therapeutic assessments. Respiratory Therapists must also be able to communicate with other health care professionals. Therefore, in order to be successful in the Respiratory Therapy Program, all applicants should be able to perform, or learn to perform, the following essential functions:

1. Spend much of the day traveling between patient rooms, various patient care areas, and the Respiratory Care Department. Most clinical days are 12 hours long.
2. Move and position bedridden patients.
3. Perform physically demanding procedures such as chest physiotherapy and chest compression.
4. Communicate effectively in English with patients and staff.
5. Possess sufficient auditory perception in order to hear normal levels of speech of patients and staff, assess patient care needs by the use of devices such as a stethoscope, and respond to alarms.
6. Possess sufficient visual acuity so as to accurately measure medications, read patient records, evaluate information displayed on patient monitors, and make observations of patients as required for Respiratory Therapy.
7. Manipulate small pieces of equipment and perform complex skills such as arterial puncture and endotracheal intubation.
8. Apply sufficient intellectual and emotional skills in order to plan and exercise independent judgment for patient care, and to respond quickly to medical emergencies.

The program reserves the right to require applicants or students to demonstrate the ability to perform any of these essential functions. The program will provide reasonable accommodation for students as needed. Applicants who believe that they may need accommodation in order to perform one or more of these functions must contact the appropriate office listed below for assessment:

Ball State University

Office of Disability Services, dsd@bsu.edu, 765-285-5293

Indiana University Indianapolis

Accessible Educational Services, aes@iu.edu, 317-274-3241

University of Indianapolis

Disability Resources & Build, <http://www.uindy.edu/ssd>, 317-788-3536

Dress Code

Business casual or clinical attire is required at all times while on hospital property or when participating in program activities. This includes classroom, laboratory, and clinical hours; visits to offices and labs; tutoring and study activities. A detailed dress code will be distributed to accepted students prior to orientation.

Many of our clinical sites have policies which on visible tattoos, extreme hairstyles, unnatural hair colors, non-traditional body jewelry, and elaborate nail styles, therefore the program's clinical dress code may vary for each clinical site.

Identification Badges

IU Health identification badges are issued at the time of program matriculation and must be returned when the student leaves the program for any reason, including graduation. Failure to return your ID badge will prevent issuance of your semester grades, diploma, and/or certificate of completion. Your initial ID badge will be provided as part of your Administrative Fee. If your badge becomes lost or damaged, you will be responsible for obtaining and paying for a new one. The current cost of the badge is \$20 and must be paid in cash or by check.

Medical Requirements

For the safety of patients, faculty, clinical staff, and students, vaccinations or immunity to infectious disease is necessary. Detailed information regarding immunization requirements will be provided to admitted students. The following will be required:

1. Vaccinations: entering students must provide evidence of immunity to or vaccination against Rubella, Rubeola, Mumps, Varicella, Tetanus, Diphtheria, and Pertussis. Positive antibody titers for listed diseases are acceptable. History of disease is not considered proof of immunity.
2. TB testing such as IGRA blood test, TB skin test or chest x-ray.
3. Medical insurance to cover injuries and accidents occurring in the classroom, laboratory, or clinical settings.
4. Hepatitis B vaccine or titer is highly recommended. If needed, students may obtain this at no charge from IU Health.
5. Annual influenza vaccines are required each fall and are available at no charge from IU Health.
6. Vaccinations against coronavirus are highly recommended.

Academic Probation and Dismissal Policies

Students must comply with the academic regulations and policies of the university in which they are enrolled. Additionally, the following regulations and policies govern the professional portion of the Respiratory Therapy Program.

Probation

1. A student will be placed on probation if the semester and/or cumulative GPA falls below 2.3 total.
2. A student will be placed on probation if there is a failure to progress either academically or professionally. The following are examples of failure to progress.
 - **Probation resulting from a failure to progress is not limited to these examples:**
 - Failure to maintain appropriate CPR provider status.
 - Poor attendance in classroom, clinical, or laboratory classes resulting in poor academic progress and performance.
 - Failure to meet academic standards as set forth in the course syllabus, such as failure to turn in papers and assignments resulting in poor academic progress and performance.
 - Failure to conform to the American Association for Respiratory Care Code of Ethics and Professional Conduct and/or clinical performance characteristics as set forth in the Program Handbook and Clinical Syllabus.
 - Lack of clinical progress.
 - Failure to demonstrate clinical patient safety or failure to advance through the clinical skills progression.
 - Failure to adhere to the program policies on cell phone use or dress code.
3. If placed on probation, the student will be notified of conditions and requirements necessary for remediation for continuation in the program. When the student satisfactorily completes all program requirements as well as those stipulated by the University, and when the reason for the probation has been corrected or the deficiency remediated, the student will be returned to good standing. All probationary actions are reviewed at the end of each semester.
4. If a student holds a Student Permit to Practice Respiratory Care, Indiana law requires the program director or clinical director to notify the Respiratory Care Committee of the Indiana Professional Licensing Agency that the student is on probation.

Dismissal

Upon the recommendation of the program faculty, a student may be dismissed. Dismissal is based on the failure to meet academic or professional standards. The student will be informed of the dismissal in writing. Student dismissal will occur under the following circumstances:

1. The student receives a grade lower than a “C” is recorded for any professional course

2. Probationary status is continued for two consecutive semesters. In addition, once placed on probation, a student will be dismissed from the program if continued poor academic performance, unsafe or poor clinical performance, or unprofessional behavior is documented.
3. Any conduct that endangers patients, employees, or others
4. In the event of gross misconduct.

The following actions are considered gross misconduct. Immediate termination may be warranted for just cause and progressive steps may not apply. This list is a guideline and is not intended to be all-inclusive.

1. Threatening or violent behavior to another while on an organization's property (includes parking areas).
2. Harassment or sexual harassment.
3. Willful destruction or abuse of organizational property.
4. Theft, fraudulent or dishonest acts.
5. Disorderly or inappropriate conduct on the organization's property
6. Manufacturing, possessing, selling, consuming, or "being under the influence" of intoxicating beverages or illegal drugs, or the inappropriate use of prescription drugs as a representative of the organization or on the organization's property or while in work status.
7. Introducing, possessing, using, buying or selling unauthorized firearms, weapons, ammunition, or explosives on the organization's property
8. Falsifying any record including patient records, business and time records, background investigation information submitted during the program acceptance process, and intentionally giving false information to anyone whose duty it is to make such records, or misrepresenting or giving false information during a formal investigation, This also includes cheating, lying, falsification of records, theft and intent to deceive. Intent to deceive includes asking someone to help you cheat and/or falsify records.
9. Absence without notification (no call/no show) for three (3) consecutive days.
10. Sleeping on the organization's property while on duty or in public or patient areas
11. Gambling, including pools or other types of activities involving wagering for money and prizes on the organization's property.
12. Any unauthorized use of the organization's computer system. This includes any intentional act or alteration which leads or potentially leads to disruption or degradation of an organization's information technology system.
13. Breach of confidentiality, e.g., where a student fails to properly safeguard an organization's information, allowing the information to be (or potentially be) viewed and/or obtained by inappropriate individuals. Examples of such behavior may be violations of HIPAA, release of trade secrets, failure to protect financial records and other acts that violate an organization's privacy and security policies.
14. Negligence in the performance of job duties which may affect the health and safety of others, or which may have a significant adverse effect upon the operations of the organization.
15. Insubordination as evidenced by a deliberate refusal to perform an assigned task after being made aware of the consequences. Refusal may be openly stated or may be silent withholding of services.

16. An action or conduct that violates the organization's community of trust and respect for patients, team members, visitors and others. This includes conduct which creates a disturbance or could have a detrimental effect on patient care; or is disrespectful in action or language toward patients, staff or students.
17. Performing unauthorized procedures.
18. Abandoning a patient during a procedure.
19. Violation of Smoke Free/Tobacco-Free Policy.
20. Unauthorized use of electronic devices.
21. Violation of the Social Media Policy.
22. Ticket, citation, summons, arrest, charge or conviction for a misdemeanor or felony or involuntary termination from job at a healthcare facility while in the professional studies phase of the program. This also includes anything that would affect a student permit/license to participate in the program.
 - a. Enrolled students must report, in writing, any criminal charge, conviction, or sanction to the program director, including any ticket, citation, summons, arrest, charge or conviction for a misdemeanor or felony and/or involuntary termination from any job at an IU Health facility or clinical education site affiliated with the program. The program director must be notified as soon as possible and before the student would return to class or clinic, whichever occurs first. Failure to report the above is grounds for immediate termination of the student from the program. Students must also provide copies of documentation related to any of the above as requested by the program director.
 - b. During an investigation for any of the above, the student may be suspended. If the charge is related to drugs or alcohol, an immediate drug test may be ordered for the student. If positive (non-negative), the student will be referred for corrective action consistent with the Health Sciences Education policies up to and including termination from the program. If the student is placed on leave of absence to receive therapy, a release must be provided indicating readiness to return to professional concentration phase of the program. Suspension may delay completion of required courses and/or graduation.

If a student holds a Student Permit to Practice Respiratory Care, Indiana law requires the program director or clinical director to notify the Respiratory Care Committee of the Indiana Professional Licensing Agency that the student has been dismissed.

Appeals

Students may appeal probation or dismissal in accordance with their university's policies and procedures. Please consult the student handbook for your university for the applicable policy. (See page 2 for more information.)

Academic Calendar

Because the IRTEC Consortium is composed of three universities, and the official calendars of those universities vary, the program creates and posts its own academic calendar. It is created based loosely on the universities' calendars. Typically, classes begin in mid-August. Students

have fall break in October, a four-day weekend for Thanksgiving, two or more weeks for Winter break, and a week for Spring break.

The students receive the calendar in their first mailing upon acceptance to the program. Thereafter, a calendar is distributed in February for the following academic year to continuing students.

Classroom Attendance

Students are expected to attend all scheduled classroom, clinical, and laboratory sessions. Students are responsible for obtaining all information and completing all assignments which are missed due to absence. Individual instructors may include attendance as part of their course grade. In case of severe weather, classes will be cancelled if a Level 1 Emergency is declared in Marion County (or a county through which you must travel to attend classes or clinic). This appears as a “red” Travel Warning on the Indiana Department of Homeland Security website: <http://www.in.gov/dhs/traveladvisory/>) Classes may also be cancelled at the discretion of the Program Director. University closings do not affect IRTEC program classes as we are “off campus.”

Mandatory Equipment required for students

Students are expected to have:

- a. Uniforms (scrubs and shoes) for clinical practice
- b. Quality stethoscope
- c. Watch with a second hand
- d. Laptop or desk top computer with camera and audio capabilities, for online instruction.
- e. Access to printer, paper and printer ink for printing handouts and turning in assignments.
- f. High speed, reliable internet access. (We have learned that “attending” class via your smart phone is not a reliable option.)

You may not use printers in hospital areas for personal printing. Individual instructors set their own requirements for class assignments, meaning you may be required to hand in a hard copy of an assignment, or send the assignment via email.

Program tuition, fees and costs

Tuition and fees are based on the university in which the student is enrolled. They can be found at:

Ball State University: <https://www.bsu.edu/admissions/tuition-and-fees>

Indiana University: <https://indianapolis.iu.edu/cost-aid/>

University of Indianapolis: <https://uindy.edu/financial-aid-for-new-students/how-much-will-it-cost-to-attend>

Additional Costs associated with the program include:

Admissions

Administrative fee	\$ 100	(non refundable)
Criminal Background Check	\$ 40-100	(varies per individual)
Immunizations	\$ 0-100	(varies per individual)
Pre-admission American Heart Association Healthcare Provider CPR course	\$ 50	(varies by site)

Books

Junior Fall	\$ 625	
<i>Junior Optional Workbooks</i>	\$ 100	<i>(optional)</i>
Junior Spring	\$ 100	
Senior Fall	\$ 225	
Senior Spring	\$ 200	
Testing/Simulation Fees	\$ 100	

Clinical

Scrubs, shoes, lab coat	\$ 200	
Stethoscope, Watch	\$ 100	
Clinical Tracking Software	\$ 150	
Travel Costs (estimate)	\$ 500-1000	(varies depending on distance from sites, living location, vehicle type)

Professional

AARC Student Membership	\$ 50	
ISRC Fall Seminar registration	\$ 65	

Technology

<i>Laptop</i>	\$ 250	<i>(student may already own this equipment)</i> <i>(varies on personal preference)</i>
<i>Printer</i>	\$ 100	
<i>Printer supplies, Internet access</i>	\$ 750- 1000	<i>(varies on personal preference)</i>

Approximate total: \$3,605- 2,515 (includes 5 semesters of professional program)

Clinical Assignments

Student clinical rotations are generally within a 60-mile radius of IU Health Methodist Hospital. Clinical rotations are assigned for the patient care opportunities provided. There is no guarantee that clinical assignments will be near the student's residence. The Director of Clinical Education (DCE) determines clinical schedules. Under NO circumstances will students trade locations or dates without the permission of the DCE.

While on some occasions clinical days may be shorter, most clinical days will be 12 to 12.5 hours in length.

Transportation

Transportation is the responsibility of the student. It is highly recommended that each student possesses a valid driver's license, legally be able to drive, and to have access to a reliable vehicle. The program is not able to "pair" students in clinical or laboratory for transportation purposes. Parking is free in many clinical locations, but when parking fees are required, they are the student's responsibility.

Student Athletes/Extracurricular Activities

The program welcomes students to participate in athletics or other university activities. However, it is very likely that the schedules for these activities will conflict with our professional coursework and clinical activities. Unfortunately, we are not able to adjust our courses around these activities. You will be responsible for any absences that occur and must follow the rules for making up any work missed as outlined in each syllabus.

ROTC

If you are considering or are in ROTC, it is possible that you may not be able to participate in Respiratory Therapy professional courses and clinical activities and ROTC at the same time due to conflicts in academic course schedules and mandatory ROTC activities. Please discuss this in advance with your advisors.

Student Work in Patient Care

The program adheres to the following policy of the Commission on Accreditation for Respiratory Care:

“Students must not be used as a substitute for clinical, instructional, or administrative staff. Students must not receive any form of remuneration in exchange for patient care they provide during programmatic clinical coursework.”

Students are eligible to apply to the Indiana Professional Licensing Agency for a limited student permit to practice respiratory care after they have completed a portion of the summer session between their junior and senior year. The application must be signed by the program director and director of clinical education. Students who obtain a permit are required to follow all state laws and licensing agency policies and must remain in good standing with the respiratory therapy program.