

Health Sciences
Undergraduate Program
Student Handbook
2017-2018

Health Sciences

© 2017 Health Sciences,
Medical Dietetics, Injury
Biomechanics (IBRC) Division
The Ohio State University
All rights reserved.

Health Sciences Program
The Ohio State University
453 W. Tenth Avenue
Columbus, Ohio 43210-2205
614-292-4758

Contents

Introduction	4
Purpose & Philosophy	4
Guiding Principles	4
Mission	4
Vision	4
Goals	5
Educational Program Overview	5
Core Competencies	5-6
Length and Structure	6-7
Program Admission	7
Advising & Scheduling	7-8
Graduation Requirements	8
Retention and Good Standing	9
University Level Sanctions	9
School / Program Level Sanctions	9
Academic Sanctions	9
Professional Sanctions	9-10
Student Complaints	10
Substance Abuse Policy	10-11
Health and Physical Capability	11
Technical Standards	11
Health Insurance	11-12
Curriculum	12
Courses Required for the Program	13
Substitutions for Degree	14
Waiving Medical Terminology	15
Direct Admission	15
Ethic and Law	16

Honor Codes	16
SHRS Professional Honor Code	16
SHRS Academic Honor Code	16
Health Science Codes of Conduct.....	16
Behavior.....	16
Personal Responsibility and Accountability	17
Punctuality	17
Sound Judgment.....	17
Communications	18-19
Equal Opportunity and non-discrimination Policy	19
FERPA(Family Education Rights and Privacy Act)	19
Harassment, Discrimination, & Creating a Hostile Environment.....	19
Financial Information.....	19
Program Costs	19

Introduction

Purpose & Philosophy

This handbook outlines the requirements for students in the professional Health Sciences Program at The Ohio State University. It is a companion volume to the [School of Health and Rehabilitation Sciences Student Handbook](#) and the University's [Code of Student Conduct](#). It is intended for Ohio State University undergraduate students pursuing a Bachelor of Science in Health Sciences degree. This handbook is revised annually and the most recent edition replaces all previous editions. The Health Sciences program reserves the right to implement revised or newly created policies at any time it determines them to be necessary.

Guiding Principles

Mission

The mission of the Health Sciences program is to give undergraduate students the knowledge and foundation to pursue a career in healthcare and/or a health related graduate program of their choice. Through online options the program will be accessible to all students both traditional and non-traditional in Ohio and around the country. The Health Sciences program provides a solid educational core for students interested in pursuing graduate education in health care, continuing their education from an Associate degree to a Bachelor degree, or in pursuing an entry level employment in health care.

Students interested in graduate school pursue degrees in areas such as Occupational Therapy, Physical Therapy, Medicine, Public Health, Hospital/Health Services Administration, Dentistry, Optometry, Nursing, Veterinary Medicine, Medical Dietetics or other graduate programs of their choice upon graduation. Also, the Health Sciences program offers the opportunity for students to enter the health care field in various community education and patient centered management positions. Students receive an introduction to the organization and delivery of healthcare as well as general education.

Additionally, the program provides the foundation of coursework for students to complete the **Certified Health Education Specialist** exam. The **Certified Health Education Specialist** (CHES) (<https://www.nchec.org/ches>) credential certifies professional practice of Health Education by promoting and sustaining a credentialed body of Health Education Specialists.

Vision

The vision is to become the premier online health sciences program in the region and expand the footprint of The Ohio State University and The School of Health and Rehabilitation Sciences to students around the country.

Goals

1. The program will give students the opportunity to examine their values, beliefs and attitudes, and to develop their knowledge and skills in general education and a science based core by:
 - Providing education in the sciences, the health care delivery/services industry, and health management/health and wellness/and enabling the development of a set of skills that differentiates a graduate in the Health Sciences Program and allows the graduate to apply knowledge and skills to a career in a health care delivery and/or health-related services setting.
 - Teaching students to think critically, creatively, and at a systems level, to solve problems and integrate a variety of perspectives, to use resources and research, and make informed decisions about health management/health and wellness issues, and to communicate effectively verbally and in writing, at all levels with professionals, executives and managers, peers, subordinates, and with clients and supports in all situations.
 - Preparing students to function in a highly technological and rapidly changing health care environment with integrated delivery systems, restructuring of work, and an increased focus on evidence based practice.

Educational Program Overview

The Health Sciences Program in the School of Health and Rehabilitation Sciences (SHRS) started in 2005, with the online program beginning in 2015. Since that time the program has evolved to allow students to tailor the program to their interests following graduation. The current program offers both on-line and on-campus course flexibility. A required minor and major elective requirement is another way students are able to pick courses that will be valuable to them. This program leads to a Bachelor of Science in Health Sciences degree.

Core Competencies: A Combination of Knowledge and Skills

The Health Sciences Program curriculum prepares graduates for entry into a professional graduate program or for an entry level position. Graduates are expected to have a combination of knowledge and skills identified as the following core competencies to apply to health care and health related services careers.

Foundation-integrated across the curriculum

- Critical thinking, creative thinking, systems level thinking
- Problem solving and decision making

- Leadership and collaboration including working in teams
- Effective communication- verbal, non-verbal, written and interpersonal, among disciplines, at all levels and with clients and supports
- Conflict management
- Computer skills-proficiency in basic computer applications
- Concepts of statistics and interpretation, including data gathering and analysis
- Concepts of public health and epidemiology
- Health literacy
- Health care delivery and systems-roles of public and private organizations in planning and supporting health care, study of health trends, preventive care, social legislation and current professional issues
- Diversity and cultural competency-broadly defined in terms of ethnicity, culture, lifestyle, gender, education, socioeconomic status, and age with consideration of lifespan issues and the implications on health care/services delivery
- Public policy-including process of public policy development, national/state/local collaboration, and advocacy
- Outcomes-measuring and evaluating benefit, consumer satisfaction, use of outcomes for consumer choices, sharing of best practices
- Research-methodology, interpretation and use of evidenced-based practice
- Needs and assessment theory, concepts of economic analysis, quality of life and clinical outcomes using scarce program resources, development and evaluation planning
- Management functions and application to health care- theory and principles of supervision, staffing, delegation, decision-making, effective group leadership, managing change and self-management
- Ethical and legal issues and decision making processes related to health care and services delivery
- Decision making based upon evidence

Length and Structure

The Health Sciences Program is completed by most students in a total of four years comprised of two program phases: Phase 1: two years of a pre-professional phase (a.k.a. pre-health



sciences major) and Phase 2: two-year professional coursework phase. The pre-professional phase includes pre-requisite courses. Students are selected through a competitive admissions process (described below) in order to enter the professional phase of the major. The professional phase includes two years of coursework on campus or online.

The program is designed to offer flexibility for students to complete at their own pace. Students who choose to complete the program full time can complete the professional coursework in two years. Students who choose to take courses on a part-time basis can extend the time it takes to graduate from the health sciences program beyond the traditional 2 years.

Program Admission

Admission to the professional phase of the Health Science program is limited, separate from admission to the university, and the admission process is selective and competitive. A formal application must be submitted no later than the posted deadline via the online application process at the [Office of Professional Admission website](#). Eligibility for admission is dependent on the completion of specific pre-requisite courses.

Details about program admissions including pre-requisites, process, timeline and transfer applicants can be found at <http://medicine.osu.edu/hrs/at/future-students/admissions>.

- Admission Type: Students must determine whether they will be admitted as an on-line (distance) or an on-campus student. Once admitted into the program, if the student desires to change their program status an Intra-University Transfer Application must be completed.

Advising & Scheduling (see [SHRS Student Handbook](#).)

Pre-professional and professional students are advised by counselors from the SHRS Student Services office. Advisors are assigned to these students during initial University Orientation, upon transferring into SHRS from another unit at the university, or upon transfer admission from another university. Advising includes much more than course scheduling and students are encouraged to develop strong mentoring relationships with their advisor.

Advisors provide guidance to students in planning their program of study; however students are ultimately responsible for planning and completing all required coursework for the Health Sciences program outlined in this handbook. Students should make an appointment to meet with their advisor at least once each term. Prior to registration for each term, students are expected to prepare or update a proposed plan of study as well as a proposed schedule that they review and refine with their advisor. Students are encouraged to use the Degree Audit Reporting System (DARS) to assist them in tracking progress. The Degree Audit information is managed by the university registrar's office. Students can access their Degree Audit report at the OSU Registrar's Website buckeyelink.osu.edu.

The advisor will track completion of courses for all graduating seniors between autumn and spring of senior year. Students are expected to follow the curriculum plan created in HTHRHSC 3000 and to only deviate from that plan after checking with the advisor first.

Students having difficulty registering for a course that is “full” should work with the advisor to get permission to be added to the course. Students having difficulty getting into a course that is “full” outside of SHRS should contact the university department for that course. SHRS advisors have no jurisdiction over courses from other departments.

Courses offered online may have reserved seating for online only Health Sciences students. A note in the description of the course will be displayed to let students know if seats will be reserved. All on-line only students will have priority in scheduling online courses. If an on-campus Health Sciences student would like to be in an online course that is full or doesn’t meet the reserved seating capacity, they should add themselves to the waitlist. If a student is still not able to get into the course once the semester has started they should work with the academic advisor to plan to the course in a different section or semester.

Graduation Requirements (see [SHRS Student Handbook](#).)

In order to earn the Bachelor of Science in Health Sciences degree (BSHS) students must:

- complete all University [General Education \(GE\) requirements](#)
- complete all Health Sciences course requirements with a C- or better (see the coursework section of this handbook)
- fulfill the University requirement of a minimum of 120 semester credit hours. Remedial, conditional, and repeated coursework do not count toward the 120 hour requirement.
- complete at least at the Ohio State University
- be enrolled in the Health Sciences Division at the time of graduation
- have a minimum cumulative point-hour ratio (GPA) of 2.2 for all coursework completed at Ohio State

Fulfillment of graduation requirements is tracked using the Degree Audit Reporting System (DARS) available to students through their Student Center at the University Registrar’s [Buckeye Link website](#). Students should review their Degree Audit with their advisor on a regular basis to ensure progress toward graduation.

Students must apply for graduation through the SHRS Student Services Office by the posted deadline, typically before the beginning of Autumn Semester for those who will graduate at

the end of the Spring Semester. The Student Services Office completes a graduation requirements audit for each student who has applied to graduate.

University Level Sanctions

The University has established university-wide student conduct guidelines in their [Code of Student Conduct](#). The university also has established a system of academic performance sanctions that include warning, probation, and dismissal as described in [Faculty rules 3335-9-25 thru -28](#).

School /Program Sanctions

In addition to the university sanctions, the SHRS has also established academic and professionalism policies and sanctions for students in the School specifically outlined in the [SHRS Student Handbook](#). Students face sanctions for violations of academic policies, professionalism polices or a combination of both. They include:

Academic Sanctions

- **Academic Warning** – this status does not appear in the student’s permanent record. It is intended to make students aware that their academic performance is sub-par and that they are at risk for further sanctions if their performance does not immediately improve.
 - Warning can be triggered by a sub 2.2 semester point-hour-ratio (GPA), grade below C- in any required Health Sciences course.
 - At the end of the following semester, the warning is removed if performance is acceptable or the student is placed on probation if performance is not acceptable.
- **Academic Probation** – this status appears on the student’s permanent academic record and indicates that the student is in serious academic jeopardy.
 - Academic Probation can be triggered by several different problems such as multiple semesters of warning or concurrent causes of warning, a cumulative point-hour-ratio (GPA) below 2.0, a grade below C- in any required Health Sciences course or minor course.
 - Academic probation continues until the student fulfills the requirements for removing probation outlined in their probation letter, graduates or the student has been disenrolled from the program or dismissed from the university. Students who leave the school while on probation will resume probation if they return to the school.

• **Academic Disenrollment:** Please see the SHRS handbook for details. (dismissal

from the program)

Professional Sanctions

SHRS policies establish that any student whose professional behavior, conduct, competence, or interpersonal skills are judged unsatisfactory may be placed on professional warning, probation or recommended for professional disenrollment (dismissal from the program).

Please see the SHRS handbook for details.

Student Complaints

Student complaints should follow these procedures:

- **Instructional or individual course complaints:** Faculty of the course → Division Director → Director, School of Health and Rehabilitation Sciences
- **Program complaints:** Division Director → Director, School of Health and Rehabilitation Sciences

Appeals

Students may appeal specific grades, academic or professional sanctions through processes described in the *SHRS Student Handbook* and the university's *Code of Student Conduct*.

Substance Abuse Policy

Students who are impaired by substance abuse endanger patients, themselves, faculty and staff, and other students. Substance abuse has been defined in the *SHRS Student Handbook* as: 1) The use or possession of any drug in a manner prohibited by law; and 2) The use of alcohol or any legal drug or other substance in such a way that the user's performance as a professional student is impaired as determined by the Health Sciences program. Students are prohibited from engaging in substance abuse and substance abusing students are required to seek treatment.

Students substance abuse may be discovered through self-admission or through other means such as but not limited to drug testing, university disciplinary actions, criminal convictions and background checks. SHRS administration and the Health Sciences program both reserve the right to temporarily suspend from supervised practice and demand a drug test from a student at any time that he or she is suspected of substance abuse (i.e. a "For Cause" basis). Refusing a drug test, not attending a required drug testing appointment, providing a phony sample, or adulterating the sample (including dilute samples or improper sample temperature) will be treated as a positive test. An initial positive test requires a confirmatory test. Participation in clinical supervised practice is suspended pending the outcome of the confirmatory test. A positive confirmatory test results in an immediate leave of absence.

From the moment a substance abuse problem is deemed to be present, the student will be

placed on a leave of absence and will be unable to participate in any clinical supervised practice involving patients or patient care. Any student with a substance abuse problem will meet with the School's Director and their Division Director to discuss the issue further and set conditions for reinstatement if reinstatement is possible. In the absence of the School's Director, the Associate Director of the School will be available. Inability to resolve a substance abuse problem or any repeated substance abuse violations are grounds for disenrollment.

The School and Health Sciences recognize that early treatment is essential for successful rehabilitation and recovery for students with substance abuse. Students are encouraged to voluntarily request referral for treatment before their substance abuse leads to academic or disciplinary problems.

HEALTH AND PHYSICAL CAPABILITY

Technical Standards

The Health Science program is rigorous and intense and places specific requirements and demands on the students enrolled in the program. The Health Science program partners with the university's Office of Disability Services to explore and implement accommodations where appropriate. If a student's physical, emotional or mental capability changes while in the program, an amended Technical Standards Certification must be submitted. It is possible that a loss of capability may render a student unable to continue in the program.

Health Insurance

All Ohio State University students are required by university policy to have health insurance coverage at all times while enrolled at the university. At the time of registration for classes, students are automatically enrolled in and charged for university student health insurance unless they declare and provide documentation that they are already covered on another health insurance policy (e.g. their own or someone else's policy).

CURRICULUM

Entry into the professional program is selective. Students may use transfer credit for pre-professional and general education coursework, but transfer credit may not be used for required professional courses except under petition and review by the Division Director and/or admissions committee.

The curriculum of the Health Science Program Bachelor of Science degree has five components. All five must be successfully completed to graduate:

- University General Education

- Prerequisites
- Core Requirements
- Health Science Major Electives
- Required Minor

Students should meet with an advisor to ensure that all GE requirements and Core Requirement classes have been fulfilled. Additionally, an advisor can help you select from a variety of Health Science Major Electives and Minor Options that are most suited to your ultimate career interests and goals. Suggested schedule plans are available on our Health Science Program website at medicine.osu.edu/hrs/hs/current-students/curriculum-outlines/pages/index.aspx. These documents are considered an advising tool for the student to plan his/her course of study. The course of study is subject to change; all changes will be communicated.

Students enrolled in the on-line Health Sciences program will utilize the learning management platform CANVAS. Students will communicate with the course instructor through this medium or direct email.

Health Sciences Curriculum Requirements

Course	
Prerequisites	Math 1148 (or higher) Algebra and Trigonometry *3 Science Courses: Biology, Chemistry, Physics, Microbiology, etc EEOB 2520 Introductory Physiology Anatomy 2300.04 Basic Human Anatomy
Corequisites	Statistics 1350 or 1450 Elementary Statistics Hthrhsc 2500 Medical Terminology Sociology 1101 Introduction to Sociology Psychology 1100 General Psychology
Core	HTHRHSC 3000 Introduction the Health Professions HTHRHSC 3400 Health Promotion and Disease Prevention HTHRHSC 3500 Critical Phases of Life HTHRHSC 4000 Ethical Decision Making HTHRHSC 4300 Contemporary Topics in Health and Society HTHRHSC 4370 Community Influence and Allied Medicine HTHRHSC 4400 Individual Differences in Client Populations HTHRHSC 5300 Management and HR for Health Professionals HTHRHSC 5370 Health Care Delivery HTHRHSC 5500 Principles of Disease HTHRHSC 5900 Research PUBHEPI 2410 Introduction to Populations
Major Electives	Major elective courses consist of optional classes offered by the School of Health and Rehabilitation Sciences. Any course not required by the program but offered in the school may be used for this requirement. Students must complete 12 hours.

Minors	Many options exist to fulfill the minor requirement for the Health Sciences degree. Many minors can be found at http://artsandsciences.osu.edu/academics/programs#tab-minors . The student should meet with the Health Sciences academic advisor to discuss minor options and fill out any necessary paperwork.
---------------	--

* The 3 science course combination allows students to pick pre-requisites that align with their future goals. It is up to the student to be proactive in identifying graduate programs of interest so that they can schedule the 3 science courses accordingly

SUBSTITUTIONS FOR DEGREE

Substitutions may be made for designated prerequisite courses as indicated in the following table. For these courses, careful consideration should be given to the impact of the course on the program of study and on post baccalaureate plans for a career or graduate/professional program. Substitutions should be communicated to the advisor but will not require a petition.

Course*		Substitution*	
MATH	1148	MATH	1130
SOCIOLOGY	1101	RURAL SOCIOLOGY	1500
ANATOMY	2300.04	ANATOMY	3300 OR EEOB 2510
STATISTICS	1350	STATISTICS	1450
HTHRHSC	2500	CLASSICS	2010

*Subject to change

**Completion of MATH 1148 or greater is required for CHEM 1210

***MATH 1150 or higher may be required for continued professional or graduate coursework

Students will need to complete 3 science courses as part of their pre-requisites to the program. The 3 science courses can be chosen from the following list.

Chem 1110	Chem 1210	Chem 1220	Microbio 4000	Bio 1101
Bio 1102	Bio 1113	Bio 1114	Physics 1200	Physics 1201

*Additional courses not listed may be reviewed on a case by case basis. Students are encouraged to choose science coursework that aligns with their professional interests.

Course substitutions **WILL NOT BE APPROVED** for core classes in the program. The only exceptions will be made for students minoring in Psychology or HDFFS – these students may take PSYCH 2300 in place of HRS 5900 (for psychology minors) or HDFFS 2400 in place of HRS 3500 (for HDFFS minors). Students using this option **must** substitute a major elective course in place of the HRS core class they will not be taking. Any questions should be directed to the advisor.

Students minoring in Public Health may overlap their core requirements of PUBHEPI 2410 with their minor requirement without petition. However, these students will need to add an additional major elective to their schedule.

Requests for any substitutions other than those listed above, or for waiving of a course requirement will require a “Petition for a Degree Requirement Exception.” The substitution or waive of a course requirement should be discussed with the advisor to determine if the substitution is appropriate.

Forms and instructions are available at the SHRS Student Services Office. See SHRS Student Handbook Academic Planning and Procedures section on Petitioning Program for more details on the procedure for submitting a petition form and providing documentation for the file.

Students with an Associate's Degree are not required to complete a minor. Please contact the Health Sciences academic advisor for more information regarding waiving the minor.

Student with Applied Science or Technical Degree in Radiography, Respiratory Therapy, Nursing, or health related field are not required to completed electives. Students should contact the Health Sciences academic advisor for more information.

WAIVING MEDICAL TERMINOLOGY

All students are required to complete one course in medical or scientific terminology as a co-requisite to the Health Sciences program. This course can be completed prior to starting the Health Sciences professional coursework or concurrently with the professional coursework.

Students who have 10 years of work experience in a healthcare setting are eligible to waive out of the medical terminology course. Students must submit a short personal statement detailing their work experience and knowledge of medical terminology to the division director to be added to their student file.

Students with more than 5 years of work experience in a healthcare setting will be reviewed on a case by case basis. Any student with under 5 years of work experience in a healthcare setting will be required to complete the medical terminology course or submit a petition to director for approval.

DIRECT ADMISSION

The Health Science program in the School of Health and Rehabilitation Sciences offers direct admission into the major for students that are participating in OSU's Honors or Scholars programs. These students do not have to complete the Health Sciences application process through professional admissions. Once admitted, students must complete all prerequisite coursework with a C- or higher prior to starting the professional coursework. Traditionally prerequisite coursework is taken during the first 2 years at OSU. Students who do not complete prerequisite coursework must postpone the professional program until all prerequisites have been completed with a C- or higher. This may add time to degree completion.

Students who wish to be directly admitted into the Health Sciences program must meet one of the two following criteria:

- New first semester freshman who have been selected for the Honors or Scholars program.
- Current OSU students who are active in the Honors or Scholars program AND have a GPA of 3.0 or higher.

Directly admitted first year students must maintain a 2.2 cumulative GPA by the end of their first year in order to stay in the major. If a first year student does not meet this standard by the end of their first year they will be changed to pre-health sciences. They can be readmitted into the major one of two ways:

- Achieve a 3.0 and remain active in Honors or Scholars. They are now eligible again for direct admission into the major.

- Please note – the requirements to remain in the Health Sciences major are lower than either the Honors or Scholars requirements.
- Complete the traditional application process.

ETHICS AND LAWS

Legal and ethical practices are hallmarks of professionalism and are cornerstones upon which professional conduct is built. Personal ethics require certain inherent elements of character that include honesty, loyalty, understanding, and the ability to respect the rights and dignity of others.

Ethical Codes

- Students will adhere to the SHRS Student Code of Ethics found in the [SHRS Student Handbook](#).

Legal Requirements

- Students will adhere to the Federal, State and local laws and regulations governing healthcare delivery and educational environments including but not limited to confidentiality laws, drug laws, medical device laws, non-discrimination laws, billing and insurance laws and human research protection laws.
- Students will adhere to all criminal and civil laws of the jurisdiction in which they find themselves.
- Students will self-report any arrests, criminal charges, or criminal convictions to the Health Science program within 24 hours.

Honor Codes

Students will adhere to the University's [Code of Student Conduct](#) as well as the SHRS Professional Honor Code, Academic Honor Code, and the Health Sciences program professionalism requirements outlined below.

BEHAVIOR

Personal Responsibility and Accountability

Personal responsibility and accountability are cornerstones of professionalism. No professional ever earns the respect or trust of patients or colleagues without first demonstrating the high degree of personal responsibility and self-sacrifice that are defining features of a profession that puts the well-being of others as its highest priority.

- Students are personally responsible for their behavior at all times and in all settings. They shall not make excuses nor blame others for their own shortcomings.

- Students shall hold themselves and each other accountable for their behavior and shall never enable or turn a blind eye allowing another student to violate the Health Science program's professionalism standards. They are encouraged to disclose any violations of which they are aware to the Health Science Program. The Health Science Program will make every attempt to keep such disclosure anonymous.
- Students shall assume personal responsibility for their own academic and clinical success and shall actively pursue excellence in all phases of their program.
- Students shall assume responsibility for the quality of care provided to their patients and shall never be party to the delivery of care that does not meet accepted standards.
- Students shall assume responsibility for the quality and condition of their working environment by being meticulous about the upkeep and cleanliness of facilities and equipment.
- Students shall accept responsibility for maintaining the legacy of excellence of this Health Science program. They shall continue to actively further that legacy through hard work and commitment to excellence rather than assuming that they will be excellent simply because others who preceded them worked hard and became excellent.

Punctuality

Attendance is required for all classes. If the student is late or cannot attend class because of illness or due to an excused absence, the instructor in charge of the course should be notified. Students shall be punctual for their classes. Tardiness and absenteeism are not acceptable for practicing professionals and are therefore not acceptable for students. Students who will be late or must miss a class experience must immediately contact their health sciences instructor to notify them of the situation. Any instance of tardiness or absenteeism should be accompanied by an appropriate excuse. Outside jobs and student organization obligations shall not be accepted as excuses for tardiness or absenteeism.

Sound Judgment

As healthcare providers, students' ability to make sound judgments while under pressure is absolutely vital to their success and to their professional competence. Words and deeds at any time and in any setting that cause the soundness of that judgment to be questioned weaken students' credibility and therefore their competence. Students shall recognize that their judgment in their personal life and during times outside of class or supervised practice impacts their fitness for the program and for supervised practice placements. Students who demonstrate questionable judgment should not expect to receive favorable recommendations from their faculty or preceptors nor should they expect the Health Science program or its members to put their personal reputation in jeopardy by creating extra opportunities for them above the minimal program requirements. Such opportunities are earned and are not automatic.

Communications

People are judged by others based on how they speak and what they communicate. Students must work to communicate clearly, effectively, efficiently and professionally. Both the content and the delivery must meet professional expectations.

Verbal & Non-Verbal

Students should work diligently to use professional language and vocabulary in their Health Sciences related communications both online and on campus and be aware of how their body language impacts their communications.

- Word choices should be appropriate to the audience and setting (e.g. jargon to professionals, lay language to patients).
- Vulgar and inappropriate language has no place in professional communications.
- Body language should be professional, respectful, attentive and appropriate to the situation at hand.

Written

For paper communications with students during the academic year, the Health Sciences Division uses the current local address as listed in official student records. Paper communications during winter and summer breaks are sent to the student's permanent address. Students should ensure that their desired addresses are correct and up to date.

Email

Email is a primary means of communication between the Health Sciences program and its students. All students were issued a secure Ohio State University email account upon enrollment. The Health Sciences program reasonably assumes that email from this account is from the student who owns the account and is not a forgery or phishing attempt. Therefore, this account is the ONLY email address that the Health Sciences program will use for communications with students.

- Students should check their email in this account daily (even during breaks and the summer) and make sure that their e-mailbox is not full.
- Failure to check your email or to keep your e-mailbox cleaned out is never an acceptable excuse for missing official communications.
- Students will use appropriate professional email etiquette
- Communications of a professional nature:
 - Include a salutation / greeting at the top that is professionally appropriate. Do not use the first name of faculty or preceptors unless they have asked you to call them by their first name.
 - Avoid slang, poor grammar, or the use of text messaging jargon (e.g. "y r u txtng me?")
 - Include a signature that identifies the sender as an Ohio State University Health Science Student and includes a return email address.

- Students who send professionally related emails from non-OSU accounts should make professional choices regarding their username / email address.
 - Inappropriate choices can cast the student in a less than professional light (e.g. 2hot4u@email.com).
 - Students shall not use inappropriate email addresses to send email communications in which they identify themselves as an Ohio State Health Sciences Student.
 - The Health Sciences program will not provide students with academic information to accounts other than the student's official OSU account.

Telephone

Students should:

- Ensure that the Health Sciences program records contain their local / cellular phone number for urgent communications
- Add the phone numbers of the Program Director, faculty member, and their advisor into their cell phone's contacts list.
- Do not call or text faculty or preceptors for non-professional reasons or, barring emergencies, at times outside of normal working hours.
- Ensure that incoming voicemail greetings are appropriately professional. Inappropriate voicemail greetings that are encountered by preceptors, potential employers, etc. are a poor reflection on the student and on the program.

Equal Opportunity and Nondiscrimination Policy [SHRS Student Handbook](#).

Access to Personal Files (Family Education Rights and Privacy Act (FERPA)) [SHRS Student Handbook](#).

Harassment, Discrimination & Creating a Hostile Environment [SHRS Student Handbook](#).

Financial Information

Program Costs

The Health Sciences program tuition and fees for both on-line and on-campus programs are published on the Registrar's website. This list is updated annually.

Click or visit the following link from registrar.osu.edu for tuition and fee information for on-campus programs:

http://registrar.osu.edu/FeeTables/Web_SU16_Fee_Table/indiv_tables_su16/UGRD_School%20of%20Health%20and%20Rehabilitation%20Sciences.pdf

Click or visit the following link from registrar.osu.edu for tuition and fee information for on-line programs:

http://registrar.osu.edu/FeeTables/Web_SU16_Fee_Table/indiv_tables_su16/UGRD_ALL%20Distance%20Learning%20Courses.pdf