

## WITHDRAWAL & READMISSION POLICY

A student who decides to withdraw from any required Respiratory Care course must notify the instructor in writing and abide by the withdrawal policy in the college catalog.

- A student who fails a course or withdraws from a Respiratory course will be permitted to re-enter the Respiratory Care program only one time. A student is allowed only two total admissions to the Respiratory Care program.
- If a student withdraws during the first semester or fails to complete at least one Respiratory course with a 77.5% "C" or better, the student must apply for readmission into the Respiratory Care program.
- A student who has completed at least one respiratory course successfully and withdraws or fails may be readmitted to the Respiratory program one time. The student may readmit in the course the following semester it is available. Each situation is unique and will be evaluated on a case-by-case basis. A student must have a 2.0 Grade Point Average to be eligible for readmission. The student must submit a request for re-admission application to the Program Director and must be dated and sent by the last day of the semester following the unsuccessful course. This application can be obtained from any program faculty member.
- When a student steps-out and is re-admitted to the program, the student will be required to re-take all clinical courses already completed (RET 1874, RET 1875, & RET 2876) and it is suggested to audit previously completed laboratory courses to keep up with psychomotor skills while waiting to re-admit. There is a fee by having to audit a course and you will not receive a grade or college credit for auditing any course.
- If a student has not been enrolled in a Daytona State College Respiratory course within one year, the student must apply for readmission and must follow any changes made to the college catalog or program policies for the Respiratory Care program.
- No student will be readmitted into the program after one year of being out of the Respiratory Care Program. After one year, the student will have to submit new admission paperwork as a new student and restart the program.
- If the student is unsuccessful in any course repeat, the student will not be allowed to continue in the Program.
- The Student will be required to purchase any new uniform changes that are made when they return.
- The student will be required to purchase any new textbooks required for a course.
- The student will be required to have a drug screen and background check redone upon re-admission and before going to clinical rotations.
- The student will be required to change to the current cohort in progress when stepping back in.

## **TRANSFER STUDENTS**

- Respiratory courses must have been taken within one academic year.
- All applications are evaluated by the respiratory care readmission and transfer committee and are accepted on a case-by-case limited basis, depending on space availability.
- Transfer students must show documentation that they are in good academic standing and eligible for re-admission in their current respiratory care program prior to consideration as a transfer respiratory care student with DSC. This is completed by submission of a letter from the Program Director stating that the student is in good standing.
- No Clinical courses/experience will be accepted for course credit, the student must repeat all clinical rotations.
- Submission of official transcripts to DSC for review & evaluation. DSC must accept course credit in order to be considered.

## **ADVANCED PLACEMENT STUDENTS**

Potential students to our program that are already working as a respiratory therapist and are interested in obtaining the AS degree must adhere to the following guidelines:

- Completion of a Daytona State College application
- Completion of a Respiratory Care Program application
- Submission of official transcripts to DSC for review & evaluation. DSC must accept course credit in order to be considered.
- (2) letters of recommendation from previous or current employers attesting to ability to practice as a Respiratory Therapist.
- Copy of current Respiratory Therapy license.
- Copy of current NBRC credentials.
- Unofficial transcript to program faculty to evaluate on a case-by-case basis. Consideration is given for coursework completed and years in practice.
- Complete 25% of coursework (19 credit hours) at DSC for graduation requirements.