Bachelor of Respiratory Therapy Program
Academic Regulations

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Bachelor of Respiratory Therapy Program Academic Regulations

All University regulations apply to all students in the program which include General Academic Regulations, University Policies and College of Rehabilitation Sciences Academic Regulations.

The Bachelor of Respiratory Therapy program (the “Program”) will use the following regulations outlined below to guide progression issues in all years of the Program. Students are obligated to be familiar with all regulations governing their continued progress in the Program.

Security of Academic Records

The University’s policies regarding the security of student academic records are found in the General Academic Regulations.

Registration Status in the Program

Students are required to register for a full course load for all three years of the Program. Any consideration of part-time or out of sync status shall be reviewed by the year coordinator in collaboration with the Department Head, Respiratory Therapy, on a case-by-case basis.

Transfer of Credit

Students are required to submit a formal letter and supporting documentation such as course outlines to the Department Head at least 30 days prior to the course start date for transfer of credit. Courses will be evaluated in conjunction with the applicable course coordinator to review the request within 10 working days of received documentation.

Academic Progression

Due to the integrated nature of the Program curriculum, students are generally required to complete all courses in one term in order to progress to subsequent terms. Similarly, successful completion of each year is required to progress to subsequent years of the Program.

Students are required to obtain a minimum of “C” grade in every letter grade course and a “Pass” in every Pass/Fail course. A final grade of “D” or “F” in a letter grade course or “Fail” in a Pass/Fail course taken to complete the degree requirement is considered a failure.

Dean’s Honour List

Students carrying a full course load, with a sessional Grade Point Average of 3.7 or higher and have not done re-sit or supplemental exams, are placed on the Dean’s Honour List.

Academic Remediation and Probation

If a student is having difficulties academically as seen in failures in course assessments (less than a grade of ‘C’ or 62%) within the term, a remediation plan will be developed by the student year coordinator in collaboration with the student to promote success.

If a student fails a course or if their term GPA drops below 2.5 they will be placed on Academic Probation for the following term.
A formal remediation plan will be mandatory for students on academic probation.

- The remediation plan will be developed by the department head or designate.
- The remediation plan will be based on an assessment of the student’s current academic status and identified learning needs.
- The student may be required to repeat or audit selected Program courses.
- If any courses are repeated, the student will be subject to all academic regulations related to final grades in repeated courses and the number of failures allowed in any given course or sequence of courses in the Program.
- The student will be required to meet with a year coordinator at least twice during the following term of study.
- If there are non-academic issues interfering with the student’s academic progress, the student will be required to make every effort to deal with and resolve those issues during the period of academic probation.
- When indicated, a student will be referred to the student services unit for information and guidance. Similarly, students requiring accommodation will be referred to Student Accessibility Services. When Student Accessibility Services identifies a non-standard accommodation, the College of Rehabilitation Science Accommodations Team will be consulted.

If a student is unsuccessful in a course while on academic probation, they will be required to withdraw from the Program.

**Supplemental Examinations or Tests**

- A student who fails (obtains less than “C”) in one course may be granted supplemental privileges. The composition of the supplemental examination will be determined by the course coordinator, which will adjudicate each case individually after receiving a written recommendation from the Head of the Department.
- The passing grade in a supplemental examination will be a “C+”.
- A student may not write more than two (2) supplemental examinations per year. If the student should fail (obtaining less than C+), the student may be granted the privilege of repeating the courses in the following academic year and will be reviewed at the BRT progression committee on a case by case basis. Subsequently, the student may proceed to repeat the year on a part time basis but may be required to audit courses as deemed appropriate due to the integrated nature of the BRT curriculum.
- A student may not progress to subsequent years of the Program with any failures.

**Clinical Courses**

- If a student fails a clinical course, they are permitted to repeat the course.
- If the student fails a second clinical course in the Program, they are permitted to repeat the course and will be placed on Academic Probation. Any further unsuccessful attempts in clinical courses will require the student to withdraw from the Program.
Professional Behavior

A student may be debarred from class, laboratories, and examinations by action of the department head for persistent non-attendance, failure to produce assignments to the satisfaction of the instructor, and/or unsafe clinical practice or practicum. Students so debarred will have failed that course.

Once the debarment process has been initiated, the student will not be able to voluntarily withdraw from the course that is presently under investigation. Students so debarred will have failed that course.

As an entry to practice professional degree Program, there are Program expectations designed to ensure that students in the Program are developing the competencies and accountability standards that reflect the public expectation of practicing professionals in the field. As such, students are expected to take responsibility for their learning, and to adhere to the policies of attendance and participation related to classes and fieldwork placements.

Any student who demonstrates behavior with respect to other students, colleagues, faculty, clients or the general public that is exploitative, irresponsible, destructive or unsafe in connection with any work engaged in while enrolled in the Program will be subject to discipline as described in the University of Manitoba Student Discipline By-Law.

Voluntary Withdrawal and Repeated Course

Students are permitted to voluntarily withdraw from a Program course in accordance with the University Voluntary Withdrawal Policy.

Students who have elected to voluntarily withdraw are not permitted to enroll in any further courses in the Program without approval from the department head. The student may be permitted to repeat the course after consultation with year coordinator and department head and the development of an individualized program plan.

Students planning to withdraw from any course are advised to speak with the department head regarding the implications of this decision. Withdrawal from a course or courses may affect academic progression, financial aid eligibility, entrance into other programs, and/or student visa requirements. Any implications will be the responsibility of the student.

Attendance

Regular attendance is expected of all students in all courses. Prior permission is required for any anticipated absences. Students absent from class due to illness may be required to present a certificate from a physician. Unexcused absence from an examination may result in a grade of zero for that examination. Make-up examinations may be allowed under special circumstances.

Attendance in the clinical practice/laboratory portions of Program courses is mandatory and tracked, to enable the student to satisfy the evaluative criteria of the theoretical and practical components of courses and to meet the mandatory hours requirements. Should a student meet or exceed the permissible number of absences, an attendance plan to make up the absences is
required. Failure to make up the absences via the attendance plan may result in failure of the course.

**Academic Integrity**

Plagiarism or any other form of cheating in examinations, term tests or academic work is subject to serious academic penalty in accordance with [University of Manitoba Student Discipline By-Law](#).

**Clinical Placement and Practice**

The third and final year of the Program is comprised almost entirely of clinical courses. All students must be registered in all clinical courses for both terms by the specified deadline.

Students may be required to complete clinical placements outside of Winnipeg in any year during the Program. There may be affordable short term housing options in some locations, which students may utilize. Costs associated with the approved facility based housing options, may be subsidized by the University of Manitoba. The student may be required to assume full or partial costs associated with clinical education placement.

The following health requirements are mandatory upon acceptance to the Program, and may require annual renewal during the Program.

**Personal Health Information Act (PHIA) Training**

PHIA cards are required for clinical placement and practice, and may be checked at clinical education sites.

**Electronic Patient Record Training**

The requirements to allow students to be provided EPR access will be facilitated by the clinical education coordinator. Students must complete a training seminar.

**Immunizations**

Standard Health Record Form Packages are sent to new students in Respiratory Therapy upon acceptance into the program. New students in Respiratory Therapy are required to return forms to their department by the dates published yearly in the Health Record Form Packages. Returning students are required annually to review and update immunizations as necessary.

Students who do not comply with the deadlines for completion of their immunizations, may be prohibited from registering which may prevent receipt of refunds, histories/transcripts from the Registrar’s Office, attending clinical placements, and graduation.

**Mandatory Annual Influenza Vaccination**

All students enrolled in the Program are required to obtain an annual influenza vaccination and provide verification documentation by the published deadline, unless otherwise advised by a physician in writing. Students who fail to provide documentation of flu vaccination by the published deadline, will not be permitted to participate in any Program clinical courses.

**Criminal Record, Vulnerable Persons, Adult/Child Abuse Registry Check**
All respiratory therapy students are required to obtain a formal Criminal Record and Vulnerable Persons Check, an Adult Abuse Registry Check, and a formal Child Abuse Registry Check by the first day of classes of each year of the program. These records must have been issued within the ninety (90) days previous to that date to ensure that they remain current until the end of the clinical education period for each year of the program. These documents are required for participation in all clinical/fieldwork education activities.

If student documentation reveals a criminal charge or conviction, the Respiratory Therapy Progression Committee will review which may result in dismissal from the program.

**Cardiopulmonary Resuscitation Certification (CPR)**

All students (both new and returning) in the Department of Respiratory Therapy are required to obtain Heart and Stroke Foundation of Canada certification in cardiopulmonary resuscitation annually. Certification must be at the Basic Life Support (BLS) for Healthcare Providers. Students in year 1 and 2 of the program will be required to provide proof of certification by the first day of class. Students in year 3 of the program will be required to provide proof of certification before the first day of their fieldwork placement. For students in all years of the program, proof of certification must not have an issue date prior to the last week in June of the current year. This will ensure that the certification remains current until the end of the clinical education period for each year in the program.

Students who do not comply with the deadlines for completion of CPR training, may be prohibited from registering which may prevent receipt of refunds, histories/transcripts from the Registrar’s Office, attending clinical placements, and graduation.

**N95 Mask Fit Testing**

Clinical/fieldwork education sites require Respiratory Therapy students to maintain mask fit certification. Information on acquiring this certification is provided to new students with the Health Record Form Packages. All students are required to maintain mask fit certification throughout the program in accordance with the Program’s Mask Fit Test policy.

**Unsafe Clinical Practice**

A student may be disbarred if they are reported to have demonstrated unsafe clinical practice. Unsafe clinical practice involves actions or behaviors that result in adverse effects or the risk of adverse effects to the health and well-being (psychological or physical) of the patient, family, staff, faculty, or other students. Unsafe clinical practice is an occurrence, or a pattern of behavior involving unacceptable risk.

**Appeals**

Students may appeal term work grades, final grades and other appeals in accordance with the College of Rehabilitation Sciences Undergraduate Student Appeals Policy and University Examination Regulations.

**Time Limit**

The Program must be completed in five years.
*Adapted and revised from College of Nursing, Rady Faculty of Health Sciences, University of Manitoba*