



**THE OHIO STATE  
UNIVERSITY**

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SCHOOL OF HEALTH AND  
REHABILITATION SCIENCES

**HEALTH SCIENCES PROGRAM  
STUDENT HANDBOOK  
2022-2023**

## Contents

|  |    |
|--|----|
| Introduction:  | 4  |
| Purpose & Audience   | 4  |
| Guiding Principles   | 4  |
| Goals  | 4  |
| Educational Program Overview:  | 5  |
| Core Competencies: A Combination of Knowledge and Skills:                | 5  |
| Length and Structure:  | 6  |
| Program Admission:   | 6  |
| Additional Admission Policies  | 7  |
| Program Modality   | 7  |
| Fresh Start at Time of Application                                       | 7  |
| GPA and admission to the program   | 7  |
| Direct Admission   | 7  |
| Advising and Scheduling: (see HRS Student Handbook)                      | 8  |
| Graduation Requirements: (see HRS Student Handbook)                      | 8  |
| Graduation Application Deadlines   | 9  |
| Preferred Graduation Application Deadlines                               | 9  |
| Latin Honors   | 9  |
| Graduation with Research Distinction                                     | 10 |
| Graduation with Honors in Health and Rehabilitation Sciences             | 10 |
| University Level Sanctions: (see HRS Student Handbook)                   | 10 |
| School/Program Sanctions:  | 10 |
| Academic Sanctions   | 11 |
| Academic Probation-  | 11 |
| Academic Disenrollment- Please see the HRS Student Handbook for details. | 11 |
| Professional Sanctions   | 12 |
| Health and Physical Capability: (see HRS Student Handbook)               | 12 |
| Ethics and Laws:   | 12 |
| Ethical Codes  | 12 |
| Legal Requirements   | 12 |
| Honor Codes  | 12 |
| Personal Responsibility and Accountability                               | 12 |
| Punctuality  | 13 |
| Sound Judgment   | 13 |
| Communications:  | 13 |
| Verbal & Non-Verbal  | 13 |
| Written  | 14 |
| Email  | 14 |
| Telephone  | 14 |
| Students Rights:   | 15 |
| Student Complaints   | 15 |
| Financial Information:   | 15 |
| Technical Standards:   | 15 |
| Health Insurance   | 15 |
| Minimum Technology Requirements for Students                             | 15 |
| Curriculum:  | 15 |
| Health Sciences Curriculum   | 16 |

|   |    |
|---|----|
| Curriculum Requirement Special Note ..... | 16 |
| Science Prerequisites .....               | 17 |
| Online Students.....                      | 17 |
| Major Electives:.....                     | 17 |
| HTHRHSC 4189 and 4998/4998H.....          | 18 |
| Substitutions for Degree .....            | 18 |
| Waiving Major Elective Requirements.....  | 19 |
| Quarter Courses .....                     | 19 |
| Expiration of credits.....                | 19 |
| Prerequisite Exception .....              | 19 |
| Minors, Certificates, and Waivers.....    | 20 |
| Overlap and waiving courses .....         | 20 |
| Certificates .....                        | 20 |
| Waiving the Minor or Certificate .....    | 20 |
| Military Experience .....                 | 21 |
| Work Experience.....                      | 21 |
| Waiving Medical Terminology .....         | 21 |
| COVID-19 Information: .....               | 21 |

## Introduction:

### **Purpose & Audience**

This appendix to the HRS student handbook is an official communication of the policies and procedures 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 \(HRS\)](#) and the University's [Student Code of Conduct](#). It is intended for Ohio State University undergraduate students pursuing a Bachelor of Science in Health Sciences degree on campus and online. This handbook is revised annually, and the most recent edition replaces all previous editions. The Health Sciences program reserves the right to implement, revise, or create new policies at any time.

### **Guiding Principles**

The mission of the Health Sciences program is to give undergraduate students the knowledge and foundation to pursue a career in health care and/or a health-related graduate program of their choice. Through online options, the program will be accessible to all students both in person and online in Ohio, around the country, and internationally. The Health Sciences program provides a basic science and health care core for students interested in pursuing graduate education in health care, continuing their education from an Associate degree to a bachelor's degree, or pursuing 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, Genetic Counseling, or other graduate programs of their choice upon graduation. 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 health care as well as general education.

Additionally, the program can provide the foundation of coursework for students to complete the **Certified Health Education Specialist** exam. The **Certified Health Education Specialist** (CHES) credential certifies the professional practice of Health Education by promoting and sustaining a credentialed body of Health Education Specialists. Students may visit the [NCHEC website](#) to learn more about the CHES.

### **Goals**

The program will provide 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 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, 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) began 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 online and on-campus course flexibility. A required minor or certificate and major electives are another way students can pick courses that will be valuable to them. This program leads to a Bachelor of Science in Health and Rehabilitation Sciences.

### Core Competencies: A Combination of Knowledge and Skills:

The Health Sciences program curriculum prepares graduates for entry into a professional graduate program or 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 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, the 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 evidence-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 or pre-health sciences major. This phase includes prerequisite coursework. Students will be selected through an admissions process (described below) to enter the professional phase of the major.
- Phase 2: two years of professional coursework phase. This phase includes on-campus or online learning.
  - The program is designed to offer flexibility for students to complete at their own pace. Students who choose to take coursework full-time can complete the professional coursework in two years. Students who choose to take coursework on a part-time basis can extend the time it takes to graduate from the health sciences program beyond the traditional two years.
  - Students outside of Ohio State can apply directly to the Health Sciences program without being enrolled at Ohio State pending all prerequisites are completed before admission.

## Program Admission:

Admission to the professional phase of the health sciences program is different from admission to the university. A formal application must be submitted no later than the posted deadline via the online application process available on the [Office of Graduate and Professional Admissions](#) website. Admission is on a rolling basis; thus, applications are accepted for all three terms of enrollment (Autumn, Spring, and Summer). Eligibility for admissions is dependent on the completion of specific prerequisite coursework and cumulative grade point average across all higher education institutions attended.

Details about program admissions including prerequisites, process, timeline, and transfer applications can be found on the [Health Sciences website](#).

## **Additional Admission Policies**

### **Program Modality**

Students must determine whether they will be admitted as an online student or on-campus Columbus student. Once admitted to the program, if a student chooses to change their program modality an Intra-University Transfer Application must be completed along with a rationale for the request.

### **Fresh Start at Time of Application**

Fresh Start allows former Ohio State students to come back to the university after a 5-year absence and begin with a no cumulative GPA. The Fresh Start paperwork must be completed and submitted to the health sciences academic advisor for processing. Any student who is planning to utilize Fresh Start and apply to Health Sciences in the same admit term must alert their academic advisor as well as admissions in HRS. Special consideration will need to take place in these instances, as the GPA that is on record for Ohio State will be changing. This could significantly affect admission decisions for applicants. Any student who uses Fresh Start will be unable to use previously completed prerequisites and co-requisites at Ohio State for the Health Sciences program. General Education coursework that does not count for prerequisites or major coursework will continue to count towards graduation degree requirements at the university.

### **GPA and admission to the program**

HRS Admissions will combine a student's GPA from all higher education institutions attended and use that calculation to admit students to the program. Students who have a combined GPA over 2.5 will be admitted. However, some students may be admitted to the program with an Ohio State cumulative GPA less than the 2.2 required to remain in the program. These students will have a total of three terms to improve their Ohio State cumulative GPA to above the required 2.2. Students who do not reach this requirement will be disenrolled from the program and changed to pre-health sciences students until their GPA reaches 2.2 at the university. These students will need to reapply to the program.

### **Direct Admission**

The Health Sciences program, in the School of Health and Rehabilitation Sciences, offers direct admission into the major for students that are participating in Ohio State's Honors or Scholars programs. All scholars' groups are eligible for direct admission. These students do not have to complete the Health Sciences application process through graduate and professional admissions.

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

- First or second-year student and active in Honors or Scholars
- Cumulative GPA of 3.0 or higher.

Students interested in being directly admitted to Health Sciences should contact their HRS academic advisor for more information. *First-year students will need to opt-in to the direct admission program at the end of their first year.* These students should anticipate an email at the end of the Spring semester.

Once admitted, students must complete all prerequisite coursework with a C- or higher before starting the professional coursework. Traditionally, prerequisite coursework is taken during the first 2 years at Ohio State. Students who do not complete prerequisite coursework must postpone enrolling in

professional coursework until all prerequisites have been completed with a C- or higher. This may add time to degree completion.

Any student who is directly admitted and then put on academic probation due to a cumulative Ohio State GPA below 2.0 will have one term to improve their cumulative Ohio State GPA to the required 2.2 for health sciences students. If a student does not achieve the required health sciences major cumulative Ohio State GPA of 2.2 but does achieve higher than a 2.0, they will be moved to a pre-major Health Sciences student. Directly admitted students must follow the Health Sciences handbook as well as the HRS Student Handbook.

### Advising and Scheduling: (see [HRS Student Handbook](#))

Health Sciences students are advised by academic advisors in the HRS Student Services Office. Advisors guide 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 Health Sciences academic advisor at least once a term. Before registration for each term, students are expected to prepare or update a proposed plan of study as well as a proposed schedule that they should review and refine with their advisor. Students are encouraged to use the Degree Audit Reporting System (DARS) to assist them in tracking progress. Students can access their Degree Audit report on Buckeyelink.

Academic Advisors will track the completion of all required degree and program coursework for health sciences students who applied to graduate by the school's required deadline. Students are expected to follow the curriculum plan created in HTHRHS 3000 and to only deviate from that plan after meeting with a health sciences advisor.

Students having difficulty registering for any required Health Sciences course that is full should work with their Health Sciences advisor to be added to the waitlist or obtain permission to enter. Courses in HRS with a .01 section are reserved for online students. In-person students should not waitlist these sections because they do not meet the enrollment requirements and will not be enrolled. They should however waitlist or register for the non .01 online section available to in-person students. Students that cannot register for a non-HRS course due to being a closed course or not meeting prerequisites, must contact the university department offering the course. Health Sciences advisors are not permitted to enroll students in a non-HRS course without department or instructor permission.

If a Health Sciences student would like to make an appointment with a Health Sciences advisor, they can contact the HRS Academic Affairs Office at 614-292-1706 or self-schedule an advising appointment through OnCourse. After each advising appointment, the Health Sciences advisor will use OnCourse to document the details and topics discussed at the appointment. Students are encouraged to reference OnCourse notes as well as other features as needed.

### Graduation Requirements: (see [HRS Student Handbook](#))

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 higher (see coursework section of this handbook) including required minor, certificate, or associate degree program.
- Fulfill the University requirement of a minimum of 120 semester credit hours. Remedial, conditional, general, and repeated coursework do not count toward the 120-hour requirement.



- As of Autumn 2019, all general transfer credits posted to a student’s Ohio State academic record will not count towards a student’s 120 graduation hours or in their degree program (such as Biology G0000.01 or HTHRHSC G000.12). Students should work with their Health Sciences academic advisor to have these courses evaluated by each university department. For more information, students should visit the [Transfer Credit Coordinator Page](#).
- Complete at least 30 credit hours at The Ohio State University
- Be enrolled in the Health Sciences program at the time of graduation
- Have a minimum Ohio State cumulative point-hour ratio (GPA) of 2.2 for all coursework completed at Ohio State
- When a student who utilized Fresh Start is approved to graduate, all courses and grades will be considered for Latin honors. However, students interested in graduate study should consult with programs to determine how Fresh Start affects their graduate application.

Fulfillment of graduation requirements can be tracked using the Degree Audit Reporting System (DARS) available to students through Buckeyelink. Students should review their Degree Audit with their Health Sciences advisor regularly to ensure progress toward graduation.

## Graduation Application Deadlines

Students who plan to graduate must submit an electronic graduation application by the 10<sup>th</sup> Friday of the term of graduation. Applications will not be processed after this date. Students should also submit their Commencement Excuse Form at this time if they do not plan to attend the university’s commencement. Students can visit the [university commencement webpage](#) or [HRS commencement webpage](#) for more information.

### Preferred Graduation Application Deadlines

|                            |   |
|----------------------------|---|
| Graduating Autumn Semester | Apply by the 4 <sup>th</sup> week of the previous Spring Semester |
| Graduation Spring Semester | Apply by the 4 <sup>th</sup> week of the previous Autumn Semester |
| Graduation Summer Term     | Apply by the 4 <sup>th</sup> week of the previous Spring semester |

The preferred date allows for a full review and time to schedule missing requirements; where the 10<sup>th</sup> Friday of the graduation term is the last possible date to apply. Instructions for the graduation application are available on the HRS website.

## Latin Honors

At the end of the semester preceding a student’s graduation semester, HRS Student Service will determine a student’s eligibility to graduate with Latin Honors. Students must earn 60 hours at Ohio State to be eligible. All coursework completed at Ohio State will be considered in determining Latin Honors. Latin Honors will be noted on the diploma and in the Commencement program. Students who fall below the Latin Honors bestowed in the subsequent semester before their graduation semester/term will retain the Latin Honors designation.

If a student becomes eligible for Latin Honors after final grades are posted, they will receive an honors cord for graduation. However, their name will not appear in the Commencement bulletin, and it will not state the Latin Honor on the diploma they receive at Commencement. Instructions for diploma reprinting to state the honor will be provided when notified of their eligibility. Finally, the designation will be noted on the official Commencement bulletin.

The Latin honors cum laude, magna cum laude, and summa cum laude are awarded to those graduates in HRS who meet the following standards of these honors. Unfortunately, the University does not round up. If you receive a 3.499999999 at the end of the semester, you will not graduate with honors.

### **Cum laude**

Each student who graduates with a GPA of 3.50 to 3.69 and completes a minimum of 60 graded semester hours of course work at Ohio State will receive the cum laude designation upon the diploma and transcript.

### **Magna cum laude**

Each student who graduates with a GPA of 3.70 to 3.89 and completes a minimum of 60 graded semester hours of course work at Ohio State will receive the magna cum laude designation upon the diploma and transcript.

### **Summa cum laude**

Each student who graduates with a minimum 3.90 GPA and completes a minimum of 60 graded semester hours of course work at Ohio State will receive the summa cum laude designation upon the diploma and transcript.

## **Graduation with Research Distinction**

Students completing an approved research Project will earn the designation, “Graduation with Research Distinction in [the student’s major]”. The designation will be added to the diploma and printed in the commencement program once verified by the HRS Honors Director. Students are responsible to make sure their distinction requirements are met by the time of graduation. All eligibility questions are to be directed to the HRS Honors Director.

## **Graduation with Honors in Health and Rehabilitation Sciences**

Students who have completed an approved Honors Contract will graduate with “Honors in Health and Rehabilitation Sciences.” The designation will be added to the diploma and printed in the Commencement program once verified by the HRS Honors Director. Students are responsible to make sure their honor requirements are met by the time of graduation. All eligibility questions need to be directed to the HRS Honors Director

### University Level Sanctions: (*see [HRS Student Handbook](#)*)

The University has established university-wide student conduct guidelines in its [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 university sanctions, HRS students must adhere to School academic and professionalism policies. School sanctions are outlined in the [HRS Student Handbook](#). Health Sciences students can face sanctions for violations of academic and professionalism policies or a combination of both. These sanctions include:

## Academic Sanctions

Academic Warning- this status does not appear in the student’s permanent record. A warning is intended to notify students that their academic performance is sub-par and are at risk for further sanctions if their performance does not immediately improve.

- A warning can be triggered if a student’s term Ohio State GPA falls below the required 2.2 or other rationale determined by the health sciences division director.
- At the end of the following semester, the warning is removed if performance is acceptable, or the student is placed on academic probation if performance is not acceptable.

### Academic Probation-

This status does not appear on the student’s permanent academic record. However, being placed on academic probation by your program is a serious matter. Students placed on Academic Probation are subject to disenrollment from their program in subsequent terms if they do not meet all conditions within the stated timeframe. At the end of the next term, your academic record will be reviewed again to determine if further academic action is warranted.

- Academic Probation can be triggered by several different issues such as multiple semesters of academic warnings or concurrent cases of academic warning, a cumulative Ohio State point-hour-ratio (GPA) below 2.2, a grade below C- in any required Health Sciences course or minor course.
  - Courses in the health sciences program will fall into three categories.

| <b>Definitions:</b>  |  |
|--|--|
| Term   | Definition   |
| Category 1 Course  | Required course in which students must achieve a C- or higher before progressing in the division or other sequential courses. (Health Sciences Core Classes) |
| Category 2 Course  | Required course in which students must achieve a C- or higher. (Major elective courses, co-requisite courses, and minor courses)                             |
| Category 3 Course  | All other courses in which students must achieve a D or higher. (GE’s or other elective courses)   |
| <b>Policy Details:</b>   |  |
| 1. Violation of Category 1-course requirements will result in probation. |  |
| 2. Violation of Category 2-course requirements will result in probation. |  |
| 3. Violation of Category 3 course requirements will result in a warning. |  |

- Academic probation continues until the student fulfills the conditions for removing probation outlined in their probation letter, graduates or the student has been disenrolled from the health sciences program. Students who leave the school while on probation will resume probation if they return to the school.

### Academic Disenrollment-

Please see the [HRS Student Handbook](#) for details.

- If a student has not fulfilled conditions of probation, incurs additional violation(s), or is at risk of being dismissed from the program they may be subject to disenrollment. Decisions about disenrollment are made on a case-by-case basis, given serious thought, and are NOT made without warning. Disenrolled students are always notified of their status. If a student is disenrolled from the health sciences program, they are not disenrolled from the school or university. We strongly recommend that students consult with the Health Sciences academic advisor about possible strategies to improve academic standing.

Health Sciences students will be notified of sanctions via their Ohio State email. A copy of the email will be placed in the student's OnCourse advising file.

### **Professional Sanctions**

HRS 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 [HRS Handbook](#) for details.

Health and Physical Capability: [\(see HRS Student Handbook\)](#)

### **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 [HRS Student Handbook](#).

### **Legal Requirements**

- Students will adhere to the Federal, State, and Local laws and regulations governing Health care delivery and educational environments including but not limited to confidentiality laws, drug laws, medical device laws, non-discrimination 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 Sciences program within 24 hours.

### **Honor Codes**

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

### **Personal Responsibility and Accountability**

Personal Responsibility and Accountability are cornerstones of professionalism. No professional ever earn 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 at its highest priority.

- Students are always personally responsible for their behavior in all settings. They shall not make excuses nor blame others for their shortcomings.
- Students shall hold themselves and each other accountable for their behavior and shall never enable or turn a blind eye to allowing another student to violate the Health Sciences program's professionalism standards. They are encouraged to disclose any violations of which they are

aware to the Health Sciences program manager. The Health Sciences 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 a 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 Sciences 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 in-person and online classes. If the student is late or cannot attend class because of illness or due to 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 instructor in charge to notify them of the situation. Any instance of tardiness or absenteeism should be accompanied by an appropriate excuse. The protocol for each course regarding absenteeism will be found in the course syllabus. Employment and student organization obligations will not be accepted as excuses for tardiness or absenteeism.

## **Sound Judgment**

As health care providers, students' ability to make sound judgments while under pressure is 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 internship experiences affects their fitness for the program and for internship placements. Students who demonstrate questionable judgment should not expect to receive favorable recommendations from their faculty or preceptors nor should they expect the Health Sciences program or its members to put their personal reputation in jeopardy by creating extra opportunities for them above the minimum 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 affects 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 all communications with students during the academic year, the Health Sciences program uses the contact information listed on the student's official student records. Students should continue to check their university email address for important updates throughout the year.

### 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 the 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 email box is not full.
- Failure to check your email or to keep your email box organized is never an acceptable excuse for missing official communications.
- Students will use appropriate professional email etiquette when contacting Ohio State faculty and staff. Examples of 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 internship 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., how r u? LOL)
  - Include a signature that identifies the sender as an Ohio State University Health Sciences student and includes a return email address.
- Sending emails from an outside email provider communication is highly discouraged. Students should only be communicating from a university-sponsored email account. However, students who send professionally related emails from non-Ohio State 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 Ohio State account.

### Telephone

Students should:

- Ensure that Ohio State's official records contain their local cell phone number for urgent communications
- Do not call or text faculty or internship 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 internship preceptors, potential employers, etc. are a poor reflection on the student and the program.

## Students Rights:

- Equal Opportunity and Nondiscrimination Policy [HRS Student Handbook](#)
- Access to Personal Files (Family Education Rights and Privacy Act (FERPA) [HRS Student Handbook](#)
- Harassment, Discrimination & Creating a Hostile Environment [HRS Student Handbook](#)

## Student Complaints

*Student complaints should follow these procedures:*

- **Instructional or individual course complaints:** Faculty of the course → Division Director→HRS Director of Academic Affairs
- **Program Complaints:** Division Director→HRS Director of Academic Affairs
- **Appeals:** Students may appeal specific grades, academic or professional sanctions through the processes described in the **HRS Student Handbook** and the university's **Code of Student Conduct**.

## Financial Information:

The Health Sciences program tuition and fees for both online and on-campus programs are published on the Registrar's website. This information is updated each semester. For more information, please visit the [Office of the University Registrar's website](#).

## Technical Standards:

The Health Sciences Program is rigorous and intense and places specific requirements and demands on the students enrolled in the program. The Health Sciences program partners with the university's Student Life Disability Services Office 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 always have health insurance coverage 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).

## Minimum Technology Requirements for Students

Before the start of the semester, faculty should review their course plan to determine what devices and/or accessories students will need to fully participate in all activities

## Curriculum:

A review of prerequisite coursework for the professional program is required for admission to the program. Students may use transfer credit for pre-professional and general education coursework. Transfer credit may not be used for required professional courses except under petition and review by the HRS Director of Academic Affairs.

The curriculum of the Health Sciences program has five components. All must be successfully completed to graduate:

- University General Education with a grade of D or higher
- Prerequisites with a grade of C- or higher
- Core Requirements with a grade of C- or higher
- Health Sciences Major Electives with a grade of C- or higher
- Required Minor with a grade of C- or higher

Students should meet with a Health Sciences advisor to ensure that all GE requirements and Core Requirement classes have been fulfilled. Additionally, an advisor can help students select from a variety of Health Sciences major electives and minor options that are most suited to a student’s career interests and goals. Suggested schedule plans are available on our [Health Sciences program website](#). These documents can assist students with planning their course of study. The course of study is subject to change; all changes will be communicated.

### Health Sciences Curriculum

|                   |  |
|-------------------|--|
| Prerequisites     | Math 1148 or higher (College Algebra)<br>*Three science courses (Biology, Chemistry, Physics, Microbiology, etc.)<br>EEOB 2520/Physio 3200 (Human Physiology)<br>Anatomy 2300.04/3300.01/EEOB 2510 (Human Anatomy)   |
| Core Classes      | HTHRHS 3000: Intro to Health Sciences Major<br>HTHRHS 3400: Health Promotion and Disease Prevention<br>HTHRHS 3500: Critical Phases of Life<br>HTHRHS 4000: Ethical Decision Making<br>HTHRHS 4300: Contemporary Topics in Health and Society (Capstone Course)<br>HTHRHS 4370: Community Influence<br>HTHRHS 4400: Individual Differences in Client Populations<br>HTHRHS 5300: Management and HRS for Health Professionals<br>HTHRHS 5370: Health care Delivery<br>HTHRHS 5500: Human Pathophysiology<br>HTHRHS 5900: Research<br>PUBHEPI 2410: Introduction to Epidemiology |
| Major Electives** | Major elective courses consist of optional classes offered by the School of Health and Rehabilitation Sciences. One course must be from the patient-client category and one from the science elective category. Any course not required by the program but offered in the school may be used for this requirement. Students must complete 12 credit hours of major electives. This can sometimes mean taking more than 12 hours depending on course selection.   |
| Minors***         | Many options exist to fulfill the minor requirements. Students can also choose to complete an Ohio State certificate. Minors and certificates can be found <a href="#">HERE</a> . Students should meet with a Health Sciences advisor to discuss minor options, the approval process, and course planning.   |

#### Curriculum Requirement Special Note

\*The three-sciences course combination allows students to select prerequisites that align with their future education and career goals. It is up to the student to be proactive in identifying graduate



programs of interest and selecting courses to meet these goals.

\*\*Students with an Associate of Applied Sciences are not required to complete major electives.

\*\*\*Students with an Associate Degree or an Ohio State earned certificate are not required to complete a minor.

### Science Prerequisites

Students will need to complete three science courses as a part of their prerequisites for the program. The three science courses can be chosen from the table below. Additional courses not listed may be reviewed via a petition on a case-by-case basis. Students are encouraged to choose science courses that align with their professional interests.

|             |              |              |                         |                  |
|-------------|--------------|--------------|-------------------------|------------------|
| Chem 1110   | Chem 1210    | Chem 1220    | Microbiology<br>4000.01 | Bio 1101         |
| Bio 1102    | Bio 1110     | Bio 1113     | Bio 1114                | Humntr 2210/2410 |
| Humntr 2310 | Physics 1200 | Physics 1201 | Physics 1250            | Physics 1251     |

\*Humntr 2310 will count as a Health Sciences prerequisite but will not fulfill a student's Natural science GE.

### Online Students

- Only Online Health Sciences students can enroll in .01 sections of all HTHRHSC courses. These sections are reserved for Health Sciences online students. Any online student that has difficulty registering for a .01 section should notify their Health Sciences academic advisor. In-person/Columbus campus students should not waitlist or try to register for these sections of courses.
- Online students are never required to come to campus but are welcome to participate in university-sponsored events such as commencement or the school's pre-commencement event.
- Tuition and Fees for these students are adjusted for online instruction and can be found on the [Ohio State's Registrar's website](#).

### Major Electives:

Students must complete 12 credit hours of major elective coursework. These courses are offered by the School of Health and Rehabilitation Sciences.

- One Course must come from the patient/client elective group (HTHRHSC 4320, 4914, 5350, and 5600)
- One course must come from the science elective group (HTHRHSC 4900, 4950, 5510, and 4350)
- Two courses or remaining credit hours can come from any other elective course offered by the School of Health and Rehabilitation Sciences. Please see the Health Sciences [course list](#) for more information.

Depending on course selection for major electives, students may fall short of the required 12 credit hour requirement even with four classes. Students should run their degree audits or work with their Health Sciences advisor to ensure they are meeting this requirement. Exceptions to this rule will not be granted.

Any student who started in a different HRS major and then was admitted to health sciences can use those courses to meet the major elective requirement.

Courses outside of HRS will not be allowed to substitute without a curriculum petition. A petition must include the course syllabus, a personal statement, and a copy of the degree audit along with the petition form. Failure to provide all necessary documentation will result in a delay in petition processing. If all documents are not provided the petition will be denied.

### **HTHRHSC 4189 and 4998/4998H**

**HTHRHSC 4189** is the Health Sciences Internship course. This course allows students the opportunity to earn credit for unpaid experiences in health care or a health-related field. Students who enroll in HTHRHSC 4189 can count up to 3 hours towards their major elective requirements in the health sciences program. These hours can be taken over multiple semesters or in one semester.

- All internships must be unpaid to receive credit for HTHRHSC 4189.
- For every credit hour a student is enrolled they must complete 45 hours of work. 2 credit hours require 90 hours of experience. Three credit hours would require 135 hours of experience.
- Students planning to complete HTHRHSC 4189 must complete a contract to be sent to the faculty member internship coordinator at least 6 weeks in advance of the semester. This contract can be found on the [HTHRHSC 4189 Internship page](#).

For more information about HTHRHSC 4189, students can visit the [HRS Internship page](#).

**HTHRHSC 4998/4998H** is an Ohio State Undergraduate Research Experience. Students can use up to three credit hours of HTHRHSC 4998 towards their major elective hours' requirement in the health sciences program. Honors students may take HTHRHSC 4998H to assist in meeting Honors requirements within the school. These hours can be taken over multiple semesters or in one semester. Students interested in enrolling in HTHRHSC 4998 must contact an HRS faculty member whom they are interested in working with. The HRS faculty member and the student must establish guidelines, requirements, and enrolled credit hours. This information must be sent to the student's Health Sciences advisor for enrollment processing.

#### Ohio State's 4998 Courses:

Health Sciences students who enroll in any Ohio State's academic unit's 4998 or undergraduate research course are eligible to enroll for up to 3 credit hours as part of their major elective requirement. Undergraduate 4998 coursework can be from any department at the university and does not have to be completed in HRS. Although non-HRS department courses will not count toward a student's major without a petition, this type, of course, does not require a petition to meet major elective requirements.

- Any student completing research outside of Ohio State or under a department that cannot award credit must speak to their Health Sciences advisor to find out if alternative forms of academic credit may be possible. This decision is ultimately up to the Health Sciences division director whether the experience can earn credit.

## **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 post-baccalaureate plans for a career or graduate/professional program. Substitutions should be communicated to the advisor but will not require a petition. The following list is subject to change.

| <b>Course</b>       | <b>Approved Substitution</b> |
|---------------------|------------------------------|
| Math 1148 or higher | Math 1130                    |
| Sociology 1101      | Rural Sociology 1500         |
| Anatomy 2300.04     | EEOB 2510, Anatomy 3300      |
| Statistics 1350.01  | Statistics 1450.01 or higher |
| HTHRHSC 2500        | Classics 2010                |

### **Waiving Major Elective Requirements**

Students who hold an Associate of Applied Sciences degree are eligible to waive the required 12 credit hours of major electives in the Health Sciences program. This is due to the additional clinical hours earned during their associate program. Students who hold additional certifications, training, and clinical hours outside of a traditional Associate of Applied Science program must petition to waive the major electives. In the petition, students must provide supporting documentation such as the course syllabus, a description of the courses completed, an Ohio State transfer credit report, and a personal statement regarding the skills learned and the impact of the experience from the program/certification that was completed. The petitions will be reviewed by the Health Sciences division director on a case-by-case basis.

### **Quarter Courses**

Although admitted Health Sciences students were permitted to use courses taken at Ohio State during quarters, to meet prerequisite coursework, they will be required to follow the new semester requirements regarding, university GE requirements degree hours for each category. Applying quarter credit hours in semesters may result in the need for a student to take additional credits to graduate.

### **Expiration of credits**

The Health Sciences program does not impose an expiration date for GE coursework taken or transferred to Ohio State. Thus, the program will accept these types of courses if Ohio State posts the course on the student's academic record. However, some courses may require additional petitions, review, or information from the division to be accepted (example: Chemistry general credit from 15 years ago may require additional evaluation by the division to be approved for use.) Students who plan to go on to graduate school may be required to retake coursework that was not completed within the last 10 years.

### **Prerequisite Exception**

Students who wish to use a course as a prerequisite that is not generally accepted must submit a petition to the health sciences division director. If the prerequisite is accepted, the student will be notified, and it will be documented on the student's file. HRS admissions will be alerted when the student applies.

## Minors, Certificates, and Waivers

### Overlap and waiving courses

A few courses within the health sciences program can be waived to assist students with not repeating similar content in both their major and minor. The following exceptions are automatic and do not require a petition.

| Minor                                    | Waive  | Special Instructions  |
|--|--|---|
| Psychology (any of the 7)                | Waive HTHRHSC 5900 due to taking Psych 2300 for the minor. | Students who waive HTHRHSC 5900 must complete fifteen major elective hours instead of twelve. |
| Human Development Family Sciences (HDFS) | Waive HTHRHSC 3500 due to taking HDFS 2400 for the minor   | Students who waive HTHRHSC 3500 must complete fifteen major elective hours instead of twelve. |

Major courses and minor courses are not permitted to double count. Each minor must contain 12 unique hours separate from the major. General Education requirements may overlap with the minor for up to 6 hours. Students can also overlap prerequisites to the Health Sciences program with their minor. It is the student's responsibility to read the minor form and understand the minor guidelines. Some minors have the option to choose HRS courses as part of that minor. These minors include:

- Integrative Approaches to Health and Wellness
- Aging
- Medical Laboratory Sciences
- Medical Humanities
- Bioethics
- Epidemiology
- Global Public Health

Please see a Health Sciences advisor for more information about minors and overlapping courses.

### Certificates

Students may elect to complete a certificate in place of a minor. Certificates must be completed at Ohio State and outside institution certificates will not be eligible. Certificates can overlap up to six credits with major requirements. Students may have to complete a separate application process to officially declare some certificates.

### Waiving the Minor or Certificate

The reasons below exempt a Health Sciences student from completing the minor or certificate requirement.

Please note exempt students are welcome to complete a minor if it suits their interest but it will not be required.

- Earned Associate Degree
- Completing a dual degree at Ohio State
- Any student who is completing a double major is also eligible to waive the minor.
- Completion of an advanced degree in any area, including outside of health care.
- Completion of an Ohio State certificate program. Non-Ohio State certificate programs will require a petition.

Students must provide official documentation of prior degrees from outside institutions such as official transcripts for the minor requirement to be waived. Screenshots and photos sent via email will not be accepted. All requirements of the student's chosen minor, double major, or dual degree from Ohio State must be completed either before or by the term students plan to graduate. Students cannot graduate with this item in progress.

### **Military Experience**

Students who have transfer credit from the military can submit a petition to waive major elective or minor coursework in the program. Petitions are not guaranteed to be approved. Any course a student would like to waive outside of HRS will be up to the department offering that course. Students should work with their Health Sciences advisor to assist with presenting a strong petition to the Health Sciences division director.

### **Work Experience**

At this time, we do not allow students to waive or petition to waive major coursework based on work experience. However, students who feel they understand the concepts of a course are welcome to take an examination for course credit or test out. Students can choose to test out of core classes or major elective coursework. Any course a student would like to waive outside of HRS will be up to the department offering that course. Students can speak to their academic advisor for more information regarding this option.

### **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 before starting the Health Sciences professional coursework or concurrently with the professional coursework.

Students with five or more years of work experience in a health care setting are eligible to opt-out of the medical terminology course. Students with less than five years of health care experience will be required to complete the medical terminology course or choose to test out of the course.

COVID-19 Information: [\(See HRS Student Handbook p. 95\)](#)