Welcome to the School of Health and Rehabilitation Sciences (HRS)!

As you begin your professional and academic training, there are specific policies, guidelines and procedures that will support your future success. This Student Handbook serves as a guide for students enrolled in HRS undergraduate and graduate professional and academic programs.

The content of this handbook is an official communication of the policies and procedures of the School from the faculty to students enrolled in their professional programs. Students are required to know and understand the rules and regulations that govern the University community (including the School) and campus as a whole.

The School of Health and Rehabilitation Sciences Student Handbook supplements, but does not replace, official policies and procedures from the University. Students directly admitted to undergraduate HRS professional programs as freshman or sophomores follow the policies and procedures found in this handbook as well as their individual program’s student handbook. The student’s program handbook will supplement and provide detailed information pertaining to the individual professional program.

Each student is encouraged to review and become familiar with policies and procedures pertaining to such matters as student code of ethics, professionalism standards, student life, academic support services, program and professional actions, and other important information found on Buckeyelink, handbooks, and other similar published matter.

The Ohio State University “Code of Student Conduct” is available online: http://studentconduct.osu.edu/

This handbook is effective as of August 1, 2020 and supersedes any previous version of this handbook.
Overview of the School

The School of Health and Rehabilitation Sciences is a School within the College of Medicine at The Ohio State University. The school offers multiple academic programs many of which lead to a professional certification.

Our professional programs admit a specific number of students once each year based on the program’s professional accreditation standards. Once admitted, students will proceed through educational training in a lock-step manner through a defined professional curriculum.

Health Sciences, noted with an asterisk (*), does not lead to professional certification and has more flexible admissions dates and course schedules.

Undergraduate Programs

- Athletic Training
- Health Information Management & Systems
- Health Information Management & Systems: Post baccalaureate certificate
- Health Sciences (Traditional and Online)*
- Medical Dietetics: Coordinated Undergraduate
- Medical Laboratory Science: Certification Track; Medical Science Track; MLT Articulation
- Radiologic Sciences and Therapy: Radiography, Radiation Therapy, Diagnostic Medical Sonography
- Radiologic Sciences and Therapy Degree Completion
- Respiratory Therapy

Graduate Programs

- Doctorate of Occupational Therapy
- Doctorate of Physical Therapy
- Master in Dietetics and Nutrition
- Master in Respiratory Therapy
- Master of Science in Health and Rehabilitation Sciences
- Master of Science in Health and Rehabilitation Sciences with Dietetic Internship
- Medical Laboratory Science Coordinated Graduate Program
- PhD in Health and Rehabilitation Sciences
Mission and Vision of the School of Health and Rehabilitation Sciences

Mission
To develop transformative leaders in health and rehabilitation sciences.

Vision
The School strives to be a global leader in advancing scholarship, education and practice in health and rehabilitation sciences.

Principles and Values
HRS students will behave in a manner consistent with the following principles of professionalism in order to foster and maintain a culture that facilitates these attributes and behaviors:

- **ALTRUISM**
  - Assist other HRS students in need;
  - Contribute to a positive image of the healthcare profession;
  - Serve the interests and welfare of the patient and the community above our own self-interest.

- **HONESTY AND INTEGRITY**
  - Respect the rights of patients, faculty, staff, colleagues, and other health professionals;
  - Safeguard patient confidences and privacy within the constraints of the law;
  - Deal with confidential information appropriately and discreetly;
  - Understand the general principles of ethical behavior and their application to performance expectations of any course of study, examination, or other evaluations.

- **CARING AND COMPASSION**
  - Treat each client as an individual with respect, empathy, and dignity both in the family’s presence and in discussions with other members of the health care team;
  - Handle issues of sickness, dying, and death in a professional manner with patients and their families;
  - Refrain from abusing authority.

- **SERVICE**
  - Participate in and contribute to the betterment of the public health community in a productive manner;
  - Participate in and contribute to peer groups, local, national and/or international organizations.

- **EXCELLENCE AND SCHOLARSHIP**
  - Recognize one’s own deficiencies and endeavor to correct them, requesting help when needed;
  - Strive to improve one’s self in the integration and transmission of knowledge;
  - Collaborate with and assist peers, colleagues, and other health professionals appropriately for the advancement of scientific knowledge and skills;
  - Commit to self-directed and life-long learning.
• RESPECT FOR PERSONS
  • Demonstrate respect for Faculty, Instructors, Staff, Peers, Patients, and Families
  • Treat those with whom they work with respect, trust, and dignity;
  • Refrain from engaging in unwanted/inappropriate romantic and sexual behaviors or any other unprofessional behaviors;
  • Respect rights such as privacy, confidentiality, and informed consent;
  • Communicate in a sensitive manner and do not discriminate on the basis of age, gender, intelligence, medical condition, nationality or ethnic origin, physical or mental disability, race, religion, sexual orientation, or socioeconomic status.

• RESPONSIBILITY AND ACCOUNTABILITY
  • Maintain academic, patient care and service as our highest priority;
  • Be accountable for deadlines and complete assignments/responsibilities in a timely fashion;
  • Consistently be on time, attentive, and prepared for class, clinical experiences, and other program activities;
  • Recognize and report peers’ errors, fraud, poor behavior, deficiency in character, and incompetence;
  • Identify one’s own limitations and developmental needs, and seek approaches for improvement;
  • Present oneself in a professional manner with respect to dress, hygiene, body language, composure, and gestures.
  • Maintain your personal health and wellness. This includes seeking appropriate medical care to keep yourself fit to practice, refraining from excessive use of alcohol, refraining from any and all use of illegal drugs, and attending to your own mental health and spiritual needs so that you can work up to your potential as a student and ultimately as a professional.
Directory of Programs and Administration

**College of Medicine**
Interim Dean: James Rocco, MD
Vice Dean of Education Daniel Clinchot, MD

**School of Health and Rehabilitation Sciences**
Director of the School Deborah S. Larsen, PhD, PT
Director of Research D. Michele Basso, EdD, PT
Director of Academic Affairs Marcia Nahlikian-Nelms, PhD, RDN, FAND
Director of Graduate Studies Amanda Agnew, PhD
Director of Diversity and Inclusion Ajit Chaudhari, PhD, FACSM
Fiscal Officer and Head Administrator Alice Shi
Assistant to the Director of HRS Adam Clouser
HR Associate Felisa Dukes
Director of Strategic Communications and Marketing Lynn Howell
Digital marketing Coordinator Michael Hoffer

**Student Services (206 Atwell Hall)**
Director of Student Services Lisa Terek, MS
Pre-Major Academic Advisor Samantha Felhaber, MS
Pre-Major Senior Academic Advisor Breanna Falb, MA
Health Sciences Advisor George Marshall, M.Ed.
Health Sciences Program Manager Christie Lukegord, MA
Graduate Program Manager Ashley McCabe, MS
Admissions Coordinator Allison Breitfeller
Recruitment/Career Services Coordinator Dionna Sims
Mental Health Counselor-Undergraduate Lisa Hayes, MSW, LISW-S
Mental Health Counselor-Graduate Tyler Rogols, MBA, MA-LPC
IT System Administrator Bruce Noskowiak

**Divisions and Programs of the School**
Athletic Training (228 Atwell Hall)
   James Onate, PhD, AT, ATC, FNATA, Director
Health Information Management & Systems (543 Atwell Hall)
   Jennifer Garvin, PhD, MBA, RHIA, CTR, CPHQ, CCS, FAHIMA, Director
Health Sciences (306 Atwell Hall)
   Stefan Czerwinski, PhD, Director
Medical Dietetics (243 Atwell Hall)
   Christopher Taylor, PhD, RDN, LD, FAND, Director
Medical Laboratory Science (535 Atwell Hall)
   Tammy Bannerman, PhD (ABMM), Director
Occupational Therapy (406 Atwell Hall)
   Amy Darragh, PhD, OTR/L, FAOTA, Director
Physical Therapy (516 Atwell Hall)
   John Buford, PT, PhD, Director
Radiologic Sciences & Therapy (340 Atwell Hall)
   Kevin D. Evans, PhD, RT, (R) (M) (BD), RDMS, RVS, FSDMS, FAIUM, Director
Respiratory Therapy (431 Atwell Hall)
   Georgianna Sergakis, PhD, RRT, RCP, FAARC, Program Director
**Definitions of Terms**

This is a guide for specific terminology used within the Student Handbook. Some terms are based on university policy definitions and others pertain only to the School of Health and Rehabilitation Sciences. See Policies 1-4.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Warning</strong></td>
<td>Warning that an undergraduate professional or admitted health science student has failed to meet academic standards of either the university, school or program. This warning is recommended by the academic program and issued by the SHRS Office of Academic Affairs in collaboration with the program director.</td>
</tr>
<tr>
<td><strong>Academic Probation</strong></td>
<td>A designation that an undergraduate professional or admitted health science student has failed to meet academic standards of either the university, school or program. Probation is recommended by the academic program and issued by the SHRS Office of Academic Affairs in collaboration with the program director.</td>
</tr>
<tr>
<td><strong>Program Disenrollment</strong></td>
<td>After failing to meet the conditions of an academic probation, a student may be recommended for disenrollment in enrolled program of study. Disenrollment is recommended by the academic program and issued by the SHRS Office of Academic Affairs in collaboration with the program director.</td>
</tr>
<tr>
<td><strong>University Dismissal (Undergraduate)</strong></td>
<td>Can be issued after academic probation or due to Code of Conduct infraction. See OSU Student Code of Conduct</td>
</tr>
<tr>
<td><strong>Failure to progress (graduate student)</strong></td>
<td>Warning from the Graduate School that a student has not met the academic guidelines for the graduate school.</td>
</tr>
<tr>
<td><strong>Poor Performance (graduate student)</strong></td>
<td>Warning from the Graduate School when a student who has earned &lt;9 credit hours and has a GPA&lt; 3.0.</td>
</tr>
<tr>
<td><strong>Probation (graduate student)</strong></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>A student enrolled in a graduate certificate program whose graduate CPHR falls below 3.0 after three graduate credit hours have been attempted is placed on probation by the Dean of the Graduate School.</td>
</tr>
<tr>
<td></td>
<td><strong>Graduate Associate.</strong> A student who is on probation in the Graduate School may not be appointed or reappointed as a graduate associate.</td>
</tr>
</tbody>
</table>
Removal from Probation. A student who raises the graduate CPHR to 3.0 or better is removed from probation and is placed in good standing by the Dean of the Graduate School. Course work used in raising the CPHR must be a part of normal degree requirements and approved by the Graduate Studies Committee.

Special 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.

University Dismissal (graduate student)

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 term 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 terms 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.

Doctoral Students. A doctoral student who has had two unsatisfactory attempts at the candidacy examination or the final oral examination or professional doctoral examination is automatically dismissed from the Graduate School.
School of Health and Rehabilitation Sciences

Applies to Students in the School of Health and Rehabilitation Sciences Academic Programs

POLICY 1  Academic Standards: Code of Ethics

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

WHEREAS: Preparation of the student on 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 health and rehabilitation sciences professional groups.

Policy Details:
All enrolled students of the School of Health and Rehabilitation Sciences at The Ohio State University will 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 will be respected, with primary concern being directed toward the welfare of the person served. In entering the health professions, the student assumes definite responsibilities and commits to the upholding of professional ideals.

2. The student will respect and protect the confidentiality of all privileged information and will voluntarily share such information only when it serves the welfare of the patient or fellow student.

3. The student will rise above all prejudices in their professional behavior.

4. The student will strive to improve and maintain acceptable professional ethics, standards of professional practice, and legal requirements for practice by continued intellectual and professional growth.

5. The student will act with honesty in all endeavors.

6. The student will strive to uphold the dignity and respect the chosen profession by appropriate dress,
personal appearance, conduct, and conversation.

7. The student will avoid the indiscriminate or overindulgent use of alcohol, tobacco, prescribed medications, and other similar items that may adversely affect the student’s health or ability to function with adequate reason and judgment.

8. The student will uphold personal conduct so as to avoid endangering self and others, and to avoid interference with the normal procedures of the academic or clinical environment.

9. The student will inform the appropriate authority if he/she is witness to or participates in improper, illegal, or unethical conduct.

Procedures:

1. **Division/Program Level Review**: If a code of ethics violation is suspected or alleged, the Program Director, and/or Division Director will meet with the student to explore the details and circumstances of the claim of ethics violation.
   a. **No Violation**: If the Program/Division Director determines that there was no evidence of or intent for an ethics violation, this meeting can be used as a learning opportunity to review the Code of Ethics.
      i. Undergraduate Students: Documentation of the meeting and its findings are sent to the Director of Academic Affairs within 7 business days and will be retained.
      ii. Graduate Students: Documentation of the meeting and its findings are sent to the Director of Graduate Studies and Director of Academic Affairs within 7 business days and will be retained.
   b. **Possible Violation**: If the Program/Division Director determines that a Code of Ethics violation may have occurred, the Director of Academic Affairs in HRS is notified and provided with supporting information (see 2.b.i below) within 7 business days.
      i. Undergraduate Students: Documentation of the meeting and its findings are sent to the Director of Academic Affairs within 7 business days and will be retained. (See 2ai1 below)
      ii. Graduate Students: Documentation of the meeting and its findings are sent to the Director of Graduate Studies and Director of Academic Affairs within 7 business days and will be retained. (See 2ai2 below)

2. **HRS Academic Affairs / Committee Level Review**:
   a. The HRS Director of Academic Affairs will refer the case within 7 business days to the appropriate committee for review and decision.
      i. Appropriate Committee:
         1. Undergraduate students: written referral is made to the HRS Undergraduate Academic Success Committee for review and decision.
         2. Graduate Students: written referral is made to the HRS Director of Graduate Studies and the Graduate Studies Committee for review and decision.
            a. The Director of Graduate Studies will notify the graduate school if the violation results in failure of an academic course – i.e. “failure to progress.” All communication to the student will occur from The Graduate School.
      ii. Committee members with a conflict of interest, including all members from the student’s program/division will recuse themselves from consideration of the case.
   b. The committee schedules a hearing where they will review and act on the case.
      i. The committee must provide notice to the student (to their OSU email account) of the hearing date, time, and location at least 14 business days in advance of the hearing. The notification
should include the following:

1. A copy of this policy (HRS Policy 1) from the HRS Student Handbook
2. Written notice of allegations including time, place and description of the alleged violation, and the specific policy (ies) alleged to have been violated.
3. The student may respond to the allegations in writing (to the HRS Director of Academic Affairs and/or Director of Graduate Studies) within 7 business days after notification.

ii. The student is presumed to be innocent of the allegations unless a preponderance of the evidence presented demonstrates their guilt.

iii. The student may attend the hearing to respond to allegations, present relevant evidence and answer questions from the committee and may have supporters at the hearing. In the event that witnesses provide information at the hearing, the student may pose relevant questions to the witness(es).

1. If the student does not attend the hearing or remains silent, the allegations will be reviewed as scheduled and a decision will be made on the basis of the information available to the committee.
2. The student must submit a list of supporting individuals no less than 2 business days before the scheduled hearing.
3. If this support is from a legal representative, they may advise the student but not address the committee. Notice that a legal representative will attend must be given to the committee no less than 7 business days prior to the hearing and the university's legal representation will then also be present for the hearing.

**c. Committee Action:** The reviewing committee will make one of the following recommendations:

i. **No Violation Evident.** No further action.

ii. ** Minor Violation.** The nature of the violation is such that the offense can be treated as a learning opportunity and no formal disciplinary action is indicated.

iii. **Repeated Minor Violation(s).** A warning letter will be sent from Division/Program Director to the Student indicating additional future violations are considered to be serious and will lead to more severe disciplinary action(s).

iv. **Serious Violation.** The nature of the offense is serious enough that disciplinary action is indicated.

1. The student is placed on academic probation for the remainder of their educational program.
2. Any conditions to be placed on the student relative to this violation are made in writing to the student and to the Director of Academic Affairs (or Director, Graduate Studies) in HRS within 7 business days of the decision via OSU email account.
3. As a condition of their continued enrollment in the program, the student must complete additional learning and assessment activities, as determined by the Program/Division Director, in order to remediate the ethical deficiency and ensure that the student understands and is capable of upholding the standards.
4. Depending on the nature and severity of this violation, the student’s prior disciplinary history, and/or inability to complete conditions of probation, the student may be recommended to HRS Executive Committee for Program Disenrollment.

3. **Appeal** – appeal processes are described in HRS Student Handbook Policy number 5.
### Contacts:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>E-mail/URL</th>
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<tbody>
<tr>
<td>Director, Academic Affairs</td>
<td>206 Atwell Hall</td>
<td>614-292-4758</td>
<td>Dr. Marcia Nahikian-Nelms, PhD, RDN,LD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:Marcia.Nahikian-Nelms@osumc.edu">Marcia.Nahikian-Nelms@osumc.edu</a></td>
</tr>
<tr>
<td>Director, Student Services</td>
<td>206C Atwell</td>
<td>614-685-1561</td>
<td>Lisa Terek, MS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:terek.2@osu.edu">terek.2@osu.edu</a></td>
</tr>
<tr>
<td>Director, Graduate Studies Manager, Graduate Program</td>
<td>2066 Graves Hall</td>
<td>614-366-2005</td>
<td>Amanda Agnew, PhD</td>
</tr>
<tr>
<td></td>
<td>206B Atwell Hall</td>
<td>614-293-8363</td>
<td><a href="mailto:Amanda.Agnew@osumc.edu">Amanda.Agnew@osumc.edu</a></td>
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<tr>
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<td>Ashley McCabe, MS Ed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:McCabe.220@osu.edu">McCabe.220@osu.edu</a></td>
</tr>
</tbody>
</table>

### History:
- **Issued:** Spring 2016
- **Revised:** June 2020
- **Submitted by:** HRS Undergraduate Academic Success Committee
- **Approved by:** HRS Executive Committee
School of Health and Rehabilitation Sciences

Applies to: Students in the School of Health and Rehabilitation Sciences

POLICY 2  Academic Standards: Academic Misconduct

All students in the School of Health and Rehabilitation Sciences will uphold the academic integrity of their degree program.

Definitions:

<table>
<thead>
<tr>
<th>Term</th>
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<tbody>
<tr>
<td>Academic Misconduct</td>
<td>Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.</td>
</tr>
<tr>
<td>Cheating</td>
<td>Allowing another party to do one’s work/exam; serving as a substitute for a student in the taking of an exam; possession and/or use of unauthorized study aids/note during an exam (including cell phones, smart watches, or other such devices); practicing fraud or deceit; knowingly providing or receiving information during examinations with or without the source’s knowledge; and/or sharing information about the content of an exam with a student who has not yet taken the exam.</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Representing another’s work as one’s own including 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.</td>
</tr>
<tr>
<td>Fabrication</td>
<td>Altering a graded work; falsification of information and resources including laboratory and research results.</td>
</tr>
<tr>
<td>Aid to academic dishonesty</td>
<td>Intentional facilitation of the above dishonorable actions or any other action deemed in violation of this code.</td>
</tr>
</tbody>
</table>

Policy Details:

Students must demonstrate academic honesty and refrain from dishonorable actions that include, but are not limited to the above definitions and any of the behaviors listed below:

1. Violation of course rules;
2. Violation of program regulations;
3. Knowingly providing or receiving information during a course exam or program assignment;
4. Possession and/or use of unauthorized materials during a course exam or program assignment;
5. Knowingly providing or using assistance in the laboratory, on field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor or, where appropriate, a project/research supervisor;
6. Submission of work not performed in a course: This includes (but is not limited to) instances where a student fabricates and/or falsifies data or information for a laboratory experiment (i.e., a "dry lab") or other academic assignment. It also includes instances where a student submits data or information (such as a lab report or term paper) from one course to satisfy the requirements of another course, unless submission of such work is permitted by the instructor of the course or supervisor of the research for which the work is being submitted;
7. Submitting plagiarized work for a course/program assignment; course or supervisor of the research for which the work is being submitted;
8. Falsification, fabrication, or dishonesty in conducting or reporting laboratory (research) results;
9. Serving as or asking another student to serve as a substitute (a "ringer") while taking an exam;
10. Alteration of grades in an effort to change earned credit or a grade;
11. Alteration and/or unauthorized use of university forms or records.

Procedures:

1. Division/Program Level Review:
   If academic misconduct is suspected or alleged, the faculty member, Program Director, and/or Division Director will meet with the student to discuss the details and circumstances of the claim of academic misconduct violation.
   a. No Violation: If the Program/Division Director determines there was no evidence of or intent for an academic conduct violation, this meeting can be used as a learning opportunity to establish steps to avoid academic misconduct.
      i. Undergraduate Students: Documentation of the meeting and its findings are sent to the Director of Academic Affairs within 7 business days and will be retained.
      ii. Graduate Students: Documentation of the meeting and its findings are sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days and will be retained.

2. Referral to University Committee on Academic Misconduct (COAM)
   If there is a suspicion of academic misconduct, the Director of Academic Affairs and/or Director of Graduate Studies in HRS is notified and the Faculty, Program Director and/or Division Director will make the referral to University Committee on Academic Misconduct (COAM) within 7 days of original meeting with student. This referral is made using the university reporting system for Academic Misconduct. Steps for this referral are located: https://oaa.osu.edu/coam.html
   The student is notified via OSU email account within 7 days in writing that a referral to COAM has been made.

   a. If the allegations of academic misconduct are not resolved, the student’s final grade in the course will be reported as an “I” (incomplete).
   b. When allegations of academic misconduct are resolved by COAM, information from COAM will provide specific guidance for both student and faculty.
### Contacts:

<table>
<thead>
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<th>E-mail/URL</th>
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</thead>
<tbody>
<tr>
<td>Academic Misconduct</td>
<td>COAM 33 W. 11th Ave. Room 107 Columbus, OH 43201-2013</td>
<td>614-292-7262</td>
<td><a href="https://oaa.osu.edu/coam.html">https://oaa.osu.edu/coam.html</a> <a href="mailto:coam@osu.edu">coam@osu.edu</a></td>
</tr>
<tr>
<td>Director, Academic Affairs</td>
<td>206A Atwell Hall</td>
<td>614-292-4758</td>
<td>Dr. Marcia Nahikian-Nelms, PhD, RDN <a href="mailto:Marcia.Nahikian-Nelms@osumc.edu">Marcia.Nahikian-Nelms@osumc.edu</a></td>
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### History:
- **Issued:** Spring 2016
- **Revised:** June 2020
- **Submitted by:** School of Health and Rehabilitation Sciences
- **Approved by:** HRS Executive Committee
School of Health and Rehabilitation Sciences

Applies to: Students in the School of Health and Rehabilitation Sciences

**POLICY 3  Academic Standards: GPA Requirements**

Students in the School of Health and Rehabilitation Sciences must maintain the GPA at or above the standards set by the school, the program and the university.

**Definitions**

<table>
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<tr>
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<tbody>
<tr>
<td>GPA /Grade Point Average</td>
<td>A measure of a student's academic achievement at a college or university, calculated as the total number of grade points received over a given period divided by the total number of credits awarded.</td>
</tr>
<tr>
<td>Academic Warning</td>
<td>Warning that an undergraduate professional or admitted health science student has failed to meet academic standards of either the university, school or program. This warning is recommended by the academic program and issued by the HRS Academic Affairs Office.</td>
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<tr>
<td>Academic Probation</td>
<td>A designation that an undergraduate professional or admitted health science student has failed to meet academic standards of either the university, school or program. Probation is recommended by the academic program and issued by the HRS Academic Affairs Office.</td>
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<tr>
<td>Program Disenrollment</td>
<td>After failing to meet the conditions of an academic probation, a student may be recommended for disenrollment in enrolled program of study</td>
</tr>
<tr>
<td>University Dismissal (Undergraduate)</td>
<td>See OSU Student Code of Conduct  <a href="https://studentconduct.osu.edu/">https://studentconduct.osu.edu/</a></td>
</tr>
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<td>Failure to progress (graduate student)</td>
<td>Warning from the Graduate School that a student has not met the academic guidelines for the graduate school.</td>
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<td>Poor Performance (graduate student)</td>
<td>Warning from the Graduate School when a student who has earned &lt;9 credit hours and has a GPA&lt; 3.0</td>
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<td>Probation (graduate student)</td>
<td>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.</td>
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</tr>
<tr>
<td>University Dismissal (graduate student)</td>
<td>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 term 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 terms 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. Doctoral Students. A doctoral student who has had two unsatisfactory attempts at the candidacy examination or the final oral examination or professional doctoral examination is automatically dismissed from the Graduate School.</td>
</tr>
</tbody>
</table>

**Policy Details:**

1. The Ohio State University requires maintenance of a GPA ≥ 2.0. See: [https://registrar.osu.edu/](https://registrar.osu.edu/)

2. The Ohio State University Graduate School requires maintenance of a GPA ≥ 3.0 for all graduate students. See: [https://gradsch.osu.edu/handbook](https://gradsch.osu.edu/handbook)

3. The School of Health and Rehabilitation Sciences requires GPA ≥ 2.5 for admission to the School and maintenance of a GPA ≥ 2.2 for all undergraduate students.

4. Individual Programs within the HRS may have specific GPA and course requirements: Please see individual program handbooks for these details.

**Procedures:**

1. **Major undergraduate:**
   a. If a term GPA falls below a 2.2, academic warning is recommended by the academic program and issued by the HRS Academic Affairs Office.
   b. If a cumulative GPA falls below a 2.2, the student recommended by the academic program and probation is issued by the HRS Academic Affairs Office.
   c. In consultation with the Division or Program Director, conditions are set for improvement. The Division or Program director meets with the student to outline the conditions and written documentation is placed in the student file.

2. **Graduate Student:**
   a. If the cumulative GPA falls below 3.0, probation is issued by the Graduate School.
   b. The Director of Graduate Studies, in consultation with the Division or Program Director, determines a plan for improvement.
   c. The Division or Program director meets with the student to outline the conditions and written
documentation is placed in the student file.

d. The student on probation, whose record continues to deteriorate, will be warned that
dismissal from the graduate program 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, Division Director and the Graduate School.
See: https://gradsch.osu.edu/handbook

**History:**
Issued: Spring 2016
Revised: June 2020
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
School of Health and Rehabilitation Sciences

Applies to: Students enrolled in Health and Rehabilitation Sciences Academic Undergraduate Programs

POLICY 4 Academic Standards: Course Category Requirement

Students in the School of Health and Rehabilitation Sciences must maintain the grade requirement set for each category course in the program of study.

Definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1 Course</td>
<td>Required course in which students must achieve a C- or higher before progressing in division or other sequential courses.</td>
</tr>
<tr>
<td>Category 2 Course</td>
<td>Required course in which students must achieve a C- or higher.</td>
</tr>
<tr>
<td>Category 3 Course</td>
<td>All other courses in which students must achieve a D or higher.</td>
</tr>
</tbody>
</table>

Policy Details:

1. Violation of Category 1 course requirement will result in probation.
2. Violation of Category 2 course requirement will result in probation.
3. Violation of Category 3 course requirement will result in warning.

Procedure:

1. Major undergraduate:
   a. If student receives a grade of E or U in a Category III course, academic warning is issued by the HRS Academic Affairs Office.
   b. If student receives a grade below C- in a Category I, II course, academic probation is issued by the HRS Academic Affairs Office.
   c. In consultation with the Division or Program Director, conditions are set for improvement. The Division or Program director meets with the student to outline the conditions and written documentation is placed in the student file.
   d. If student receives two or more reasons for warning, probation is issued by the HRS Academic Affairs office, in consultation with program or division director.
   e. The student on probation, whose record continues to deteriorate, will be warned that disenrollment from the program is likely if the record does not improve.
   f. Any challenge to an academic sanction should follow the Student Appeal Process outlined in Policy 5.
Contacts:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>E-mail/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Academic Affairs</td>
<td>206 Atwell Hall</td>
<td>614-292-4758</td>
<td>Dr. Marcia Nahikian-Nelms, PhD, RDN</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:Marcia.Nahikian-Nelms@osumc.edu">Marcia.Nahikian-Nelms@osumc.edu</a></td>
</tr>
<tr>
<td>Director, Student Services</td>
<td>206C Atwell Hall</td>
<td>614-292-0210</td>
<td>Lisa Terek, MS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:Terek.2@osu.edu">Terek.2@osu.edu</a></td>
</tr>
<tr>
<td>Director, Graduate Studies</td>
<td>2066 Graves Hall</td>
<td>614-366-2005</td>
<td>Dr. Amanda Agnew, PhD</td>
</tr>
<tr>
<td>Manager, Graduate Program</td>
<td>206B Atwell Hall</td>
<td>614-293-8363</td>
<td><a href="mailto:Amanda.Agnew@osumc.edu">Amanda.Agnew@osumc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ashley McCabe, MS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:McCabe.220@osu.edu">McCabe.220@osu.edu</a></td>
</tr>
</tbody>
</table>

History:

Issued: September 2017
Revised: June 2020
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
POLICY 5  Student Appeal Process

Students in the School of Health and Rehabilitation Sciences may appeal a specific grade or academic action by following the established procedures.

Definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Action for Undergraduate Professional or admitted Health Science Students</td>
<td>Academic Action refers to:</td>
</tr>
<tr>
<td></td>
<td><strong>Academic Warning</strong> - Warning that an undergraduate professional or admitted health science student has failed to meet academic standards of either the university, school or program. This warning is recommended by the academic program and issued by the HRS Academic Affairs Office. We strongly recommend that you consult with your academic advisor listed on BuckeyeLink about possible strategies to improve your academic standing.</td>
</tr>
<tr>
<td></td>
<td><strong>Academic Probation</strong> - A designation that an undergraduate professional or admitted health science student has failed to meet academic standards of either the university, school or program. Your school will notify you of your status and specify the conditions of probation, including the minimum grade-point average you must achieve in the following semester to avoid program disenrollment. You should consult with academic advisor listed on BuckeyeLink. When you have satisfied the remediation required for your probation, then you may be removed from probation.</td>
</tr>
<tr>
<td></td>
<td><strong>Program Disenrollment</strong> - If you have not fulfilled conditions of a probation, incur additional violation(s) or you are at risk of being dismissed from your program. Decisions about disenrollment are made on a case-by-case basis, given serious thought, and are NOT made without warning. Disenrolled students are always notified of their status. If you are disenrolled from a program, you are not disenrolled from the school or university. We strongly recommend that you consult with academic advisor listed on BuckeyeLink about possible strategies to improve your academic standing.</td>
</tr>
<tr>
<td></td>
<td><strong>University Dismissal</strong> - If you remain in academic difficulty for an extended period of time, you are at risk of being dismissed from the university. There is no particular cumulative GPA that warrants a dismissal. Decisions about dismissal are made on a case-by-case basis, given serious thought, and are NOT made without warning. You are a likely candidate for dismissal if you have previously been on academic probation or if you do not show steady academic progress, especially in the area of your major. Dismissed students are always notified of their current dismissal status and are always given numerous warnings prior to dismissal.</td>
</tr>
<tr>
<td>Appeal</td>
<td>Request for a reversal of a decision made in regard to academic violations and actions. See Policy 5.</td>
</tr>
</tbody>
</table>
Policy Details:
1. For matters relating to a specific course, students must first contact the course instructor; then if necessary, the division/program director in which the course is offered.

2. For matters relating to academic action (see above), undergraduate students must first contact the division/program director. If resolution does not occur to the student’s satisfaction, the student may appeal to the Director of Academic Affairs who will confer an appeal committee. This committee is comprised of three faculty from each division and the director of student services. The faculty member representing the student’s home program will recuse from any decision.

3. If resolution does not occur with the committee review, the student may appeal to the Director of the School of Health and Rehabilitation Sciences.

Procedures:
The student must follow each appeal step in sequence:
1. **Grade Appeal:** Contact the instructor of record for grade appeal, in writing, outline the circumstances and rationale for request within 7 business days of the relevant event. This should include a written description of the details describing the reasons you are contesting the grade. This letter should provide information that includes the course number and any specific evidence that supports the student’s appeal. If resolution does not occur, appeal may be made to Division/Program Director.

2. **Other Academic Action Appeals:** Contact the Division/Program Director for any academic action or additional grade appeal, in writing, outlining the circumstances and rationale for request.
   a. **Undergraduate Students:** If resolution does not occur, appeal may be made to Director of Academic Affairs. (See Below)
   b. **Graduate Students:** If resolution does not occur, appeal may be made to Director of Graduate Studies.

3. **Undergraduate Students:**
   a. Contact the Director of Academic Affairs for any academic appeal in writing outlining the circumstances and rationale for request.
   b. The Director of Academic Affairs will confer an appeal committee consisting of three faculty from divisions within the school (exclusive of the division from which the student is enrolled) within 7 business days of receiving the request for an appeal.
   c. The appeal committee will hold a hearing to review the appeal within 14 business days of receiving the request. The student will be notified of the hearing date, time and location within 4 business days of the request and may submit additional supporting materials of their appeal. Within 7 business days following this hearing, the student will receive information regarding the decision from the appeal committee. The student may have supporters present at any appeal hearing. The student must submit a list of supporting individuals no less than 2 business days before the scheduled hearing.

   If this support is from a legal representative, notice must be given to the committee no less than 7 business days prior to the hearing. If a student has legal representation, the university’s legal representation will be required to be present for the appeal hearing. Legal representation may be present but may only provide consultation and cannot speak for the student.
d. If resolution does not occur, appeal may be made to the School Director, who will form a committee of three Division Directors, not involved in the original appeal, who will follow the same procedures of the initial review committee; this ad hoc committee is advisory to the School Director. The School Director will evaluate their recommendation along with all materials and communicate the results of the appeal to the student. If the student is not satisfied with the response from the School Director, the student may seek further review through the Vice Dean of Education in the College of Medicine where College rules for appeal will apply. If the student is not satisfied with the response from the Vice Dean of Education, the student may pursue further appeal based on Rule 3335-7-23.

4. **Graduate Students:**
   a. Contact the Director of Graduate Studies for any appeal in writing outlining the circumstances and rationale for request. The Director of Graduate Studies will refer to the Graduate Studies committee.
   
   b. The committee will hold a hearing to review the appeal within 14 business days of receiving the request and the student will be notified of the hearing date, time and location within 4 business days of the request. The committee will produce a written document with recommendations at the completion of their deliberations. Copies of the report will be distributed to the School and Division Directors and instructor involved in the review process. Within 7 business days following this hearing, the student will receive information regarding the decision from the committee.

5. **The student may have supporters present at any appeal hearing.**
   a. The student must submit a list of supporting individuals no less than 2 business days before the scheduled hearing.
   
   b. If this support is from a legal representative, notice must be given to the committee no less than 7 business days prior to the hearing. If a student has legal representation, the university’s legal representation will be required to be present for the appeal hearing. Legal representation may be present but may only provide consultancy and cannot speak for the student.

6. If resolution does not occur, appeal may be made to the School Director, who will form a committee of three Division Directors, not involved in the appeal, who will follow the same procedures of the initial review committee; this ad hoc committee is advisory to the School Director. The School Director will evaluate their recommendation along with all materials and communicate the results of the appeal to the student.

7. If the student is not satisfied with the response from the School Director, the student may seek further review through the Vice Dean of Education in the College of Medicine where College rules for appeal will apply. If the student is not satisfied with the response from the Vice Dean of Education, the student may pursue further appeal based on Rule 3335-7-23.
## Contacts:

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<tbody>
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<td>206 Atwell Hall</td>
<td>614-292-4758</td>
<td>Dr. Marcia Nahikian-Nelms, PhD, RDN, LD <a href="mailto:Marcia.nahikian-nelms@osumc.edu">Marcia.nahikian-nelms@osumc.edu</a></td>
</tr>
<tr>
<td>HRS Student Services</td>
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<td>614-685-1561</td>
<td>Lisa Terek, MS <a href="mailto:Lisa.terek@osumc.edu">Lisa.terek@osumc.edu</a></td>
</tr>
<tr>
<td>Chair, Graduate Studies</td>
<td>2066 Graves Hall</td>
<td>614-366-2005</td>
<td>Amanda Agnew, PhD <a href="mailto:Amanda.Agnew@osumc.edu">Amanda.Agnew@osumc.edu</a></td>
</tr>
<tr>
<td>Manager, Graduate Program</td>
<td>206B Atwell Hall</td>
<td>614-293-8363</td>
<td>Ashley McCabe&lt;MS Ed. <a href="mailto:Mccabe.220@osu.edu">Mccabe.220@osu.edu</a></td>
</tr>
<tr>
<td>Director, HRS</td>
<td>106 Atwell Hall</td>
<td>614-247-4217</td>
<td>Dr. Deborah Larsen <a href="mailto:adam.clouser@osumc.edu">adam.clouser@osumc.edu</a> (Dr. Larsen’s Administrative Assistant)</td>
</tr>
<tr>
<td>Vice Dean of Education</td>
<td>260 Meiling Hall</td>
<td>614-688-3104</td>
<td>Dr. Daniel Clinchot (Sidonia.LaFramboise@osumc.edu- Dr. Clinchot’s administrative assistant)</td>
</tr>
</tbody>
</table>

## History:

- **Issued:** May 2017
- **Revised:** June 2020
- **Submitted by:** School of Health and Rehabilitation Sciences
- **Approved by:** HRS Executive Committee
POLICY 6  Academic Standards: Conduct in the Classroom and Academic Learning

Environment:
Students will adhere to the code of student conduct for The Ohio State University at all times. Students in the School of HRS have additional professional requirements for behavior due to the nature of their professional training and the environments in which learning may occur.

Definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code of Student Conduct at The Ohio State University</td>
<td>The code of student conduct, a part of the Ohio Administrative Code, is established to foster and protect the core missions of the university; to foster the scholarly and civic development of the university’s students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions. The core missions of the university are research, teaching and learning, and service. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the university are central to these missions</td>
</tr>
</tbody>
</table>

Policy Details:
1. Be on time for all learning activities.
2. Students attend and actively participate actively in every required class.
3. Students refrain from disruptive or distracting behavior that interferes with the learning of others.
4. Dress and maintain personal hygiene in a manner consistent with your status as a professional student, as detailed by the Policy #10 Academic Standards: Professional Dress.
5. Keep cell phones and other types of communication devices silenced and stored out of sight during class.
6. When permitted by the instructor, such electronic devices may be used for taking notes, accessing online materials related to the course, or responding to in-class quizzes or surveys at the direction of the instructor.
7. If a student is expecting a critical phone call or message and needs to attend to the device during class, the instructor should be informed about that ahead of time.
8. There will be no photography or video recording of learning activities in class unless specifically authorized by the instructor. Audio recordings for personal use may be permitted, but cannot be shared or disseminated unless approved by the instructor/faculty member. See Policy #7 Academic Standards Social Networking.
9. When discussing or writing about actual clinical cases in the classroom or for course assignments, students are required to take care to preserve confidentiality of the patients in accordance with HIPAA guidelines. See Policy #12 Academic Standards for Clinical Practice: HIPPA Compliance.

10. Communicate in an appropriate and respectful manner with fellow students, faculty, visitors, and staff.

11. Any HRS instructor has authority as an institutional official for The Ohio State University to exercise control over the learning environment in the classroom or at any learning site on or off campus. This includes removing a student from class if, in the judgment of the instructor, the student’s behavior is inappropriate and is interfering with the learning environment.

12. The instructor is free to exercise reasonable judgment to maintain the integrity, safety, and effectiveness of the learning environment. Students who refuse to comply with direct instructions to leave the class by an instructor are by definition in violation of the code of student conduct for the University and may be removed from class by campus police and subject to further disciplinary action.

Procedures:

1. **Division/Program Level Review**: If a classroom/academic environment violation is suspected or alleged, the Program Director, and/or Division Director will meet with the student to explore the details and circumstances of the violation.
   a. No Violation: If the Program/Division Director determines that there was no evidence of or intent of violation, this meeting can be used as a learning opportunity to review the policy.
      i. **Undergraduate Students**: Documentation of the meeting and its findings is sent to the Director of Academic Affairs within 7 business days and will be retained.
      ii. **Graduate Students**: Documentation of the meeting and its findings is sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days and will be retained.
   b. Possible Violation: If the Program/Division Director determines that a classroom/academic environment behavior violation may have occurred, the Director of Academic Affairs in HRS is notified and provided with supporting information (see 2.b.i below) within 7 business days.
      i. **Undergraduate Students**: Documentation of the meeting and its findings is sent to the Director of Academic Affairs within 7 business days and will be referred to the appropriate review committee. See 2ai1 below.
      ii. **Graduate Students**: Documentation of the meeting and its findings is sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days and will be referred to the appropriate review committee. See 2ai2 below.

2. **HRS Academic Affairs / Committee Level Review**:
   a. The HRS Director of Academic Affairs will refer the case within 7 business days to the appropriate committee for review and decision.
      i. **Appropriate Committee**:
         1. **Undergraduate students**: written referral is made to the HRS Undergraduate Student Success Committee for review and decision.
         2. **Graduate Students**: written referral is made to the HRS Director of Graduate Studies and the Graduate Studies Committee for review and decision.
   a. The Director of Graduate Studies will notify the graduate school if the violation results in failure of academic course – i.e. “failure to progress”. All communication to the student will occur after this point from The Graduate School.
b. The committee schedules a hearing where they will review and act on the case.
   i. The committee must provide notice to the student (to their OSU email account) of the hearing date, time, and location at least 14 business days in advance of the hearing. The notification should include the following:
      1. A copy of this policy (HRS Academic Standards Policy 10) from the HRS Student Handbook
      2. Written notice of allegations including time, place and description of the alleged violation, and the specific policy (ies) alleged to have been violated.
      3. The student may respond to the allegations in writing (to the HRS Director of Academic Affairs) within 7 business days after notification.
   ii. The student shall be presumed to be innocent of the allegations unless a preponderance of the evidence presented demonstrates their guilt.
   iii. The student may attend the hearing to respond to allegations, present relevant evidence and answer questions from the committee. In the event that witnesses provide information at the hearing, the student may pose relevant questions to the witness(es).
      1. If the student does not attend the hearing or remains silent, the allegations will be reviewed as scheduled and a decision will be made on the basis of the information available to the committee.
      2. The student’s choice to not attend the hearing or to remain silent shall not be held against them.
   iv. The student may have supporters present at the hearing.
      1. The student must submit a list of supporting individuals no less than 2 business days before the scheduled hearing.
      2. If this support is from a legal representative, they may advise the student but not address the committee. Notice that a legal representative will attend must be given to the committee no less than 7 business days prior to the hearing and the university’s legal representation will then also be present for the hearing.

   c. Committee Action: The reviewing committee will make one of the following recommendations:
      i. **No Violation Evident.** No further action.
      ii. **Minor Violation.** The nature of the violation is such that the offense can be treated as a learning opportunity and no formal disciplinary action is indicated
      iii. **Repeated Minor Violation(s).** A warning letter will be sent from Division/Program Director to the Student indicating additional future violations may be considered to be serious and lead to more severe disciplinary action(s).
      iv. **Serious Violation.** The nature of the offense is serious enough that disciplinary action is indicated.
         1. The student is placed on academic probation for the remainder of their educational program.
         2. Any conditions to be placed on the student relative to this violation are made in writing to the student and to the Director of Academic Affairs in HRS within 7 business days of the decision via OSU email account.
         3. As a condition of their continued enrollment in the program, the student must complete additional learning and assessment activities, as determined by the Program/Division Director, in order to remediate the ethical deficiency and ensure that the student understands and is capable of upholding the standards.
4. Depending on the nature and severity of this violation, the student’s prior disciplinary history, and/or inability to complete conditions of probation, the student may be recommended to HRS Executive Committee for Program Dismissal.

3. **Appeal** – appeal processes are described in HRS Student Handbook Policy number 5.

**Resources:**

Related Policies Code of Student Conduct at The Ohio State University: https://studentconduct.osu.edu/

HRS Policy # 1 Academic Standards Code of Ethics HRS Policy # 7 Academic Standards Social Networking HRS Policy # 10 Academic Standards Professional Dress HRS Policy # 12 Academic Standards for Clinical Practice HIPAA compliance

**Contacts:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Code of Student Conduct at The Ohio State University</td>
<td>550 Lincoln Tower 1800 Cannon Dr. Columbus OH 43210</td>
<td>614-292-0748</td>
<td><a href="http://studentconduct.osu.edu/">http://studentconduct.osu.edu/</a> <a href="mailto:studentconduct@osu.edu">studentconduct@osu.edu</a></td>
</tr>
<tr>
<td>Director, Student Services</td>
<td>206C Atwell Hall</td>
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<td>Lisa Terek, MS <a href="mailto:Lisa.Terek@osumc.edu">Lisa.Terek@osumc.edu</a></td>
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<td>Chair, Graduate Studies Director</td>
<td>2066 Graves Hall 2068 Atwell</td>
<td>614-366-2005</td>
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<td>614-293-8363</td>
<td>Ashley McCabe, MS <a href="mailto:Mccabe.220@osu.edu">Mccabe.220@osu.edu</a></td>
</tr>
</tbody>
</table>

**History:**
Issued: May 2017
Revised: June 2020
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
POLICY 7  Academic Standards: Social Networking

**Definitions:**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Networking</td>
<td>The use of various sites to connect people via web based technology. This includes but is not limited to Facebook, Flicker, twitter, Instagram, Vine, Snapchat, web blogs, or chat rooms.</td>
</tr>
<tr>
<td>Publically Disseminate</td>
<td>To distribute to a wide audience, either through posting to a website, sending content in an email, posting flyers, etc.</td>
</tr>
</tbody>
</table>

**Policy Details:**

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 healthcare profession makes it imperative that we take safeguards to insure that social networking does not erode the values of the healthcare profession or damage the reputation of the profession, the school, College of Medicine, Medical Center or University.

**Procedures:**

1. Each student enrolled in a HRS academic program is required to set appropriate privacy settings for all social networking sites to prevent public dissemination of material related to HRS, College of Medicine, The Ohio State University, any clinical site or any information that is prohibited.
2. If the student comments on anything related to activities in the school, the student will include a disclaimer with postings that clearly states that the expressed opinions belong to the writer alone and do not necessarily reflects the views of the School, College, Medical Center and the University.
3. The student will not write about patients (including pictures of procedures or components of medical care) in any manner even if the patient’s names or medical record numbers are removed. This is a violation of the HIPAA privacy act. (See Policy #12).
4. The student will not write defamatory comments about faculty, staff, students, and health professionals within the School, Medical Center and the University, or at any internship or clinical training site.
5. The student will not post someone else’s work (including from internet sites) without attribution.
6. The student will not post pictures or descriptions that demonstrate participation of students, faculty, or staff engaging in behavior that is unprofessional or sensitive in nature.
7. The student will not post any academic materials, either in total or even in small parts that are available only to students in the program. This includes examinations, questions from class, exams, or quizzes, recordings of lectures or other course content, PowerPoints, or any written course materials.

8. Students should avoid personal relationships (e.g., friending on Facebook) with faculty, staff preceptors in HRS and patients through social networking until after their degree is awarded and there is no longer a power differential or supervisory relationship. Relationships between students, faculty, and staff in social networking communities limited to professional work, such as LINKEDIN, are acceptable. See OSU Policy 1.15.

Procedures:

1. **Division/Program Level Review**: If a social networking violation is suspected or alleged, the Program Director, and/or Division Director will meet with the student to explore the details and circumstances of the violation.
   a. No Violation: If the Program/Division Director determines that there was no evidence of or intent of violation, this meeting can be used as a learning opportunity to review the Social Networking Policy.
      i. **Undergraduate Students**: Documentation of the meeting and its findings is sent to the Director of Academic Affairs within 7 business days and will be retained.
      ii. **Graduate Students**: Documentation of the meeting and its findings is sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days and will be retained.
   b. Possible Violation: If the Program/Division Director determines that a Social Networking violation may have occurred, the Director of Academic Affairs in HRS is notified and provided with supporting information (see 2.b.i below) within 7 business days.
      i. **Undergraduate Students**: Documentation of the meeting and its findings is sent to the Director of Academic Affairs within 7 business days who will refer to the appropriate review committee. See 2ai1 below.
      ii. **Graduate Students**: Documentation of the meeting and its findings is sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days and who will refer to the appropriate review committee. See 2ai2 below.

2. **HRS Academic Affairs / Committee Level Review**: The HRS Director of Academic Affairs will refer the case within 7 business days to the appropriate committee for review and decision.
   a. Appropriate Committee:
      1. **Undergraduate students**: written referral is made to the HRS Undergraduate Student Success Committee for review and decision.
      2. **Graduate Students**: written referral is made to the HRS Director of Graduate Studies and the Graduate Studies Committee for review and decision.
         a. The Director of Graduate Studies will notify the graduate school if the violation results in failure of academic course – i.e. “failure to progress”. All communication to the student will occur after this point from The Graduate School.
         b. Committee members with a conflict of interest, including all members from the student’s program/division will recuse themselves from consideration of the case
   b. The committee schedules a hearing where they will review and act on the case.
      i. The committee must provide notice to the student (to their OSU email account) of the hearing date, time, and location at least 14 business days in advance of the hearing. The notification should include the following:
1. A copy of this policy (HRS Academic Standards Policy 10) from the HRS Student Handbook

2. Written notice of allegations including time, place and description of the alleged violation, and the specific policy(ies) alleged to have been violated.

3. The student may respond to the allegations in writing (to the HRS Director of Academic Affairs) within 7 business days after notification.

   ii. The student shall be presumed to be innocent of the allegations unless a preponderance of the evidence presented demonstrates their guilt.

   iii. The student may attend the hearing to respond to allegations, present relevant evidence and answer questions from the committee. In the event that witnesses provide information at the hearing, the student may pose relevant questions to the witness(es).

   1. If the student does not attend the hearing or remains silent, the allegations will be reviewed as scheduled and a decision will be made on the basis of the information available to the committee.

   2. The student’s choice to not attend the hearing or to remain silent shall not be held against them.

   iv. The student may have supporters present at the hearing.

      1. The student must submit a list of supporting individuals no less than 2 business days before the scheduled hearing.

      2. If this support is from a legal representative, they may advise the student but not address the committee. Notice that a legal representative will attend must be given to the committee no less than 7 business days prior to the hearing and the university’s legal representation will then also be present for the hearing.

   c. Committee Action: The reviewing committee will make one of the following recommendations:

      i. No Violation Evident. No further action.

      ii. Minor Violation. The nature of the violation is such that the offense can be treated as a learning opportunity and no formal disciplinary action is indicated

      iii. Repeated Minor Violation(s). A warning letter will be sent from Division/Program Director to the Student indicating additional future violations may be considered to be serious and lead to more severe disciplinary action(s).

      iv. Serious Violation. The nature of the offense is serious enough that disciplinary action is indicated.

         1. The student will be placed on academic probation for the remainder of their educational program.

         2. Any conditions to be placed on the student relative to this violation are made in writing to the student and to the Director of Academic Affairs in HRS within 7 business days of the decision via OSU email account.

         3. As a condition of their continued enrollment in the program, the student must complete additional learning and assessment activities, as determined by the Program/Division Director, in order to remediate the ethical deficiency and ensure that the student understands and is capable of upholding the standards.

         4. Depending on the nature and severity of this violation, the student’s prior disciplinary history, and/or inability to complete conditions of probation, the student may be recommended to HRS Executive Committee for Program Disenrollment.

3. Appeal – appeal processes are described in HRS Student Handbook Policy number 5.
### Contacts:

<table>
<thead>
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<td></td>
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<td></td>
<td><a href="mailto:Lisa.Terek@osumc.edu">Lisa.Terek@osumc.edu</a></td>
</tr>
<tr>
<td>HRS Academic Affairs</td>
<td>206A Atwell Hall</td>
<td>614-292-4758</td>
<td>Dr. Marcia Nahikian-Nelms, PhD,RDN,LD</td>
</tr>
<tr>
<td></td>
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<td></td>
<td><a href="mailto:Marcia.Nahikian-Nelms@osumc.edu">Marcia.Nahikian-Nelms@osumc.edu</a></td>
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<td>Dr. Amanda Agnew, PhD</td>
</tr>
<tr>
<td>Manager, Graduate Program</td>
<td>206B Atwell</td>
<td>614-293-8363</td>
<td><a href="mailto:Amanda.Agnew@osumc.edu">Amanda.Agnew@osumc.edu</a></td>
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<td>Ashley McCabe, MS Ed</td>
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<td><a href="mailto:McCabe.220@osu.edu">McCabe.220@osu.edu</a></td>
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### History:
- Issued: 2006
- Revised: June 2020
- Submitted by: School of Health and Rehabilitation Sciences
- Approved by: HRS Executive Committee
POLICY 8  Academic Standards Family Education Rights and Privacy Act (FERPA)

Neither the School nor any staff or faculty members can release certain data without prior student permission. This also prohibits sharing student information with parents or any other entity without a written completion of the FERPA release and request by the student.

Definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>FERPA</td>
<td>The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.</td>
</tr>
</tbody>
</table>

Policy Details:

General university information about FERPA can be found here: https://parent.osu.edu/resources/academic_/ferpa

Ohio State’s policy and procedure concerning privacy and the release of student education records can be found here: http://registrar.osu.edu/policies/privacy_release_student_records.pdf

Resources:

University policies: Institutional Data policy, https://ocio.osu.edu/policy/policies/idp

Records Retention Schedule, library.osu.edu/documents/records-management/general-schedule.pdf

Request to withhold release of directory information is made through student BuckeyeLink account.

History:
Issued: May 2017
Revised: June 2020
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
POLICY 9  Academic Standards: Religious Observation

Policy Details:
1. The School policy on religious observations holds that every reasonable effort is made to help students avoid negative academic consequences when religious obligations conflict with academic course/clinical requirements.
2. Although the School makes every effort to accommodate participation in religious holidays and other religious observations, professional students should recognize that the requirements of patient care and required clinical education are significantly different from standard classroom education and may require alternative arrangements.

Procedures:
1. Any student who is unable to attend class/clinical or participate in any academic requirement due to religious beliefs will be provided an opportunity to make up the assignment, clinical competency or examination or be given a reasonable alternative opportunity to complete their academic requirements without penalty.
2. This may not apply to a situation where it can be demonstrated that such an accommodation would fundamentally change the essential nature of the element of the curriculum, interfere with the delivery of the course/clinical, or create an unreasonable burden upon the program.
3. Students who anticipate absences from scheduled required educational activities must notify the division/program director at least four weeks in advance of the anticipated absence to request accommodations.
4. When a division director/program director reports that accommodations for a religious observation cannot be made and that this would result in negative academic consequences for the student, the student can appeal to HRS Academic Affairs. Any further appeal can be made to Director of the School for further consideration. See Policy # 5.
Contacts:

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<tr>
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<tr>
<td>Director, HRS</td>
<td>206A Atwell Hall</td>
<td>614-292-4758</td>
<td>Dr. Marcia Nahikia-Nelms, PhD, RDN, LD, Marcia <a href="mailto:Nahikian-Nelms@osumc.edu">Nahikian-Nelms@osumc.edu</a></td>
</tr>
<tr>
<td>Academic Affairs</td>
<td></td>
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<td></td>
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<tr>
<td>Religious Calendar</td>
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<td><a href="http://www.interfaith-calendar.org/">http://www.interfaith-calendar.org/</a></td>
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History:

Issued: May 2017
Revised: June 2020
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
School of Health and Rehabilitation Sciences

Applies to: Students in the School of Health and Rehabilitation Sciences Academic Programs

POLICY 10  Academic Standards: Clinical Practice Professional Dress

In order to respect the values of patients, professionals and peers, as well as workplace safety and functionality requirements, clothes worn by students in the school should conform to general standards for professionalism at all times.

In some learning environments, specific clothing may be required by the program. Examples include but are not limited to fitness attire for exercising or to practice examination and treatment skills on classmates, scrubs and or lab coats for working in the clinic, program shirts with specific logos for certain activities, footwear for specific settings, or semiformal dress for special occasions. See individual program handbooks for specific requirements.

Definitions:

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<tbody>
<tr>
<td>Business</td>
<td>Business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt at knee-length or below, a tailored blazer, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot.</td>
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</table>

Policy Details:

Expectations for all students in the school are as follows.

1. Business casual dress is recommended for most professional environments.
2. Clothing should be clean, fit appropriately, and should not be overly revealing.
3. Clothing must not include language except for university, college and program insignia (e.g., profanity, hate speech, anti-social sentiments, personal, religious, and social beliefs.) This includes patches, buttons or any attachments to clothing.
4. Clothing that is intended only for the clinic should not be worn to class. Clothing soiled from work in the clinic may never be worn back to class; the student must bring a clean change of clothes.
5. Appropriate undergarments should be worn at all times.
6. Hats are not to be worn inside classrooms unless they are required parts of a uniform.
7. Shoes and socks are required in clinical settings. Sandals are not appropriate; the foot should be covered according to Occupational Safety and Health Administration (OSHA guidelines).
8. Visible piercings, other than the ears, are not permitted. Students should avoid wearing jewelry because it can scratch patients, snag clothing or interfere with learning or clinical activities. Small rings and engagement or wedding rings are usually acceptable; however, rings with elevated stones may scratch patients and may need to be removed.
9. Students should be aware that some internships and clinical sites may have policies limiting tattoos and piercings. These may need to be covered and/or removed.
10. Smoking, the use of any tobacco products, or vaping is not permitted in any buildings or on the grounds of the Ohio State campus. The student cannot smoke at any clinical site.
11. To avoid transmission of pathogens, eating is not permitted in any patient care area. Students are not allowed to eat in the midst of practicing clinical skills during lab. Hands must be washed before and after eating for clinical work or clinical skills practice.
12. Body cleanliness is important in all academic and clinical settings. Improper personal hygiene may result in academic action. Use of deodorant is recommended. Perfumes, colognes and aftershave lotions may be used in moderation. Some settings may prohibit these based on specific patient needs.
13. Hair should be kept clean and well-groomed or styled; extreme styles may be unacceptable. Long hair should be tied back to avoid interference with patient care activities.
14. Fingernails should be kept clean and trimmed. Artificial nails are prohibited due to their potential to harbor bacteria. Likewise, nail jewelry or nail art are prohibited. Nails should be clean and manicured and kept less than ¼ inch long past the tip of the finger. Nail polish is typically prohibited in situations requiring aseptic care. A colored nail polish is often not allowed in the clinical setting. If worn, nail polish should be of a single color and not chipped, cracked, or peeling.
15. Pants must fit at or above the waist and must not reveal underwear or the skin below the waist.
16. Shorts are acceptable in some settings but should extend to the mid-thigh or below.
17. Shirts must either be tucked in or come below the level of the pants so that will not ride up when bending over or reaching overhead.
18. Skirt length shall be no shorter than three inches above the top of the knee; Split skirts and dress shorts are permitted, provided that they fall within skirt guidelines.
19. Facial make-up should be applied in moderation.
20. Follow any specific program guidelines.
21. Note: Exceptions to these requirements for religious preference require prior approval of the student’s division/program director

Procedures:
1. Division/Program Level Review: If a Clinical Practice/professional dress violation is suspected or alleged, the Program Director, and/or Division Director will meet with the student to explore the details and circumstances of the violation.
   a. No Violation: If the Program/Division Director determines that there was no evidence of or intent of violation, this meeting can be used as a learning opportunity to review the Clinical Practice/professional dress Policy.
      i. Undergraduate Students: Documentation of the meeting and its findings is sent to the Director of Academic Affairs within 7 business days and will be retained.
      ii. Graduate Students: Documentation of the meeting and its findings is sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days and will be retained.
   b. Possible Violation: If the Program/Division Director determines that a Clinical Practice/professional dress code violation may have occurred, the Director of Academic Affairs in HRS is notified and provided with supporting information (see 2.b.i below) within 7 business days.
      i. Undergraduate Students: Documentation of the meeting and its findings is sent to the Director of Academic Affairs within 7 business days and who will refer to the appropriate review committee. See 2ai1 below.
ii. **Graduate Students:** Documentation of the meeting and its findings is sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days and who will refer to the appropriate review committee. See 2a12 below.

2. **HRS Academic Affairs / Committee Level Review:**
   a. The HRS Director of Academic Affairs will refer the case within 7 business days to the appropriate committee for review and decision.
      i. **Appropriate Committee:**
         1. **Undergraduate students:** written referral is made to the HRS Undergraduate Student Success Committee for review and decision.
         2. **Graduate Students:** written referral is made to the HRS Director of Graduate Studies and the Graduate Studies Committee for review and decision.

         a. The Director of Graduate Studies will notify the graduate school if the violation results in failure of academic course – i.e. “failure to progress”. All communication to the student will occur after this point from The Graduate School.

      ii. Committee members with a conflict of interest, including all members from the student’s program/division will recuse themselves from consideration of the case.

   b. The committee schedules a hearing where they will review and act on the case.
      i. The committee must provide notice to the student (to their OSU email account) of the hearing date, time, and location at least 14 business days in advance of the hearing. The notification should include the following:
         1. A copy of this policy (HRS Academic Standards Policy 10) from the HRS Student Handbook
         2. Written notice of allegations including time, place and description of the alleged violation, and the specific policy(ies) alleged to have been violated.
         3. The student may respond to the allegations in writing (to the HRS Director of Academic Affairs) within 7 business days after notification.

      ii. The student shall be presumed to be innocent of the allegations unless a preponderance of the evidence presented demonstrates their guilt.

      iii. The student may attend the hearing to respond to allegations, present relevant evidence and answer questions from the committee. In the event that witnesses provide information at the hearing, the student may pose relevant questions to the witness(es).

         1. If the student does not attend the hearing or remains silent, the allegations will be reviewed as scheduled and a decision will be made on the basis of the information available to the committee.
         2. The student’s choice to not attend the hearing or to remain silent shall not be held against them.

      iv. The student may have supporters present at the hearing.

         1. The student must submit a list of supporting individuals no less than 2 business days before the scheduled hearing.
         2. If this support is from a legal representative, they may advise the student but not address the committee. Notice that a legal representative will attend must be given to the committee no less than 7 business days prior to the hearing and the university’s legal representation will then also be present for the hearing.

   c. **Committee Action:** The reviewing committee will make one of the following recommendations:
      i. **No Violation Evident.** No further action.
ii. **Minor Violation.** The nature of the violation is such that the offense can be treated as a learning opportunity and no formal disciplinary action is indicated.

iii. **Repeated Minor Violation(s).** A warning letter will be sent from Division/Program Director to the Student indicating additional future violations may be considered to be serious and lead to more severe disciplinary action(s).

iv. **Serious Violation.** The nature of the offense is serious enough that disciplinary action is indicated.
   1. The student will be placed on academic probation for a stipulated period of time that may be up to the remainder of their educational program.
   2. Any conditions to be placed on the student relative to this violation are made in writing to the student and to the Director of Academic Affairs in HRS within 7 business days of the decision via OSU email account.
   3. As a condition of their continued enrollment in the program, the student must complete additional learning and assessment activities, as determined by the Program/Division Director, in order to remediate the ethical deficiency and ensure that the student understands and is capable of upholding the standards.
   4. Depending on the nature and severity of this violation, the student’s prior disciplinary history, and/or inability to complete conditions of probation, the student may be recommended to HRS Executive Committee for Program Disenrollment.

3. **Appeal** – appeal processes are described in HRS Student Handbook Policy number 5.

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<td>Ashley McCabe, MS</td>
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<td><a href="mailto:EdMccabe.220@osu.edu">EdMccabe.220@osu.edu</a></td>
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**History:**
Issued: May 2017
Revised: June 2020
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
POLICY 11  Academic Standard: Sexual Misconduct Policy

The School of Health and Rehabilitation Sciences complies with the University Policy for Sexual Misconduct: https://hr.osu.edu/public/documents/policy/policy115.pdf and follows the university’s policy on sexual harassment and inappropriate relationships.

Members of the university community have the right to be free from all forms of sexual misconduct which impede the realization of the university’s mission of distinction in education, scholarship, and service. All members of the university community are expected to conduct themselves in a manner that maintains an environment free from sexual misconduct.

Sexual misconduct violates the dignity of individuals and is not tolerated. The university community seeks to eliminate sexual misconduct through education and by encouraging everyone to report concerns or complaints, including third parties when the accused is a member of the university community. The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. This policy defines expectations for the university community and establishes mechanisms for determining when those expectations have been violated.

Definitions:

Sex- and gender based discrimination: Unfairly treating an individual or group of individuals differently than others on the basis of sex or gender. Sexual misconduct is a form of sex- and gender-based discrimination.

Sexual misconduct: Conduct of a sexual nature or conduct based on sex or gender that is nonconsensual or has the effect of threatening, intimidating, or coercing a person. Includes sexual harassment, sexual violence, relationship violence, and stalking. Sexual misconduct is a form of sex- and gender-based discrimination. Sexual misconduct also applies to sexual relationships with patients.

Sexual harassment: In the employment context, sexual harassment is unwelcome, sex- or gender-based verbal or physical conduct that unreasonably interferes with an individual’s work performance or creates an intimidating, hostile, or offensive work environment. In the education context, sexual harassment is unwelcome, sex- or gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it interferes with, denies, or limits an individual’s ability to participate in or benefit from the university’s educational programs and activities. It can take two forms: power differentials (quid pro quo) or hostile environment: Quid pro quo sexual harassment exists when: There are
unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; and Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status; or Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions adversely affecting such individual.

Hostile environment in the employment context includes any situation in which there is harassing conduct that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with an individual’s work performance or creates an intimidating, hostile, or offensive work environment.

Sexual violence: Sexual acts perpetrated against an individual’s will or when an individual is incapable of giving consent. All such acts of sexual violence are forms of sexual misconduct under this policy.

Sexual assault: Non-consensual sexual contact and non-consensual sexual intercourse. All such acts of sexual assault are forms of sexual violence, and therefore sexual misconduct, under this policy.

Nonconsensual sexual contact: Any intentional sexual touching, however slight, with any body part or object, by any individual upon another that is without consent and/or by force or coercion.

Nonconsensual sexual intercourse: Any sexual penetration, however slight, with any body part or object, by any individual upon another that is without consent and/or by force or coercion.

Sexual exploitation: Occurs when an individual takes non-consensual or abusive sexual advantage of another for that individual’s own advantage or benefit, or to benefit or advantage anyone other than the individual being exploited, and that behavior does not otherwise constitute one of the other sexual violence offenses.

Policy Details:
The School of Health and Rehabilitation Sciences students and faculty will comply with all sections of the policy for sexual misconduct: https://hr.osu.edu/wp-content/uploads/policy115.pdf

Procedures:
Reporting Allegations of Sexual Misconduct
1. Reports/complaints of alleged sexual misconduct can be made by any individual who is directly involved in, who observes, or who reasonably believes that sexual misconduct may have occurred. This includes allegations by third parties against any individual covered by this policy.

See IV-Employee Duty to Report section. Note below that only some reporting methods satisfy this duty. All faculty and staff are obligated to report.

2. Making a report/filing a complaint with the university does not preclude the individual from filing a report with an external law enforcement or other agency nor does it extend time limits with those agencies. Individuals may request assistance from the Title IX coordinator or deputy coordinator to notify such authorities

3. All members of the university community can make reports/file complaints as outlined below.

4. Contacting the offices below will satisfy the employee duty to report:
Report/Complaint | Agency/Office | Contact Information
---|---|---
Sexual misconduct involving employees | Office of Human Resources (deputy Title IX coordinator) | 614-292-2800 614-293-4988 (Medical Center employees) hr.osu.edu/elr Sexualharassment@osu.edu Discrimination and Harassment Complaint form
 |  | hr.osu.edu/elr Sexualharassment@osu.edu Discrimination and Harassment Complaint form
Sexual misconduct involving students | Office of University Compliance and Integrity (deputy Title IX coordinator) | Kellie Brennan (Title IX coordinator) 614-247-5838 titleix@.osu.edu
Any sexual misconduct | Office of University Compliance and Integrity, Title IX coordinator | hr.osu.edu/elr Sexualharassment@osu.edu Discrimination and Harassment Complaint form

5. Members of the university community may also make reports/file complaints by contacting the following; to satisfy the duty to report, employees must also report to one of the offices in V.C.1 above:

<table>
<thead>
<tr>
<th>Report/Complaint Type</th>
<th>Agency/Office</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Conduct</td>
<td>University Police</td>
<td>614-292-2121 or 9-1-1 for emergencies dps.osu.edu</td>
</tr>
<tr>
<td>Criminal Conduct</td>
<td>Columbus Police</td>
<td>614-645-4545 or 9-1-1 for emergencies Columbus.gov/police</td>
</tr>
<tr>
<td>Criminal Conduct</td>
<td>Local law enforcement agency</td>
<td>9-1-1 for emergencies</td>
</tr>
<tr>
<td>Any sexual misconduct</td>
<td>University anonymous reporting line</td>
<td>1-866-294-9350 Ohio-state.ethicspoint.com</td>
</tr>
</tbody>
</table>

6. Division/Program Level Review: If sexual misconduct is suspected or alleged, the Program Director, and/or Division Director will meet with the student to discuss the appropriate steps to follow that is consistent with the university policy. All faculty and staff are obligated to report to Title IX office.

i. **Undergraduate Students**: Documentation of the meeting and its findings is sent to the Director of Academic Affairs within 7 business days.

ii. **As appropriate, the Director of Academic Affairs and/or the Director of SHRS will follow-up with student, faculty and student.**

iii. **Graduate Students**: Documentation of the meeting and its findings is sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days.

Resources:
Related Policies https://hr.osu.edu/public/documents/policy/policy115.pdf HRS Policy #1 Academic Standards Code of Ethics

University Policies, policies.osu.edu/


Code of Student Conduct,studentlife.osu.edu/csc/ Corrective Action and Involuntary Termination, Policy 8.15, hr.osu.edu/policy/policy815.pdf
General Records Retention Schedule, library.osu.edu/documents/records-management/general-schedule.pdf

Rules for Classified Civil Service, hr.osu.edu/policy/ccs/ Rules of the University Faculty, 3335-5-04, trustees.osu.edu/university/facultyrules


Building a Supportive Community: Preventing Sexual Misconduct and Relationship Violence (for faculty, staff, student employees), go.osu.edu/buckeyelearn

Think About It: Campus SaVE (for undergraduate students), campusclarity.com/signup

Think About It: Graduate Students (for graduate and professional students), campusclarity.com/signup


Frequently Asked Questions, hr.osu.edu/public/documents/policy/resources/115faq-general.pdf


Nondiscrimination Notice, hr.osu.edu/public/documents/policy/resources/110nondiscrimnotice.pdf


Title IX website, titleix.osu.edu

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<td><strong>Subject</strong></td>
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<td>To make a report</td>
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<td>To make a criminal report</td>
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<td>Title IX</td>
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History:
Issued: May 2017
Revised: June 2020
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
POLICY 12  Academic Standards for Clinical Practice: HIPAA Compliance

Students in the School of Health and Rehabilitation Sciences are required to follow the HIPAA privacy rule throughout their educational program.

<table>
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<tbody>
<tr>
<td>HIPAA</td>
<td>Health Insurance Portability &amp; Accountability Act (HIPAA) is the federal regulation that protects confidentiality of patient information.</td>
</tr>
</tbody>
</table>

Policy Details:
The “HIPAA Privacy Rule” requires health providers and other covered entities to educate all members of their workforce about the regulations. Concerning HRS policies, every patient in every situation is protected by HIPAA. All students in all placements will comply with all aspects of HIPAA and medical privacy throughout their educational process.

Procedures:
1. Each student enrolled in an academic program in HRS must complete HIPAA privacy training at the onset of their academic program.
2. Each academic program will set the due date for students in their program that will allow for completion of HIPAA training via Buckeye Learn – HIPAA Privacy and Security eLearning course.
   i. Division/Program Level Review: If a HIPAA violation is suspected or alleged, the Program Director and/or Division Director will meet with the student to explore the details and circumstances of the claim of HIPAA violation.
   a. No Violation: If the Program/Division Director determines that there was no evidence of or intent for a HIPAA violation, this meeting can be used as a learning opportunity to review the Code of Ethics and HIPAA regulations.
      i. Undergraduate Students: Documentation of the meeting and its findings are sent to the Director of Academic Affairs within 7 business days and will be retained.
      ii. Graduate Students: Documentation of the meeting and its findings are sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days and will be retained.
   b. Possible Violation: If the Program/Division Director determines that a HIPAA violation may have occurred, the Director of Academic Affairs in HRS is notified and provided with supporting information (see 2.b.i below) within 7 business days.
iii. Undergraduate Students: Documentation of the meeting and its findings are sent to the Director of Academic Affairs within 7 business days and will be retained. (See 2ai1 below)

iv. Graduate Students: Documentation of the meeting and its findings are sent to the Director of Graduate Studies and Director of Academic Affairs within 7 business days and will be retained. (See 2ai2 below)

v. The clinical site at which this HIPAA violation occurred is notified. The site will have a separate process for processing reports of HIPAA violations that may involve sanctions against the student such as loss of ability to be in the clinical environment, secondarily resulting in the student not being able to complete the professional program.

i. **HRS Academic Affairs / Committee Level Review:**

   a. If it is determined that a possible violation occurred (3b, above), the HRS Director of Academic Affairs will refer the case within 7 business days to the appropriate committee for review and decision.

      i. Appropriate Committee:

         1. **Undergraduate students:** written referral is made to the HRS Undergraduate Academic Success Committee for review and decision.

         2. **Graduate Students:** written referral is made to the HRS Director of Graduate Studies who will refer to the Graduate Studies Committee for review and decision.

            a. The Director of Graduate Studies will notify the graduate school if the violation results in failure of academic course – i.e. “failure to progress”. All communication to the student will occur from The Graduate School.

      ii. Committee members with a conflict of interest, including all members from the student’s program/division, will recuse themselves from consideration of the case

   b. **The committee schedules a hearing where they will review and act on the case.**

      i. The committee must provide notice to the student (to their OSU email account) of the hearing date, time, and location at least 14 business days in advance of the hearing. The notification should include the following:

         1. A copy of this policy (HRS Academic Standards Policy 12) from the HRS Student Handbook

         ii. Written notice of allegations including time, place and description of the alleged violation, and the specific policy (ies) alleged to have been violatedThe student may respond to the allegations in writing (to the HRS Director of Academic Affairs and/or Director of Graduate Studies, as applicable) within 7 business days after notification.

      iii. The student shall be presumed to be innocent of the allegations unless a preponderance of the evidence presented demonstrates their guilt.

      iv. The student may attend the hearing to respond to allegations, present relevant evidence, and answer questions from the committee. In the event that witnesses provide information at the hearing, the student may pose relevant questions to the witness (es).

         1. If the student does not attend the hearing or remains silent, the allegations will be reviewed as scheduled and a decision will be made on the basis of the information available to the committee.

         2. The student’s choice to not attend the hearing or to remain silent shall not be held against them.

      v. The student may have supporters present at the hearing.


1. The student must submit a list of supporting individuals no fewer than 2 business days before the scheduled hearing, with the exception of a legal representative (see 4(b)(iv)(2), below).

2. Notice that a legal representative will attend to provide support must be given to the committee no fewer than 7 business days prior to the hearing and the university’s legal representation will then also be present for the hearing. A legal representative may advise the student, but he or she may not address the committee.

C. Committee Action: The reviewing committee will make one of the following recommendations:
   i. **No Violation Evident.** No further action.
   ii. **Minor Violation.** The nature of the violation is such that the offense can be treated as a learning opportunity and no formal disciplinary action is indicated.
   iii. **Repeated Minor Violation(s)** A warning letter will be sent from the Division/Program Director to the Student indicating additional future violations may be considered to be serious and lead to more severe disciplinary action(s).
   iv. **Serious Violation.** The nature of the offense is serious enough that disciplinary action is indicated.
      1. The student will be placed on academic probation for a stipulated period of time that may be up to the remainder of their educational program.
      2. Any conditions to be placed on the student relative to this violation are made in writing to the student and to the Director of Academic Affairs in HRS within 7 business days of the decision via OSU email account.
      3. As a condition of their continued enrollment in the program, the student must complete additional learning and assessment activities, as determined by the Program/Division Director, in order to remediate the HIPAA violation and ensure that the student understands and is capable of upholding the standards.
      4. Depending on the nature and severity of this violation; the student’s prior disciplinary history; and/or inability to complete conditions of probation; the student may be recommended to the HRS Executive Committee for Program Disenrollment.

i. **Appeal** – appeal processes are described in HRS Student Handbook Policy #5.

<table>
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<tr>
<th>Contacts:</th>
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<tbody>
<tr>
<td><strong>Subject</strong></td>
<td><strong>Office</strong></td>
</tr>
<tr>
<td>HIPAA training</td>
<td></td>
</tr>
<tr>
<td>Director HRS Academic Affairs</td>
<td>206A Atwell Hall</td>
</tr>
<tr>
<td>Director, Graduate Studies</td>
<td>2066 Graves Hall</td>
</tr>
<tr>
<td>Manager, Graduate Program</td>
<td>206B Atwell Hall</td>
</tr>
</tbody>
</table>
History:
Issued: May 2017
Revised: June 2020
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
School of Health and Rehabilitation Sciences

Applies to: Students enrolled in Health and Rehabilitation Sciences Academic Programs

POLICY 13  Academic Standards for Clinical Practice: Background Check

Students in all HRS programs (except Health Sciences undergraduate majors, and in some cases, MS and PhD) are required to complete a criminal background check annually. The student must successfully pass a criminal background check in order to receive/maintain an OSU Wexner Medical Center identification badge and to meet the requirements of external affiliated healthcare institutions.

The HRS assigned staff in Student Services arrange all background checks so that the process is completed and a record is maintained in the student’s record in student services.

| Definitions: |
|--------------|-------------------------------------------------|
| Term         | Definition                                       |
| Background Check | The act of reviewing both confidential and public information to investigate a person or entity’s history. Background checks are commonly performed by employers to ensure that: |
|              | an employee is who he or she says they are;     |
|              | to determine that the individual does not have a damaging history that would negate participating in the health care environment, and |
|              | to confirm information than an applicant has included on their application for admission to the educational program. |

Policy Details:

1. Successfully clearing a background check is required to participate in the clinical education component within any professional program.

2. Effective July 1, 2011, current faculty, staff, graduate associates, and student employees must disclose criminal convictions within three business days of the conviction.

3. For students who have lived in Ohio for the last 5 years, only a BCI criminal background check is required. For those that have lived outside the State of Ohio for the last 5 years, an FBI criminal background check is also required.

4. Students with a criminal record may be denied participation in clinical study based on institutional
regulations, which would prevent progressing through the program, and thus may not be eligible for licensure by the state licensure boards. Students may be disenrolled from the program.

5. Students who know they will not successfully pass a criminal background check should contact the program’s director before professional coursework begins.

6. Background checks are only valid for one year after their clearance date.

7. Students will have to complete a background check during each year of the program, organized by the assigned staff in HRS student services.

Procedures:

1. **First Year Students in Professional Programs:**
   First year students (students who have never completed a background check or do not already have a student ID badge) will complete the background check process through The Ohio State University Wexner Medical Center’s ID Processing Office. These background checks are free of charge, and are arranged through the assigned staff in HRS. Student Services. First-year students provide a Photo ID and their Social Security card at the time of their background check.

2. **Second Year Students in Professional Programs:**
   Second year students who have previously been through the background check process at ID Processing and have already received their student ID badge will complete their background check through First Advantage. The First Advantage background check progress is digital, and there is no charge. Second year students do not need to go to ID Processing to complete your background check for the year but should take a copy of their documentation to The Ohio State University Wexner Medical Center’s ID Processing Office to place on file.

3. **Third Year Students:**
   Third year students who have previously been through the background process at ID Processing and have already received their student ID badge will complete their background check through First Advantage. The First Advantage background check progress is digital, and there is no charge. Third year students do not need to go to ID Processing to complete your background check for the year but should take a copy of their documentation to The Ohio State University Wexner Medical Center’s ID Processing Office to place on file.

4. HRS or ID processing cannot provide copies of a student’s background check documentation for purposes other than clinical compliance. However, if a student needs a copy of their background check for reasons other than clinical compliance, one can be requested from the Ohio Attorney General’s office.

5. If a student has any criminal infractions on record, the background check will be flagged for review. If this is the case, the student’s infractions will be reviewed by the program/division director, and a decision will be made as to the student’s continued enrollment in the program and will consult with the state licensure board to assess eligibility for licensure.

6. HRS students are issued a student ID badge during their first year in the program for the purposes of clinical rotation and clearance.

7. Background checks must be completed through ID Processing and cleared before the students receive an ID Badge. ID Badges are picked up by the assigned staff in HRS student services and distributed by the clinical coordinator for the program.

8. If a student is an intern/volunteer or employee of the Wexner Medical Center, they will receive a second, student ID badge for the purposes of their clinical rotation with the program.
9. If a student changes their name during the course of the program, they can receive a replacement ID badge at no charge. The student will stop by ID Processing with their old badge and an official document or ID bearing their new name. ID Processing will take the badge with the old name and dispose of it, and provide the student with a student ID badge bearing their new name.

10. If a student loses their ID badge, they will need to request a new ID badge directly from ID Processing. Replacement ID badges cost $5.

11. At any point during the professional program, any student who is involved in any situation that would affect their annual background check, the student is required to notify the division/program director within 3 days of the event.

<p>| Contacts: |</p>
<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>E-mail/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS Staff - Background Checks Allison Breitfeller</td>
<td>206 Atwell Hall</td>
<td>614-685-2153</td>
<td><a href="mailto:Allison.breitfeller@osumc.edu">Allison.breitfeller@osumc.edu</a></td>
</tr>
<tr>
<td>ID Processing Office OSU Wexner Medical Center</td>
<td>S-128 Rhodes Hall OSU Wexner Medical Center</td>
<td>614-283-4452</td>
<td><a href="mailto:ID.Processing@osumc.edu">ID.Processing@osumc.edu</a></td>
</tr>
</tbody>
</table>

History:
Issued: May 2017
Revised: June 2020
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
POLICY 14 Academic Standards for Clinical Practice: Health Insurance

All enrolled students in the School of Health and Rehabilitation Sciences are required to subscribe to the OSU Comprehensive Student Health Insurance Plan if not already covered by another health insurance plan. See the Student Health Insurance website http://shi.osu.edu/ for more information.

Policy Details

The Ohio State University requires that all students at all campuses of The Ohio State University are required to have health insurance if they are enrolled at least half-time and in a degree program of study. See: https://shi.osu.edu/about-the-health-insurance-requirement/

Contacts:

<table>
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<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>E-Mail/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wilce Student Health Services</td>
<td>1875 Milliken Road</td>
<td>614-292-4321</td>
<td><a href="https://shs.osu.edu/">https://shs.osu.edu/</a></td>
</tr>
<tr>
<td></td>
<td>Columbus OH 43210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>Office of Student Life</td>
<td>614-688-7979</td>
<td><a href="http://shi.osu.edu">http://shi.osu.edu</a></td>
</tr>
<tr>
<td></td>
<td>1100 Lincoln Tower</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1800 Cannon Drive</td>
<td></td>
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</tr>
</tbody>
</table>

History:

Issued: May 2017
Revised: June 2020
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
School of Health and Rehabilitation Sciences

Applies to: Students in the School of Health and Rehabilitation Sciences Academic Programs

POLICY 15  Academic Standards for Clinical Practice: Immunization Requirements

Due to the nature of work in clinical practice within health care facilities, all students will be required to comply with immunization requirements as an active student in HRS academic programs. The student requirements are consistent with admission to The Ohio State University and OSU Wexner Medical Center. Specific academic programs may have additional requirements.

<table>
<thead>
<tr>
<th>Definition:</th>
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<tbody>
<tr>
<td>Term</td>
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<tr>
<td>Immunization</td>
</tr>
<tr>
<td>PPD</td>
</tr>
<tr>
<td>TST</td>
</tr>
<tr>
<td>QTF-T</td>
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</table>

Procedures:

Prior to the first semester of the professional program, HRS students provide documentation immunizations required by their academic program (except for the Health Sciences undergraduate program). The standard immunization requirements outlined below.

The student will upload documentation to their BUCKMD account.

Annual requirements include TB skin test and Influenza immunization.

<p>| No previous TB testing | 2 step tuberculin skin test that meets the following criteria: Must be MANTOUX (intradermal) PPD test. Must be read within 48-72 hours by a certified health care provider and results documented in mm. |</p>
<table>
<thead>
<tr>
<th>OR</th>
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<tbody>
<tr>
<td>TB Blood test QTF-G (IGRA) (recommended for those that have</td>
<td>received the BCG vaccine) TB Blood test QTF-G (IGRA) (recommended</td>
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<tr>
<td>received the BCG vaccine)</td>
<td>for those that have received the BCG vaccine)</td>
</tr>
<tr>
<td>Annually after initial 2 step PPD</td>
<td>One-Step PPD</td>
</tr>
<tr>
<td>Prior testing(TST or QFT)done, results positive or history of</td>
<td>Symptom assessment required; schedule CXR one year from date of</td>
</tr>
<tr>
<td>treatment for TB; most recent CXR within 1 year</td>
<td>previous CXR. Please consult Preventive Medicine Coordinator at</td>
</tr>
<tr>
<td></td>
<td>Student Health Services to coordinate next steps.</td>
</tr>
<tr>
<td>Prior testing(TST or QFT)done, results positive or history of</td>
<td>Symptom assessment required; schedule CXR one year from date of</td>
</tr>
<tr>
<td>treatment for TB, most recent CXR &gt; 1 year prior to hire date</td>
<td>previous CXR. Please consult Preventive Medicine Coordinator at</td>
</tr>
<tr>
<td></td>
<td>Student Health Services to coordinate next steps.</td>
</tr>
</tbody>
</table>

**TDAP (Tetanus, Diphtheria and Pertussis)**

Documentation is required. Tdap must be re-administered every 10 years (TD booster accepted after initial Tdap vaccine).

**MMR (Measles, Mumps and Rubella)**

Documentation is required. Two doses of MMR required or documentation of individual 2 measles, 2 mumps and 1 rubella immunization OR positive serum antibody titers. Respiratory therapy requires a titer measurement. If the titer is negative, vaccination and the titer is repeated.

**Varicella (Chicken Pox)**

Documentation is required. Two doses of varicella OR positive serum antibody titers is required. If the titer is negative, vaccination and the titer must be repeated.

**Hepatitis B**

Documentation is required. Three doses of Hepatitis B with documentation of positive titer is required. If the titer is negative, at minimum one dose and the titer must be repeated. The student should plan for the minimum of six months to complete this series and titer.

If the second titer is negative, contact preventive medicine at the Student Health Center for guidelines. The student is tested for Hepatitis B surface antigen (HBsAg) and total anti-HBc to determine their HBV infection status.

Students who test negative for HBsAg and total anti-HBc should be considered vaccine non-responders and susceptible to HBV infection. They should be counseled about precautions to prevent HBV infection and the need to obtain hepatitis B immune globulin (HBig) prophylaxis for any known or likely exposure to HBsAg-positive blood or blood or body fluids from a person whose HBsAg status is unknown. In such instances, the student should make an appointment at the Wilce student health center for counseling on HBV prevention and post exposure management.

If HBsAg negative but total anti-HBc positive, it means that they student was infected in the
Influenza
Documentation is required by the end of autumn semester. Seasonal influenza vaccine is available each autumn. Students are required to be immunized each year.

COVID-19-
In June 2020, all HRS students in any professional program must complete both the clinical and classroom acknowledgment for all educational requirements concerning COVID-19.

Additional Information is found in the COVID addendum of this handbook.

Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>E-mail/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>WILCE Student Health</td>
<td>1875 Millikin Road</td>
<td>614-292-4321</td>
<td><a href="https://shs.osu.edu">https://shs.osu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Columbus OH 43210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preventive Medicine</td>
<td>1875 Millikin Road</td>
<td>614-247-2387</td>
<td><a href="mailto:preventivemedicine@osu.edu">preventivemedicine@osu.edu</a></td>
</tr>
<tr>
<td>Coordinator</td>
<td>Columbus OH 43210</td>
<td></td>
<td></td>
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</tbody>
</table>

History:
Issued: May 2017
Revised: June 2020
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
School of Health and Rehabilitation Sciences

Applies to: Students in the School of Health and Rehabilitation Sciences

POLICY 16 Academic Standards for Clinical Practice: International Student VISA Requirements

Professional programs (excluding the UG Health Science program) in the School of Health and Rehabilitation Sciences require the student to meet the accreditation requirements for clinical practice outlined by the professional accrediting agency and the program’s subsequent approved curriculum. This will require all students to work in a variety of clinical settings with requirements ranging from 20-40 hours per week. An international student studying in the United States on a F1 visa must complete an application using the CPT authorization to meet legal immigration requirements. This authorization allows for this clinical coursework outside of the Classroom.

Definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1Visa</td>
<td>Non-immigrant Visa for those wishing to study in the U.S. An international student must complete a F1 Visa application if entering the U.S. to attend a university or college, high school, private elementary school, seminary, conservatory, language training program, or other academic institution.</td>
</tr>
<tr>
<td>CPT- Curricular Practical Training</td>
<td>Curricular practical training, or CPT, is a type of off-campus work authorization for F-1 students during their academic program (prior to graduation). CPT is defined in the federal regulations to be &quot;alternative work/study, internship, cooperative education or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. CPT is an integral part of an established curriculum.&quot;</td>
</tr>
<tr>
<td>CPT Authorization</td>
<td>Curricular Practical Training (CPT) is a temporary employment authorization for F-1 visa non-immigrant foreign students in the United States while enrolled in a college-level degree program.</td>
</tr>
<tr>
<td>Part-time CPT</td>
<td>Employment for 20 hours or less per week is considered part-time. An international student must be enrolled in classes full-time in order to maintain lawful F-1 status.</td>
</tr>
<tr>
<td>Fulltime CPT</td>
<td>Employment for more than 20 hours per week is considered full-time. Please be aware that 12 months or more of full-time CPT will invalidate your eligibility for Optional Practical Training (OPT). During the academic year (fall and spring semesters), the student must be simultaneously enrolled full-time in order to maintain lawful F-1 status.</td>
</tr>
</tbody>
</table>
Policy Details:
To be eligible to apply for CPT, students must:
1. Currently be in F-1 status
2. Have been enrolled in a full course of study for at least one academic year (exceptions may be made for students in graduate programs requiring off-campus work during the first year of study).
3. Plan to be enrolled through the duration of the CPT.
4. Have an off-campus job offer, such as an internship (this would be the clinical rotation for your professional program).

Procedures:
1. Complete all steps of the CPT application found here: https://oia.osu.edu/immigration-information/employment/curricular-practical-training.html
2. The student will request letter from program or division director outlining the academic requirements for clinical coursework for your professional program. Submit this letter with your application to your immigration coordinator in the Office of International Affairs.

Contacts:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>E-mail/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of International</td>
<td>2009 Millikin Road</td>
<td>614-292-6101</td>
<td><a href="mailto:oia@osu.edu">oia@osu.edu</a></td>
</tr>
<tr>
<td>Affairs</td>
<td>140 Enarson Classroom Building</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Columbus, OH 43210</td>
<td></td>
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History:
Issued: May 2017
Revised: June 2020
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
POLICY 17  Academic Standards for Clinical Practice: Drug Testing

HRS academic programs prohibit any enrolled HRS student from engaging in any substance abuse. The School of Health and Rehabilitation Sciences appropriately establishes substance abuse guidelines and procedures that are consistent for all other employees of health care facilities in which HRS students conduct their clinical practice. The School of HRS recognizes that early treatment is essential for successful rehabilitation and recovery for students with substance abuse. Students are encouraged to request referral for treatment before their substance abuse leads to academic or disciplinary problems.

Definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>Substance Abuse</td>
<td>The use or possession of any drug prohibited by law; and The use of alcohol, any legal drug, or other substance in such a way that the user’s performance as a professional student is impaired during any educational event including clinical practice or classroom session.</td>
</tr>
</tbody>
</table>

Policy Details:

1. All students enrolled in HRS academic programs (except undergraduate Health Science students) are required to submit to a urine toxicology screening at the beginning of each academic year. The student will be responsible for the cost of this screening.
2. At any time during enrollment in a HRS professional education program, if a faculty member, program director, division director or preceptor suspect substance abuse, the student can be required to repeat a urine toxicology drug test on a “just cause” basis immediately.

Procedures:

1. Each professional academic program in HRS will establish the deadline for documentation of urine toxicology screen at the beginning of each academic year. The OSU WILCE student health center provides urine toxicology screening on a drop-in basis during regular office hours. Any accredited health provider is additionally able to conduct the screening. The 14 panel drug screen checks for the following: Marijuana (THC, cannabinoids); Cocaine; Amphetamines (methamphetamines); Expanded amphetamines-MDMA/6AM (Ecstasy, molly); Basic opiates: heroin, morphine, codeine);
Expanded opiates: oxycodone, oxymorphone, hydrocodone, hydromorphone; Phencyclidine (PCP—angel dust); barbiturates; Methadone; Propoxyphene; Methaqualone (Quaaludes); Demerol; Tramadol.

2. Results must be sent to the student’s BUCKMD account so that individual academic programs can access the results and verify completion.

3. Refusal of drug test, not attending a required drug testing appointment, providing a fabricated sample or adulterating the sample is treated as a confirmation of drug/alcohol use.

4. An initial confirmatory test is followed by an additional test within 24 hours.

5. The student, suspected of substance abuse, is removed from any clinical placement and will be unable to participate in any clinical rotation until results are verified.

6. If the faculty determines that the violation falls under the university Code of Conduct jurisdiction, a complaint is filed to the university office of student conduct.

7. If the drug test is positive, the student is immediately placed on suspension until treatment is completed and a negative urine screen is received.

8. Steps to repeat urine toxicology are established by the division and the student will remain on probation throughout their educational program.

9. Students found to have violated expectations for this policy may be required to complete additional learning and assessment activities, determined by the program director, Division Director to ensure that they understand and are capable of upholding the standards of professional work as a condition for their continued enrollment in the program.

10. Detailed information about urine toxicology screen is available in the appendix of this handbook.

<table>
<thead>
<tr>
<th>Contacts:</th>
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</thead>
<tbody>
<tr>
<td><strong>Subject</strong></td>
<td><strong>Office</strong></td>
</tr>
<tr>
<td>WILCE Student Health</td>
<td>Student Health Services 1875 Millikin Road Columbus OH 43210</td>
</tr>
<tr>
<td>BUCKMD</td>
<td>Student Health Services 1875 Millikin Road Columbus, OH 43210</td>
</tr>
</tbody>
</table>

**History:**

Issued: May 2017
Revised: June 2020
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
School of Health and Rehabilitation Sciences

Applies to: Students in the School of Health and Rehabilitation Sciences Academic Programs

POLICY 18  Academic Standards: Student Change in Medical Status

Acute or chronic changes in medical status that prevent a student from performing required responsibilities during the academic program need to alert the appropriate program or Division Director.

Policy Details:
Enrollment of students with acute or chronic changes in medical status (including pregnancy) requires careful planning of coursework and clinical rotations in order to protect the health of the student and/or patients/clients that the student may encounter.

Procedures:
1. Injuries that occur in the academic setting/classroom: If necessary, emergency medical attention is sought. Emergencies requiring paramedic attention or ambulance transportation should be dealt with by calling “911.” The Columbus Emergency Squad Service will respond.

2. Academic Affairs, faculty, program director or Division Director should be notified immediately.

3. If you sustain an injury in Atwell, please contact HRS Fiscal Officer (Room 106 Atwell) for an incident report. Emergencies requiring paramedic attention or ambulance transportation should be dealt with by calling “911.” The Columbus Emergency Squad Service will respond. The faculty or program/Division Director will complete this form and return to HRS Fiscal Officer.

4. Injuries that occur in the clinical setting:
   a. Follow clinic procedures for the agency they are assigned.
   b. Inform program director or director, clinical education for your program.
   c. All injuries in a Health Care setting such as hospitals and clinics are documented with an incident report available at each health care facility. If the injuries are significant, students should seek medical attention from the emergency department of the clinical site or at Ohio State’s Student Health. If you sustain an injury in Atwell, please contact HRS Fiscal Officer (Room 106 Atwell) for an incident report. Emergencies requiring paramedic attention or ambulance transportation: Call “911.” The Columbus Emergency Squad Service will respond.
   d. Caring for Patients with Infectious Diseases: Human Immunodeficiency Virus (HIV), Hepatitis C Virus (HCV) and Hepatitis B (HBV) are serious health problems in the United States. In regards to patient care, professional students may not refuse to assist in the treatment of a patient solely because the patient is infected with HIV, BV, HCV or other infectious disease.
e. If the student is exposed to or contracts an infectious disease, students should notify the clinical facility, their preceptor, director of clinical education and/or program/division director. The student will follow the guidelines for treatment outlined by the facility, OSU Student Health or their personal health care provider.

5. Student Change in Medical Status:
   a. In some programs, a change in medical status (including pregnancy) may require careful planning of academic and clinical experiences. Although voluntary, it is recommended that changes in medical status be reported to director of clinical education for the student’s individual professional program, program or division director. A face-to-face meeting is scheduled with the student where guidance and academic plans will be established.

   b. If a student withdraws from a program and is in good academic standing, he/she will be eligible for returning from the leave of absence following the conclusion of the health condition and with health clearance from health care provider. The curriculum of many programs may require the student to take a leave of absence (See Policy #19) and resume the beginning of the following semester.

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<tr>
<td>Subject</td>
<td>Office</td>
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<tr>
<td>HRS FISCAL</td>
<td>106 Atwell Hall</td>
</tr>
<tr>
<td>Director, Academic Affairs</td>
<td>206A Atwell Hall</td>
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History:
Issued: May 2017
Revised: June 2020
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
POLICY 19  Academic Standards: Leave of Absence

Policy Details:
1. Any HRS student who wishes to withdraw from the School for one or two terms must provide a written request asking for permission from their division/program director.
2. If approved, the student will be placed on a Leave of Absence (LOA) at the discretion of the division/program director, a student who withdraws may be required to petition the division/program director for reinstatement from the LOA or reapply to the program.

Procedures:
1. The student requests a meeting with division/program director to discuss the request for leave of absence.
2. The division/program director should consult with Student Services, Student Financial Services Counselor, and Student Advocacy if necessary regarding the student’s status and any conditions for return.
3. The division/program director, along with the student, will develop the written request that includes the following:
   a. proposed dates for the leave of absence
   b. specific conditions for return
   c. documentation of health concerns, if applicable
4. The letter of LOA is placed in the student’s file in HRS Student Services.
5. The student will request reinstatement one term prior to the intended return date.

Contacts

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<tr>
<td>Academic Advisor of record on</td>
<td>206 Atwell</td>
<td>614-292-1706</td>
<td><a href="mailto:HRSstudentservices@osumc.edu">HRSstudentservices@osumc.edu</a></td>
</tr>
<tr>
<td>Buckeye Link</td>
<td>Hall</td>
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History:
Issued:  May 2017
Revised: June 2020
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
POLICY 20  Academic Standards: Student Complaint

This policy applies to any concern that a student has regarding their academic participation in HRS.

Procedures:
The student must follow each appeal step in sequence:

1. Grade Appeal: Contact the instructor of record for grade appeal, in writing, outline the circumstances and rationale for request within 7 business days of the relevant event. This should include a written description of the details describing the reasons you are contesting the grade. This letter should provide information that includes the course number and any specific evidence that supports the student’s appeal. If resolution does not occur, appeal may be made to Division/Program Director.

2. Other Academic Action Appeals: Contact the Division/Program Director for any academic action or additional grade appeal, in writing, outlining the circumstances and rationale for request.
   a. Undergraduate Students: If resolution does not occur, appeal may be made to Director of Academic Affairs. (See Below)
   b. Graduate Students: If resolution does not occur, appeal may be made to Director of Graduate Studies.

3. Undergraduate Students:
   a. Contact the Director of Academic Affairs for any academic appeal in writing outlining the circumstances and rationale for request.
   b. The Director of Academic Affairs will confer an appeal committee consisting of three faculty from divisions within the school (exclusive of the division from which the student is enrolled) within 7 business days of receiving the request for an appeal.
   c. The appeal committee will hold a hearing to review the appeal within 14 business days of receiving the request. The student will be notified of the hearing date, time and location within 4 business days of the request and may submit additional supporting materials of their appeal. Within 7 business days following this hearing, the student will receive information regarding the decision from the appeal committee. The student may have supporters present at any appeal hearing. The student must submit a list of supporting individuals no less than 2 business days before the scheduled hearing.
   d. If this support is from a legal representative, notice must be given to the committee no less than 7 business days prior to the hearing. If a student has legal representation, the
university’s legal representation will be required to be present for the appeal hearing. Legal representation may be present but may only provide consultation and cannot speak for the student.

d. **If resolution does not occur**, appeal may be made to the School Director, who will form a committee of three Division Directors, not involved in the original appeal, who will follow the same procedures of the initial review committee; this ad hoc committee is advisory to the School Director. The School Director will evaluate their recommendation along with all materials and communicate the results of the appeal to the student. If the student is not satisfied with the response from the School Director, the student may seek further review through the Vice Dean of Education in the College of Medicine where College rules for appeal will apply. If the student is not satisfied with the response from the Vice Dean of Education, the student may pursue further appeal based on Rule 3335-7-23

4. **Graduate Students:**
   a. Contact the Director of Graduate Studies for any appeal in writing outlining the circumstances and rationale for request. The Director of Graduate Studies will refer to the Graduate Studies committee.
   b. The committee will hold a hearing to review the appeal within 14 business days of receiving the request and the student will be notified of the hearing date, time and location within 4 business days of the request. The committee will produce a written document with recommendations at the completion of their deliberations. Copies of the report will be distributed to the School and Division Directors and instructor involved in the review process. Within 7 business days following this hearing, the student will receive information regarding the decision from the committee.

5. **The student may have supporters present at any appeal hearing.**
   a. The student must submit a list of supporting individuals no less than 2 business days before the scheduled hearing.
   b. If this support is from a legal representative, notice must be given to the committee no less than 7 business days prior to the hearing. If a student has legal representation, the university’s legal representation will be required to be present for the appeal hearing. Legal representation may be present but may only provide consultation and cannot speak for the student.

6. **If resolution does not occur**, appeal may be made to the School Director, who will form a committee of three Division Directors, not involved in the appeal, who will follow the same procedures of the initial review committee; this ad hoc committee is advisory to the School Director. The School Director will evaluate their recommendation along with all materials and communicate the results of the appeal to the student.

7. If the student is not satisfied with the response from the School Director, the student may seek further review through the Vice Dean of Education in the College of Medicine where College rules for appeal will apply. If the student is not satisfied with the response from the Vice Dean of Education, the student may pursue further appeal based on Rule 3335-7-23.
Contacts:

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<tr>
<td>Marcia Nahikian-Nelms, Director of Academic Affairs</td>
<td>206 A Atwell Hall</td>
<td>614-292-4758</td>
<td>Dr. Marcia Nahikian-Nelms, PhD, RDN, LD <a href="mailto:Marcia.nahikian-nelms@osumc.edu">Marcia.nahikian-nelms@osumc.edu</a></td>
</tr>
<tr>
<td>Dr. Deborah Larsen, Director of HRS</td>
<td>106 Atwell Hall</td>
<td>614-247-4217</td>
<td><a href="mailto:Adam.clouser@osumc.edu">Adam.clouser@osumc.edu</a> Assistant to the Director of HRS</td>
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History:
- Issued: May 2017
- Revised: June 2020
- Submitted by: School of Health and Rehabilitation Sciences
- Approved by: HRS Executive Committee
ATWELL HALL BUILDING REGULATIONS***

- Under the Ohio State University and Wexner Medical Center’s 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 through Ohio State’s Student Health Services Office.
- Food and drinks are not allowed within laboratories. Students are encouraged to use the building’s lobby.
- A faculty or senior staff member must be present for all student meetings held in the building before 7:00 a.m., after 5:00 p.m., and on weekends.
- HRS Academic Affairs (206 Atwell) must approve all signs posted in the School.
- Student organizations need to secure permission from the HRS Academic Affairs before scheduling a fundraiser in the building (See Student Resources).
- All maintenance problems within the building should be reported to the Building Coordinator.
- The Atwell Lobby is a wireless network environment where students can read, work wirelessly, and socialize. Students are responsible for replacing tables and chairs that are moved as well as disposing of trash in the provided receptacles.
- *** For academic year 2020-21 - Please see COVID Pandemic Addendum for adjustments to building regulations.

BUILDING SAFETY

Atwell Hall follows university policy for emergencies including fire, tornado, medical emergencies, active shooter, earthquake, bomb threat, and handling of any patients or clients with disabilities. All information is here: https://dps.osu.edu/emergency-procedures

**Register to receive buckeye alerts**

If your cell phone number is already in BuckeyeLink, then you are automatically registered for the Buckeye Alert text messaging system.

Students have the ability to register up to two additional cell phone numbers to receive text message notifications. These additional phone numbers can belong to parents, spouses or anyone else they wish to include in the text message notifications. In addition, you may also opt-in to receive notifications from multiple Ohio State campuses. More information about alert notices is available at https://dps.osu.edu/alert-notices.

**Watch Ohio State’s ‘surviving an active shooter’ video**

The safety of our campus community is our number one priority. While it is scary to think about, we want you to be prepared for an active shooter or armed aggressor situation. Please watch Ohio State’s educational video, “Surviving an Active Shooter,” to learn about the national “Run. Hide. Fight.” best practice. We encourage everyone to report suspicious behavior to OSUPD by calling 614-292-2121 or 911 in emergencies. View: https://dps.osu.edu/active-shooter

**RELIGIOUS OBSERVATION POLICY**

The School policy on religious observations holds that every reasonable effort should be made to help students avoid negative academic consequences when religious obligations conflict with academic
course/clinical requirements. Please see Policy Number # 9 in this handbook for additional details. HRS academic faculty and staff are referred to the Interfaith Calendar Website as a resource of religious holidays: https://www.interfaith-calendar.org/2021.htm

TRANSPORTATION AND TRAFFIC MANAGEMENT
Parking is handled through Campus Parc, 1560 N High St., (614-688-0000). Students can purchase a “C” pass for parking in the “C” designated parking areas. Students may use remote parking at the Buckeye and West Campus Lots and arrive at the medical center complex by shuttle. Contact Transportation and Traffic Management for additional details at http://ttm.osu.edu.

COMMUNICATION AND IDENTIFICATION CONTACT INFORMATION
Address
Students should promptly make changes to addressed and telephone numbers via their student center, http://buckeyelink.osu.edu/. This information must be accurately maintained not only for University records, but also for the protection and benefit of you the student. The university has on file the following four address types for students:

Permanent address: a student’s address when not enrolled in classes at the university, such as the address of the familyhome where a student lives during academic breaks. A permanent address is directory information and can be released without a student’s consent.
Home/current address: a student’s local address while they are enrolled in classes at the university.
Residence hall address: maintained by Student Life and matches the address assigned to a student living within the residence halls.
Student physical address: the address where a student is physically located while completing online programs or courses; or while participating in on-ground clinicals, internships, field experiences, or independent study courses. Federal and state law require that Ohio State verify the address representing the physical location where students are completing those academic experiences. A student’s physical address could impact Ohio State’s authorization to offer the academic experience, or a student’s eligibility to obtain federal financial aid and eligibility to obtain state professional licensure.

Students can update addresses at buckeyelink.osu.edu.

E-mail
Students are required to activate their university email account via https://my.osu.edu/. Students can receive assistance by calling 614-688-HELP. Advisors, Instructors and the University will only respond to emails and send important information, such as course materials, grades and other notifications to your OSU e-mail address. Additionally, the University Registrar’s Office relies on your OSU e-mail as the primary communication medium for all students, so students are required to check their OSU e-mail on a daily basis. It is possible to link private e-mail accounts (Hotmail, Gmail, AOL, etc.) to the OSU E-mail account; however, this is not recommended. Some private email accounts will block OSU e-mail addresses. Check with your private e-mail provider for further details. OSU faculty, instructors and advisors require students to use their OSU e-mail exclusively in all communications with them. It is the student’s responsibility to check their email daily. Students assume all responsibility regarding missed official University communications.
Making changes to personal information
If a student needs to change or correct a primary name, Social Security number or birth date while enrolled, they should complete the Change of Record form (log in first) and upload any necessary supporting documentation (such as official documents and/or court orders verifying the correct information). After graduation, changes to a student’s personal information need to be separately submitted to both the University Registrar and the Alumni Association.

Faculty/Staff E-mail
Faculty and staff are happy to respond to student e-mail inquiries. However, please use common sense and courtesy in e-mail messages. Be brief, polite, and professional. Do not send unsolicited jokes, advertisements, or political material. Use professional titles and avoid “shorthand” when emailing. Expect at least a 48-hour turn around for a response. This response time may be longer during the weeks of University breaks, midterms, finals and any other times as posted on their out of office email.

Finally, the faculty and staff use distribution lists for each class year to disseminate information appropriate for the classes. It is the student’s responsibility to check their OSU e-mail regularly in order to receive information for School events, announcements, and policy changes. Finally, it is the policy of the School not to release email listings to any student. HRS Academic Affairs will send group communications to the appropriate HRS student body if requested in writing.

COMPUTER RESOURCES
Upon admission into an HRS program, an account is setup that allows students to access school computers. Activation and user name are not required for use. A small amount of network storage space is provided with the account for students. Students should keep their own data on portable storage devices, not on machines in the building.

All HRS students, faculty, and staff may use the two HRS computer labs. Hours of operation are 7:00 a.m. to 5:00 p.m., Monday through Friday. Room 435 is used frequently for classroom instruction and during the classes; the lab is closed to all other HRS students. Reserved times for Lab 435 can be found by calling the HRS Student Service Office’s front desk at 614-292-1706.

Room 227 will remain open during regular business hours and cannot be reserved or closed for group sessions. All HRS computers have the Office suite of programs, SPSS, and many specialized programs that are used by the various programs. Additionally, computers are available in the Prior Health Science Library for student use.

Absolutely no food or drink are allowed in the labs at any time. No software can be installed on the lab computers. All computer lab areas are to be left clean and free of debris. Violations of the rules of use will result in suspension of the student’s use of the computer lab facilities. Report any issues with computers or network to the IT System Administrator at 614-685-1560.

FUNDRAISERS
Registered student organizations interested in fundraising activities must submit a written request to the Office of Academic Affairs two weeks prior to the initiation of any fundraising event held in the School.

The written request must include: the description of the proposed fundraising activity including any permission obtained from other University campus offices and any insurance coverage, if applicable.
Additionally, registered student organizations must obtain the approval of the HRS Academic Affairs Director before inviting vendors for on-campus visits and presentations, all activities involving health screenings and the use of the HRS logo on products for sale, as they must follow university guidelines.

In case of space conflicts, regarding the use of space in Atwell, priority will be given to “standing” events that occur on an annual basis.

**Fundraising with food items**

Only pre-packaged food items prepared by a licensed food vendor items can be sold for a donation of the buyer’s choice. Registered student organizations that sell food for a set price, or offer events that charge admission and offer food, must apply for a temporary food vendor license through the Columbus Public Health department. For questions or further information, please contact the Director of HRS Student Services.

**DISABILITY SERVICES**

The OSU Office of Life, Disability Services [http://slds.osu.edu](http://slds.osu.edu) provides services and accommodations for a wide variety of students with disabilities. Any student who has a mobility, visual, or hearing impairment; head injury; diagnosed learning disability; or attention deficit hyperactivity disorder (ADHD) is eligible for services. Students with a chronic illness are also eligible for services. The counselors at Disability Services determine who is eligible based upon a diagnosis and the student’s assessment of specific needs. Individuals with temporary disabilities may also receive services.

**Eligibility for services**

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

**Student responsibilities**

It is the student’s responsibility to provide written documentation of the diagnosis of the disability. All diagnoses must be confirmed by OSU Disability Services before special arrangements can be made. The student is responsible for all costs related to the diagnosis.

The student is strongly encouraged to disclose the disability to each instructor and to make his/her accommodation needs known during the first thirty days of the onset of the semester. Students are reminded that instructors are under no obligation to provide accommodations for students with disabilities who do not make this need for special accommodation known to them.

**DIVERSITY and INCLUSION**

Ohio State University and the School of Health and Rehabilitation Sciences believe that a diverse population enriches the educational experience of all our students, and we know that minority health care professions are key health care providers for our nation’s underserved population. Student groups across campus offer their members numerous educational, social and volunteer opportunities.

The University’s Office of Diversity & Inclusion (ODI), [https://odi.osu.edu](https://odi.osu.edu), is committed to creating an environment that will facilitate the academic achievement of all students. ODI services include academic and career counseling, student advocacy, and notification of grants and scholarships for which students may be eligible. ODI also helps to support educational and recreational experiences that promote
personal growth and cultural sensitivity, including travel expenses to attend some professional conferences.

**MENTAL HEALTH COUNSELING**
Counseling and consultation services are available to all students currently enrolled in the School of Health and Rehabilitation Sciences and the College of Medicine. These services include:

- Individual therapy
- Group therapy
- General mental health consultation

Appointments are made by emailing: hrscom.counseling@osumc.edu.

**ACADEMIC SUPPORT SERVICES**

**MISSION**
To provide collaborative and comprehensive academic advising that empowers students in the development of meaningful educational plans that are consistent with their academic, personal and professional goals through direct service to the student and in partnership with the School of Health and Rehabilitation Sciences faculty and The Ohio State University campus resources.

**VISION**
To be recognized as a campus leader focused on providing holistic and personalized advising to support the School of Health and Rehabilitation Sciences student success in achievement of their academic and future professional goals.

**ACADEMIC ADVISING**
All HRS professional students have both a faculty and a college office advisor except Health Science students who have two major advisors and no faculty advisor listed. Both advisors will be listed in your Buckeyelink. The faculty advisor is in the student’s program and the college office advisor is the Director of Student Services. The Director and major advisors’ offices are located in the HRS Student Services Office, 206 Atwell Hall, 453 West 10th Avenue. To schedule an appointment with your college office advisor, call 614-292-1706. To schedule an appointment with a Health Sciences advisor, either call 614-292-1706 or use OnCourse. For questions or to schedule an appointment with your faculty advisor, please email your faculty advisor directly.

**The advising partnership: advisor & advisee roles:**
The advising partnership is designed to provide students with opportunities for consultation with a professional who understands the exploration and decision-making process of academic and career matters. Advisors have expert knowledge on the School’s academic curriculums and your chosen profession. Students, however, are the ones who control their academic and career path.

**The faculty advisor’s role:**
Provide consultation with the student on matters of career goals and decision making regarding academic, professional course selection and course planning; Act as an advocate for the student within the professional program and the University setting; Maintain records of the student’s academic performance; Make appropriate referrals for the variety of situations that arise during a student’s academic career, including: transition issues, safety concerns, personal conflicts, career exploration, and student advocacy.
The college advisor/major advisor role:
Communicate accurate information about GE degree requirements, resources, and academic standards; Act as an advocate for the student within the professional program and the University setting; Maintain records of the student’s academic performance; Make appropriate referrals for the variety of situations that arise during a student’s academic career, including: transition issues, safety concerns, personal conflicts, career exploration, and student advocacy.

The student’s role in advising:
Share accurate information; Seek help before a situation escalates into a crisis; Prepare for advising appointments by researching information and maintaining a file of advising materials; Know and complete GE and program requirements; Audit academic records regularly; Always ask questions and follow through on plans of action; Explore career options.

DEGREE AUDITS
HRS undergraduate and certificate students are encouraged to access their degree audit online at http://www.buckeyelink.osu.edu. The degree audit is a computer-generated planning tool that shows the coursework completed and how it relates to degree requirements. It is designed to help students and advisors track progress toward the degree/certificate.

To achieve an accurate audit, it is important to take care of petitions early in the first semester of enrollment in a HRS program with your college advisor/major advisor. Audits are easy to read and interpret, but if students have any problems interpreting their audit or they find an error on the audit, they should contact their college advisor/major advisor via e-mail.

All exceptions are entered into the University system by the HRS Student Service Office. Please allow 1-2 weeks for the exceptions to be processed, especially during the end of term. Priority for such revisions will be given to graduating seniors.

Please note that the audit itself will not prevent a student from graduating if categories are incomplete and colored red. Only the Director of the Student Service Offices and/or the program director has the ability to revoke a student’s application to graduate if degree requirements are not met by the Friday before graduation.

REGISTRATION
Students can access registration information and schedule online through the University Registrar’s home page: http://www.buckeyelink.osu.edu/ unless you are a new student at Ohio State; if so please contact the HRS Student Service Office to arrange an appointment with the Director of Student Services or major advisor as applicable.

Course registration occurs each term with a systematic process beginning part way through one term and ending with tuition and fee payment. Ohio State University students register for classes using the University’s registration system that is accessed via BuckeyeLink. Students must officially register for the classes they attend.

Students should plan out the courses they wish/are required to take. One of the main functions of academic advisors is to help students select courses that best suit the student’s individual capabilities.
and educational goals. Students should arrange an appointment with their advisor in advance of registration to discuss their following term’s course schedule. The Registrar’s Office will send students an email notification about when they can register for courses for the next term. The date and time in when students can enroll in Ohio State University courses for a given term is referred to as the “Enrollment Appointment”.

Prior to registering for courses each term, students are required to complete a Student Responsibility Statement. The Registrar’s Office will place a Registration Lock Hold on the student’s Buckeyelink until the statement is completed, preventing registration, adding classes, or moving off a wait list. Once registration appointments are assigned each term, a student can complete the Financial Statement of Responsibility online. If a student has a hold on their account (overdue library book, parking ticket, etc.), they must have it cleared before their enrollment appointment begins. Students should contact the office that has placed the hold on their account.

Students register for classes on the via Buckeyelink. Organizing their course selections before accessing the registration system will save considerable time. Every minute a student waits to schedule after their enrollment appointment begins other students who have lower priority have a chance to register for the course before the student with a higher registration priority. Because registration is live, students will know immediately whether they enrolled in a class. This makes it very important to be prepared with backup times for classes the student is interested in taking, in case the section they want is full. Students should also have alternate course choices ready in case all sections of the course are completely full. In the event that permission of the instructor is needed to add a course, students should obtain permission from the course instructor before the student’s enrollment appointment begins, or they will not be able to add the course to their schedule. Obtaining permission requires getting a Course Enrollment Permission Form from the HRS Office of Student Services or online at the Registrar’s website. It must be signed by the instructor. After getting the appropriate signature, students must have the form processed by their college advisor/major advisor. Some instructors are willing to send the student an email providing authorization for the student to be added to their course. These emails can be forwarded to your college advisor/major advisor so the advisor can add the course when the enrollment appointment is open for the student.

After the first Friday of the semester, the student is responsible for contacting Buckeyelink to ensure that she or he has a full understanding of all of the financial, academic and athletic, implications if applicable of adding or dropping courses, including (but not limited to) additional fees, penalties, and/or applicable refunds. Students take full responsibility for scheduling their own courses each semester.

Finally, it is the expectation of the University and HRS Office of Student Services that a student’s schedule is finalized by the first Friday of the semester. As a result, any issues that arise due to a change in a student’s schedule is entirely the responsibility of the student. If fees are assessed for changes made to a student’s schedule, it is the responsibility of the student, who registered for courses late or added/dropped courses after the stated Registrar’s deadline, to pay the fees. Please refer to the University deadlines related to registering online at www.buckeyelink.osu.edu.

**Drop for Non-Payment**
The Ohio State University drops courses for students who still have outstanding balances on their accounts after the second Friday of classes each term. Outstanding balances can include current term tuition and fees, and any prior term balances. The drop for non-payment process allows the university to clean up enrollment, fee assessments and financial aid records before creating grade rosters, so that
students who are unpaid cannot receive a grade. If a student requests reinstatement, they are responsible for the late assessment fee.

**FEE WAIVER**

Fees may be waived by the University Registrar’s office if the student meets specific conditions. Please be aware that fee waivers are left to the discretion of the University. Submitting paperwork to your academic advisor or unit after 5:00 p.m. on the 2nd Friday or not being aware of deadline is not a valid reason to waive the fee.

**Scheduling resources**

Assistance for scheduling is provided by the student’s college or faculty advisor. However, there are resources that will help students keep on track with their major, the GE’s, and progress toward graduation.

**Course Catalog**: This resource includes course descriptions, course content, prerequisites requirements and restrictions.

**Schedule of Classes**: This resource includes course offerings for the specific term, dates and deadlines, information on registration, using the web registration system, blocking out free time, wait listing, and clearing holds online.

**Schedule Planner**: The Schedule Planner is a web-based class scheduling system that allows students to select courses from the Schedule of Classes and block out "breaks" or time they need to set aside during the day for studying, extra-curricular activities, work schedules, internships, athletics, etc. Schedule Planner is integrated with Student Information System and is linked from the main BuckeyeLink page.

**GE Course List and Major Curriculum Guides**: These resources can be found on HRS website.

**Degree Audits and Advising Reports**: A degree audit is a tool to assist students and advisors with determining how courses the student completed fulfill general education and major course requirements. Students can run their own degree audits. For information on how to access and use a degree audit, visit [http://u.osu.edu/hrssso/degree-audit/](http://u.osu.edu/hrssso/degree-audit/). Advising reports are unofficial transcripts and include a listing of courses a student completed and grades earned according to the term taken. Students can view their own advising reports in their BuckeyeLink.

**Online Scheduling**: Ohio State University students register for classes using BuckeyeLink. Use this website to: Learn to navigate SIS BuckeyeLink, check grades, review financial aid status, review statement of account (fees), change address, manage Ohio State University Internet username account, view class schedule, link to valuable university resources, check class schedule weekly before the term starts, check class schedule daily during the entire first week of classes. The wait list will be active through the first Friday of the term. Students should attend the first week of classes if their wait list number is low. It is a student’s responsibility to know whether they have been added to a class.

**Adding classes**

If qualified to take the course and spots are available, students may add courses online (after their first semester of enrollment) through Friday of the first week of classes. After the second Friday and through the third Friday, a student must have the permission of the instructor AND the permission of the Department or Division Chair of the course the student wants to take on a Course Enrollment Permission form to enter a class. After getting the appropriate signatures, the form must be processed by the student’s academic advisor.
In order to add a course after the 3rd Friday, students must submit a petition to their academic advisor. To support the petition, students must have the above two signatures, as well as valid reasons for failure to timely enroll in the course. Students will be charged late add fees of $100 for each class added after the 2nd Friday of classes i.e. if the petition is approved.

The enrollment form is available in the HRS Office of Student Services or the University Registrar’s website. After the stated deadline, all add/drop transactions must be completed through the student’s academic advisor. Finally, for courses changes after deadlines, HRS students are required to complete and sign the School’s supplemental form available on the HRS blog. For important add and drop dates for each term, visit the University Registrar and select “Important Dates”.

Dropping classes
Before dropping classes, students should consider how this would affect both their progress toward their degree and their financial aid status (if applicable). They may wish to consult with Buckeyelink as well as their academic advisor about the consequences of dropping a course. Students may drop courses online through the fourth week without any documentation on the transcript; from the fifth to the tenth week, a "W" will be entered on the transcript. HRS students cannot drop a course after Friday of the tenth week. Courses cannot be dropped after the 10th Friday without a petition. If, because of extreme extenuating circumstances, a student wishes to drop a class after the 10th Friday, they need to see their academic advisor to receive the petition form. The student will need supporting evidence listed on the petition. Students are encouraged to include a letter of support from the course instructor with their petition. Courses cannot be dropped after the 10th week simply because of poor academic performance in a class.

If courses are dropped on or before the 4th Friday, no record of enrollment in the course will be recorded on the student’s transcript. If the course is dropped after the 4th Friday of the term, the student will receive a "W" on their transcript, indicating they withdrew. Multiple W’s on a student’s academic record may suggest a pattern of careless enrollment and may be questioned by other academic units or institutions.

Finally, students should contact the appropriate office before dropping below full-time status. A reduction in hours due to a course drop may affect:
- Financial aid (including scholarships, grants, loans, and consortium agreements)
- Benefits received under the G.I. Bill - Office of Veteran Student Services
- Tuition reduction received when a parent works for the university
- Automobile insurance, if a student is receiving discounts for being a full-time student
- Health insurance, if a student needs to maintain full-time status to be covered under a parent’s policy
- Residence hall contract
- Tuition waiver, if the student is also a university employee
- Athletic eligibility; student athletes must see their assigned SASSO Advisor for approval
- Visa; international students may be required to see an advisor in the Office of International Affairs for approval
PETITIONS

Common uses for petitions include:
Substitution of coursework • Dual-Degree request • Dropping a course after the deadline • Increased credit hour load (above 18 credits) • Evaluation of Special or General Transfer credit courses • Propose an alternative course required for a GE • Petition a college policy or procedure related to the major or minor and/or completion of the degree

Types of Petitions • Curriculum Petition • Dual-Degree Petition • Petition for Exceptional Request • Registration Petition • Petition to Receive Undergraduate Credit for Graduate-Level Course • HRS Overload Request Form

Curriculum petition
Students must meet with their HRS college advisor/major advisor to complete a curriculum petition if they want to substitute another course they have taken or plan to take for a required GE course or major course. Students should bring a copy of the course syllabus to the appointment with the college advisor/major advisor. Students who feel that they have met the spirit of a program or degree requirement without fulfilling the exact course requirement or equivalent may petition to their program to use of these credits.

The petition can be obtained from the HRS Office of Student Services after meeting with their academic advisor. It must be submitted to their college advisor/major advisor. Students may be asked by their academic advisor to secure additional assistance in evaluating the credit by the appropriate University department. Once the written approval from the Director of Academic Affairs, the petition is then returned to the HRS Office of Student Services for final processing. Students are required to check their degree audit to ensure the petition was processed. Please allow 1-2 weeks for processing.

Dual Degree petition
This petition must be completed when a student wants to complete the HRS degree and another Ohio State University undergraduate degree. Students must earn a minimum of 30 hours beyond the total required for one degree. GE courses may count for both degrees. Students interested in completing a dual degree are required to meet with an advisor from each degree to develop a degree plan, which demonstrates both programs can be completed in a timely manner.

Registration petition
This petition is used when a student requests to add, drop or withdraw from courses after the deadlines or retroactively. Students are responsible for all fee charges related to registration petition outcomes.

Post-10th Week petition
“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). Occasionally, extenuating circumstances such as personal accidents or serious illness may require a student to withdraw from a single class or all classes after the tenth week. In this case, the student must meet with their academic advisor for further direction. After that meeting, they obtain, complete and submit a "Post-Tenth Week Petition" form to their academic advisor. Petitions that are incomplete or late will not be reviewed.
The Director of Academic Affairs will review such petitions and will inform students in writing of the outcome within five business days. Petitions will not be approved for academic reasons such as poor performance. Per University policy, no petition will be reviewed and/or approved after a final grade has posted. When a petition is denied, HRS students can appeal the decision to the Director of the School. See Policy # 5 in this handbook.

**Receive undergraduate credit for graduate-level course petition**
Undergraduate students must complete this petition if they plan to take a graduate level course at The Ohio State University and have it apply to their undergraduate degree. Undergraduate senior students with potential for graduate level studies who do not need to schedule a full-time course load to complete their baccalaureate degree may petition to take up to nine hours of certain courses for HRS credit provided that:

- The student is a senior rank (4);
- The credit for the course is not needed to meet their baccalaureate degree requirements;
- The student's cumulative point-hour ratio is 3.3 or above.

Students must secure permission before registering for the courses from:

- the instructor in charge of the course;
- the Director of the HRS Office of Student Services;
- the Ohio State University Graduate School. The Graduate School will not approve petitions submitted after the first day of classes per term, so students plan if they want to take advantage of this option.

**HRS overload request petition**
This petition necessary when a student wants to enroll in more than 18 credit hours. The petition is not likely to be approved unless there is compelling reason such as a delay in time of graduation. If the petition is approved, the student will be required to pay additional tuition costs, if applicable.

**TRANSFER CREDITS**
The Undergraduate Admissions Office initially reviews all transfer credit, not the HRS Office of Student Services. Each admitted student will receive information regarding their transfer credit report from the University. All evaluated coursework that appears in the transfer credit report may not apply to the degree requirements in HRS. It is the responsibility of the HRS student to be informed of the different options for transfer credits. For this information, please visit Ohio State’s transfer credit website at [https://registrar.osu.edu/transfer_credit/tcr_brochure.pdf](https://registrar.osu.edu/transfer_credit/tcr_brochure.pdf).

**Transfer evaluations**
Transfer credit may be accepted at The Ohio State University in different ways. If the course is a direct equivalent (all of the same topics more or less), the student will receive credit for the Ohio State equivalent. For example, HIMT 1121 at Columbus State Community College (CSCC) equals HTHRHSC 2500 at Ohio State. The course is worth three credit hours at CSCC, and transfer credit comes in as "K" credit. K credit does not include + or − included in the original grade and the individual grade will only be listed if the student earned a D. For example, when a student earns a C- for transfer credit it will be listed only as KC, not KC-.

If a course is not a direct equivalent, credit can also be evaluated as special (SPL), general (GEN), technical (TECH), or deferred (DEF). Courses evaluated as special, general, deferred or technical are
noted on the student's Transfer Credit Report. In hopes of receiving official credit, HRS students should follow the subsequent steps found in the brochure link above to have credit evaluated for all prerequisite and major courses. All other courses that can be used to fulfill the remaining GE requirements, but not prerequisite or major course work, will be reviewed by your college advisor/major advisor for further advisement and evaluation. Each HRS student is responsible for obtaining further evaluation of the non-course specific credits (e.g., SPL, GEN, TECH, and DEF). All transfer credit must be evaluated by the end of the first semester/term of enrollment at Ohio State.

**Interpreting transfer evaluations**

While your college advisor/major advisor may assist with the interpretation of the Transfer Credit Report, it is the student's responsibility to identify and process all paperwork associated with these categories of credit. All questions concerning transfer credits should be resolved by the end of the first semester/term of enrollment. All university rules for credit hour standards for courses can be found here: [http://trustees.osu.edu/rules/university-rules/chapter-3335-8-instruction.html](http://trustees.osu.edu/rules/university-rules/chapter-3335-8-instruction.html).

Current Ohio State students interested in taking OSU equivalent courses at another college or university should either use [Transferology Lab](https://transferology.com/) or contact their college advisor/major advisor to discuss which course is the academic equivalent of the desired Ohio State course. It is the student’s responsibility to check with Buckeyelink to understand all the implications for taking courses at another university as this may change financial aid awards.

The grades received at the other institution are not used to calculate a student’s cumulative Ohio State University GPA. However, all transfer credit and grades will be included in the GPA calculation when a student applies to graduate and professional programs. Any course from an accredited institution with a grade of D or higher can be awarded credit at Ohio State except HRS program prerequisites and program required coursework. Courses with a grade of S (satisfactory) can be awarded credit. Courses with a grade of D-, failing grades and pass/no pass audited courses will not awarded credit at Ohio State.

Finally, students who wish to apply for a consortium agreement, to have financial aid awards applied toward tuition at an outside college or university will find additional information at the SFA Office’s website [https://sfa.osu.edu/](https://sfa.osu.edu/).

**DUAL DEGREES**

Students choose a dual degree for a variety of reasons: personal interest in the subject matter, development of knowledge and skills required for further education or for a career, or preparation for graduate or professional school. Talk to your college advisor/major advisor about the feasibility of pursuing a dual/second-degree and to discuss specific requirements. Please note that a dual/second degree is not considered double majoring (a single degree with two majors). Pursuing a dual/second-degree leads to the award of two diplomas. The degrees will be designated separately on the student’s record and transcript. Students must meet the requirements for each degree as set by the departments offering the degree. Additional requirements for HRS students include:

- Students cannot overlap courses from either major;
- Students must earn a minimum of 30 semester hours beyond the total required for one degree (i.e., you must earn at least 151 hours);
- Students must complete at least 57 upper-division hours;
- GE courses may count for both degrees;
- An approved petition is required to graduate with two degrees.
STUDENT FINANCIAL AID
Information regarding Ohio State’s Student Financial Aid funding opportunities, student employment, required forms and the FAFSA application can be found on at https://sfa.osu.edu/. Individual HRS programs’ funding opportunities can be found on individual program websites for this information. Individual professional funding opportunities can be found on professional websites. University tuition and fees can be found on the Registrar’s website.

The costs associated with clinical experience and other specific program expenses are in the student’s program handbook, available on the HRS website: https://hrs.osu.edu/academics/academic-resources/student-handbooks.

EMPLOYMENT, STUDENT
If students plan to become or continue to be employed once admitted to a HRS professional program, it is important that they consult with their faculty/major advisor on how a working schedule may affect their performance in the program. While the faculty/major advisor is sympathetic to a student’s need for employment, employment schedules cannot take priority over the academic and clinical/internship requirements of the program.

UNDERGRADUATE GRADUATION
Applying to graduate
Every candidate for a degree, post-baccalaureate certificate of study or certificate is required to file an application for graduation at least one semester prior to the semester of expected graduation. The application and all related information can be found at https://hrs.osu.edu/academics.

- Students who are completing minors that require departmental approval must submit the minor form along with their graduation application;
- The HRS Office of Student Services will review each student's cumulative record for eligibility for graduation, graduation with honors, and minor completion (if a minor is indicated);
- Candidates approved by their programs and by the School of Health and Rehabilitation Sciences are eligible for graduation;
- Candidates who completed an application to graduate but are not eligible for graduation will be notified via OSU email from the Director of the HRS Student Services Office the semester prior to graduation in most cases;
- The HRS Office of Student Services will e-mail graduation instructions to each candidate’s OSU email approximately the 5th week of the semester of graduation;
- A final list of candidates for graduation including line numbers for commencement, will be emailed to all students by the 8th week of the semester of graduation. At this time, students should check this list for possible errors in their name, hometown, honors or minor, if applicable. The name on the diploma will match the name of the student on Buckeyelink.

Undergraduate graduation requirements
The following requirements complete the curriculum leading to the Bachelor of Science in Health and Rehabilitation Sciences (BS Athletic Training and certificates where applicable):

- Successfully complete all university general education (GE) requirements. The complete list of courses approved for HRS students to use for GE is available online at https://hrs.osu.edu/academics/academic-resources. A student may find it necessary to earn more than the minimum hours to complete the requirements of both the GE and the program.
Remedial, conditional, or repeated courses (e.g., repeated "D’s") do not count toward the degree;
• Required to have a cumulative point-hour ratio not less than 2.2 GPA on all work taken at Ohio State;
• Required credit for the work of three full-time semesters at the Ohio State University (i.e., at least 30 credit hours) and be enrolled in courses in the program recommending him or her for a degree. Some programs have greater credit hour requirements based on accreditation standards. Please refer to your program’s curriculum guide for the definite credit hour requirement.

Minimum hours required for a BS degree in the School of Health and Rehabilitation Sciences
The minimum number of hours required for graduation varies somewhat from program to program within the School. Students should check their program’s student handbook to determine how many hours each program requires. Please note that the approval of the GE affects the number of total credits required to graduate. When calculating the total number of hours needed, it is important to take into account any remedial or repeated courses, which do not count toward graduation. These courses include but are not limited to the remedial-level courses -- Math 1050, Math 1075, and English 1109 as well as any courses repeated in anticipation of a higher grade. Exception is given to independent courses as well as clinicals.

Post-baccalaureate certificate of study requirements
The following general requirements are fulfilled to be eligible for a post-baccalaureate certificate of study from those programs conferring the post-baccalaureate certificate of study:
• Evidence of a previously earned baccalaureate degree;
• Completion of all academic and clinical requirements as designated by the program.

Students who have a bachelor’s degree at the time of their enrollment need to select the degree or certificate of post baccalaureate study during their first term of enrollment for the applicable program. A change from one option to the other may be requested through the program. The “default” position programmed into the degree audit is the B.S. degree option for those students who do not specify prior.

Students completing the post-baccalaureate certificate of study:
• Must complete the required professional courses and all program prerequisites;
• Are not required to complete GE coursework;
• Are not eligible to participate in the HRS Honors program, Research Distinction in their field of student, Latin honors designations or University Commencement.

Students with previous degrees who elect the second degree (vs. post-baccalaureate certificate of study option) must meet all GE requirements of the University in effect at the time of enrollment in addition to completing all program prerequisites and professional coursework prior to graduation. These students are eligible to participate in the HRS Honors program, Research Distinction in their field of student, Latin honors designations and University Commencement.

HRS Pre-Commencement
HRS Pre-Commencement is a student-sponsored ceremony where faculty and staff have the opportunity to honor each graduating undergraduate and graduate HRS student for their special accomplishments in the School and their program. Students who graduated during the previous summer and autumn
semester as well as the current spring semester are able to participate. Families are able to meet the faculty and other students who have been a large part of the student experience at Ohio State. The HRS Pre-Commencement takes place on the Saturday prior to Spring Commencement. Admission is free for graduates. Guests of the graduates may be required to pay admission. If you have any questions, contact the HRS Office of Student Services in Room 206 Atwell Hall, by telephone at 614-292-1706, or by email at HRSStudentServices@osumc.edu.

HONORS OPPORTUNITIES FOR UNDERGRADUATE HRS PROFESSIONAL STUDENTS
The HRS Honors Program offers select undergraduate students with high academic abilities the opportunity to expand their scholarly development as they seek their degree at The Ohio State University. The HRS Honors Program supports intellectual and personal discovery by providing a personalized learning adventure. The HRS honors student is passionate about learning and accepts challenges in order to address real world problems. By completing advanced levels of study and creatively engaging in leadership, research, teaching and service, HRS Honor students can graduate with Honors in HRS. Students will develop their own honors plan of study. For students who elect to conduct research as part of their plan of study, they will work one-on-one with HRS faculty to contribute new discoveries to health-related fields. Interested students are invited to visit the program’s website.

HRS Minor Policy
University approved minor programs are available to undergraduate students in the School of Health and Rehabilitation Sciences as an option to complement or enhance their program of interest. HRS programs do not require minors for graduation with the exception of the Health Sciences program. Each minor has its own conditions and requirements. It is the student’s responsibility to review and be aware of these restrictions.

Minors offered in HRS include:

- The Integrative Approaches to Health and Wellness
- Aging
- Medical Laboratory Science

HRS Certificates
Certificate programs help students to develop new skills and build expertise in a specialized content area. Certificates can be helpful with updating a professional profile, advance a career, or broaden one’s knowledge base. Certificates can be either undergraduate, graduate, post-undergraduate, or non-academic (such as certificates of completion). The distinguishing feature of undergraduate and graduate certificates is that they are awarded to students based on successful completion of specific courses (a minimum of 12 credit hours). The undergraduate or graduate certificate can be obtained while enrolled in a degree program simultaneously.

Certificates offered in HRS include:

- Assistive and Rehabilitative Technology
- Usability and User Experience
HELPFUL RESOURCES

Time management
Managing your time effectively is key to academic success. University courses require hard work. Students will need to strike a balance between the demands of your course work and all of the competing demands in your life—extracurricular activities, social activities, volunteer work, employment, family obligations, and sufficient exercise and sleep to remain healthy, to name a few—that may diminish the time you will have available to succeed academically.

One useful index to help estimate the time your course work will require is the Ohio State faculty rule that establishes, approximately, the time a student should spend to earn one credit hour: two hours per week outside of class and one hour in class to earn a grade of “C.” A three-hour class, therefore, should require nine hours per week to earn a grade of “C,” and a fifteen-hour schedule will require a commitment of about 45 hours per week. Students who expect to earn higher grades will need to invest significantly more time in their course work.

To help you track the demands of your courses—due dates for assignments, examinations, and papers—along with the various other activities that will take you away from your schoolwork, we strongly recommend that you keep a calendar or planner.

Careful planning will help you to use your time more effectively and to see in advance, when you can plan for them, the more stressful weeks in your schedule. If you find you are having trouble managing your time effectively, the following web site on time management might be a useful tool to help you get started: www.studygs.net/timman.htm.

QUICK REFERENCE: OHIO STATE UNIVERSITY STUDENT RESOURCES

- School of Health and Rehabilitation Sciences Homepage https://hrs.osu.edu/
- Buckeye Link http://buckeyelink.osu.edu/
- Buck I.D. https://buckid.osu.edu/
- Campus Safety Services https://dps.osu.edu/
- Pre-Professional Programs http://preprofessional.osu.edu/
- FERPA https://registrar.osu.edu/policies/FERPA.asp
- Multi-Cultural Center http://multiculturalcenter.osu.edu/
- Parking Permits http://osu.campusparc.com/
- Prior Health Sciences Library http://hsl.osu.edu/
- Professional Admissions http://www.gpadmissions.osu.edu
- Student Health Center http://shc.osu.edu/
- Student Health Insurance http://shi.osu.edu/
- Study Abroad https://oia.osu.edu/
- Transportation & Traffic Management https://ttm.osu.edu/
- Transfer Credit Equivalents (Transferology) https://www.transferology.com/
- Transfer Credit Information http://registrar.osu.edu/transfer_credit/index.asp
- University Registrar http://registrar.osu.edu/
- Counseling and Consultation Services – Offers counseling and therapy to help address personal, mental health, academic, and career concerns https://ccs.osu.edu
- Office of Student Life – Offers a wealth of on-campus resources to student through various departments http://studentlife.osu.edu/
- Student Advocacy Center – Answers questions about university policies and procedures and
directs students to the appropriate resources [http://advocacy.osu.edu/](http://advocacy.osu.edu/)
- Student Wellness Center – Provides services to help students achieve healthier, happier, and more successful lives [http://swc.osu.edu/](http://swc.osu.edu/)
- Walter E. Dennis Learning Center – Helps students develop study skills, time management, test-taking, learning from text, note-taking, and self-regulation strategies [http://dennislearningcenter.osu.edu/](http://dennislearningcenter.osu.edu/)
- Admissions Office: 614-292-3980
- Athletic Ticket Office: 614-292-2624
- Consolidated Student Services Center: 614-292-0300
- Advice Nurse: 800-678-6269
- Appointments (Student Health Center): 614-292-4321
- Student Pharmacy: 614-292-0125
- Student Wellness Center: 614-292-4527 Emergency: 911
- Non-Emergency Ohio State Police: 614-292-2121
- Student Escort Service: 614-292-3322
- Community Crime Patrol (CCP): 614-247-1760
- Writing Center: 614-688-5865
- Office of Disability Services (ODS): 614-292-3307
- Multicultural Center: 614-688-8449
- Student Advocacy Center: 614-292-1111

**OSU STUDENT ORGANIZATIONS**

Student organizations must register with the Ohio Union as an active organization at Ohio State, ([https://activities.osu.edu/](https://activities.osu.edu/)). Each registered student organization must have its president, treasurer and faculty advisor complete training sessions. Benefits for being an active organization include eligibility for up to $200 in operating funds and access to resources for marketing, publications, etc. Registered student organizations may also apply for programming funds depending on established status. Programming funds are to be used to host a program or events on-campus that are open to any Ohio State student. Requests are submitted by the fifth Friday of the semester prior in which the event is to occur.

**HRS student organizations**

Recognized student organizations within the School include the following: HRS Leadership Academy; AT, HIMS, and Health Science Clubs, Student Dietetic Association (SDA), Student Occupational Therapy Association, Physical Therapy Club, and HRS Student Ambassadors.

**School of Health and Rehabilitation Sciences (HRS) Leadership Academy Vision:**

**Vision Statement:** To be an interdisciplinary coalition of role-models and advocates for the development of future leaders in the health professions.

**Mission Statement:** To strengthen the HRS student community, foster leadership skills, and promote interprofessional collaboration through programing, events, and outreach.

**Goals for HRS Leadership Academy:**

1. Develop leadership qualities that embody The 5 Practices of Exemplary Leadership:
• Model the way
• Inspire a shared vision
• Challenge the process
• Enable others to act
• Encourage the heart

2. Promote positive, unified and inclusive culture in SHRS through school events and outreach.
3. Contribute to SHRS governance by participation in school-wide committees.
4. Develop projects for service, wellness and/or outreach for the students, faculty and staff of HRS.
5. Lead implementation of leadership project(s) within HRS.

Representatives from each program will be selected to represent each academic class.

• Athletic Training: 3 representatives- Fr/SO, Junior, Senior
• HIMS: 3 representatives- Fr/SO, Junior, Senior
• Medical Dietetics: 3 representatives- Fr/SO, Junior, Senior UG
• Health Sciences: 3 representatives- Fr/SO, Junior, Senior UG
• Medical Laboratory Sciences: 3 representatives- Fr/SO, Junior, Senior
• Radiological Sciences: 3 representatives- Fr/SO, Junior, Senior
• Respiratory Therapy: 3 representatives- Fr/SO, Junior, Senior
• Occupational Therapy: 3 representatives: First year, Second Year, Third Year
• Physical Therapy: 3 representatives: First year, Second Year, Third Year
• MS: 2 representatives: First year, Second Year
• PhD: 2 representatives: One pre-candidacy/ one post-candidacy

Benefits of being a member of the Leadership Academy:
• Develop leadership and professional skills that will enhance career development and contribute to future professional positions.
• Provide the foundation for Interprofessional education within HRS and the university.
• Access to national professional development.
• Establish a legacy of service and leadership for the School of Health and Rehabilitation Sciences and The Ohio State University.

Members of the Leadership Academy are expected to:
• Participate in all Leadership Academy activities.
• Successfully complete all leadership trainings.
• Uphold all components of the SHRS student honor code.
• Strive to be the professional role-model for the students in HRS and the College of Medicine.

Any student interested in learning more about these organizations should refer to the Division and the list of student organizations found on the Ohio Union website.
COVID-19 ADDENDUM to SHRS Student Handbook
January 2021
(Subject to change)

During spring 2020, our academic environment changed dramatically due to the COVID pandemic. Thus, our policies and procedure to maintain safety for students, staff and faculty have changed as well. This is a very fluid situation that will necessitate our constant update for this section of our student handbook.

Background:
- Outbreak started in December 2019 in Wuhan, China- Initially linked to a large seafood and animal market
- Virus is named SARS-CoV-2-SARS-CoV-2 causes Coronavirus disease 2019 (COVID-19)
- Spread via person-to-person transmission primarily via droplet transmission
- Symptoms have ranged from mild to severe respiratory illness and death: Fever; Cough; Shortness of breath; Body aches; Loss of taste or smell
- Incubation period is 1 to 14 days (most patients ill within 10 days of exposure)
- 80% or more of patients do NOT require hospitalization and have only mild/moderate symptoms
- Estimated mortality is between 1-3% and varies based on the country where the patient resides and patient’s age
- Mortality rate in South Korea estimated to be lower at 0.6%
- Mortality rate is higher than influenza but likely due to the protective effect of influenza vaccination
- Patients at highest risk of severe COVID-19 disease: Older adults, Chronic medical conditions including heart disease, diabetes, lung disease, Immunocompromised patients

HOW TO STAY UP TO DATE:
- Information is evolving quickly, and changes occur rapidly.
- Please read the university and OSU Medical Center updates.
- Most up-to-date information is on both the: OSUWMC Coronavirus page https://wexnermedical.osu.edu/features/covid-resources and Safe and Healthy Buckeyes: https://safeandhealthy.osu.edu/. All current policies and procedures for students, faculty and staff are located here.
- Clinical Epidemiology OneSource page: https://onesource.osumc.edu/departments/epidemiology/Pages/default.aspx
Overview

**Purpose:** To help promote a safe and healthy campus community, this document outlines the expectation that Ohio State students, faculty and staff follow the Safe Campus Requirements outlined on the Safe and Healthy Buckeyes website, as well as complete online training in BuckeyeLearn and the Together as Buckeyes Pledge.

Safe campus requirements include but are not limited to: wearing masks, hand hygiene, physical distancing, health symptom monitoring, participating in contact tracing, quarantine and isolation, and additional safety expectations detailed at safeandhealthy.osu.edu. This document also outlines how the institution will hold students, faculty and staff accountable to these expectations, to help keep our community safe during this pandemic.

**Guiding Principles:** It is essential that students, faculty and staff understand the Safe Campus requirements. Training and education are the essential first step to ensuring these requirements are followed. Accountability measures will be in place for those who refuse to complete the training or choose not to abide by community expectations. Accountability measures may range from additional training, to informal coaching, to formal disciplinary action up to and including suspension/dismissal and/or termination of employment. Formal action will depend on the seriousness of the violation and will generally be pursued when it is clear there is intent, a pattern and/or neglect associated with the violation.

**Together as Buckeyes Pledge**

All Ohio State students, faculty and staff are required to complete the Together as Buckeyes Pledge to help promote a safer and healthier campus community. Those who decide not to sign the Pledge will be addressed as follows:

- **Students:** Students who decide not to sign the pledge will be alerted by Student Conduct using an automated/email process that they have five (5) days to sign the pledge. If they do not sign the pledge within five (5) days, they will only be permitted to take courses virtually, may not schedule a move-in time (if intending to live on-campus), may not physically enter any campus or university facility, and may not physically participate in any university activity on or off campus.
Faculty or Staff: Faculty or staff members who decide not to sign the pledge will be reminded by their dean or manager, who will document the decision. Faculty or staff will still be held accountable for complying with all health and safety requirements in the pledge. Decisions regarding remote work are made based on operational needs; a staff or faculty member’s failure to complete this training requirement will not enable them to work remotely in the absence of a defined operational need.

Safe and Healthy Return to Campus Online Training

All Ohio State students, faculty and staff are required to complete the Safe and Healthy Return to Campus online training and Together as Buckeyes Pledge to help promote a healthy campus community. Those who fail to complete the training, after a reminder, will be managed as follows:

- **Students:** Students who fail to complete the training will be contacted by Student Conduct and advised they must complete the training within five (5) days or will only be permitted to take courses virtually, and may not physically participate in any university activity on or off campus.

- **Faculty:** Faculty who fail to complete the training will be provided an informal resolution opportunity through a meeting with their department chair or dean. Continued refusal after this meeting will be addressed through the university process under Rule 3335-5-04. Decisions regarding remote work will be made based on operational needs; a faculty member’s failure to complete this training requirement will not enable them to work remotely in the absence of a defined operational need.

- **Staff:** Staff who fail to complete the training will face corrective action in accordance with university policy and procedures based on the staff member’s classification (unclassified, classified civil service). Corrective action for staff members in a bargaining unit will be in accordance with the respective collective bargaining agreement. Staff members issued corrective action will still be expected to continue to work while following all safe and healthy requirements. Formal corrective action decisions will be made in consultation with unit/college HR Consultant/HR Business Partner and Employee and Labor Relations. Decisions regarding remote work will be made based on operational need; a staff member’s failure to complete this training requirement will not enable them to work remotely in the absence of a defined operational need.

Ongoing Behavioral Expectations under the Safe Campus Requirements
All Ohio State students, faculty and staff are expected to meet the behavioral and safety expectations under the Safe Campus Requirements when they physically participate in any university activity, on or off campus. All students, faculty and staff also will be required to perform a daily health check to report body temperature each day they intend to be physically on an Ohio State campus. Failure to adhere to these requirements will be addressed through standard enforcement mechanisms, and an approach built on escalation, whereby adherence will be reinforced through education, choice and peer support before escalating to disciplinary action whenever possible. Where violations are serious and/or ongoing, however, they will be addressed as follows:

- **Students:** A student and/or student organization will be referred for disciplinary action where the student and/or student organization’s behavior endangers the health or safety of campus community members, on or off campus, and/or fails to comply with the directives outlined in the Safe Campus Requirements.
  - During an incident in which a student is not adhering, the student should first be asked to comply (e.g., to wear a mask). If this does not resolve the situation, the student should be reminded about safe and healthy requirements. If the student continues to refuse, the student should be told to leave the location and not to return until they are prepared to follow the requirements.
  - For all situations, except those students who quickly comply when reminded, the incident should be reported to the Office of Student Life Student Conduct for potential disciplinary action and to assist with appropriate tracking. Even if the student’s name is unknown, a report to Student Conduct should be made to assist the university in evaluating adherence efforts; however, it should be acknowledged that Student Conduct will be unable to take disciplinary action without identifying information.
Building and Classroom/Instructional lab procedures from AU 2020 will remain in place for SP 2021. Faculty and staff should continue to work remotely if their work responsibilities allow for this. All didactic instruction will be remote for the first two weeks of the semester (January 11-22, 2021). Individual professional programs may have some variation in this schedule dependent on their professional curriculum.

**UNIVERSITY GUIDELINES: SAFE AND HEALTHY BUCKEYES**
[HTTPS://SAFEANDHEALTHY.OSU.EDU/CURRENT-STUDENTS](HTTPS://SAFEANDHEALTHY.OSU.EDU/CURRENT-STUDENTS)

The university guidelines for management of COVID-19 are provided at the safe and healthy website. This site is updated constantly and serves as the most up-to-date information available for university policy.

**School of Health and Rehabilitation Sciences  College of Medicine COVID specific policies**

1. **Student Health Monitoring** - Go to hrs.osu.edu. Click on Student Box listed under COVID 19 update

**Novel Coronavirus (COVID-19) Brief**

Learn more about the temporary changes within the School of Health and Rehabilitation Sciences

Required temperature check login for faculty, staff and students attending lab sessions

- Take your temperature every day
- Enter it in the app and answer the questions

**PANDEMIC GUIDELINES FOR ATWELL HALL**
COVID RULES FOR ATWELL HALL

Ohio State students, faculty and staff must follow the Safe Campus Requirements outlined on the Safe and Healthy Buckeyes website [https://safeandhealthy.osu.edu/](https://safeandhealthy.osu.edu/), as well as complete online training in BuckeyeLearn, and sign the *Together as Buckeyes Pledge*. These behaviors include always wearing a mask on campus; maintaining a 6 foot distance from others indoors and outdoors; washing your hands frequently; staying home when you are sick; and completing a daily required health check, as described below. All OSU students who fail to complete the required online training will be contacted by Student Conduct and advised they must complete the training within five (5) days.

- A student and/or student organization will be referred for disciplinary action where the student and/or student organization’s behavior endangers the health or safety of campus community members, on or off campus, and/or fails to comply with the directives outlined in the Safe Campus Requirements. No gatherings of > 10 individuals are allowed on campus.

- If any student fails to abide by established health rules for Atwell Hall or any HRS course, will be asked to leave the building per university guidelines:
  - *During an incident in which a student is not adhering, the student should first be asked to comply (e.g., to wear a mask). If this does not resolve the situation, the student should be reminded about safe and healthy requirements. If the student continues to refuse, the student should be told to leave the location and not to return until they are prepared to follow the requirements.*
  - *For all situations, except those students who quickly comply when reminded, the incident should be reported to the Office of Student Life Student Conduct for potential disciplinary action and to assist with appropriate tracking. Even if the student’s name is unknown, a report to Student Conduct should be made to assist the university in evaluating adherence efforts; however, it should be acknowledged that Student Conduct will be unable to take disciplinary action without identifying information.*

**Building Use**

- Building hours are 7:30-5:00. After 5:00 pm, entrance is only allowed when accompanied by a faculty member.
- Entrance is from the west entrance only. Please limit your time in Atwell before/after class. Prior Library is open for your study use. The Wexner Medical center has options for purchase of food/drink.
- All students must enter the building via a health screening station (see requirements below). After 5:00 pm, the faculty member is responsible for screening individual students. After 5:00 pm, all students must be accompanied by a faculty member.
- The elevators may be used to go up to all floors. Please reserve elevators for those who may physically require the elevator. All individuals are encouraged to use the stairs to go down unless physical conditions prohibit this.
- The NORTHWEST stairwell is dedicated for all traffic going UP to access all floors.
- The MIDDLE WEST (FL 2-5) or SOUTHWEST (FL 1-2) stairwells are dedicated for all traffic going DOWN to access the lower floors or exit the building.
- A six-foot distance is required, as possible, throughout the building.
Women’s restroom capacity 1:4 (main) 2-5: 2
Men’s restroom capacity 1: 4 (main) 2-5: 2
Elevator capacity: car 1: 2; cars 2,3: 1 person

- Masks are universally required throughout Atwell except in a private office.
- Common use areas with Atwell will remain closed (lobby, 2nd floor study space and computer labs)
- Occupants may not eat while in any classroom or common area in Atwell Hall. Individual water bottles are allowed.

**Code of conduct within the building**
- Students are to go to class and leave immediately after class.
- The only location in the building that students should visit at this time is the restroom.
- Students should not congregate in common spaces or outside of classroom. Students should maintain social distancing of at least 6 feet. This is also important while waiting for class to begin.

**Social Distancing within the building**
- Classroom numbers are determined by university guidelines and signage should be strictly followed.
- Faculty will organize students within cohorts in order to limit student-to-student exposure.
- Each student is required to clean their individual desk or lab space upon entering and exiting the classroom. Supplies and cleaning checklist are located within each classroom.
- If a learning space is used for approved clinical laboratory activities, hand sanitizer, wipes, and applicable PPE will be in each room.
- Students and faculty must wear masks (Level 1 Procedure Mask) at all times. If a six-foot distance is not maintained during a classroom activity, goggles are also required. It is essential to keep hands away from your face.
- Upon arrival to the designated laboratory space, students are asked to clean their hands with hand sanitizer.
- Students will change gloves (if required for that lab) and clean their hands between each interaction with another student.
- After the laboratory session, students will disinfect the laboratory equipment with approved EPA registered cleaning solutions monitored by faculty.

**Atwell Hall Prayer Room  527 Atwell Hall  COVID Guidelines  Spring 2021**
- To gain student access: Email adam.clouser@osumc.edu so that he may code the student BUCKID for access to the room.
- One person may use prayer room at a time.
- Masks must be worn while in the prayer room.
- Hand sanitizer, wipes, and extra face masks will be in the room.
- Before using the prayer space, sanitize hands and wipe any surface that will be touched.
- After use, wipe any surface that was touched and sanitize hands once again.
- Return room back to original condition and assure that door is

**Recommended:**
HRS supports a community of care, trust, and respect. The following recommendations help to ensure the health and safety of students, faculty and staff.

1. We strongly recommend that you quarantine for 14 days prior to returning to campus and follow all current university guidelines for return to campus.

2. We strongly recommend you adhere to the Governor’s recommendations regarding mass gatherings, as follows:
   - Gatherings at a household residence should be limited to close family and friends and are limited to 10 visitors or less.
   - Residents in a red or purple county (Columbus is in a RED county) should withhold hosting or attending gatherings of any size.
   - Choose take-out, outdoor dining, or indoor dining only when strict social distancing guidelines can be maintained.
   - Take extra precautions if you go to bars or nightclubs where use of masks is inconsistent and drinking alcohol can lead to less social distancing.
   - Make the group of people you interact with as small as possible and make sure that they are taking appropriate COVID-19 precautions – even if just family and friends.

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**Student Clinical/Fieldwork Rotations**

**February 4, 2021**

Prior to entering a clinical or fieldwork rotation, the academic program assures the following:

1. All students complete a clinical attestation form acknowledging the training responsibility, the requirement for daily temperature testing, use of PPE and risk of work in the clinical environment.

2. All students are required to complete identified modules on BUCKEYELEARN for infection control, DON/DOFF PPE, COVID risk, and hand hygiene. Individual programs have additional competency measures dependent on the role of the learner. Students may be required complete further training at their assigned clinical sites.

3. All programs require routine mask use for all learners, which is already required for all staff at OSU Wexner Medical Center and community sites.

4. Each program has coordinated with the Supply Chain Work Group at the OSU Wexner Medical Center to define the personal protective equipment (PPE) needs for all learners in the clinical, non-clinical, and research environments. Depending on the classroom/laboratory based instruction, PPE includes gloves, gowns, and goggles in addition to universal masking. A process has been defined so that PPE is ordered by the Medical Center for learners in the clinical environments and by the programs for non-clinical experiences. Each community site/partner is contacted to establish their ability to provide the necessary PPE. Social distancing of 6’ and 1 person /30 square feet will not always be possible in all patient care situations due to the nature of the acts of direct patient care/contact (direct bedside care, procedures, operating rooms, common workspaces, etc.) but it is encouraged and optimized whenever possible. Routine mask use will be required for all learners and is already required for all staff at OSU Wexner.
Medical Center and community sites. Students are fit tested for N-95 masks and have eye protection where it is needed.

5. **COVID Testing:** OSU comprehensive testing program provides weekly testing of all students living in residence halls or university managed housing; regular testing of all students living off-campus; voluntary testing of asymptomatic students and for those students who are symptomatic. The most up-to-date instructions can be found here: https://safeandhealthy.osu.edu/testing. For students, off-site at their clinical, they are encouraged to take advantage of testing available at the site, if possible, when asymptomatic, and if symptomatic, should seek testing through the local health department or other available site.

6. **Care for patients with COVID:** In order for a learner to work in the clinical environment with potential COVID patients, each academic program has outlined the educational rationale for the learner and has documented to the Vice-Dean of Education- College of Medicine. Accommodations for any student who wishes to opt out of the experience is described in the educational request. Learners must follow all safety protocols for each site.

7. **What process will be used to accommodate students whose physical or mental health renders them unable to complete in-person instruction, and to direct them to established resources?**

Students will be provided the opportunity to delay their progression in the clinical program without any penalty and will be allowed to restart their clinical program when they are able to do so and when the clinical rotations are available to the student. Students will have access to HRS mental health counselors for guidance and support via telehealth if needed.