

**BALL STATE UNIVERSITY RESPIRATORY THERAPY PROGRAM
PROFESSIONAL PHASE STARTING SUMMER 2027
INSTRUCTIONS, CHECKLIST AND APPLICATION**

Please read all information completely and follow all directions. Allow enough time prior to the application deadline to ensure you have all required documentation for submission of your application packet. If you do not follow the directions your application may be disqualified.

- Please refer to the following for information regarding admission requirements:
 - [BSU Undergraduate Catalog](#)
 - Respiratory Therapy Major Advisor, Ciera Boyes, [Ciera Boyes Email](#)
 - Respiratory Therapy program director, Christopher Porter, MPH, RRT, RRT-NPS, [Christopher Porter BSU Email](#) or [Christopher Porter IU Health Email](#)
 - *Program Check Sheet, Prospective Student Information* documents at [BSU Respiratory Therapy Page](#)

ADMISSION REQUIREMENTS TO SUBMIT AN APPLICATION - all requirements must be met by the application deadline, unless otherwise specified.

NOTE: If you declared Respiratory Therapy as a major prior to Fall 2026, contact the Respiratory Therapy Major Advisor for admission requirements.

- Meet with the Respiratory Therapy Major Advisor.
- Be a current Ball State student by December 1 of the year immediately prior to the professional phase application deadline. All transfer credits must be evaluated and appear on the official BSU transcript.
- Successfully complete 28 of the 51 or 52 hours of prerequisite and UCC courses.
- Earn a minimum of 2.5 overall GPA.
- Disclose any termination from a healthcare facility.
- Meet the following requirements for the math/science courses (ANAT 201, BIO 113, CHEM 101, MATH 112 or MATH 114, MATH 181, PHYC 110, PHYS 215):
 - Complete 10 hours of the required math/science courses.
 - Earn a grade of C or higher for all required math/science courses.
- Read the most current Respiratory Therapy Program documents posted on the [BSU Respiratory Therapy Page](#): *Respiratory Therapy Program Instructions and Application; Respiratory Therapy Prospective Student Information, Respiratory Therapy Check Sheet.*
- Complete an admission interview scheduled by program faculty.
- Be a minimum of 18 years of age by the first day of the professional phase of the program to meet legal clinical setting policies.

COMPLETING AND SUBMITTING AN APPLICATION - the following items apply to all applicants.

1. Go online to the [BSU Respiratory Therapy Page](#) to obtain the most current respiratory therapy program application. Only the most current application packet will be accepted and may not be reformatted or changed. Right click on the document and save to your computer and then open with Adobe Acrobat Reader. Click on the link for a free download of [Adobe Acrobat Reader](#) if necessary. Do **not** open and edit with Preview – save to your desktop first.
2. Reapplicants must resubmit a new application and all required materials. Current, official transcripts must be resubmitted each time.
3. All information on **pages 5-8** must be typed on the electronic version of the application on the computer. All required information must be provided for all spaces/questions on pages 5-8. The applicant is responsible for the accuracy and completeness of the application and all required documentation. Once completed, **print pages 5-8** (no pictures or screen shots). If the information you provide is incorrect or you leave spaces blank your application may be disqualified.

4. If you have difficulty completing or printing the electronic version of the application, immediately contact the Respiratory Therapy Major Advisor or the Nutrition and Health Science Office for assistance.
5. If you completed any university/college courses **at another university/college**, as soon as grades are posted, immediately request two official transcripts from the university/college at which you completed the courses and follow the instructions in the bullets below. If you earned dual credit in high school for any course, you must request an official printed transcript from the university/college that issued the credit and follow the instructions in the bullets below.
 - Have the university/college send one official transcript to the Office of Admissions, Lucina Hall, Ball State University, Muncie, IN, 47306.
 - BSU Admissions must have time to enter your transfer courses prior to you requesting an official BSU transcript. This must be completed by the Respiratory Therapy Program application deadline.
 - Keep the other official transcript to submit with your Respiratory Therapy Program application.
6. Complete the program application. If you have any questions or difficulty obtaining official transcript(s), immediately contact the Respiratory Therapy Major Advisor for assistance prior to submitting your application packet. Attach the following:
 - a. **A current, printed official BSU transcript**
 - The official BSU transcript must list all your BSU courses including grades through the most current fall semester and all transfer courses.
 - It is recommended to request the official BSU transcript 01/01/2027 or after to ensure all courses and grades are included.
 - You must attach a printed official BSU transcript even if you are a transfer student to show your transfer credits have officially been accepted.
 - If all BSU (including the most current fall semester) and transfer courses do not show on your official BSU transcript, please contact the Respiratory Therapy Major Advisor for assistance prior to submitting your application packet.
 - We will accept a copy of an official transcript or a parchment transcript if the Ball State University or BSU watermark is clearly visible on the transcript. Printed or copied transcripts may show wording such as “Void” or “Copy of transcript” which is acceptable. Check the printed transcript to ensure that the BSU name or watermark can be clearly seen. If the BSU name or watermark cannot be clearly seen your application may be disqualified.
 - **Unofficial BSU transcripts will not be accepted.**
 - You may request the BSU transcript in person from the Office of the Registrar in Lucina Hall on BSU’s campus or you may go to [Ball State University](#) and search for “Request Transcripts” and follow the directions.
 - b. **A current, printed official university/college transcript from any other universities/colleges from which you have taken and/or transferred credits for all courses**
 - This applies to any course whether taken in high school for college credit, course(s) taken many years ago, etc. This is in addition to the official transcripts supplied to BSU Admissions.
 - If you received dual college credit for courses taken in high school you must submit a current, printed official university/college transcript showing course grades from the university/college that issued the credit. **Do not send high school transcripts.**
 - If you originally took a course at another university/college and then retook the course at BSU, you still need to submit an official transcript from the university/college at which you originally took the course.
 - We will accept a copy of an official transcript or a parchment transcript if the university/college name or university/college watermark is clearly visible on the transcript. Printed or copied transcripts may show wording such as “Void” or “Copy of transcript” which is acceptable. Check the printed transcript to ensure that the name of the university/college or watermark can be clearly seen. If the university/college cannot be clearly seen your application may be disqualified.

- **Unofficial transcripts will not be accepted.** If a university/college will not release an official transcript directly to you, please contact the Respiratory Therapy Major Advisor for assistance prior to submitting your application packet.
- c. **Documentation to show you are currently registered in any course(s) if taking course(s) in the spring semester at another university/college other than BSU**
 - An example of acceptable documentation would be a course schedule which includes the student's name, university/college name, course name and number and dates/times of the course.
 - d. **Documentation of completed clinical observation hours, if applicable**
 - Clinical observations are optional. Attach documentation if you completed observation hours.
7. **Disclosure of termination from healthcare facility**
Full disclosure of involuntary termination from a healthcare facility is required on the application to the professional phase of the Respiratory Therapy Program. 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 professional phase of the Respiratory Therapy Program, and the application process will be stopped. All decisions are handled on a case-by-case basis.
8. **Disclosure of offense, misdemeanor or felony**
Full disclosure of any offense, misdemeanor or felony is required on the application to the professional phase of the Respiratory Therapy Program. You must disclose any offense, misdemeanor or felony regardless of how long ago they occurred even if you have been told nothing will show on your record, the charges were dismissed, etc. other than the exceptions listed below.
1. **If you have questions on whether you need to disclose information, it is your responsibility to contact the Respiratory Therapy Program Director at [Christopher Porter BSU Email](#) or [Christopher Porter IU Health Email](#) well in advance of the application deadline prior to submitting the professional phase application packet.**
 2. Exceptions that **do not** need to be disclosed are:
 - a. Minor violations of traffic laws resulting in fines.
 - b. Arrests/convictions that have been expunged by a court.
 3. Disclosure will not automatically disqualify your professional phase application.
 4. If you do not disclose prior offenses, misdemeanors or felonies on the professional phase program application and a validated offense, misdemeanor or felony appears on your background check or is discovered later, your professional phase application will be disqualified and/or professional phase position will be revoked.

REVIEW OF APPLICATION PACKETS

The Respiratory Therapy Program Admissions Committee will meet in February to review the application packets. Applicants are reminded that the application process is competitive, the number of professional phase spots is limited, and the top-ranking applicants are selected for the program. Applicants will be ranked by overall GPA. Qualified applicants will be contacted to schedule an interview with the Respiratory Therapy Program faculty.

NOTIFICATION OF ADMISSION STATUS

Upon final review of the application packets, all applicants will be notified in writing, via email, of their admission status. Letters will be sent to the BSU email address listed on the Respiratory Therapy Program application. Admission status will be one of the following:

- **Conditionally admitted:** This means the applicant has met the admission requirements. This person is one of the top applicants and a position will be reserved in the program if all the remaining requirements are completed.
- **Waiting list:** This means the applicant has met all the requirements for admission, but the program has already been filled with fully and/or conditionally admitted students. These applicants will be placed on the waiting list in order of their GPA at the time of receipt. If a position becomes available, then the first person on the waiting list will be offered a position.
- **Denied admission:** This means the applicant did not meet the admission requirements.



Check as completed.

Do not submit your application packet if you do not have the required documentation attached!

- Meet with the Respiratory Therapy Major Advisor.
- Ensure you are a current Ball State student by December 1. If you have not received an official admittance notification from BSU by the December 1 deadline, provide evidence that you officially applied to BSU by the first business day of November when submitting your application packet.
- Ensure you use the most current respiratory therapy instructions and application.
- Complete **all** spaces/questions on all pages on the electronic application by typing in all responses on the computer. If there is a reason you are leaving a space blank you must include a statement as to why or your application may be disqualified.
- Officially transfer any courses taken at another university/college to BSU.
- Attach a current, printed official BSU transcript which lists all of your BSU courses including grades through the most current fall semester and all transfer courses. It is recommended to request the official BSU transcript 01/01/2027 or after to ensure all courses and grades are included.
- Attach current, printed official transcripts showing course grades from any other university/college from which you have taken and/or transferred credits. If you earned dual credit in high school for any course, you must submit an official printed transcript from the university/college that issued the credit.
- Attach documentation to show you are currently registered in any course(s) if taking course(s) in the spring semester at another university/college **other than BSU**.
- Read the most current Respiratory Therapy Program documents posted on the [BSU Respiratory Therapy Page](#): *Respiratory Therapy Program Instructions and Application*; *Respiratory Therapy Prospective Student Information*; *Respiratory Therapy Check Sheet*.
- **After you print your application, check it again to make sure you have completed all spaces on all pages. Check to see that all information shows clearly on all printed documents and none of the information is cut off. You only need to submit pages 5-8 of the application with your packet.**

Return the application packet to the Department of Nutrition and Health Science, Health Professions Building 530, Ball State University, Muncie, IN 47306, no later than 5:00 p.m. local time (Eastern Standard Time) on the first business day of February. Once you submit an application packet to the Nutrition and Health Science Office it is considered a final submission.

Incomplete, inaccurate and/or late application packets may be disqualified.

