

The School of Health and Rehabilitation Sciences

**MASTER OF SCIENCE IN HEALTH AND REHABILITATION
SCIENCES
PROGRAM HANDBOOK**

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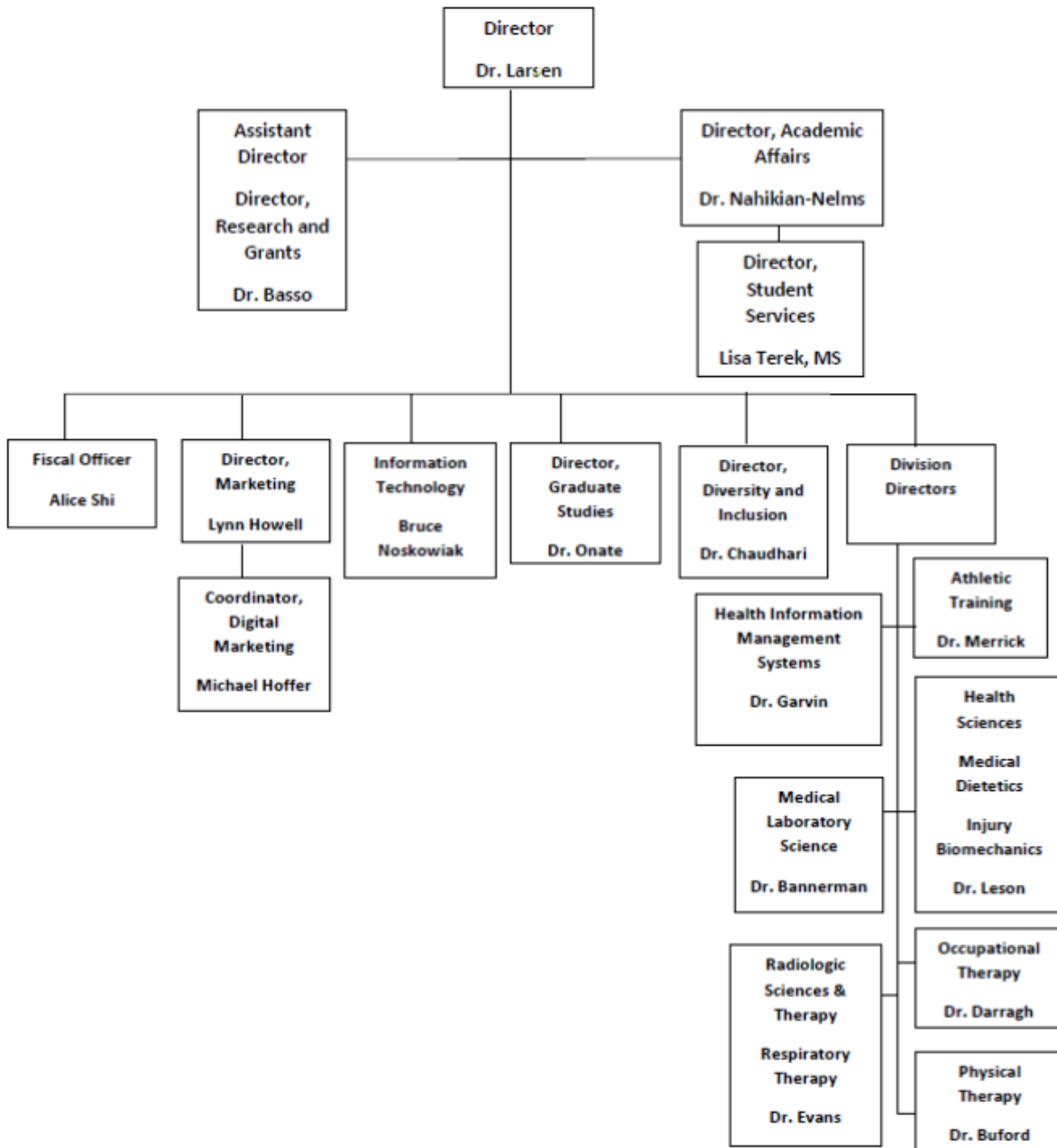
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School of Health and Rehabilitation Sciences Organizational Chart



Dean – College of Medicine	K. Craig Kent, MD
Associate Vice Dean/Director of the School	Deborah S. Larsen, PhD
Associate Director of the School	D. Michele Basso, EdD
Graduate Studies Chair and Director of Education	Mandy Agnew, PhD
Director of Student Services	Lisa Terek, MS
Graduate Program Manager	Ashley McCabe, MEd

Mission and Vision

Mission

The MS in Health and Rehabilitation Sciences is dedicated to cultivating leadership and critical thinking in the health professions through application of evidence-based practice.

Vision

The MS Program in Health and Rehabilitation Sciences develops inter-professional leaders in their practice.

Our students are expected to:

- Demonstrate the ability to apply foundational sciences and research methodologies in discovery and to support evidence based practice within a fluid, dynamic and diverse health care environment.
- Communicate and collaborate effectively within interdisciplinary teams involving all stakeholders and community partners.

Section I – Introduction to the Program

1. Introduction

1.1 Purpose of the Handbook

The School of Health and Rehabilitation Sciences Graduate Handbook for the MS in Health and Rehabilitation Sciences provides a description of the Masters of Science (MS) Degree program, its requirements and area of emphases. It also describes the thesis process and policies within the School and in accordance with the Graduate School, Administration and organization of the MS program are also explained.

This handbook is meant to be used as a resource for faculty and students. Information within the handbook is relevant to all phases of the MS program, including graduation procedures; therefore, the handbook should be kept as a resource during the entire program.

The primary administrative body for the MS program is the HRS Graduate Studies Chair and the Masters Graduate Studies Committee (Graduate Studies Committee, forward). This committee consists of faculty members who oversee admissions, review graduate courses and programs for approval prior to the Curriculum Committee review, develop policies, and approve exceptions to established policies. Graduate student exceptions, concerns, and questions about the program should be addressed to the Graduate Studies Committee. Individual concerns should first be addressed with the student's faculty advisor. If the concerns are unresolved, then the Graduate Studies Committee can be asked to intervene.

Each student is encouraged to review policies and procedures pertaining to such matters as scheduling, graduation and grading, which are found in the University catalogs, the Graduate School handbook, and other similar published matter.

The Graduate School handbook is available online at <http://www.gradsch.ohio-state.edu/graduate-school-handbook1.html>.

The Ohio State University "Code of Student Conduct" is available on line at the following address: <https://trustees.osu.edu/assets/files/RuleBook/CodeStudentConduct.pdf>.

Students should become familiar with the rules and regulations that govern the University community (use the links listed above) including the School (located in this handbook) and campus as a whole. The School of Health and Rehabilitation Sciences Student Handbook supplements, but does not replace, other University publications.

1.2 The Graduate School

Students pursuing an MS in Health and Rehabilitation Sciences are students in the Graduate School. The Graduate School has more than 3,000 graduate faculty members distributed throughout the degree programs within the 207 graduate fields of studies. More than 10,000 students are enrolled in the Graduate School. The Graduate School develops policies for the departmental graduate programs and provides information for students and faculty. It maintains continuity among graduate programs, maintains university standards, and supports/reviews developing programs. The Council of Research and Graduate Studies, the Dean of the Graduate School, and University Council on Academic Affairs establish university wide policies and requirements for graduate degrees. Departmental graduate programs oversee decisions for individual students.

The University Graduate School Handbook is an essential resource and can be accessed at <http://www.gradsch.ohio-state.edu/graduate-school-handbook1.html>. The policies established by the Graduate School serve as the framework and minimal standards for policies established by the Graduate Studies Committee of the School of Health and Rehabilitation Sciences (SHRS). Thesis and graduation requirements are found in the Graduate School Handbook.

1.3 Programs in the School of Health and Rehabilitation Sciences

The School of Health and Rehabilitation Sciences is a School within the College of Medicine. The following graduate programs are offered:

1. **Master of Science:** A SHRS program leading to the degree Masters of Science is administered through the School of Health and Rehabilitation Sciences. It is designed for students who are health professionals and wish to increase their knowledge base in areas related to their basic professional discipline with an emphasis such as health and rehabilitation education, administration or research, or advanced professional practice in the health and rehabilitation professions, clinical nutrition, health informatics, education and management. Candidates for the degree must meet the general requirements for minimum residency, standard of work, time limit, oral examination and final thesis examination established by the SHRS School for the Masters of Science degree at The Ohio State University. For more information please visit: http://medicine.osu.edu/hrs/grad_programs/pages/index.aspx.
2. **Medical Dietetics Coordinated Graduate program:** Students with a bachelor's degree in a field other than a coordinated program in dietetics or a didactics degree in dietetics may complete a three-year program culminating in a master degree. Graduates of this program also qualify to take the exam required to become a Registered Dietitian. These students apply to the undergraduate professional Medical Dietetics program and complete one year of undergraduate coursework. They then apply to OSU's Graduate School where they complete the final two years at the graduate level. For more information please visit: http://medicine.osu.edu/hrs/grad_programs/pages/index.aspx.

3. **Masters of Science – Dietetic Internship:** This two-year combined masters and dietetic internship program is designed for students who have received a baccalaureate degree (BS) that meets the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics Academic Requirements. Students must have a Commission on Dietetic Registration didactic verification statement to enter the program. Graduates of the program receive a Masters of Science and are eligible to sit for the RD examination. Our graduates are prepared to think critically and engage in ethical decision-making, provide leadership, manage a variety of environments, function as active multidisciplinary team members, and continue professional development throughout life. For more information please visit:
<http://medicine.osu.edu/hrs/md/future-students/pages/index.aspx>

4. **Medical Laboratory Science Coordinated Graduate program:** Students with a bachelor’s degree in a field other than Medical Laboratory Sciences may complete a three-year program culminating in a masters degree. Graduates of this program are able to be certified as Medical Laboratory Scientists by the American Society of Clinical Pathology – MLS (ASCP). These students apply to the undergraduate professional Medical Laboratory Science program and complete one year of undergraduate coursework. They then apply to OSU’s Graduate School where they complete the final two years at the graduate level. For more information please visit:
http://medicine.osu.edu/hrs/grad_programs/pages/index.aspx.

1.4 Program Contact Information

The SHRS MS program has approximately 75 graduate students, many of whom are part time. The students represent all disciplines of the School and include other related health professionals (e.g. Dental Hygiene and Nursing).

The SHRS Graduate Office is open to faculty, staff and students from 8 am to 5 pm weekdays. Materials and forms are available on the program’s website at http://medicine.osu.edu/hrs/grad_programs/current-students/pages/index.aspx under “Current Students.” Assistance is readily available by contacting:

Ashley McCabe, MSED
Graduate Program Manager
mccabe.220@osu.edu
614-292-1706

Dr. Mandy Agnew, PhD
Graduate Studies Chair
agnew.17@osu.edu
614-366-2005

The Graduate Program Manager is available to assist with graduation requirements, submission of forms to the Graduate School, completion of GA contracts and general questions about the graduate programs in the School. The Graduate Studies Chair provides oversight to the SHRS MS program, including admissions, curricular review, mentorship of MS advisors, the evaluation of student progress and implementation of disciplinary procedures such as academic warnings and dismissal from the program.

1.5 SHRS Graduate Faculty

Graduate students pursuing a master degree must have a faculty advisor whom is recognized as a graduate level faculty member at OSU in SHRS. The SHRS graduate faculty is comprised of faculty recognized by the graduate school by M or P status. Faculty must apply to be members of the SHRS master program using the *Application for M Faculty Status* and be approved by the Graduate Studies Committee. To serve as a primary advisor to a SHRS MS student, the faculty member must meet the following criteria:

- Hold M or P status in the Graduate School
- Apply to and be admitted as a graduate faculty member in the MS Allied Medicine Program
- Have a primary appointment in the School of Health and Rehabilitation Sciences

– or –

For faculty whose primary appointment is not in the school, a formal request will be made to the Graduate Studies Committee using the Application for HRS Faculty Status.

- Maintain good standing as a SHRS MS Graduate Faculty Member
-

2. Description of the Masters of Science

2.1 General Information

The Masters of Science program offered by the School of Health and Rehabilitation Sciences prepares registered, certified, and/or licensed health professionals for expanded roles in research, teaching, administration, and advanced professional practice. The program offers students the opportunity to engage in research and other scholarly activities, to teach, as well as acquire advanced knowledge and specialized skills. A minimum of 30 semester credit hours is required for the program.

With the help of a faculty advisor, each student designs a program relevant to his or her long range professional goals. Each student should select an area of emphasis for their degree.

2.2 Core Courses

Within their studies, students will be required to complete nine to ten credit hours of core coursework. The courses and their general purpose are listed below:

1. HTHRHSC 5000 Interdisciplinary Case Management for Working with Underserved Populations; 2 credit hours AU, SPU

An analysis of the management and human resources processes and its application to the health care setting.

2. HTHRHSC 5300 Management Principles and Human Resources for Health Care Professionals; 3 credit hours AU, SP, SU

An analysis of the management and human resources processes and its application to the health care setting.

3. HTHRHSC 6795 Introduction to Graduate Studies; 1 credit hour AU, SP

Each student completes a coherent plan of study, which supports the conferring of a Master of Science degree from the School of Health and Rehabilitation Sciences.

4. HTHRHSC 7250 Teaching in the Health Sciences; 3 credit hours SP

Each student learns the principles and practices of teaching and curriculum development in health professions.

5. HTHRHSC 7300 Management and Leadership in Health Sciences; 3 credit hours AU

In this course each student learns the application of management and leadership principles for the development of administration of allied health departments in the health care system.

6. HTHRHSC 7350 Issues and Policy in Health Sciences; 3 credit hours SP

Allied health professionals must increasingly face many complex issues that affect healthcare. It is crucial for each student to be able to critically examine a broad range of issues and understand various positions and their implications.

7. HTHRHSC 7900 Evidence Based Practice I: Critical Analysis of Measurement and Diagnostic Tests; 1 credit hour AU

Each student is prepared for evidence-based practice, emphasizing best practices in clinical measurements and interpretation of diagnostic reliability, validity, prediction and measures of clinically meaningful change. Students taking HTHRHSC 7900 must also take HTHRHSC 7910. The HTHRHSC 7900/7910 sequence can only satisfy either the CORE requirement or the Research requirement. The sequence cannot be used for both requirements.

8. HTHRHSC 7910 Evidence Based Practice II: Critical Analysis of Intervention Research and Systematic Review; 1 credit hour SP

Each student is prepared for evidence-based practice, emphasizing the processes of critical inquiry and analysis in a multidisciplinary forum. Scientific literature related to intervention research and systematic reviews will be emphasized. Students taking HTHRHSC 7900 must also take HTHRHSC 7910. The HTHRHSC 7900/7910 sequence can only satisfy either the CORE requirement or the Research requirement. The sequence cannot be used for both requirements.

2.3 Research Courses

Students will develop competencies in conducting research and will engage in critical thinking to advance practice within one's professional area or within the health care field. Students are required to complete four to six credit hours of research didactic coursework.

1. AEE 8855 Research Methods and Design; 3 credit hours AU

Overview of different types of quantitative research methods and design, qualitative and mixed methods approaches, and the basics of interpreting statistics and rational research.

2. AEE 8877 Data Collection, Analysis and Interpretation; 3 credit hours SP

Qualitative methods course in measurement, data collection and analysis related to social and behavioral science research.

3. HTHRHSC 7900 Evidence Based Practice I: Critical Analysis of Measurement and Diagnostic Tests; 1 credit hour AU

Each student is prepared for evidence-based practice, emphasizing best practices in clinical measurements and interpretation of diagnostic reliability, validity, prediction and measures of clinically meaningful change. Students taking HTHRHSC 7900 must also take HTHRHSC 7910. The HTHRHSC 7900/7910 sequence can only satisfy either the CORE requirement or the Research requirement. The sequence cannot be used for both requirements.

4. HTHRHSC 7910 Evidence Based Practice II: Critical Analysis of Intervention Research and Systematic Review; 1 credit hour SP

Each student is prepared for evidence-based practice, emphasizing the processes of critical inquiry and analysis in a multidisciplinary forum. Scientific literature related to intervention research and systematic reviews will be emphasized. Students taking HTHRHSC 7900 must also take HTHRHSC 7910. The HTHRHSC 7900/7910 sequence can only satisfy either the CORE requirement or the Research requirement. The sequence cannot be used for both requirements.

5. PSYCH 6810 Statistical Methods in Psychology I; 4 credit hours AU

Basic concepts of descriptive and inferential statistics; includes estimation, hypothesis testing, non-parametric techniques, and analysis of variance.

6. PSYCH 6811 Statistical Methods in Psychology II; 4 credit hours SP

Simple linear regression and correlation, multiple linear regression, interactions; introduction to other related methods such as nonlinear regression and random effects models.

7. STAT 5301 Intermediate Data Analysis I; 4 credit hours AU, SP

The first course in a two-semester non-calculus sequence in data analysis covering descriptive statistics, design of experiments, probability, statistical inference, one-sample t, goodness of fit, two sample problem, and one-way ANOVA.

8. STAT 5302 Intermediate Data Analysis II; 4 credit hours AU, SP

The second course in a two-semester sequence in data analysis covering simple linear regression (inference, model diagnostics), multiple regression models, variable selection, model selection, two-way ANOVA, mixed effects model.

9. PUBHBIO 6210 Design and Analysis of Studies in the Health Sciences I; 4 credit hours

Theory and application of basic statistical concepts for design of studies in health sciences, integrated with statistical software applications.

10. PUBHBIO 6211 Design and Analysis of Studies in the Health Sciences II; 3 credit hours

A second course in applied biostatistical methods with an emphasis on regression methods commonly used in the health sciences. The focus is on linear regression and ANOVA. Integrated with use of computer statistical packages.

2.4 Cognate Area of Study

The cognate area of study is unique to the individual student as this is the area of emphasis each student will focus on as part of their program of study. Potential cognate areas of study include education, administration, and professional areas of practice including but not limited to clinical nutrition and health informatics. The student with the guidance of their faculty advisor will work together to develop a plan for the cognate area. Students are required to complete a minimum of twelve credit hours of cognate courses.

2.5 Thesis and Non Thesis

A total of four credit hours of thesis or non-thesis research are required. The student completing the thesis option requirement will register for HTHRHSC 7999. The student completing the non-thesis requirement will register for HTHRHSC 7990. Topics for research should correspond to the student's selected area of emphasis.

2.6 Plan of Study Development

The plan of study is developed in collaboration with his/her faculty advisor, using the information about the cognate area as a guide for course selection. During the first semester of study (excluding summer), students must register for HTHRHSC 6795 during which time they will formulate objectives and make a master list of courses that they plan to complete in their programs to meet each area's requirements.

The student and faculty advisor sign this initial plan; however, it may be changed, with approval of the student's faculty advisor, using alternative courses listed in the cognate area's description. Students and faculty advisors will annually monitor the progress of the plan to ensure that required courses and number of credit hours will meet the final degree requirements. Guidelines to consider when developing the plan of study are:

1. Students must register for the required core courses.
2. Prerequisites to graduate courses often can be waived, so students should not assume that they are ineligible to take certain courses. Students should contact the instructors of courses for this information.
3. All courses numbered 7990 and 7999 carry approved S/U grades.
4. A minimum of 30 graduate credit hours is required to earn a master degree. Eighty (80) percent of those required credit hours must be completed at this university over a period of at least two semesters.
5. A maximum of 7 hours of graduate credits taken prior to admission in the SHRS MS program may be transferred into the program and count as credits toward the degree. The graduate non-degree transfer credit form can be found on the Graduate School website.
6. All requirements for the MS degree must be completed within five years. Students must petition the Graduate Studies Committee to extend their program.
7. A student must be registered for *at least three credit hours* the semester in which graduation is expected.

2.7 Transfer of Credit

Graduate credit earned at another university may be transferred to this university. The following conditions must be satisfied in order to transfer graduate credit:

1. The graduate credit was earned as a graduate student at an accredited US or international university.
2. The student earned at least a grade of B or S in each course for which credit is to be transferred.
3. The Graduate Studies Chair and the student's faculty advisor approve the transfer. Credits should be transferred at the time the student is admitted but no later than the end of the second semester of enrollment in the Graduate School. A master's degree student must complete 80 percent of the program at Ohio State.

2.7.1 Procedure for Requesting Transfer of Credit

The Graduate Studies Chair along with the student's faculty advisor will evaluate the course(s) proposed for transfer credit; determine whether credit is to be transferred as unassigned general and special credit hours or as credit hours for specific OSU equivalent courses. The Ohio State University equivalent course may be assigned only if the course credit hours to be transferred are no more than two hours less or one hour greater than the OSU equivalent course credit hours.

Coursework designated as General (Gen) on the Transfer Credit Report indicates that the OSU's Transfer Credit Center cannot evaluate the coursework but has determined, that it is college level. College coursework taken at another university will be evaluated as Special (SPL), meaning it is college level but no exact equivalent exists at Ohio State.

The SHRS Graduate Studies Chairperson will complete the transfer credit and approval sections of the "Request for Transfer of Graduate Credit" form located on the graduate school's website, as well as submit the form and copies of official transcripts to the Graduate School for processing.

Transfer credits count in the student's total earned hours but do not count in the student's graduate cumulative point hour ratio. The credit hours and the mark "K" appear on the student's official permanent record.

2.8 Electronic GRADFORMS Process

The Graduate School has moved to using electronic forms. Electronic forms can be found at GRADFORMS.OSU.EDU. To access the electronic forms, students will need to use their OSU login (Name.# and password). The student will initiate the submission of all electronic forms except for the Minors and Interdisciplinary Specializations form. All Graduate School deadlines for the electronic forms will remain the same as they were for the paper forms; however in order to approve the electronic forms by the posted Graduate Schools deadline, all forms need to be completed and submitted online no later than 3 business days prior to the posted Graduate School deadline. The following forms will be available of the Gradforms website:

- Application to Graduate
- Application for Final Examination
- Minors and Interdisciplinary Specializations
- Delay of Final Document
- Committee and Examination Petition

2.9 GRADFORMS Approvers

There are 5 categories of approvers

- Graduate studies chair/coordinator
- Advisor
- Co-advisor
- Committee members (OSU graduate faculty)

External [committee] members

- Approvals can take place in parallel, i.e., all approvals can take place at the same time.
- Email notification of a form submission (with a link to that form) is sent to all approvers.
- A list of forms awaiting approval can be viewed by logging into GRADFORMS.OSU.EDU. (Not available to external members.)
- Forms do not appear on the Graduate School’s worklist until all approvals have occurred.

Approvers by Form

	Graduate Studies Chair/Graduate Program Manager	Advisor	Committee Members (OSU Graduate Faculty)	External Committee Members
App for Candidacy	X	X		
App to Graduate	X	X		
App for Final Examination	X	X	X	
Report on Candidacy		X	X	X
Report on Final Exam		X	X	X
Report on Final Document		X	X	X
Specializations	Initiator			
Minors & GIS	Minor/GIS Department			
Committee & Examination Petition	X	X		

Delay of Final Document		X		
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2.10 Application to Graduate

The thesis defense occurs after submitting the electronic Application to Graduate form and during the semester or summer session in which the student plans to graduate. The Application to Graduate form can be found at GRADFORMS.OSU.EDU. The form must be submitted online no later than to the than 3 business days prior to the posted Graduate School deadline. The Graduate School’s deadline is no later than the 3rd Friday of the semester (or third Friday of May session for summer session commencement) in which graduation is expected. The application is valid for that semester or summer session only. A student must be registered for at least three graduate credit hours during the semester or summer session of graduation.

Submitting the Application to Graduate form indicates the student is expected to complete all degree requirements that semester or summer session. The form must be initiated by the student. The faculty advisor and the Graduate Studies Committee Chair are required to approve the form. The degree plan the student is pursuing and the proposed masters thesis defense committee members must be listed on the form.

2.11 MS/PhD Program

Entry into the Health and Rehabilitation Sciences PhD program in the School of Health and Rehabilitation Science requires a master degree. In some cases, students for whom the PhD is the intended and appropriate degree may not have a master degree in any field at the time of application. Students in this situation will be encouraged to work with a potential PhD advisor to find an existing cognate area in the SHRS program to serve as a vehicle for earning the MS along the way to the PhD. All existing MS cognate areas can serve as a pre-PhD pathway. The purpose of the Pre-PhD pathway is to provide a flexible vehicle for attaining the MS along the way to the PhD, with coursework and learning activities tailored specifically for the work required for success in the PhD.

3. Thesis and Non Thesis Options

3.1 Thesis Option

There are two master degree program plans: thesis and non-thesis, both marking the culmination of the student’s learning and representing a substantial effort by the student. The thesis is to be comprehensive, scientifically valid, and appropriately presented research work, while meeting the standards of SHRS and the graduation school.

3.1.1 Guidelines

The student should discuss possible areas of study with his/her faculty advisor early in the course of study. The faculty advisor often becomes the student's thesis advisor, but this may not always be the case. Switching advisors should be considered when the topic of interest is outside the faculty advisor's expertise. Students should expect to conduct research in a faculty member's area of interest. Specific interest areas of students may not have a faculty advisor available.

When the student plans to begin a literature search on the topic of interest, he or she will register for independent study credit (HTHRHS 7993). The faculty advisor and student should decide the outcome of this independent study, which may vary based upon allotted time and development of the thesis topic. A typical outcome of this first semester's work on the thesis might be:

1. A concept paper. It articulates the research problem, gives a concise background to that problem and defines the proposed research objectives. The goal of this paper is to narrow the scope of the student's research and to define the research objectives, i.e. give the student a direction for his/her research project.
2. Draft of Review of Literature: When the student has a research focus and proposed research objectives, he or she may begin by reading and synthesizing the literature. (This focus for an independent study may be recommended for students who have selected research questions or for students who have identified a topic but do not know the literature well enough to begin to conceptualize research objectives.)

3.1.2 Selection of Thesis Committee Members

The MS student and faculty advisor will mutually decide on faculty to ask to serve on the Project Committee. Selection of members of the committee will be based on their expertise as it relates to the thesis topic; the goal is that these members provide support and advice to develop the thesis into a sound and valid research project. The SHRS MS graduate program requires that the committee be comprised of at least 3 OSU graduate faculty, two of which have M or P status within the School of Health and Rehabilitation Sciences (SHRS). One of the two would be the student's faculty advisor. The third committee member is required to be from outside the student's discipline and/or division. Non-graduate faculty members (without M or P status) may be appointed to the thesis committee by approval of the Graduate Studies Committee and by petition to the Graduate School. This is only an appointment to the committee not an appointment to M graduate faculty status. A written justification of the expertise to be addressed, accompanied by the person's CV, will be required to support this temporary appointment and must be submitted by using a *Petition to Add an External Committee Member* (under *Committee and Examination Forms*) in GRADFORMS. This single appointment may serve as one of the required three members of the committee. No more than one of the three required committee members can be an external member without M or P status. In order for an external member to be approved, the student must include their current committee in their GRADFORMS petition so the Graduate Studies Chair can make an informed decision. The student will ask the committee members and will proceed with scheduling the meeting once a full committee has been formed. Preliminary work ('steps') can be helpful in articulating the purpose and scope of the study to potential committee members.

Examples of a Valid Committee:

Medical Dietetics M, Radiological Sciences P, lecturer/clinician: [Two HRS + petition (must describe the specifically and explicitly the expertise that this individual will contribute to the project)]

Respiratory Therapy M, Health Sciences M, Psych M: (Two HRS + 1 OSU Grad Faculty)

Health Sciences M, Medical Dietetics P, Health Information Management Systems M: (3 HRS with varied outside perspective)

Example of Invalid Committee:

Medical Dietetics P, Psych M, petitioned lecturer/clinician: (One HRS + two petitions)

Athletic Training M, petitioned lecturer, petitioned clinician: (One HRS + two petitions)

3.1.3 Thesis Proposal

The first 3 chapters of the thesis constitute the Thesis Proposal. The proposal defines the problem, justifies the study and explains in detail the methods to be employed. The student and advisor will collectively determine the parameters of the writing process including a tentative timeline, and how and when feedback on the drafts will be given. Students may wish to utilize the Center for the Study and Teaching of Writing while preparing the thesis draft (<http://cstw.osu.edu/writingcenter>). It has been especially useful for students whom English is a second language.

3.1.4 Thesis Proposal Meeting

The thesis proposal must be approved prior to initiating the study. The student must distribute the draft of the proposal (first 3 chapters of the thesis) at least one week prior to the thesis proposal meeting, and in the preferred format (electronic or hard copy). For the meeting, the student will prepare and give a presentation based on the Thesis Proposal Document (background statement, purpose, research questions, and intended methodology). Each committee member will ask questions and provide feedback on the draft proposal with the purpose of shaping the project into a rigorous scientific study. The student may expect questions and/or suggestions about experimental design, methods, written and oral presentation of material and scope and direction of the study relative to the literature/field of study. Once the discussion has ended, the committee may hold a discussion with or without the student present to decide the outcome of the proposal meeting. The committee will have 3 choices: Approve the thesis proposal with any needed modifications identified during the meeting; Table or defer the decision pending revision of the current thesis proposal; or Deny the thesis proposal. Denial of a thesis proposal is rare but may be required if any of the following occur:

- the scope, direction, methodology lacks scientific rationale

- the proposal duplicates published studies
- the approach raises concerns of responsible conduct of research

If a thesis proposal is denied by the committee, the student may not use this proposal for the thesis work and must develop a new thesis proposal.

If a thesis proposal is tabled, the student will be asked to address all concerns and suggestions in the revised proposal. Another thesis proposal meeting will be scheduled once the advisor deems the document ready for committee review. The student will consult with the Thesis Committee to identify if and when they will need a revised written document. A tabled proposal is highly unlikely if the student and faculty advisor work together to provide the committee with a sound idea, that is well-thought out and the first 3 chapters are well-written and complete.

A vote for approval or denial of the thesis proposal will be conveyed on the SHRS Approval of Thesis/Non-Thesis Project Proposal Form (Appendix – Figure 1). The form can be found on HRS's website at the following link: <https://hrs.osu.edu/-/media/files/hrs/academics/graduate-programs/ms-in-health-and-rehabilitation-sciences/helpful-resources/ms-thesis-and-non-thesis-project-proposal-form.pdf?la=en&hash=F50103D0812DC3BBF08C9E2899E142E9CFB8B99A>. Each member of the thesis committee will sign the form indicating their decision to approve or deny the proposal. The form must be submitted to the Graduate Advisor within 48 hours of the thesis committee decision.

3.1.5 Thesis Work

Once the proposal is approved, the student may proceed with the steps necessary to conduct the study. If IRB approval exists for the study, then the study may begin. If IRB approval has not yet been secured, this will be the next step. Students implement the study and collect data independently. The faculty advisor and committee members are available for consultation, but it is the responsibility of the student to inform the committee regarding issues or problems and need for consultation. Major changes in the design need to be reviewed and approved by the faculty advisor and, when substantial, by the entire committee. After data are collected and preliminary data analyses are conducted, a committee data meeting with the meeting is encouraged. During thesis completion, the student is expected to register for thesis credits if he or she is using the university's resources, including faculty consultation. Completion of the study and data analysis will be followed by writing the results and discussion under close supervision by the faculty advisor and the committee.

3.1.6 Thesis Format

The thesis format will be determined in consultation with the faculty advisor.

- Option 1: One is the typical thesis format, using chapter 4 for the results and chapter 5 for the discussion.

- Option 2: An alternate format is to write a journal manuscript as the 4th chapter. The benefit of preparing a manuscript for Chapter 4 is to facilitate submission for publication. Chapter 5 using this format includes both the results and discussion.

Examples of both of these formats are available through the Graduate Advisor. The thesis should follow one of the publication style manuals, e.g. APA or AMA. The thesis must conform to the Graduate School Guidelines (<http://www.gradsch.ohio-state.edu/dissertations-and-theses.html>).

3.1.7 Thesis Preparation

Once a thesis format has been selected, the student and advisor will work closely together as the written document is prepared. The student and faculty advisor will also discuss an anticipated semester or summer session when the thesis will be completed so that the necessary forms can be submitted to the graduate school. Once a complete, near-final draft is available, the student will schedule the thesis defense by coordinating with each thesis committee member in the same manner as occurred for the proposal meeting.

3.1.8 Thesis Defense

The written submission of the thesis as well as the oral defense of the thesis will serve as the masters examination and the Thesis Committee is responsible for conducting the defense. The faculty advisor serves as chair of the Thesis Committee and examination. All members of the Thesis Committee must be present during the entire examination and are expected to participate fully in questioning during the course of the examination and in the discussion and decision on the result. The Thesis Committee will meet for a 2 hour oral defense of the thesis.

After the defense date has been set, a copy of the complete thesis must be provided to each committee member in their desired format – hard copy, electronic copy or both – at least two weeks in advance of the meeting. By graduate school rule, the Thesis Committee must approve that the thesis draft is sufficient to proceed to oral defense. This approval must occur well in advance of the scheduled oral defense.

The defense will be comprised of an oral presentation and defense of the thesis project. The oral presentation should be approximately 15 to 20 minutes and allowing more than one and half hours for the questioning by the committee members. The presentation should demonstrate the design of the study, the outcome measures, results and conclusions. Each committee member will ask questions. The graduate school specifies that the questions need not be confined to the thesis topic; the student should expect questions ranging from theories of health and rehabilitation sciences, to rationale of the thesis, to specific details of the work.

At the conclusion of the oral defense, the student will leave the room while the Thesis Committee discusses the quality and sufficiency of the student's oral defense of the thesis. The committee will have two choices to be designated on the Masters Examination Report: satisfactory or unsatisfactory. When

the vote of the Thesis Committee is unsatisfactory, the committee must decide whether the student will be permitted to take a second masters examination which includes the written thesis and the oral defense. This decision must be reported on the Masters Examination Report form to the Graduate School. The Masters Examination Report will be made available electronically to the committee. The committee members will have to log into GRADFORMS.OSU.EDU website to retrieve the Masters Examination Report. External committee members MUST use the link supplied to them in the email provided by the Graduate School. The email link sent to external committee members is only valid for 14 days. Each committee member and external member will need to log in separately to complete the report form. If a second thesis defense is held, the thesis committee must be the same as the original one, unless a substitution is approved by the Graduate School. A student who fails the thesis defense twice is not permitted to take another defense or examination.

Prior to the committee members signing the thesis approval form, all requested changes to the thesis document must be incorporated. The formatting of the document must conform to the thesis formatting guidelines established by the Graduate School. The committee members may defer approval of revisions before signing the report. The thesis approval form and Masters Examination Report form must be completed scored electronically through the GRADFORMS.OSU.EDU website by the published deadlines for the semester or summer session of graduation by the student.

3.1.9 Submission

The final, approved thesis must be submitted to the Graduate School by the published deadline for the semester or summer session of graduation. The final thesis must be submitted electronically as a PDF document to OhioLink, the Ohio Library and Information Network (<https://etdadmin.ohiolink.edu/>).

3.1.10 Publication

Most faculty advisors will expect their advisees to prepare and submit their thesis work for publication. The student and faculty advisor will mutually identify the best journal for publication and discuss whether or how other committee members might also contribute as authors to the manuscript. Please note that if the student does not participate in the publication of the manuscript within 6 months of graduating, the faculty advisor's reserves the right to submit the work for publication as first author. Any publications the student wishes to develop from the thesis research must be in consultation with the faculty advisor.

3.2 Non-Thesis

The non-thesis is the culmination of the student's learning and represents a substantial effort by the student. The project is to be comprehensive, scientific, valid, and appropriately presented, while meeting the standards of SHRS and the Graduate School. Examples of appropriate projects include but are not limited to: 1) development of a management or educational program 2) systems design or 3) clinical practice guidelines.

3.2.1 Guidelines

The student should discuss possible areas of study with his/her faculty advisor early in the course of study. The faculty advisor should encourage the student to pursue the potential topic for a project. Switching faculty advisors should be considered when the topic of interest is outside the faculty advisor's expertise. The primary faculty advisor for the project must have an M or P status in SHRS. Please refer to the MS Student Handbook Policy 1.5.

When the student begins a literature search on the topic of interest to develop the initial sections of the document (Concept paper and Review of Literature – for other sections see Outline in Part III), he or she will register for independent study credit, such as, HTHRHSC 7993. The faculty advisor and student should decide the outcome of this independent study. The first sections are described below:

- 1) Concept paper: This paper is 5-6 pages in length. It articulates the project, gives a concise background to that problem supported by available literature and defines the proposed objectives. The goal of this paper is to narrow the scope of the student's project and to define the project objectives, i.e. give the student a direction for his/her project.

and

- 2) Review of Literature: When the student has a project focus and proposed project objectives, he or she may begin by spending the term reading and synthesizing the literature. The student will produce a draft of his/her literature review. This focus for an independent study is recommended for students who have selected project topics or for students who have identified a topic but do not know the literature well enough to begin to conceptualize project objectives.

3.2.2 Selection of the Non-Thesis Project Committee Members

The MS student and faculty advisor will mutually decide on faculty to ask to serve on the Project Committee. Selection of members of the committee will be based on their expertise as it relates to the thesis topic; the goal is that these members provide support and advice to develop the thesis into a sound and valid research project. The SHRS MS graduate program requires that the committee be comprised of at least 3 OSU graduate faculty, two of which have M or P status within the School of Health and Rehabilitation Sciences (SHRS). One of the two would be the student's faculty advisor. The third committee member is required to be from outside the student's discipline and/or division. Non-graduate faculty members (without M or P status) may be appointed to the thesis committee by approval of the Graduate Studies Committee and by petition to the Graduate School. This is only an appointment to the committee not an appointment to M graduate faculty status. A written justification of the expertise to be addressed, accompanied by the person's CV, will be required to support this temporary appointment and must be submitted by using a *Petition to Add an External Committee Member* (under *Committee and Examination Forms*) in GRADFORMS. This single appointment may serve as one of the required three members of the committee. No more than one of the three required committee members can be an external member without M or P status. In order for an external member to be approved, the student must include their current committee in their GRADFORMS petition so the Graduate Studies Chair can make an informed decision. The student will ask the committee members and will proceed with scheduling the meeting once a full committee has been

formed. Preliminary work ('steps') can be helpful in articulating the purpose and scope of the study to potential committee members.

3.2.3 Project Proposal

The next step is to prepare a preliminary draft of the project proposal. During the period the proposal is written, the student must be registered for HTHRHSC 7990 or HTHRHSC 7993. The faculty advisor will determine the number of credit hours that are appropriate. The proposal draft should include: Introduction, Literature Review, and Steps of Implementation. The student and the faculty advisor will determine how and when feedback on the drafts will be given. Some faculty advisors may prefer to read the finished proposal while others may want to read, provide feedback and finalize each section in succession. The faculty advisor will determine how polished the draft must be in order to proceed with scheduling project proposal meeting.

3.2.4 Project Proposal Meeting

Distribution of the draft of the proposal must occur well ahead of the project proposal meeting. The student should poll the committee members to determine how far in advance of the meeting they will need the document. The proposal will be given to the committee no earlier than 1 week prior to the meeting date and within 5 days of the meeting. The student will also need to determine the preferred type of document each committee member needs - electronic copy, hard copy or both – and provide those on time.

For the meeting, the student will prepare and give a presentation based on the project proposal. Each committee member will ask questions and provide feedback on the project proposal. Expect questions and/or suggestions about design, methods, written and oral presentation of material and scope and direction of the project relative to the literature/field of study. Once the discussion has ended, the committee may hold a discussion with or without the student present. The committee will have 3 choices: Approve the project proposal with any needed modifications identified during the meeting; Table the decision pending revision of the current project proposal; or Deny the project proposal. Denial of a proposal may be required if any of the following occur:

- the scope, direction, methodology lacks scientific rationale
- the proposal duplicates published studies
- the project raises concerns of appropriate focus and rigor

If a project proposal is denied by the committee, the student may not use this proposal for the project work and must develop a new project proposal.

If a project proposal is tabled, the student will be asked to address all concerns and suggestions in the revised proposal. Another project proposal meeting will be scheduled once the faculty advisor deems the document ready for committee review. The student will consult with the project committee to identify if and when they will need a revised written document. A tabled proposal is

highly unlikely if the student and faculty advisor work together to provide the committee with a sound idea, that is well-thought out and the proposal is well-written. The project proposal must be approved prior to implementation of the project plan.

3.2.5 Project Completion

Once the proposal is approved, the student may proceed with the steps necessary to conduct the project. If IRB approval is required for the project and has not yet been secured, this will be the next step. If IRB approval exists, the project may begin. Students implement the project independently. The faculty advisor and committee members are available for consultation, but it is the responsibility of the student to inform the committee regarding issues or problems and need for consultation. Major changes in the design need to be reviewed and approved by the faculty advisor and, when substantial, by the entire committee. During project development, implementation and evaluation, the student is expected to register for course credits if he or she is using the university's resources, including faculty consultation. Completion of the project will be followed by writing the outcomes and discussion under close supervision by the faculty advisor. A dissemination plan should be discussed which is appropriated based on the focus of the project.

3.2.6 Oral Project Examination

For students using a project option, written submission of the project as well as the oral defense of the project will serve as the project examination and the project committee is responsible for conducting the examination. The faculty advisor serves as chair of the project committee and examination. All members of the project committee must be present during the entire examination and are expected to participate fully in questioning during the course of the examination and in the discussion and decision on the result. The project committee will meet for a 2 hour oral examination of the project.

After the examination date has been set, a copy of the complete project must be provided to each committee member in their desired format – hard copy, electronic copy or both – no earlier than 2 weeks and no later than 7 days in advance of the meeting. The student should confirm with each committee member whether they will require the project document 7 or 14 days in advance in their desired format. The project draft must be approved by the masters project committee before the student performs the oral examination.

The examination will be comprised of an oral presentation of the project. The student may be able to build the presentation by adding onto the computerized presentation used for the proposal meeting. The oral presentation should be approximately 20 - 30 minutes and allowing more than one and half hours for the questioning by the committee members. Each committee member will ask questions. At the conclusion of the examination, the student will leave the room while the committee discusses the quality. The committee will have two choices: satisfactory or unsatisfactory. If the examination is judged satisfactory, the faculty advisor and committee members sign the Master Examination Report form which is required by the Graduate School. If the committee judges the oral project examination as

unsatisfactory, the committee must decide if the student is permitted to take a second examination.

3.2.7 Oral Examination Guidelines

Any exceptions to the examination procedure must be submitted by the student's faculty advisor to the School's Graduate Studies Committee prior to their implementation.

Rationale for exceptions includes accreditation standards of the profession and requirements to practice in the professional specialty. The examination must take place seven days before the examination approval form for graduation that semester/session is due to the graduate school.

3.2.8 Required Project Outline (minimum)

- I. Introduction (Concept Paper)
- II. Literature Review
- III. Steps for Implementation
- IV. Result or Outcomes
- V. Evaluation of the Project

3.3 Non-Thesis Checklist

School of Health and Rehabilitation Sciences Non-Thesis (Plan B) Checklist

- _____ The student should discuss possible topics with his/her faculty advisor. The student will need to register for an independent study HTHRHSC 7993.
- _____ The student will prepare a preliminary draft of the project proposal. During the period the proposal is written, the student must be registered for HTHRHSC 7990.
- _____ The faculty advisor and the student will develop a timeline to determine when feedback on the draft will be given.
- _____ The student and the faculty advisor should identify project committee members.
- _____ The student will need to complete the Committee Exam Petition form to add a non-graduate faculty member to the committee. The petition form must be approved by the Graduate Studies Committee.
- _____ The student will work with the full committee to schedule a project proposal meeting.
- _____ The student will prepare a presentation of the project proposal. The proposal will need to be handed out to the committee no earlier than 2 weeks and no later than 5 days before the proposal meeting.
- _____ Begin project once IRB approval (if necessary) has been obtained.
- _____ The student and the committee will set the examination date.
- _____ The student will provide all committee members with the completed project document no earlier than 2 weeks or later than 7 days before the scheduled exam.
- _____ The student will submit the original Masters Examination Report form to the Graduate School. A copy will need to be submitted to the Graduate Advisor.
- _____ Submit a copy of the final Plan B project to the SHRS Student Services Office.

4. Graduation Requirements

A student graduation checklist, including deadlines, can be found on the Graduate School webpage at <http://www.gradsch.ohio-state.edu/forms-guidelines-and-policy1.html>.

To ensure graduation, students should be aware of the following:

- Submit an “Application to Graduate” form to the Graduate School *no later than the 3rd Friday of the semester* in which graduation is expected. Students planning to graduate in summer semester must submit their application to graduate by the 3rd Friday of May. The application is valid for that semester only. The link to the form can be found on the SHRS MS webpage at http://medicine.osu.edu/hrs/grad_programs/current-students/pages/index.aspx under “Current Students”. The completed form needs to be submitted to the Graduate Advisor. The Graduate Advisor will submit the signed forms to the Graduate School.

Submitting this application indicates that the student expects to complete all degree requirements that semester. The form must be signed by the student, the faculty advisor, and the SHRS Graduate Studies Chair. The degree plan the student is pursuing and the proposed Masters Examination Committee members must be listed on the form.

- A student who does not meet the published graduation deadlines but who does complete all degree requirements by the last business day prior to the first day of classes for the following semester may graduate the following semester without registering or paying fees. This would be considered the “End of Term” option.
- Registration for at least three credit hours is required during the semester in which graduation is accepted.
- Completion of a minimum of 30 graduate credit hours, with at least 80% of those credit hours completed at this university. Individual programs may have greater requirements.
- Student must have a graduate cumulative point hour ratio of at least 3.0.

4.1 Master Degree Graduation Checklist

<https://gradsch.osu.edu/completing-your-degree/final-semester/final-semester-procedures-and-timelines>

4.2 Application to Graduate

<https://gradforms.osu.edu>

Section II – Policy

1. Student Policy

1.1 Student Code of Ethics

Established by the School of Health and Rehabilitation Sciences' Student Services Committee and Student Council;

WHEREAS: Guidelines for acceptable professional and personal behavior for all students enrolled in the School of Health and Rehabilitation Sciences at The Ohio State University should be available to each student, and,

WHEREAS: Preparation of the student for future professional and personal conduct is part of the obligation of the educational process, and,

WHEREAS: The development of proper professional and personal behavior is necessary to perpetuate acceptable professional conduct required of the health professions, and,

WHEREAS: The development and improvement of health care can be fostered through the coordinated efforts of interdisciplinary health professional groups,

BE IT RESOLVED: That all enrolled students and faculty members of the School of Health and Rehabilitation Sciences of The Ohio State University shall abide by the principles encompassed by description or implication in this Code of Ethics.

1. The human dignity of each individual with whom the student associates should be respected, with primary concern being directed toward the welfare of the patient. In entering the health professions, the student assumes definite responsibilities toward his or her associates and commits him or herself to the upholding of professional ideals.
2. The student should respect the confidentiality of all privileged information and should voluntarily share such information only when it serves the welfare of the patient or fellow student.

3. Improper professional conduct is not to be condoned. Information concerning improper, illegal, or unethical conduct of fellow students or faculty should be given to the appropriate authority without fear or favor.
4. Each student should strive to improve and maintain acceptable standards of professional practice by continuing his or her intellectual and professional growth.
5. Each student should strive to uphold the dignity and respect of his or her chosen profession by his or her dress, personal appearance, conduct and conversation.
6. Each student should avoid the indiscriminate or overindulgent use of alcohol, tobacco, drugs, medications, and other similar items that may adversely affect the student's health or ability to function with adequate reason and judgment.
7. Each student should conduct his or her personal activities so that no patient is endangered by them, and so that no interference with the normal procedures of the medical complex occurs.

1.2 Professional Behavior

Professionals have a moral responsibility to themselves, to their patients, to their associates, and to the institution with which they are affiliated, to provide the best service possible.

Personal ethics require certain inherent elements of character that include honesty, loyalty, understanding, and the ability to respect the rights and dignity of others. Personal ethics require conscientious preparation during one's academic years for eventual professional duties and responsibilities. A continuation of the development of professional efficiency should be accomplished by observation, study, and investigation during one's entire professional life.

Strength of character should enable one to rise above prejudice in regards to race, creed, or economic status in the interest of better professional service.

To maintain optimum professional performance, one should be personally responsible for maintaining proper physical and moral fitness.

Finally, it must be realized that no action of the individual can be entirely separated from the reputation of the individual or of his or her profession. Therefore, a serious and primary obligation of the individual is to uphold the dignity and honor of his or her chosen profession by thoughts, words and actions.

2. Admissions Policy

2.1 SHRS Admission Criteria

The MS graduate program upholds the general admission criteria of the Graduate School. The program is open to applicants who have a baccalaureate degree in a health profession from an accredited institution, as well as, certification or registration in one of the health professions. The coordinated

graduate programs are an exception to this policy and accept students with a bachelor's degree. Applicants to the coordinated graduate programs must meet admission criteria to the Graduate School and are also reviewed by the MS graduate committee at the time of application to the professional program and at the time of application to the graduate program. Applicants with a non-health background may also be considered if clear academic and professional goals have been established prior to applying to the program. International health professionals are eligible to apply to the program. However, the ability to practice a health profession after completing the degree varies from state to state.

2.2 Admission Requirements

Applicants must submit documentation that demonstrates fulfillment of the following admission criteria:

1. An earned baccalaureate or professional degree from an accredited higher education institution or the foreign equivalent by the expected date for entry.
2. A minimum of a 3.0 cumulative point-hour ratio on the 4.00 scale in all previous undergraduate courses. Graduate Admissions determines the GPA and scale for foreign applicants. Official transcripts, excluding OSU transcripts, need to be sent from each undergraduate institution the applicant has attended. International applicants will need to provide official undergraduate transcripts translated into English.
3. Competitive official results from the General Graduate Record Examination. Competitive applicants should have a minimum combined quantitative and verbal GRE scores in the 33rd percentile with a writing scores of a 3.5.
4. A minimum of a 3.30 cumulative point-hour on the 4.00 scale in all previous relevant graduate coursework.
5. Applicants must submit a current resume. The resume should include the following information:
 - a. Undergraduate education
 - b. Post-baccalaureate course
 - c. Work experience
 - d. Community Service
6. Applicants must submit a statement of intent. The statement of intent must address the following:
 - a. Why do you want to complete a MS degree in Health and Rehabilitation Science?

- b. What are the most important experiences that have helped to prepare you for graduate study?
 - c. Where do you see your career in 5-8 years?
 - d. What are your strengths and weaknesses? How will the graduate program in Health and Rehabilitation Sciences allow you to utilize your strengths and assist you to address your weaknesses?
 - e. Include any unique accomplishments and/or contributions that you have made that were not captured in any of your other admission materials.
7. Three letters of recommendation, including the graduate reference forms. For applicants with five or more years post baccalaureate as well as work force experience must submit an additional recommendation letter and reference form (a total of four recommendation letters and four reference forms) outlining the impact of an MS degree on an applicant's career.
8. International applicants seeking a non-immigrant visa are required to submit to the Graduate Admissions Office the following before their admission will officially change. This is only done if the program recommends you for admission.
- a. Affidavit of support and confidential bank statement indicating that financial resources are available to meet the cost of graduate education.
 - b. Proof of English proficiency. This applies to any applicant whose native language is not English and who had not received a bachelor's degree or higher in a native English-speaking country. Official results from the TOEFL must be submitted. A minimum score of 213 on the computer-based test or 79 on the internet based test is required.

2.3 Required Supplemental Admission Materials

The statement of intent should explain the applicant's goals in applying for graduate studies in the School of Health and Rehabilitation Sciences. This statement should include a summary of the applicant's relevant educational, professional and research experiences, as well as the applicant's career and professional goals. The statement will be reviewed for the quality of writing and to determine if the applicant's stated goals are in line with the program's purpose and scope.

The recommendation letters and corresponding reference forms should be completed by individuals who can attest to the applicant's strengths as a clinician and a scholar. Such individuals can be the applicant's current/past professors, clinical instructors or employer. Areas of discussion can include but are not limited to, personal and professional development and follow through, work ethic, interpersonal skills, maturity and attitude toward learning and critical thinking. Together, the three recommendations should discuss the impact of the MS degree on the applicant's career. Each letter should be addressed to the SHRS Graduate Studies Chairperson.

2.4 Selection of Graduate Faculty Advisor

The Graduate Advisor in collaboration with the MS Graduate Studies Committee Chairperson assigns each admitted student with an SHRS graduate faculty advisor. The faculty advisor will be matched to the student according to the student's discipline, area of emphasis and faculty advising loads. The assigned faculty advisor formally serves as the academic advisor who assists the student in selecting courses and learning experiences. This faculty member may become the student's research advisor; however the student has the option to pursue another HRS graduate faculty advisor that meets his/her research goals. The student should seek a research advisor based on the topic and the student's type of research interests. The student should meet with a potential faculty advisor to clarify that the faculty member's scholarship is appropriate and that the faculty member agrees to be the faculty advisor.

2.5 Graduate Non-Degree Status

Individuals, who do not wish to apply directly into the HRS graduate program, may apply for admission as a graduate non-degree student. On verification of a baccalaureate degree from an accredited institution, graduate non-degree students may register for graduate level courses. Visit gradadmissions.osu.edu/nondegree.html to obtain an application. If a graduate non-degree student later applies and is admitted to a degree granting graduate program at Ohio State, no more than 7 semester hours (or 10 quarter hours) of graduate credit accumulated as a non-degree student can be counted toward the graduate degree. Students who wish to transfer graduate credit to the MS program must complete the Transfer of Graduate Non-Degree Credit form and return it to the HRS Graduate Advisor. Visit <http://www.gradsch.ohio-state.edu/forms-guidelines-and-publications.html> to access the form.

3. Course Registration and Scheduling

Students must assume responsibility for knowing the published policies governing the curricula they intend to pursue as well as the regulations and procedures of the Graduate School and the University. Students should read carefully the Graduate School Handbook and the Course Catalog that can be accessed through the Graduate School URL (<http://www.gradsch.ohio-state.edu/>). The Graduate School handbook describes grading and cumulative grading point systems, and policies and regulations for registration. For class availability, students may access the Master Schedule of Classes. For information about the HRS curriculum, students should call the graduate advisor (614) 292-1706 in the HRS Student Services Office.

Students must schedule courses online through BuckeyeLink. Once registered, a statement of account will be posted on their online account. Students may access web registration to drop courses through the fourth Friday of the semester. Students can not add courses online after the first Friday of the semester. To add or change a course credit hour after the first Friday of the semester, the student must complete a "Course Enrollment Permission" form and turn it into the HRS Student Services Office.

Each faculty advisor assists her students in selecting appropriate classes to schedule (see individual area of emphasis curriculum plans.) Students should follow the rules of the graduate school and/or meet with their faculty advisers when scheduling. Making schedule changes should be done with care. Students who wish to drop courses are advised to make sure their course of study, financial aid status, or status in the program will not be jeopardized.

Continuing students are assessed a \$500 penalty for late *initial* registration (registering after the second Friday of the semester when you have no courses on your schedule.) This does not apply to add/drop transactions, but to the first time you request courses for the semester. There are some additional rules regarding courses added from the waitlist. It is the student's responsibility to be aware of all penalty fees. All tuition and registration dates are found on the Academic Calendar located on the Registrar's website at www.registrar.osu.edu.

If you believe that you have been charged a late fee in error, you may file a petition through the Registrar's Office. You may find the process for completing this petition on the Registrar's website at <http://registrar.osu.edu/FeeTables/MainFeeTables.asp>.

3.1 Course Load Requirements

The student, with the support of his/her faculty advisor determines the number of credit hours to register each semester. A student may not enroll in more than 18 credit hours per semester or eight credit hours for summer session without the permission of their advisor and the Graduate School. The faculty advisor and the student will determine the number of hours in HTHRHS 7999 or HTHRHS 7993; the credit hours of enrollment should reflect the amount of work completed by the student and graduate advisor.

Students who hold at least a 50% Graduate Associate appointment, i.e. Graduate Administrative Associate, Graduate Research Associate, or Graduate Teaching Associate, must register for a minimum of eight graduate credit hours each semester of appointment, except summer semester when the minimum is four credit hours.

Students receiving veteran's benefits must be enrolled for a minimum of six credit hours if attending full-time. Students attending part-time must be enrolled for a minimum of three credit hours.

3.2 Academic Planning and Procedures

New students will be notified of their assigned faculty advisor and will receive information on planning the professional program before or during the first semester of enrollment. Students must have their curriculum plan approved by their faculty advisor by the end of the first enrolled semester.

Each student is responsible for ensuring that all graduation requirements will be completed by the expected semester of graduation. The student should meet regularly with their faculty advisor to

maintain a successful plan for graduation. In addition, the Graduate Advisor will review the student's semester performance to ensure all requirements are met for graduation.

3.3 Adding or Dropping Courses

Adds: Students may add courses to their schedules online through the first Friday of the semester. After the first Friday of the semester, additions to approved schedules require the permission of the instructor and approval of the student's faculty advisor and must be submitted on the Course Enrollment Permission form located on the Graduate School website at http://registrar.osu.edu/students/Course_enroll_form.pdf. After the second Friday of the semester, any addition to approved schedules is by petition to the Graduate School via the Graduate Student Course Petition form located on the Graduate School website at <http://www.gradsch.ohio-state.edu/forms-guidelines-and-publications.html>. Petitions must be approved by the instructor, faculty advisor, and department chair. Petitions are reviewed in the Graduate School and are not always approved. Both the Permission and the Petition forms are available online on the Graduate School website at <http://www.gradsch.ohio-state.edu/forms-guidelines-and-publications.html>.

Drops: Students may drop courses through the fourth week without any enrollment indication appearing on the transcript; from the fifth to the tenth week, a "W" will be entered on the transcript. To drop a class after the 10th week, see section 3.6 Petitioning to Drop a Course or Withdraw from the University After the Tenth Week.

Note: Because Ohio State utilizes a "live" registration mode, it is essential that students register on a timely basis to assure that they give themselves the best chance to schedule any courses outside the School. Students are advised to pay careful attention to the deadlines posted in the Master Schedule of Classes.

3.4 Withdrawing Completely from the University

Students dropping all classes during the semester must notify the SHRS Student Services Office **and** file an official OSU withdrawal with the University's Graduate School Office to avoid being automatically marked as having failed in all courses for the semester. A dated notation "withdrew" is entered on the official permanent record when the student withdraws from the University.

3.5 Petitioning to Drop a Course or Withdraw from the University After the Tenth Week.

Occasionally, *dire extenuating circumstances* such as accidents or serious illness may require a student to withdraw from a single class or all classes past the 10th week. "Withdrawal from any and all courses shall not be permitted after the last day of regularly scheduled classes except when the student experiences a genuine emergency after the regularly scheduled end and prior to sitting for the final examination in a given course or courses." (Faculty Rule 3335-7-32). In this case, the student needs to obtain a "Tenth Week Petition" form from Graduate School. The form should be completed as soon as possible and submitted to the Graduate School. In case the student is incapacitated, a

parent/spouse/guardian, etc. may request the withdrawal. In no case will the petition be approved after a final grade has been posted. The Graduate School will inform the student of the outcome of the petition. Such petitions are generally *not* approved for academic reasons only.

4. Name or Address Change

It is the student's responsibility to inform the SHRS Graduate Office **and** the University Registrar in a timely manner of any changes in name and/or address. Students may make changes to their address information by accessing their Student Center on Buckeye Link. If a student chooses not to have a local address listed, it is extremely important for the student to make arrangements with someone at the permanent address to forward mail and phone messages.

5. Academic Standards

To be in good standing in the Graduate School, a student must maintain a graduate cumulative point hour ratio of 3.00 or better in all graduate credit courses, as well as maintain reasonable progress toward graduate program requirements. Additional information on reasonable progress can be found in section 5.4 the Graduate School handbook at <http://www.gradsch.ohio-state.edu/5.4.html>.

A student, whose graduate cumulative point hour ratio falls below 3.00 after nine graduate credit hours have been attempted, is placed on probation by the Dean of the Graduate School. Further academic action may be taken at the end of the next semester of enrollment on the basis of the student's progress. A graduate student will automatically be dismissed after two semesters on probation unless the Graduate School grants an exception by petition.

A student who raises his/her graduate cumulative point hour ratio to 3.0 or better by the next semester is then removed from probation and placed in good standing by the Dean of the Graduate School.

A student who is on probation and who does not raise the graduate cumulative hour ratio to 3.0 or better at the end of the next semester of enrollment may be dismissed from the University at the discretion of the Graduate School following consultation with the student's Graduate Studies Committee Chairperson.

5.1 Warning, Probation or Dismissal from the University

- **Warning:** A student on probation whose record continues to deteriorate will be warned that dismissal is likely if the record does not improve. Special warnings include performance criteria tailored to the individual student, usually in consultation with the Graduate Studies Committee chair.
- **Probation:** A student whose graduate CPHR falls below 3.0 after nine graduate credit hours have been attempted is placed on probation by the Dean of the Graduate School.

- Dismissal from the University: A student who is on probation and who does not raise the graduate CPHR to 3.0 or better at the end of the next semester or summer session of enrollment in the Graduate School may be dismissed from the University at the discretion of the Graduate School following consultation with the student's Graduate Studies Committee chair. At the end of two consecutive semesters or sessions (including the May session if enrolled) on probation, the student is automatically dismissed from the University unless good standing is achieved. If there are extenuating circumstances, the Graduate Studies Committee may petition the Graduate School for an exception to this policy.

5.2 Enrollment Eligibility

Enrollment eligibility for a student who has not registered in the Graduate School within the preceding two full calendar years will be automatically deactivated. To re-enroll, the student must petition the Graduate Studies Committee for reactivation. If the petition is approved, the Graduate Studies Committee notifies the Graduate School by completing a "Permission to Reactivate Enrollment Eligibility After an Absence of 2+ Years" form which is found on the Graduate School website at <http://www.gradsch.ohio-state.edu/Depo/PDF/Reactivation.pdf>. From this, enrollment eligibility is reactivated.

MS students in the School of Health and Rehabilitation Sciences who want to be reactivated need to complete the following process:

- 1) The student needs to contact their previous faculty advisor to see if they are willing to take the student; if there is not faculty advisor, the Graduate Program Manager will speak with the MS Graduate Studies Committee Chairperson for options.
- 2) Once the student has identified a faculty advisor, the student will need to write a letter to the MS Graduate Studies Committee explaining in detail how they expect to finish their master degree. If the student will exceed the five (5) year time limit, then the student will need to request an extension. In addition to reactivation, the extension will be one (1) year.
- 3) The MS Graduate Studies Committee will review the student's letter.
- 4) Once the committee approves the student's request, then the student will need to complete the Permission to Reactive Enrollment Eligibility form.

5.3 Leave of Absence

The SHRS MS program will follow the Graduate School's policy regarding a Leave of Absence (LOA). The Graduate School's LOA policy can be found in section 9.5 (<http://www.gradsch.osu.edu/9.5-benefits-information.html>) of the Graduate School Handbook.

5.4 Academic Sanctions

According to the Code of Student Conduct (page 3, item number 4), plagiarism is the representation of another's work or ideas as one's own, it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and or the inappropriate unacknowledged use of another person's ideas. Any student found to have engaged, or attempted to engage, in any misconduct, as set forth in section 3335-23-02 of the Code of Student Conduct, will be subject to disciplinary action by the university.

For more information regarding the Code of Student Conduct please visit:

<http://studentaffairs.osu.edu/csc/>

The student may appeal a student conduct violation by following procedures outlined in the Code of Student Conduct at <http://studentconduct.osu.edu/page.asp?id=9>. Students should first contact the instructor; then, if necessary, the MS Graduate Studies Committee Chair and finally, the School's Director.

Section III – Services

1. School Services

1.1 M. Rosita Schiller Scholarship

Students who incur costs with their thesis are encouraged to apply for the M. Rosita Schiller Scholarship. Each year, money is available to assist graduate students with expenditures related to their thesis. These costs must be beyond those for early processing, printing, and copying, e.g. for photocopying and mailing a survey or lab expenses. Students apply in March and the awards are given by the end of April.

1.2 SHRS Alumni Scholarship Award

The SHRS Alumni Scholarship Fund was established June 5, 2009 in order to reward SHRS graduate students who demonstrate academic merit and financial need. Qualified students should exemplify leadership and service to the School of Health and Rehabilitation Sciences and its organizations. Eligible applicants must be enrolled in SHRS for the proceeding academic year (e.g., 2013 applicants must be enrolled for 2013-2014). The application will be used to determine academic merit and leadership and service to SHRS. Financial need will be determined in consultation with the University's Office of Student Financial Aid. Students apply in the Spring and the awards are given by the end of May.

2. Graduate Associates

A graduate student's principle objective is to earn a graduate degree.

Appointment as a Graduate Associate (GA) contributes to that objective by providing an apprenticeship experience along with financial support. This apprenticeship complements formal instruction and gives

the student practical, personal experience that can be gained only by performing instructional, research, or administrative activities. It is expected that GA responsibilities will not interfere with a student's reasonable progress toward completion of the graduate degree.

The three Graduate Associate titles are: Graduate Administrative Associate (GAA), Graduate Research Associate (GRA) and Graduate Teaching Associate (GTA).

2.1 Responsibilities

Specific GA responsibilities are determined by the employing units. These may include teaching classes, recitations, and labs; advising and counseling students; grading papers; gathering and analyzing data; writing reports; and assisting faculty members and administrators.

2.2 Eligibility

To hold a GA appointment, a student must satisfy the following eligibility requirements. The student:

1. Must be pursuing a graduate degree at this university.
2. Must meet minimum Graduate School registration requirements:
 - a. Eight credit hours during each semester a 50% or greater GA appointment is held, except during the summer session, when the minimum is four.
 - b. Four credit hours during each semester for GAs holding a 25% appointment.
3. Must be in good standing in the Graduate School when the appointment or reappointment becomes effective.
4. Must maintain reasonable progress toward a graduate degree. It is the responsibility of the unit's Graduate Studies Committee to determine what constitutes reasonable progress in its degree program.
5. Must certify proficiency in spoken English before assuming GTA duties involving direct student contact (applies only to international non-English speaking graduate students).
6. Must, if enrolled in a bachelor's/master's combined program, hold only a GA appointment that does not involve teaching of other students.

2.3 Appointment

Graduate Assistants are usually appointed for autumn and spring semesters; however, work patterns are determined locally and may vary due to the May session. Summer session GA appointments are sometimes available but usually as separate appointments. There may be instances when an employing

unit needs to fill a one semester or session appointment. A GA may not be appointed for less than one semester or session except under the conditions specified in 9.2 of the Graduate School Handbook.

A majority of the GAs are appointed at 50% time, which is considered to represent an average of 20 hours per week of service. A GA may not hold an appointment for more than 75%, whether as a single appointment or a combination of appointments. Additionally, international students may not be appointed for more than 50 percent time. GAs may be appointed for less than 50% time (partial appointment). Appointments for less than 50 percent time must be approved by the graduate studies committee and the graduate school and will result in only part of the fees being authorized.

Each year this University establishes minimum stipends for GA. The stipend level system varies across the University. Information on stipend levels may be obtained from the Graduate School. Level of responsibility, years of experience, progress toward a graduates degree, and performance as a GA are the most common factors used by employing units to determine stipend levels.

Academic performance, as well as GA performance should be included among the criteria for reappointment.

A GA appointment can be terminated prior to the end of the appointment period for any of the following reasons:

1. The GA is no longer enrolled in the Graduate School.
2. The GA is registered for fewer than the number of credit hours required for a GA appointment.
3. Performance as a GA is determined to be unsatisfactory by the employing unit.
4. The GA graduates.
5. The employing unit has insufficient funds.
6. The GA has unsatisfactory academic performance.

2.4 Outside Work Policy

The MS program will adhere to the Graduate School policy found in item # 21 of the GA contract regarding an outside work policy.

GA Contract, <http://www.gradsch.ohio-state.edu/Depo/PDF/GA2.pdf> states,

21. Additional GA appointments or employment. A GA may not hold an appointment for more than 75 percent FTE, whether as a single appointment or combination of appointments. GAs should consult with their graduate advisors and/or supervisors before engaging in employment outside the university to ensure that these additional commitments would not interfere with their academic progress or GA responsibilities.”

2.5 Leave of Absence Policy

The MS program will adhere to the Graduate School policy found in Appendix E of the Graduate School Handbook regarding a Leave of Absence policy. The Graduate School policy can be found:

<http://www.gradsch.ohio-state.edu/appendix-e.html>.

3. Centralized University Services

3.1 Financial Aid

Financial aid for School of Health and Rehabilitation Science students at Ohio State is administered by the Office of Student Financial Aid, 4th Floor SAS Building. (<http://sfa.osu.edu>). Students with financial needs must be prepared to fill out all application forms by the deadlines listed on the SFA website and become knowledgeable about various sources of financial aid.

3.2 Scholarships and Loans

Graduate students can visit <http://www.gradsch.osu.edu> for information about graduate fellowships or their academic department (division) for graduate appointments. There are several loan programs available to students in the HRS graduate programs. Check the University's Financial Aid website: <http://sfa.osu.edu> for information on loans.

3.3 Students with Disabilities

The Office for Disability Services offers a wide variety of legally mandated services to students with documented disabilities. After reviewing the student's documentation, a counselor will determine appropriate academic services and accommodations, depending on your functional limitations in the academic setting. Your counselor at ODS will train you in accessing the accommodations for which you are eligible. You will then be responsible for requesting most accommodations in a timely manner and for following ODS policies and procedures for accessing accommodations as outlined in this section. Information on this topic is located on their website at www.ods.ohio-state.edu.

3.4 Eligibility for Services

The staff members at Disability Services determine specific services and accommodations. To receive services, each student with a disability must provide appropriate documentation of his/her disability, which must meet set criteria.

3.5 The Student's Responsibilities in Regard to Disabilities

1. It is the student's responsibility to provide written documentation of the diagnosis of the disability. All diagnoses must be confirmed by Disability Services before special arrangements can be made.

2. The student is responsible for all costs related to the diagnosis.
3. The student is strongly encouraged to disclose the disability to each instructor and to make his/her accommodation needs known during the first week of classes. Students are reminded that faculty are under no obligation to provide accommodations for students with disabilities who do not make this need for special accommodation known to them.

3.6 Faculty and The School's Responsibilities in Regard to Disabilities

The faculty is required by law to provide reasonable accommodations to students who provide appropriate documentation of their need for services. It is the responsibility of the faculty to work with Disability Services to ensure that students with disabilities have equal access to quality educational experiences both in the classroom and in clinical settings. The Director of Student Services of the School serves as liaison with the Office for Disability Services for all divisions and programs.

4. Student Resources

4.1 Academic Calendar

The Academic Calendar can be found on the Registrar's Office. The link to the Academic Calendar is <http://registrar.osu.edu/staff/bigcal.asp>.

The Graduate Student Handbook has a list of important academic deadlines. The academic deadlines can be accessed at <http://www.gradsch.ohio-state.edu/appendix-a.html>.

Here is a list of important dates.

Adding Courses:

Open Registration – 1st Friday (AU, SP, SU)

With Instructor Permission – 2nd Friday (AU, SP, SU)

By Petition Only – After 2nd Friday (AU, SP, SU)

Dropping Courses:

Last Day to Drop without a "W" – 4th Friday (AU, SP), 2nd Friday (SU)

Last day to drop without a petition – 10th Friday (AU, SP), 5th Friday (SU)

Petition to Graduate:

Last Day to Petition for Graduation – 3rd Friday (AU, SP, SU)

4.2 Building Resources

Atwell Hall Building Regulations

1. Under the OSU non-smoking policy, **SMOKING IS PROHIBITED IN ALL AREAS INSIDE AND OUTSIDE ATWELL HALL**. Smoking cessation programs are offered through the University Office of Human Resources and also through the Student Health Services Office.
2. Food and drinks are **NOT** permitted in classrooms and laboratories. Students are encouraged to use the building's lobby and vending area in the basement.
3. A faculty or senior staff member must be present for all student meetings held in the building after 5:00 p.m. and on weekends.
4. All signs posted in the School must be approved by the SHRS Office of Student Services.
5. Student organizations need to secure permission from the SHRS Office of Student Services before scheduling a fundraiser in the building.
6. Any maintenance problems within the building should be reported to the Office of Student Services (206 Atwell Hall).

4.3 Faculty and Staff E-mail

Most faculty and staff are happy to respond to student e-mail inquiries. However, please use common sense and courtesy in your e-mail messages. Be brief, polite, and be professional. Do not send unsolicited jokes, advertisements, or political material. Please allow 1 – 3 business days for a response to your email.

4.4 Student E-mail

The University communicates with enrolled students exclusively through the student's OSU e-mail. Graduate students are required to activate their OSU internet username with the Office of Information Technology. Students can access the Office of Information Technology website at www.oit.osu.edu. The Office of Information Technology can also be contacted at 8help@osu.edu or by calling 614-688-HELP. The University, Graduate School, Registrar, and HRS faculty primarily communicate through e-mail. Certain information provided by the academic departments and the Registrar's Office will only be distributed through OSU.edu e-mail. Faculty members may only answer OSU e-mail. In addition, since many OSU instructors are using Carmen, students must activate and use their OSU e-mail to participate in the course.

4.5 OSU Username

Internet access on campus is available with an Ohio State username and password. The username is the student's unique identifier that enables campus email to be forwarded to his/her account no matter

what system or internet service provider is used. The University also uses it for sending official communications such as scheduling and grades notification. The Ohio State username enables students to send and receive e-mail using campus e-mail service, access secure campus Web servers, and obtain network authentication in OIT's Student Computer Centers.

To activate your username and create a password, visit www.my.osu.edu and click on "Activate Now," to request an activation code. The activation code will be sent to the email address the student used when completing their application to OSU. An Ohio State internet username takes the form last name.number (doe.999).

To have your university email forwarded to your preferred internet service provider after you have activated your username, [contact](#) the Office of Information Technology.

4.6 Computing Facilities and Equipment

The School has two computer labs available for students to use. The larger of the two is located on the 4th floor in Room 435 and is used frequently for class by division faculty. It has 32 computers and two laser printers. The second floor lab in Room 227 has 10 computers and one laser printer. All SHRS computers have the Office XP suite of programs, Internet Explorer for browsing the World Wide Web, SPSS 13.0, and many specialized programs that are used by the various divisions. The School offers free Wi-Fi. Bruce Noskowiak provides technical support to students and faculty in the School. He can be contacted at Noskowiak.1@osu.edu.

All SHRS students, faculty, and staff may use the SHRS computer labs. Hours of operation are 7:30 a.m. to 4:30 p.m. Monday through Friday. The 4th floor computer lab is closed to general use when computer classes are scheduled. Reserved times for Lab 435 will be posted on the outside door of the lab. Students should check this schedule for open computer times, which vary from semester to semester. The 2nd floor lab will remain open between 7:30 am – 4:30 pm and cannot be reserved or closed for group sessions.

4.7 Social Media

Social networking is a common activity that has the potential to increase our ability to interact with each other in positive ways. However, the ability of the internet to instantly reach millions of people, both within and outside of the medical profession makes it imperative that we take safeguards to insure that social networking does not erode the values of the medical profession or damage the reputation of the profession or the medical center.

DEFINITIONS

Social Networking

The use of various internet sites to connect people via web based technology. This includes but is not limited to Facebook, Instagram, LinkedIn, Flickr, Twitter, web blogs, chat rooms.

Publically Disseminate

To distribute to a wide audience, either through posting to a non-secure website, sending content in an email, posting flyers.

Values of the Medical Profession

Altruism, respect, confidentiality, prudence, tolerance, integrity and a commitment to personal excellence.

The policy of SHRS regarding student, staff and faculty use of social networking sites is delineated below.

Students, Staff and Faculty of the SHRS:

- Should take steps to ensure that their social networking sites have the appropriate privacy settings to avoid inadvertent dissemination of material to audiences beyond their control.
- Should include a disclaimer with postings that clearly state that the expressed opinions belong to the writer alone and do not necessarily reflect the views of the SHRS.
- May not write about patients in a manner that could in any way convey the patient's identity, even accidentally. They are cautioned that patients with rare diagnoses, physical appearances, and specific locations within the medical center may be easily identifiable even in the absence of names and medical record numbers.
- May not write defamatory comments about faculty, staff, students, and health professionals within the medical center.
- May not post someone else's work (including from internet sites) without attribution.
- May not post pictures or descriptions that demonstrate participation of students, faculty, or staff engaging in unprofessional behavior.

Faculty and staff within HRS are strongly discouraged from inviting people who are actively enrolled in the HRS to participate in any social networking community that involves their personal lives. Social networking communities, such as LINKEDIN, limited to professional work are acceptable.

4.8 Printer Paper

Paper is provided in both computer labs. Maureen Braughton, in Room 106, will provide paper to you when necessary. If you do not feel comfortable loading the printer, please ask for assistance.

Paper waste is a concern in both labs. Please remember that paper is provided by HRS as a privilege and will be discontinued if abused. Please place all unwanted printouts in the blue recycling bins. DO NOT put it back into the printer! This could damage the fuser in the printer.

4.9 Rules for Using Computer Labs

- Absolutely **NO** food or drink is allowed in the labs at any time.
- Students are not allowed to install any software on the computers.

- Students are responsible for saving their work on a flash drive or memory stick (which they must supply). If the file you are working on is too large, you can use the file compressions utility provided. If you need assistance with this, please ask.
- Students may save data on the “student (U)” network drive.
- All lab areas are to be left clean and free of debris.

4.10 Reporting Problems

Please report any computer lab problems to Bruce Noskowiak at Noskowiak.1@osu.edu. At Ohio State, the Office of Information Technology (OIT) helps students, faculty, and staff use technologies in learning, teaching, research, and administrative settings. OIT offers many computing and instructional services, including network access and e-mail. The Office of Information Technology, at various campus locations, can be reached by phone at 614-688-HELP.

4.11 Libraries

Students will be able to search the libraries’ collections by computer. All cataloged titles held by the libraries are recorded in the online catalog so if students know the author, title, or the library’s call number, the location and availability of the books requested can be determined. Searches by subject and added entries such as series title are also available.

Computers linked to the online catalog are available in library locations across campus. There are computer terminals across the campus linked to the online catalog, and if students have a personal computer and a modem or access to the campus network, students can search the catalog from their home or office. Access to hundreds of other universities’ libraries’ online catalogs, as well as many other electronic information resources, is available over the Internet via Ohio State’s campus wide information service. The library system is also a member of a statewide system called Ohio LINK, which has a central catalog reflecting the holdings of all member libraries. Patrons in member libraries having their records in the central database can directly enter requests to borrow materials from other member libraries.

The libraries offer a wide variety of electronic indexes, journals, and other full text resources available from the libraries’ home page at www.library.osu.edu. The libraries offer a variety of library use and bibliographic instructional programs to graduate teaching associates (GTAs) for use in their classes. Students can obtain information about the libraries on the library homepage.

The nearest library to Atwell Hall is the Prior Health Sciences Library which is located at 376 W. 10th Avenue. The telephone number is 614-292-1920. Students can obtain hours of operation, directions to the library, and library services online at www.hsl.osu.edu.

4.12 UCAT

The University Institute for Teaching and Learning (UITL) exists to help faculty and graduate teaching associates (GTAs) excel in teaching and experience the satisfaction that results from teaching well. Faculty and TA Development supports teaching by providing information and ideas on college teaching, materials on specific teaching topics, special literature searches, personal consultation, videotaping of classroom teaching, classroom observation, teaching portfolio construction, and the construction of teaching feedback instruments.

Prior to the start of Autumn semester, the office coordinates an annual orientation of over 400 new and returning TAs. Highlights of the orientation include working with senior TAs and faculty mentors on various teaching topics and a microteaching exercise. There is also an orientation for international TAs and Teaching and Resources Fair.

Services provided to TAs are free and confidential. For more information please email uitl@osu.edu or call 614-292-3644.

4.13 Graduate Student Governance

Many graduate students find that their graduate school experience is incomplete if they do not give something back to the university in the form of service. Participation in graduate student governance through the Council of Graduate Students is one way for graduate students to have an impact on the quality of education and life at Ohio State. The Council of Graduate Students (CGS), the representative body for the nearly 10,000 graduate students at Ohio State, participates in the governance and administration of the university and ensures that graduate student perspectives are heard in decision making affecting our rights, our lifestyles, and our resources. The CGS constitution charges the delegate body to promote and provide academic, administrative, and social programs for the university community and for graduate students in particular. CGS provides a forum in which the graduate student body may present, discuss, and address issues related to its role in the academic and nonacademic aspects of the university community.

Students may participate in CGS as a departmental delegate, as a member of a CGS committee, as a representative of his or her college to the University Senate or Research and Graduate Council, or as a representative of all graduate students on a university-wide committee. Information about how to become a departmental delegate or committee representative can be obtained by contacting the CGS office by phone or e-mail.

In addition to its role in the university governance structure, CGS also provides valuable programs and services for graduate students. CGS partners with the Graduate School to provide the New Graduate Student Orientation, sponsors a beginning of the year welcome picnic for all graduate students, and organizes the annual graduate research forum open to all graduate students.

The Edward F. Hayes Graduate Research Forum is a graduate student research conference providing graduate students with the opportunity to present original research in a professional style format. Cash prizes and travel awards are given to the winners in each of ten subject areas. CGS also sponsors and administers the Professional Development Fund Program, a quarterly competitive grant program that provides funds to graduate students to present original research at conferences.

Information about the many issues pertaining to graduate student life can be found on line at the CGS website at www.cgs.osu.edu. This is an excellent resource for many university policies and for finding other graduate students.

For more information, call the Council of Graduate Students at 614-292-4380 or e-mail them at cgs@studentlife.osu.edu.

4.14 Student Health Care

Ohio State graduate students have access to excellent health care through the John W. Wilce Student Health Center and other clinics and hospitals on the Columbus Campus. All Ohio State students, including graduate students, are eligible to use the Wilce Student Health Center, upon presenting proof that fees have been paid. It is not necessary to purchase Student Health Insurance in order to use the Wilce Student Health Center. However, those without Student Health Insurance will be required to pay for treatment at the time of service, although regular office visit fees are waived for enrolled students. Students who do not purchase insurance through the University are required to have some type of insurance.

The Wilce Student Health Center is located near the center of campus, between the Main Library and RPAC Recreation and Physical Activity Center. The address is 1875 Millikin Rd., Columbus, OH 43210-2112.

Regular hours of operation are Monday-Thursday from 8:00 am – 6:00 pm, Friday from 8:00 am – 5:00 pm and most Saturdays from 9:00 am – 1:00. The Saturday schedule is posted online at www.shs.osu.edu and click on “Our Events”. Always call “Information” (614-292-4321) if in doubt about open hours. University holidays are observed. For urgent care needs when the health center is closed, students should use one of the Med Ohio Physician Care Centers or Prompt Care at University Hospitals.

Services Offered:

Specialty Services at Wilce include: internal medicine, lab/radiology, gynecology, preventative support, sports medicine, optometry, allergist, dietitian, dentist, pharmacist and the Student Wellness Center. For other emergency care, students may use the University Hospital Emergency Room or hospital emergency room of your choice. Students will be subject to the fees and payment schedule of the practitioners of the facility you attend and will be held responsible for expenses not covered by insurance.

An advice nurse is also available to answer health related questions. Please call their information line at 1-800-465-5628 for more information, or visit their web page at www.shc.osu.edu/services/advice-appointments.

4.15 Student Health Insurance

The university recognizes that good health is essential to students achieving their educational goals and that access to adequate health care may be affected by one's ability to pay. Therefore, students are automatically enrolled in the Comprehensive Student Health Insurance Plan upon registering for classes unless they request exemption at that time. Students who do not purchase insurance through the University are required to have some type of insurance. International students are required to purchase student health insurance unless they receive a waiver from the Office of International Education.

The Student Health Insurance Plan offers excellent coverage at a very economical cost. The benefits and costs have been approved by the Board of Trustees.

Further details on the Student Health Insurance Program are at www.shi.osu.edu.

4.16 Graduate Student Housing

Although many graduate students choose to live off campus, the University operates two residence halls for graduate and professional students. This residence halls offer the convenience of living on campus near classroom buildings, laboratories, and libraries. Graduate and professional students are housed in Neil Avenue or the Gateway Apartments.

For more information and application materials, please contact the Office of Housing Assignments, 350 Morrill Tower, Columbus, OH 43210 at 614-292-8266 or www.housing.osu.edu/living-on-campus/graduate-professional-housing/.

The Neighborhood Services and Collaboration, Off-Campus and Commuter Student Engagement located in room 3106 of the Ohio Union can be contacted at 614-292-0100 or www.offcampus.osu.edu. They assist students, staff, and faculty in finding off campus housing and provide information on laws about renting and the rights of renters. This office maintains a computerized file of apartments and homes for rent. The computer files contain information on the number of bedrooms, the price of rent, allowance of pets, security deposits, furnishings, air conditioning, subletting options, and access for the disabled.

4.17 Vehicle Registration

All vehicles parked on campus are required either to purchase a parking permit, or be parked at a pay facility such as a garage or lots with self-pay. There are three primary types of parking permits, 'A' for faculty and administration, 'B' for staff and 'C' for students. Each permit category has various permits to choose from based on your eligibility, needs and pricing options. The following overview is taken from the Master Schedule of Classes published per term by the University Registrar, and the Transportation

and Parking Services' Policies and Procedures Book. For detailed information please call CampusParc at 614-688-0000, or visit their web site at www.osu.campusparc.com.

4.18 Parking Permits

- Graduate level commuter students are eligible to purchase a "WC", "WCE" or "CX" student parking permit, either for Central or West Campus.
- Graduate level residence hall students who wish to park 24-hours per day on Central Campus may do so by purchasing a "CP" student proximity permit, or opt for a less expensive student permit with West Campus overnight privileges.
- Graduate Associate students are permitted to purchase a "B", "WB" or "BE" parking permit.
- Written verification of the associateship must be submitted at the time of purchase.
- A limited number of daytime garage permits are available for graduate commuter students in both the student and staff categories. Graduate level permits are distributed via a lottery and permits to Graduate Associates are distributed on a first come, first serve basis.
- Parking permits are issued to an individual and are transferable from vehicle to vehicle, but not person to person. Therefore, all eligible drivers driving to campus are required to purchase their own permit and display it in the vehicle they are using on campus.

4.19 Disability Access

CampusParc offers disability parking privileges to individuals with permanent or temporary mobility impairment. To request a permanent disability permit, please contact CampusParc at 614-688-0000, and for temporary privileges (6 months or less), please contact CampusParc, or visit their web site at <http://www.campusparc.com/osu> for more information. Approval for a disability permit may require submitting existing documentation and/or a referral from a physician. Please note that a state issued disability placard displayed alone, or with an OSU non-disability permit is not honored in lieu of an OSU disability permit.

4.20 Campus Area Bus Service (CABS)

The Campus Area Bus Service (CABS) offers free transportation around campus and its surrounding neighborhoods for students, faculty, staff and visitors. Service is offered 24 hours per day, seven days per week. There is no fee, or bus pass required. Service is reduced during summer session, holidays and semester breaks. Please visit the Transportation and Traffic Management web site for more information regarding schedules, stops, and routes. For more information, please call 614-292-RIDE.

4.21 Adapted Transportation (Handivan)

Handivan is an adapted transportation service for individuals with permanent or temporary mobility impairment. This service transports wheelchair or ambulatory passengers' door-to-door, both on and off campus within established boundaries. Handivan operates during the same hours as regular campus bus service. Please contact the Office of Disability Services at 614-292-3307 for more information.

4.22 Special Student Populations: Access and Advocacy

Ohio State celebrates the diversity of its large student body; and nowhere is the student enrollment of Ohio State more diverse than in the Graduate School, with approximately 27% international students and 14% of the domestic students from underrepresented minority groups. Out of its commitment to diversity, Ohio State has established several offices and services; such as the Office of International Affairs, the Office of Diversity and Inclusion and the Student Advocacy Center, dedicated to the needs and interests of special groups of students, including minority graduate students.

4.23 Diversity and Inclusion

The Office of Diversity and Inclusion (ODI) has served the university since 1970 with a specific mandate to recruit and retain minority students. It uses a five pronged effort: 1) early intervention, 2) recruitment, 3) retention, 4) release with a degree, and 5) post baccalaureate activities. ODI serves as a clearinghouse; referral service; liaison among administration, academic units, students, and community; adviser to students and administration; and as an advocate for minority students, including graduate students.

Information about the programs and services of the Office of Diversity and Inclusion is available at www.odi.osu.edu. For further information, please contact them at 614-292-0964 or visit Hale Hall, 154 West 12th Ave.

4.24 Office of International Affairs

The Office of International Affairs (OIA) provides programs, services, and information for the university's 4,000 international students and 1,500 international scholars (faculty and researchers), and coordinates over 100 study abroad programs in 40 countries. OIA staff members help international students with their adjustment to life and study at Ohio State and work with all students interested in studying overseas. Advisers are available from 10:00 a.m. to 4:00 p.m., Monday through Friday. Students should not hesitate to visit OIA (with or without an appointment) at 100 Oxley Hall or call 614-292-6101 or contact them at oia@osu.edu.

4.25 Student Life; Multicultural Center

The Student Life Multicultural Center (MCC) is a department within the Office of Student Life at The Ohio State University.

The MCC offers several hundred programs a year - cultural and intercultural celebrations, heritage and awareness events, dialogues, workshops, student leadership and cohort meetings, prejudice-reduction

trainings, wellness initiatives and Social Justice Engagement courses - all focused on teaching students personal and interpersonal skills necessary to be most effective in a diverse world. The MCC welcomes ALL students, faculty, staff and community members to our events while at the same time supporting and celebrating specific constituency groups (including African and African American, Asian and Asian American, American Indian/Indigenous, Hispanic/Latino, Gay, Lesbian, Bisexual, Transgender, Queer, Women, Men and Faith communities). For further information, please contact them at 614-688-8449 or visit www.mcc.osu.edu.

4.26 Sports and Recreation

The Department of Recreational Sports at Ohio State is committed to providing the finest programs, services, facilities, and equipment to enrich the university learning experience. All of our programs and facilities are open to students, faculty, staff, and their families. The Department of Recreational Sports offers informal recreation, as well as programmed activities such as intramural sports, club sports, fitness, aquatics, and adapted and family recreation.

One of the Department of Recreational Sports all inclusive state of the art facility is Fred Beekman Park. This attractive three level multipurpose park, which is located on west campus, is designed for use by a diverse population of all ages. The complex consists of 28 assorted playing fields from softball to rugby and a 1mile jogging/walking/rollerblading trail. This benchmark facility will host hundreds of local, state, regional, national, and international competitions. The facility also provides sand volleyball, basketball, picnic shelters and a children's play area.

The RPAC hosts swimming pools, multiple gymnasiums, weight/conditioning rooms, racquetball courts, jogging track, multipurpose rooms, administrative offices and classrooms. The Jesse Owens Recreation Centers feature indoor basketball/volleyball courts, weight/conditioning areas, an outdoor roller hockey rink, and a sand volleyball court. Outdoor facilities include the King Avenue Fields, RPAC fields and tennis courts, Coffey Road fields, and Fred Beekman Park. Please visit www.recposrts.osu.edu for a complete list of features provided by the Office of Student Life – Recreational Sports and hours of operation.

4.27 Nondiscrimination Policy

The policy of The Ohio State University, both traditionally and currently, is that discrimination against any individual for reasons of race, color, creed, national origin, religion, sex, sexual orientation, age, handicap, or Vietnam-era veteran status is specifically prohibited. Accordingly, equal access to employment opportunities, admissions, educational programs, and all other University activities is extended to all persons, and the university promotes equal opportunity through a positive and continuing affirmative action program. The University's Office of Human Resources/Affirmative Action, 1590 North High Street Suite 300 Columbus, OH 43201-1189; 614-292-1050, is responsible for the coordination of matters relating to equal opportunity and affirmative action. For further information; please visit www.hr.osu.edu/policy/policy110.pdf.

APPENDIX A

FIGURE 1.

The Ohio State University
The School of Health and Rehabilitation Sciences
Approval of Thesis/Non Thesis Project Proposal Form

Please use the non-shaded space to complete the form.

<i>Date of Proposal Meeting</i>	
<i>Student's Name</i>	
<i>Anticipated Term of Graduation</i>	
<i>Title of Proposed Thesis/Non Thesis Project</i>	
<i>The proposed thesis/non thesis project has been approved with the following recommendations</i>	1
	2
	3
	4
	5
	6
Signatures	
<i>Advisor (Print Name):</i>	
<i>Signature:</i>	
<i>1st Committee Member (Print Name):</i>	
<i>Signature:</i>	
<i>2nd Committee Member (Print Name):</i>	
<i>Signature:</i>	
<i>3rd Committee Member (Print Name):</i>	
<i>Signature:</i>	
<i>Student (Print Name):</i>	
<i>Signature:</i>	
<i>Graduate Studies Chair Signature:</i>	
<i>Please return the original to Student Services Office; 206 Atwell Hall</i>	