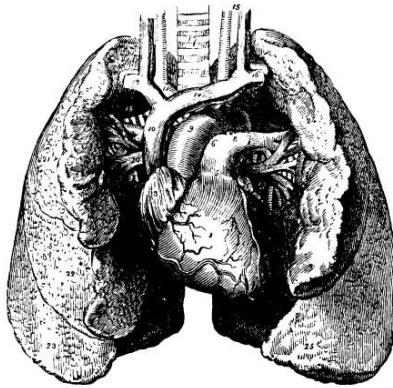




**DAYTONA
STATE COLLEGE**



**Cardiopulmonary Science,
Bachelor of Science Degree**

Student Program Handbook

Daytona State College
School of Health Careers
Cardiopulmonary Science Program

Welcome

Welcome to the Daytona State College School of Health Careers and to the Cardiopulmonary Science, Bachelor of Science (CPBS) program! We are extremely proud of the program and pleased you have chosen our institution to pursue your degree advancement. The student handbook is designed to provide students with information about the school, curriculum expectations, resources and specific policies and procedures pertinent to the program. Please become familiar with this handbook as this will serve as your guide for academic and nonacademic policies.

The information in this handbook is updated annually. In addition, faculty reserves the right to make revisions during the academic year when needed. Any changes to the current version of the handbook will be posted on the class shell; this can be printed if needed.

The CPBS program is an exciting program where student-faculty partnerships are formed. The curriculum is dynamic and exciting with a focus on content associated with management, education, research, legal and ethical issues, quality improvement, advanced technical competencies, advanced pharmacology, and pathophysiology. Our graduates will have an expanded scope of knowledge in the cardiopulmonary field that allows for growth and expanded opportunities.

Daytona State's program will be the first BS in Cardiopulmonary Science degree advancement program in the Florida College System to seek provisional accreditation from CoARC. CoARC has approved the letter of intent application and the accreditation process has been initiated.

Congratulations as you pursue your goals in advancing your degree!

Sincerely,

Faculty, staff, and administration – School of Health Careers, Daytona State College

College Mission

Daytona State College, a comprehensive public college, provides access to a range of flexible programs from community enrichment to the baccalaureate degree, emphasizing student success, embracing excellence and diversity, as well as fostering innovation to enhance teaching and learning.

Values

Community, Integrity, Excellence, Diversity, Innovation, and Student Success

School of Health Careers Mission Statement

School of Health Careers at Daytona State College provides quality academic programs designed to educate and empower individuals and promote economic development in Volusia and Flagler Counties. Faculties are committed to providing personalized attention to students, embracing diversity, and using innovation to enhance teaching and learning. Health professionals make up a large portion of the healthcare field with varying educational levels and job responsibilities. They are involved in the delivery of health care or services related to diseases and disorders that includes therapeutic, diagnostic and rehabilitation interventions. The School of Health Careers also provides education and training in the areas of early childhood education and human services.

Program Mission, Description, and Outcomes

Mission:

The mission of the Bachelor of Science in Cardiopulmonary Sciences program is to enhance a respiratory therapist's ability to function in clinical, teaching, administrative, or research environments by offering a scholarly, comprehensive, innovative program that promotes excellence in Respiratory Care. The program offers opportunities for students to apply respiratory care knowledge to changing healthcare environments amidst the rapidly expanding scope of practice.

Description:

The Daytona State College B.S. Cardiopulmonary Sciences degree program is designed specifically to meet the needs of practicing respiratory therapists who, having already completed an accredited respiratory care program with an entry into respiratory care professional practice degree, wish to obtain advanced training in Respiratory Care. Applicants must hold an Associate of Science or Associate of Applied Science degree from a CoARC accredited institution. This is a completely on-line program that is designed for the working respiratory therapist to earn a baccalaureate degree in Cardiopulmonary Sciences.

Program Accreditation: The Respiratory Care Program is planned to be accredited by the Committee on the Accreditation of Respiratory Care [CoARC], 264 Precision Blvd. Telford, TN 37690 [817] 283-2835.

Accreditation provides consumer protection, advances and enhances the profession of Respiratory Care and protects against compromise of educational quality.

College Accreditation: Daytona State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and bachelor's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Daytona State College.

Program Educational Outcomes: To provide graduates of entry into respiratory care professional practice degree programs with additional knowledge, skills, and attributes in leadership, management, education, research, and/or advanced clinical practice that will enable them to meet their current professional goals and prepare them for practice as advanced degree respiratory therapists.

Outcomes: (Program Goals)

Graduates of the Bachelor of Science in Cardiopulmonary Science will be able to:

1. Plan care in accordance with management and leadership principles for patients across the lifespan.
2. Integrate inherent values as defined by health law and ethics as a foundation for practice.
3. Synthesize knowledge of advanced therapeutics to improve patient-care outcomes.
4. Examine safe and appropriate care based on health promotion, disease, and injury prevention to improve population health.
5. Understand the importance of research to identify best evidence-based practices in health care.

Organizational Chart

Administrative Structure for the Cardiopulmonary Program

Associate Vice-President, College of Health and Public Services

Dr. Colin Chesley
DB-320-531
386-506-4429
Colin.Chesley@daytonastate.edu

Chair, School of Health Careers

Geraldine Rimstidt
DB-320-552
386-506-3823
Geraldine.Rimstidt@daytonastate.edu

Assistant Chair/Program Manager, Cardiopulmonary Science

Melanie McDonough MS, RRT
DB-320-426
386-506-3759
Melanie.McDonough@daytonastate.edu

Faculty, Cardiopulmonary Science

Misty Carlson MS, RRT
DB-320-425
386-506-3780
Misty.Carlson@daytonastate.edu

Faculty, Cardiopulmonary Science

Stephanie Parlamento MBA, RRT
DB-320-424
386-506-3748
Stephanie.Parlamento@daytonastate.edu

Administrative Specialist

Teresa Cole
DB-320-552
386-506-3189
Teresa.Cole@daytonastate.edu

Academic Advisor for College of Health and Public Services

Melissa Brown
DB-320-549
386-506-3052
melissa.brown-mack@daytonastate.edu

** Always start with the instructor of your course for any questions or concerns you may have.

Program Information: [Cardiopulmonary Science Website](#)

Additional Admission Requirements

- This is a limited access program. Students must have a conferred A.S. or A.A.S in Respiratory Care from a CoARC accredited program at a regionally accredited institution.
- State of Florida licensed Respiratory Therapists that graduated from a non-regionally accredited institution may be considered for admission on a case-by-case basis. Note that DSC will not accept general education credits for transfer, but the lower-level respiratory care courses may be applied after a review of transcripts is completed.
- Applicants must complete a Bachelor of Science in Cardiopulmonary Science Application for Admission in the Admissions Office or online: Apply Now. All applicants must provide an official transcript from all previous institutions attended.
- Students must have a 2.0 or greater cumulative GPA on all college coursework. Official transcripts from all postsecondary institutions attended must be received for evaluation by the Records Office at Daytona State. International students must have their transcripts evaluated by a member of the National Association of Credential Evaluation Services (NACES) naces.org/members.htm.

Additional Completion Requirements

- Students must complete the state mandated 36 hours of general education core prior to graduation:
- Students must complete all 36 upper-division credit hours of the Cardiopulmonary, B.S. program specific courses.
- Students must have completed [BSC1085C](#), [BSC1086C](#) and [MCB1010C](#) (or equivalent or higher) with a grade of “C” or better.
- Students must have completed two years of the same foreign language in high school or two semesters of the same college level foreign language to graduate.
- Students must meet the requirements of the College-Level Communication and Computational Skills and the Civic Literacy Competency Administrative Rules to graduate.
- Students must successfully pass the National Board for Respiratory Care Therapist Multiple Choice and Clinical Simulation Exam to obtain the Registered Respiratory Therapist Credential. Successful completion of these exams validates the knowledge and clinical competencies required to be a competent Respiratory Therapist. Submission of proof will be required to obtain college credit for course [RET3960](#) Respiratory Therapy Professional Credentialing.

Associate of Arts Degree General Education Core & Electives	36
AS or AAS Degree Program Major Specific	40
Additional Natural Science course requirement MCB 1010 BSC 1086	8
BS Cardiopulmonary Sciences Major Program Specific	36
Total	120

Program Specific Courses

The BS degree includes 36 hours of upper division course work, including 33 Cardiopulmonary Core Requirements and 3 conversion of credit hours for obtaining the RRT credential.

RET4354	<p>Advanced Pharmacology</p> <ul style="list-style-type: none"> This course gives students a broad understanding of pharmaceutical therapies for illnesses in patients with cardiopulmonary disease with an emphasis on the critical and emergency care patients. (Offered Fall & Spring) 	3
HSC4550	<p>Pathophysiology for Health Care</p> <ul style="list-style-type: none"> This course covers how alterations in homeostasis and in cellular function leads to diseases of various systems which may include immune, muscular, skeletal, integumentary, nervous, cardiovascular, respiratory, digestive, endocrine, urinary and reproductive systems.(Offered Fall & Spring) 	3
RET3960	<p>Respiratory Therapy Professional Credentialing</p> <ul style="list-style-type: none"> Students must successfully pass the National Board for Respiratory Care Therapist Multiple Choice and Clinical Simulation Exam to obtain the Registered Respiratory Therapist Credential. Successful completion of these exams validates the knowledge and clinical competencies required to be a competent Respiratory Therapist. Submission of proof will be required to obtain college credit. (Offered Spring & Summer) 	3
HSC4645	<p>Legal and Ethical Aspects of Health Care</p> <ul style="list-style-type: none"> This course reviews how to navigate the numerous legal and ethical issues that health care professionals face every day. This course will overview the laws and ethics needed for health care professionals to give competent and quality care to patients within legal and ethical boundaries. (Offered Fall & Summer) 	3
RET4445	<p>Cardiopulmonary Diagnostics</p> <ul style="list-style-type: none"> This course covers a range of cardiopulmonary indicators to relate test results to potential patient health care outcomes. (Offered Fall & Summer) 	3
HSA4107	<p>Health Services Administration</p> <ul style="list-style-type: none"> This course provides an overview of management and leadership concepts in healthcare, including in hospitals, long-term care, ancillary services, and public agencies. It includes discussions in legal and regulatory concepts in healthcare, policy development, planning, organizing, staffing, and leading departments and facilities. (Offered Fall & Spring) 	3

RET4245	<p>Advanced Life Support</p> <ul style="list-style-type: none"> This course encompasses the concepts and applications of treatment and monitoring for the critical care patient as it relates to Respiratory Care and the health profession in general. (Offered Spring & Summer) 	3
HSA4383	<p>Quality Management and Process Improvement</p> <ul style="list-style-type: none"> This course addresses the principles and mechanics of healthcare quality and process improvement, including quality management tools, methods, and cultural concepts. It is recommended, not required, that students take HSA4107 Health Services Administration prior to taking this course. (Offered Fall & Spring) 	3
HSC3730	<p>Research Methods for Health Professions</p> <ul style="list-style-type: none"> This course reviews why research is important, the research process, and how it develops knowledge for evidence-based practice in the health professions. This course will explore a variety of research methodologies, analysis strategies, and emphasize the skills a health care professional needs to acquire and contribute knowledge that will benefit their patients. (Offered Spring & Summer) 	3
RET3536	<p>Cardiopulmonary Rehabilitation</p> <ul style="list-style-type: none"> This course will review the selection process, components, guidelines, and treatment plans for patients in need of cardiopulmonary rehabilitation services. (Offered Fall & Spring) 	3
RET3041	<p>Cardiopulmonary Education and Promotion</p> <ul style="list-style-type: none"> This course reviews education of patients, colleagues, and students in the community and healthcare settings. Students will learn techniques to effectively educate patients, families, students, and colleagues throughout the course of their careers. (Offered Fall & Spring) 	3
RET4950	<p>Respiratory Care Capstone</p> <ul style="list-style-type: none"> This course must be completed during the last semester of the Cardiopulmonary Sciences B.S. program. This course will meet all program objectives with regards to additional knowledge, skills, and attributes in leadership, management, education, and research. This will include a community outreach project, research paper and an oral presentation. (PR: By Permission of Instructor.) (Offered Fall, Spring, & Summer) 	3

[RET4950](#): *This capstone course is the final course in this program.*

Sample Upper Division Course Sequencing

1st Semester (Fall)

HSC4550	Pathophysiology for Health Care	3
RET4354	Advanced Pharmacology	3
RET4445	Cardiopulmonary Diagnostics	3

2nd Semester (Spring)

RET3536	Cardiopulmonary Rehabilitation	3
RET3041	Cardiopulmonary Education and Promotion	3
HSA4107	Health Services Administration	3

3rd Semester (Summer)

RET4245	Advanced Life Support	3
HSC3730	Research Methods for Health Professions	3
HSC4645	Legal and Ethical Aspects of Health Care	3

4th Semester (Fall)

RET4950	Respiratory Care Capstone (this must be taken final semester)	3
HSA4383	Quality Management and Process Improvement	3
RET3960	Respiratory Therapy Professional Credentialing	3

Note: Sequence of courses may vary. Check catalog course descriptions for requisite requirements.

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. It is the position of the American Association of Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among respiratory therapists or between healthcare professionals.

Registered Respiratory Therapist Credential through National Board for Respiratory Care (NBRC)

A current Registered Respiratory Therapist credential will be required for the RET3960 Respiratory Therapy Professional Credentialing course and is required to graduate from the CPBS program.

You can go to the NBRC Practitioner Portal (<https://practitionerportal.nbrc.org/auth>) to retrieve your credentials to be emailed to the Program Director Melanie McDonough at Melanie.Mcdonough@daytonastate.edu. The cost is \$5.00, or you can bring your current credential certificate for us to copy for your student file and the class. Ensure that the NBRC privacy settings are not set to private so credentials can be verified.

Tuition & Instructional Fees 2023-2024: <https://www.daytonastate.edu/tuition-and-fees/index.html>

Baccalaureate Degree Programs	In State	Out-of-State Per Credit Hour
Tuition	\$91.79	\$550.43
Financial Aid Fee	4.50	4.50
Technology Fee	4.50	4.50
Student Activity Fee	9.00	9.00
Capital Improvement Fee	10.53	54.86
TOTAL	\$120.32	\$623.29

Other Fees

Application Fee - International students only	\$50 / first semester only
Application Fee - Domestic students	\$15 / first semester only
Assessment Fee	\$34 / first semester only
Access Fee	\$1.28 / credit hour
Laboratory Fees - varies by course	\$2 - \$1,506
Distance Learning Course Fee	\$15 / credit hour
Testing Fees	\$10 - \$80*
Returned Check Fee	Per F.S. 832.08 - minimum \$25
Transcript Fee	\$5 / transcript
Graduation Fee (non-refundable)	One time charge per tier
High School and Certificate Tier	\$15
Associate and Baccalaureate Tier	\$25

**There may be additional testing fees charged by the test publisher, which the student pays directly to the publisher.*

CoARC Accreditation Standards

Introduction

The practice of Respiratory Therapy has become much more complex in recent years with advancing technology and a need to contribute as team members with skills in leadership, communication, evidence-based inquiry, and an expanded knowledge of cardiopulmonary disease management. To keep pace with a rapidly changing health care environment, the Respiratory Care profession recognizes the need to advance the level of education of its workforce. Fostering degree advancement by the working Respiratory Therapist is an essential part of this effort. Currently, over 80% of entry to practice programs are at the associate level, so educational programs that allow the working associate level therapist to advance to the baccalaureate and/or master level will be required for the workforce to accomplish the goal. Respiratory Therapy Degree Advancement programs arose in the early 2000s to meet this need. They were based on similar programs in Nursing that advanced the RN to the BSN. In 2015, CoARC recognized the need to accredit these programs to ensure transparency for prospective students, curriculum that serves the need of the profession, and external validation of program quality.

CoARC Accreditation Policy 12.03 defines a degree advancement program in Respiratory Care as *“an educational program designed to meet the needs of practicing respiratory therapists who, having already earned an Entry into Respiratory Care Professional Practice degree, wish to obtain advanced training related to Respiratory Care.”* The CoARC and its collaborating organizations work together to establish, maintain, and advance Standards which constitute the requirements to which an accredited degree advancement program in respiratory care is held accountable and provide the basis on which the CoARC will confer or deny program accreditation.

These Standards are designed to acknowledge the “value-added” by degree advancement programs above and beyond the entry into respiratory care professional practice (Entry) degree. Entry programs that desire to offer an advanced degree to individuals who already have an ASRT or BSRT can apply for accreditation of their degree advancement program as can sponsors offering a free-standing degree advancement program.

Degree advancement programs are different from Entry programs in purpose, design, and content. Entry programs provide individuals who have no respiratory care background or experience with the competencies needed to enter the profession, whereas degree advancement programs expand the depth and breadth of both knowledge and skills beyond those of an RRT entering the profession.

Advanced educational experiences, designed to enhance a respiratory therapist's ability to function in clinical, teaching, administrative, or research environments, are essential components of degree advancement programs in respiratory care. While minimal course content and resource requirements are specified in this document, flexibility and innovation in curricular development are encouraged.

Development of an effective degree advancement program requires a thorough assessment of the education experiences typically offered at the Entry level. Degree advancement programs will be able to use this foundation to develop new, advanced, in-depth educational experiences designed to enhance a respiratory therapist's professional practice. Each program must be able to demonstrate specific contributions to the advanced education of respiratory therapists.

Continued Professional Practice Competencies

Graduates must demonstrate proficiency with the set of knowledge, skills and attributes specific to the programmatic track or concentration, (e.g., clinical specialization, advanced practice, education, management, research, etc.) chosen by the student.

- The graduate must demonstrate proficiency in his/her course of study by completing a program-defined summative measure (e.g., Capstone project) or a national credentialing specialty examination, as applicable.
- Graduates should acquire a greater breadth and depth of knowledge in the care of patients with cardiopulmonary disease. This should provide them with the competencies that would allow them to function better as respiratory care consultants.
- Professionalism is defined as the exhibition of skill, good judgment and polite behavior as care is delivered. Foremost, it involves prioritizing the interests of those being served. Professionalism requires that graduates understand their personal and professional limitations and that they practice without impairment from substance abuse or mental illness. Graduates must demonstrate a high level of responsibility, ethical practice, sensitivity to diversity, and adherence to legal and regulatory requirements.
- Based on his/her professional goals/programmatic track, graduates must demonstrate interpersonal and communication skills that result in effective interaction with others (e.g., patients, patients' families, physicians, other health professionals/ coworkers, students, faculty, and the public). Opportunity to communicate proficiently and appropriately, both orally and in writing must be incorporated into coursework.
- As applicable, based on their professional goals, graduates must demonstrate proficiency in evidence-based research suitable to their programmatic track, concentration, or specialization.
- When applicable, based on their professional goals, graduates must demonstrate leadership attributes in their work environments. They should understand how to make contributions to their professional communities and how to effect beneficial changes in institutional policy, professional organizations and government.
- At least the following must be defined, published, and readily available to all prospective and enrolled students:
 - The accreditation status of both the program and its sponsor (including consortium members where appropriate), along with the name and contact information of the accrediting agencies.
 - Admission and transfer policies.
 - Policies regarding advanced placement.
 - All graduation requirements.
 - Academic calendar.
 - Academic credit required for program completion.
 - Estimates of tuition, fees and other costs related to the program.
 - Policies and procedures for student withdrawal, probation, suspension, and dismissal.
 - Policies and procedures for refund of tuition and fees.
 - Policies and procedures for processing student grievances.
 - Description of expected student learning outcomes, curriculum map, and mastery assignments.
- All activities associated with the program, including personnel and student policies, student and faculty recruitment, student admission, and faculty employment practices, must be non-discriminatory and in accord with federal and state statutes, rules, and regulations.
- Student grievance and appeal procedures must include provisions for both academic and non-academic grievances and a mechanism for evaluation that ensures due process and fair disposition.

CLASSROOM EVALUATION

Grading Policy:

Attainment of course outcomes is accomplished through the use of a variety of valid and reliable methodologies which includes multiple choice quizzes, short essays, case studies, formal online discussions, group and/or individual presentations, and other activities. All cardiopulmonary science core courses and general education courses that comprise the program of study require a "C" to pass and receive credit.

Academic warning will be issued by any course instructor identifying sources of assistance, tutoring, and remediation at such point in time when the instructor has concerns regarding student performance and success. An academic warning will be issued if a student score falls below 70% or if the student score average drops or remains below 70%. The student may be referred to one of the program faculty or Program Manager for assistance, may seek remedial tutoring support from the course instructor, or may elect to withdraw from the course by the last day to withdraw as designated in the academic calendar that is published yearly in the college catalog.

The continued grade of "C" represents a safe level of knowledge and the ability to apply this knowledge in the practice of cardiopulmonary. There is no provision in the cardiopulmonary science program for the grade of "D" even though this is a "passing" grade in the college system. A student who is unable to demonstrate a safe knowledge level will not receive a passing grade for that course. In other words, a student must pass with a "C" grade point average to pass the course. Students must also take all courses needed for completion and graduation. If the student fails a course, the course will have to be retaken.

Grading Scale:

Percent	Grade
90 – 100	A
87 – 89	B+
80 – 86	B
77 – 79	C+
70 – 76 (minimum passing)	C
67 – 69	D+
60 – 66	D
0 – 59	F

Withdrawal

A student who decides to withdraw from any required cardiopulmonary course must notify the instructor in writing, communicate with the Assistant Chair, and abide by the withdrawal policy in the college catalog.

Readmission

Once a student begins their first Cardiopulmonary Science Core Course, they have 8 major semesters or 4 years to complete the program or else they must apply for readmission.

Transfer Student Policy

Students requesting transfer into the CPBS program will be considered on a case-by-case basis. The student must be accepted for admission to Daytona State College prior to the evaluation of cardiopulmonary courses for transfer. The student requesting transfer into the CPBS program must have been graduated from a Respiratory Care program of a CoARC accredited program and be transferring from a regionally accredited

college/university in the United States. A cumulative grade point average of 2.0 or better is required for admission to the CPBS program. The student requesting transfer into the CPBS program must:

1. Apply to Daytona State College and have official transcripts sent to the DSC Admissions office for transcript evaluation.
2. Communicate with admissions and advising, requesting transfer into the CPBS program.
3. In addition to the communication, provide the following to the Program Director / Assistant Chair:
 - a. A copy of the unofficial transcript from the school, college, or university where courses have been completed, an unofficial copy of the DSC transcript and DSC transcript evaluation.
 - b. A copy of the syllabus for each course that appears on the transcript. The course syllabus should include the course instructor with credentials, course description, course objectives, course outline, and course credit hours.

The decision of the Chair is final. Upon acceptance to the Daytona State College CPBS program, a course substitution form will be completed and sent to the Daytona State College Records office.

The College requires that all transfer students complete 25 percent of the overall degree requirements, 25 percent of program-specific classes, and 25 percent of the upper-level program-specific credits at Daytona State College.

Grievance Procedure/Right of Appeal

In the CPBS program, there is a line of communication students are expected to use when solving a problem, questions, etc. The administrative hierarchy for problem solving within the School of Health Careers: Course Instructor; Assistant Chair, Program Manager, and then Chairperson for the School of Health Careers. Students are expected to follow the line of communication as well as all grievance or appeal procedures as listed in the [DSC Student Handbook 2023-2024](#)

Repeating a Course

Actions by the Florida Legislature require community colleges to implement rules affecting fees you might be required to pay and how many times you will be allowed to take the same course. You need to be aware of these rules so you can avoid higher costs or problems with your grade point average. Refer to “Full Cost of Instruction, Maximum Attempts, Grade Forgiveness, Repeating Courses, and Withdrawals” with Academic Advising.

Financial Aid

Financial aid is available to help eligible students meet educational expenses. This aid is provided through the federal government, state government, or through private sources and may consist of grants, scholarships, loans, or work.

Applying for financial aid is not as complicated as you might think. The important thing to remember is to take it one step at a time and plan in advance. The process consists of completing the appropriate applications and submitting requested documentation to the Financial Aid office.

To apply for financial aid, begin by creating your FSA ID? . After creating your FSA ID, complete the Free Application for Federal Student Aid (FAFSA). You can check the status of outstanding and received paperwork through Falcon Self-Service on the My Daytona State Portal.

Daytona State College's Federal School Code is 001475. <https://www.daytonastate.edu/financial-aid/index.html>

Scholarships

Daytona State College has many scholarship opportunities for students. There are also scholarships available through professional organizations such as:

- American Association for Respiratory Care (AARC)
- Florida Society for Respiratory Care (FSRC)
- National Board for Respiratory Care (NBRC)

Student Respiratory Care Association (SRCA)

The SRCA is our student club that you may become a member and participate in if you like. The students in the AS program spend many hours volunteering with events at the school and in the community, they have events to raise money for organizations and for the club pinning ceremonies. The cost of membership is \$10 per major semester (Fall/Spring) and meetings are held on campus in the main Respiratory Care classroom with dates and times posted each semester. Reach out to the club advisor, program faculty, Misty Carlson if you are interested in being involved.

CPBS Program Governance

Student participation in governance at department and college levels is encouraged. Students have the opportunity to participate in governance through committee work and membership with the Student Governance Association. You can contact Student Life for more information on how to get involved. The process for student governance in the CPBS program is through the Advisory Committee. Each semester student representatives are encouraged to volunteer to represent the student voice in CPBS Advisory meetings.

Academic Advising

General academic advising is conducted through the Daytona State College advising department. Students are expected to communicate with the advising department each semester to ensure they are meeting graduation requirements.

Faculty Advising

The Assistant Chair/Program Director of the CPBS program will provide advisement regarding the CPBS core courses. Students are expected to communicate with the Assistant Chair/ Program Director on a routine basis.

Graduation Requirements

Graduation is an exciting time for students, faculty, and the staff of Daytona State. Graduation is the combination of a lot of hard work, attention to details, and many successful learning experiences. The first step in the graduation process is the completion of the Application for Graduation. In order for the college to know that all requirements are completed, the student must initiate the completion of the graduation application online. Go to the college web site information guide to Apply for Graduation:

<https://library.daytonastate.edu/student-falcon-self-service/apply-for-graduation>

The steps in the graduation process apply to ALL degree programs:

- Meet both the general education requirements and specific requirements of the CPBS program.
- Students enrolled in degree programs must earn a minimum 2.0 GPA (C) in all courses that apply to the CPBS degree.
- Fulfill all financial and other obligations to the college that includes parking tickets, library fees, etc. Save your receipts.
- Submit an application for graduation.
- In addition, all students who participate in the college graduation ceremony must pay the cost for their academic regalia (cap and gown).
- Be aware of the graduation application dates and deadlines. By applying, graduates receive a diploma (if qualified), and are eligible to participate in the commencement ceremonies. Daytona State reserves the right to certify students as complete once all requirements for the degree or certificate have been

met, regardless of whether an application for graduation has been submitted. Students who do not complete the graduation application process will not receive a diploma or have the degree certificate statement on their official transcript.

Commencement Exercises

The Daytona State College commencement ceremony is the formal recognition of our students' successful efforts in pursuing their academic degree. Students and faculty proudly wear formal academic regalia identifying them as graduates of an institution of higher learning.

Daytona State College's commencement ceremonies are in May of each year. Students who have completed graduation requirements in the Fall Semester, or who have applied early for the combined graduation for Spring/10-week/Summer Term, are welcome to participate in the commencement ceremony. More information can be found at: <https://www.daytonastate.edu/graduation/>

Communication

The fastest way to reach the program faculty is by emailing their college email. Faculty is usually able to answer quickly and within 24 hours. You may also leave a phone message on their office voicemail but expect longer response times as faculty are not on campus every day. Students may expect assignment grades within one week after the due date, unless otherwise specified or announced.

Online Communication: Email, Discussion Boards, and Chat Rooms

Daytona State College maintains various applications that allow users to send and receive online communication. Daytona State College cannot guarantee the security or privacy of the systems and networks of others. Daytona State College reserves the right to monitor online communication use to ensure compliance with its policies. Daytona State College reserves the right to discontinue e-mail, discussion board, or chat room access, with or without warning, for any reason including, but not limited to, violations of these expectations.

Online communication is for educational purposes and not for personal or commercial use. A Daytona State College e-mail alias does not authorize the recipient or user to represent the College or to act on behalf of the College. The online course delivery system is for instructional use only; access to this system is available to currently enrolled students and is terminated at the end of each term.

Daytona State College reserves the right to modify these expectations at any time for any reason deemed appropriate by the administrative staff. All users are responsible for the use of online communication. Daytona State College is not responsible or liable for the use of online communication, including but not limited to, misaddressed, lost or undelivered e-mail messages. Daytona State College will not shield students and will cooperate with any authorities conducting a legal investigation, or other official inquiry, into illegal activities or unlawful acts associated with the use of a Daytona State College online system.

Unsolicited external commercial e-mail, commonly referred to as spam, is advertising material sent without the recipient's authorization. Do not originate or forward these messages (i.e.: chain letters, advertisements, etc.)

College email is the official and primary internal communication method of Daytona State College. Employees and admitted students are assigned a Daytona State College email account which serves as the primary mechanism for official communication between college employees and registered students. Please note: Florida has very broad public record laws. Most written communications to or from college employees and students are public records and available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

Netiquette

Falcon Online User Expectations: (Acceptable behavior using Daytona State College Online Resources)

- **Introduction**
 - Daytona State College provides distance education technology that allows students to participate in educational programs that would traditionally be unavailable to non-traditional students. However, due to the nature of distance education, each student must accept a higher level of responsibility for his/her participation and behavior in order for the program to be successful.
- **Overview**
 - The purpose of these guidelines is to outline the acceptable use of the online resources provided by Daytona State College and to establish a culture of openness, trust, and integrity. These guidelines are committed to protecting employees, students, and partners from illegal or damaging actions by individuals, either knowingly or unknowingly. Inappropriate use may create a hostile classroom environment, and exposes Daytona State College to risks including virus attacks, constraints of network systems and services, and legal issues.
 - The acceptable use practices have been created to:
 - Encourage the responsible use of online resources (network or personal)
 - Ensure a safe and supportive online class
 - Discourage practices that degrade the usability of network resources
 - Protect the security, reliability, and privacy of Daytona State College's systems and network, as well as the systems and networks of others.
- **Conformance to Daytona State College Policies and Procedures**
 - These User Expectations comply with all Daytona State College policies and procedures. Daytona State College Policy 3.12 is incorporated into this document by reference.
- **Netiquette**
 - All users are expected to abide by the Daytona State College's accepted rules of network etiquette. These include (but are not limited to) the following:
 - To be courteous to others when sending any online communication (email, discussion boards, and chat rooms). Avoid the use of profanity, vulgarities, or any other inappropriate language.
 - Use correct spelling and good grammar. Do not use 'text speak' or abbreviations and do not overuse capitalization or exclamation points.
 - To adhere to the generally accepted standard of behavior established by a reasonable and prudent person and to not abuse the service. Online communication that contains any information that is illegal (e.g., copyright violations, trade secrets, and obscene material), harassing, or threatening is not acceptable.
 - May not infringe upon copyright law. Documents and other information accessed through the Internet that are used in compiling reports, term papers, journal articles, and the like, must be cited with a proper bibliographic reference as if the source were a book or other printed work. To do otherwise constitutes plagiarism and will be treated as such.
 - May not distribute pornography, obscene, or sexually explicit materials.
 - Any violation of the netiquette expectations will be dealt with according to the College handbook.
- **Information Security**
 - Your username and password are unique and must not be shared with anyone.
 - As a public institution, all emails are subject to public scrutiny.
 - Respect the privacy and personal rights of others. Do not access or copy another user's electronic mail, data, programs, or other files without permission.
 - Take precautions against the spread of computer viruses by installing virus protection software on your computer and regularly scan for viruses.
 - Abide by all College rules, local and federal laws, and prevailing community standards.
- **Violation of Expectations**
 - Violations of College policies will not be tolerated and may lead to dismissal from Daytona State College. Individuals are encouraged to report information concerning violations of these

expectations. Questions about Daytona State College policies and reports of possible violations can be directed to your instructor. Any individual found participating in the above-mentioned will be subject to disciplinary action.

- By accessing Falcon Online or using any of the products or services provided by Daytona State College, you agree to these User Expectations.

- **User Expectations**

- I hereby agree to abide by the following conditions for my participation in any Daytona State College course:
 1. I will not behave in a manner which is disruptive or distracting to other students as defined by the instructor.
 2. I will follow the instructor's directions for participating in course activities.
 3. If there is a problem with the instructional method and materials, I will privately discuss the matter with the instructor, not the class.
 4. I will not use College resources to disrupt the class or undermine the instructor.
 5. FalconMail is for course use only and should not be forwarded to a personal email address.
 6. I will regularly access my course and check my FalconMail e-mail account a minimum of three times a week.
 7. I will not use language or emoticons which are profane, sexually suggestive or demeaning to gender, racial, ethnic, and religious minorities in the online environment.
 8. I will participate in classroom discussions or other learning activities to the best of my abilities.
 9. I understand that my participation in class activities may be electronically recorded at any time and may be transmitted to instructors, students, and other persons in remote locations.
 10. I will not be involved with academic dishonesty such as cheating, plagiarism, or sabotage.
- I understand that my failure to follow the above-mentioned may result in my expulsion from Daytona State College. By accessing Falcon Online (D2L) or using any of the products or services provided by Daytona State College, you agree to these User Expectations.

Attendance and Lateness Policy

You are required to attend and pass this course. STUDENTS WHO STOP ATTENDING THIS CLASS WILL BE WITHDRAWN FROM THE CLASS AND RECEIVE A FINAL GRADE OF W1 (WITHDRAWN). ATTENDANCE INCLUDES PARTICIPATING EACH WEEK in the online environment.

Incomplete modules will only be excused with a valid medical or legal reason. Documentation must be provided. Faculty will then work with the student to extend deadlines for most assignments and exams. If a student is aware in advance of an absence, they must communicate this with the professor and may be provided with an opportunity to complete the assignment in advance without penalty.

Late Work/ Make-Up Work and Exams

No late assignments will be accepted. An exam may be made up if it is missed due to an absence excused with legal or medical documentation for that date.

A student needing to miss an exam for any reason must make prior arrangements with me to take the exam early. A missed exam will be considered a zero and no late exams will be given unless circumstances are extraordinary (doctor's excuse or legal notice). With those circumstances, an exam may be taken up to one week late and an automatic deduction of 10% will be applied.

Exam Security

CoARC (CoARC Website) requires that all exams are secure and proctored. Exams will be taken using HonorLock. All exams are on-line, and the student will be required to use a personal desktop, laptop, Mac book or tablet to use. HonorLock instructions are in your course shell.

HonorLock is an online proctoring service that may allow you to take your exam from the comfort of your home. You DO NOT need to create an account, download software, or schedule an appointment in advance. HonorLock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need Google Chrome and the HonorLock Chrome Extension. HonorLock Tutorials for students are available at: <https://library.daytonastate.edu/VirtualProctoring/Honorlock> and documents will be placed in the HonorLock Module of the content section for student reference. The best method of contact is email at support@honorlock.com, or you can contact our support line at 844-243-2500

Incomplete Grades

An Incomplete (“I”) grade is assigned at the instructor’s discretion and requires the student to sign an agreement that outlines the work needed to receive the final grade. To be eligible for an Incomplete, a student should have completed at least 75% of the coursework and should have a reasonable chance of passing the course. It is the responsibility of the student to complete the remaining assignments before the Incomplete automatically converts to the grade of F, which is 45 days following the end of the term in which the I grade was assigned.

Handling of Assignments

Assignments will be due as shown in the course schedule. Assignments will be turned in using the assignments link in the course shell or using a publisher online platform. If submitted to the course shell in the assignments link it will need to be submitted in a word document or PDF. There will be no acceptance of late assignments as deadlines are posted well in advance. Once an assignment has closed, you will still have access to read comments and formative feedback.

Academic Integrity

In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to cheating and plagiarism. The grades you earn must be based upon your own work and must accurately reflect your own knowledge and skills.

An instructor who finds that a student has violated Academic Integrity may apply an academic consequence ranging from a zero percent for the assignment, up to and including failure for the entire course. Violations may be reported to the academic department chair for review and/or referred to the Judicial Affairs for appropriate disciplinary resolution. Visit the DSC Academic Integrity page (<https://www.daytonastate.edu/student-service-departments/>) for more information about Academic Integrity and the appeal process.

As members of the Daytona State College community, students are expected to be honest and respectful in all of their college activities.

1. Students are expected to show respect in all their written and verbal communications and behaviors towards each other and towards all College personnel.
 - a. Students should not harass others either by physical, verbal, or non-verbal behavior because of a person’s race, color, religion, gender, national origin, disability, age, veterans’ status, sexual orientation or marital status or any other basis prohibited by law or College policy.
 - b. Students should not intentionally disrupt or obstruct any College activities because such behavior infringes on others’ rights to participate in college instruction and activities.

2. Students are expected to respect and protect the identity and personal information of others.
3. Students are expected to avoid all forms of academic dishonesty.
 - a. Cheating on examinations, course assignments or projects, plagiarism, misrepresentation and the unauthorized possession of examination or course-related materials are prohibited.
 - b. Any student who shares his or her work for the purpose of cheating on class assignments or tests or who helps another to cheat or plagiarize commits an act of academic dishonesty.
4. Students are expected to submit academic work that is the result of their own thought, research or self-expression.
 - a. When students borrow ideas, wording, or organization from another source or from their own previous work, they acknowledge that work in an appropriate manner.
 - b. Plagiarism, including self-plagiarism, is unacceptable to the College community.
5. Students are expected to use College equipment and software ethically and lawfully.
6. Students are expected never to intentionally commit or to help another to commit any illegal offense(s) or offense(s) that violates College policies or procedures.

I understand that my failure to follow the above-mentioned academic integrity policies may result in my expulsion from Daytona State College.

Forms of Academic Dishonesty

Academic dishonesty is defined as, but not limited to, receiving or giving unauthorized assistance on a quiz, test, exam, paper, or project, or unauthorized use of materials; collaborating with another person(s) without authorization on a quiz, test, exam, paper or project; taking a quiz, test or exam for someone else, or allowing someone else to do the same for you.

- Cheating: Defined as receiving or giving unauthorized assistance on a quiz, test, exam, paper or project or unauthorized use of materials to complete such; collaborating with another person(s) without authorization on a quiz, test, exam, paper or project; or taking a quiz, test or exam for someone else or allowing someone else to do the same for you.
- Plagiarism: Submitting work in which words, facts, or ideas from another source are used without acknowledging that the material is borrowed, whether from a published or unpublished source. For specific instructions on how to document information from other sources, students should check with their instructors, academic departments, or the Student Academic Support Center for reference.
- Self-plagiarism: When students think of plagiarism, they often describe it as “borrowing” another writer’s ideas or words without giving proper credit. In fact, according to popular definitions, these students would be correct. However, recently the idea that students can plagiarize themselves has surfaced. When students turn in the same assignment for two different classes, they are self-plagiarizing. This rule also applies to sections of an assignment. Not only does “repurposing” assignments deny students the opportunity to learn, but also it is not fair according to the college’s standards. Turning in the same assignment for two separate classes means receiving credit TWICE for a single effort. Because of this, self-plagiarism is coined “double-dipping,” which leads to a devaluation of grades and therefore, a devaluation of the college. Daytona State College prohibits self-plagiarism.
- Online: Online academic integrity violations can be defined as: sharing your Falcon Online password, working on an assignment with someone else when it is supposed to be done on your own, looking at someone else’s work while taking a quiz or exam, using a cell phone to share quiz or exam information, revising a paper that was found on the Internet, or submitting a paper purchased from a website.
- Fabrication: Listing sources in a bibliography that one did not actually use in a written assignment, or presenting false, invented, or fictitious data/information in a written assignment.
- Other Academic Misconduct: Other academic misconduct includes, but is not limited to:

- In a testing situation, conduct, such as, looking at a classmate's test, talking to a classmate or leaving the classroom without the instructor's or test proctor's permission, using cell phones or text messages.
- Obtaining by theft/purchase OR selling/giving part or all of a test.
- Altering or attempting to alter academic records of the College which relate to grades; being an accessory to same.
- Use of unauthorized materials or electronic devices during testing in any of the college Assessment Centers or College approved off-campus testing locations.
- Violation of copyright laws and/or unapproved use of intellectual property.

Honor Pledge

"I, as a member of the DSC community, pledge that I will neither give nor receive unauthorized aid in my work nor will I present another's work as my own, nor will I tolerate anyone who does." View the Student Handbook for more information.

Student Rights and Responsibilities

Students are responsible for reading and following all college policies outlined in the current Student Handbook. Some of the most important are summarized below. The Handbook can be accessed on the [Student Resources page](https://www.daytonastate.edu/student-resources/index.html) (<https://www.daytonastate.edu/student-resources/index.html>) under "Student Handbook."

Class Withdrawal Process

Students can withdraw from this class prior to the date listed in the Academic Calendar. It is not necessary to have approval from the instructor to withdraw from the course, but you should discuss the situation with the instructor prior to any action. Many times, issues and concerns can be resolved with communication. Please review the Refund/Repayment Policy in the current college catalog and also check with [Financial Aid Services](https://www.daytonastate.edu/financial-aid/) (<https://www.daytonastate.edu/financial-aid/>) to determine how the withdrawal might affect your current and future financial aid eligibility. The steps for withdrawal from a class can be found on the [Student Falcon Self-Service InfoGuide](https://library.daytonastate.edu/student-falcon-self-service/home) <https://library.daytonastate.edu/student-falcon-self-service/home> under Drop Classes.

Reinstatement Procedures and Instructions

Students who are dropped from a class due to non-payment, non-attendance, or other processes and wish to be reinstated should make a request following the [Reinstatement Procedures](https://www.daytonastate.edu/enrollment-information/) (<https://www.daytonastate.edu/enrollment-information/>). Students are advised to speak with Enrollment Services to ensure the reason for the drop is resolved.

Microsoft 365

Microsoft 365, with 5TB of OneDrive storage, is available to enrolled Daytona State College students. Students are provided a college email address that serves as the student's official source for college communication. In addition to email, Microsoft 365 provides students with shared calendars, the ability to create and edit documents online, team sites, and other collaboration tools. Whether you work on a PC, Mac, tablet, or phone, you will have a consistent experience across all of your devices. The service includes online versions of Word, PowerPoint, Excel, Teams, OneNote, and OneNote Class Notebook. For more information about Microsoft 365, visit the [DSC InfoGuides](https://library.daytonastate.edu/TechnologyResources/Home) (<https://library.daytonastate.edu/TechnologyResources/Home>) under Tech Help & Resources.

Student Evaluation of Instruction

Every semester for every course, you have the opportunity to give your instructors feedback on your experiences in class. Instructors use your feedback to make informed decisions about how they teach their courses. Understanding student perceptions and experiences is a part of how we improve teaching across the

college. Student evaluations of instruction are also an important element of the faculty evaluation process, which is why collecting a broad, representative, and valid data set is important. What this means is the more students who participate, the better the feedback.

You'll receive email with instructions near the end of the semester. You have about two weeks before the evaluation window closes. You can find the Course Evaluation window for each semester in the Academic Calendar on Daytona State College's homepage. Your course evaluation link is unique, and evaluations are anonymous. Additionally, instructors only see evaluation summaries after grades are posted.

Sensitive Materials

Course content aims to enable students to reach course goals and objectives. As such, students may be introduced to a wide range of topics and ideas that differ from familiar understandings and beliefs. Some content may be considered sensitive or offensive or disturbing (or all of the above) by some students. The instruction of this course is not intended to discriminate against any group or political viewpoint, and a robust discussion of views is expected and welcome. The course materials and conduct are intended to be inclusive of all students, and they are never meant to compel any particular political viewpoint or make any student feel unequal or inadequate.

Recording

Students may record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a college course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member, is prohibited. Invited guest speakers may be recorded with their consent. Recordings may not be used as a substitute for class participation and class attendance and may not be published, posted or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the Student Code of Conduct.

Support Services

Academic Support Center

The Academic Support Centers (ASC) assist students on every campus to achieve their potential by providing the resources they need to become successful, independent learners. Visit the ASC website (<https://www.daytonastate.edu/library-and-tutoring/academic-support-center/>) for more information or email ASC@DaytonaState.edu.

Counseling and Accessibility Services (CAS)

Counseling and Accessibility Services (CAS) provides tools and resources to students with documented disabilities. Students who self-disclose a disability and provide the required documentation to the CAS Office can receive confidential and reasonable accommodations to assist in their academic success. If you need accommodations, please contact the CAS Office at (386) 506-3038. To call Florida Relay dial 7-1-1 or the appropriate toll-free number: 1-800-955-8771 (TTY), 1-800-955-8770 (Voice).

Counseling Services are available on campus to help students by providing confidential short-term counseling and linking them to local community mental health professionals for long-term assistance when needed. Please call (386) 506-3038 for more information. Visit the [Counseling and Accessibility Services](https://www.daytonastate.edu/student-service-departments/counseling-accessibility/) website (<https://www.daytonastate.edu/student-service-departments/counseling-accessibility/>) for more information.

Daytona State College makes every effort to ensure courses are accessible to meet the needs of diverse learners. This commitment to accessibility extends to third-party learning tools and publisher content accessed through Falcon Online. Information regarding the accessibility features for any third-party provider's software package, along with a statement of that company's privacy policy, can be accessed through our [Creating Accessible Content InfoGuide](https://library.daytonastate.edu/accessible-content). (<https://library.daytonastate.edu/accessible-content>).

DSC Alert

Daytona State College has a mass notification system, DSC Alert. It's a multi-modal mass notification system that enables DSC to quickly send critical information to the College community via text, phone, and email during an emergency. Students also may receive non-emergency (outreach) communication including information on Registration, Financial Aid, College events, and other messages intended to make the enrollment process easier and improve your DSC experience. All DSC students are automatically opted into DSC Alert when they begin classes and will receive this service at no charge.

It's important to keep your phone number current in the DSC system. To update your phone number, log in to your MyDaytonaState portal and select My Profile > Contact Info.

For more information, please contact DSCAlert@DaytonaState.edu.

Falcon HOPE Center

CCAMPIS (Child Care Access Means Parents In School): Assists eligible students with child care; New Directions: Access to financial assistance for tuition, books, uniforms, and/or equipment for single parents, displaced homemakers, single pregnant women, or those considering a non-traditional career; Lending Library: A limited library of textbooks available for loan; Clothes Closet: Students can achieve a professional image for job interviews and employment; Falcon Fuel: Free light snacks for students to fuel up and go! Homeless Student Services: College and community resources and referrals to help students stay in school. Health Services: Connections to local Health Care providers for DSC students and their children.

Visit the Falcon HOPE Center website (<https://www.daytonastate.edu/child-care-and-other-support/index.html>) or call (386) 506-3068.

Library and Research Services

The Daytona State Library offers a variety of services and resources to support your academic success. Visit the library website (<https://library.daytonastate.edu/index>) to learn more.

Technical Support

Tech support is available for FalconMail, printing, web usage, Falcon Online, and more. Students may call 386-506-3950 or email Helpdesk@daytonastate.edu. Information can be found on the Help Desk information or the Tech Help and Resources InfoGuide at (<https://library.daytonastate.edu/TechnologyResources/Home>)

For Falcon Online 24/7 support of course tools, view Help/Resources on the Falcon Online navbar or call the Helpdesk at 386-506-3950, option 2. General Help information for Falcon Online can be found in the Student Falcon Self-Service Help Guide (<https://library.daytonastate.edu/student-falcon-self-service>).

Veterans

If you are currently serving or have ever served in the U.S. Military, please feel free to visit the Veterans Center in Building 100, Room 205 for any assistance or phone 386.506.3653. Please visit the [Veterans Services page](https://www.daytonastate.edu/veterans-services/index.html) (<https://www.daytonastate.edu/veterans-services/index.html>) for more information.

Writing Center

The Writing Center is the place to go for all your communication needs. Students can find support in all stages of the writing process: brainstorming and planning, research strategies, citation organization, putting together PowerPoints, working on your speech outline or presentation, and much more. Both in-person and virtual appointments are available. Please visit the Writing Center (<https://www.daytonastate.edu/library-and-tutoring/writing-center/>) to chat with us or call 386-506-3297 to make an appointment.