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PREFACE

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

As you begin your pre-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 as pre-professional or pre-major students.

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 pre-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 the handbook for students enrolled in an HRS major 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, as well as important dates, deadlines and policies available through Buckeye Link, handbooks and other publications.

The Code of Student Conduct is an official publication of the Board of Trustees. The full text of the code along with links to individual sections can be found on the Board of Trustees website at https://trustees.osu.edu/bylaws-and-rules/code.

This handbook is effective as of May 30, 2019 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
  - Traditional
  - Post baccalaureate certificate
- Health Sciences (Traditional and Online)*
- Medical Dietetics: Coordinated Undergraduate
- Medical Laboratory Science
  - Certification Track
  - Medical Science Track
  - MLT Articulation
  - Post baccalaureate certificate
- Radiologic Sciences and Therapy
  - Diagnostic Medical Sonography
  - Radiation Therapy
  - Radiography
  - Radiologic Sciences and Therapy Degree Completion
    - Administration/Management
    - Post Primary Certificate
- Respiratory Therapy

Graduate Programs

- Doctorate of Occupational Therapy
- Doctorate of Physical Therapy
- Master in Dietetics and Nutrition
- Medical Dietetics Coordinated Graduate Program
- Master in Respiratory Therapy
- Master of Science in Health and Rehabilitation Sciences
- 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 prepare future health sciences professionals through the creation and dissemination of knowledge in support of the health and well-being of the people of Ohio and the global community.

Vision
The School strives to be a national and international leader in health science education, research, service, and clinical practice that influences the well-being of the people of Ohio and the global community.

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 by 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
Dean: K. Craig Kent, 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 Nahikian-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
Building Coordinator Maureen Braughton
Assistant to the Director of HRS Adam Clouser
Assistant to the Associate Director Felisa Dukes
HR Associate Lynn Howell
Director of Strategic Communications and Marketing Michael Hoffer
Digital Marketing Coordinator Menglin Xu
Senior Consulting Research Statistician

Student Services (206 Atwell Hall)
Director of Student Services Lisa Terek, MS
Pre-Major Academic Advisor Samantha Walter, M.Ed
Pre-Major Senior Academic Advisor Breanna Falb, MA
Health Sciences Academic Advisor Jenna Russell, M.Ed
Health Sciences Program Manager Christie Lukegord, MA
Graduate Program Manager Ashley McCabe, MS.Ed
Academic Affairs-Assistant to the Director Kelli Williams
Admissions Coordinator Allison Breitfeller
Recruitment/Career Services Coordinator Dionna Sims
IT System Administrator Bruce Noskowiak

Divisions and Programs of the School
Athletic Training (228 Atwell Hall)
Mark A. Merrick, PhD, AT, ATC, FNATA, Director
Health Information Management & Systems (543 Atwell Hall)
Jennifer Garvin, PhD, MBA, RHIA, CTR, CPHQ, CCS, FAHIMA, Director
Medical Dietetics, Health Sciences and Injury Biomechanics Research Center (306 Atwell Hall)
Suzanne Leson, 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
School of Health and Rehabilitation Sciences

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

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 professional groups.

Policy Details:

All enrolled students of the School of Health and Rehabilitation Sciences of 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 2.ai.1 below)
   
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. (See 2.ai.2 below)

2. **HRS Academic Affairs / Student Services 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 Student Services 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 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 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. 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.

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 4.
### Contacts:

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<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>Marcia Nahikian-Nelms, PhD</td>
<td>614-292-4758</td>
<td><a href="mailto:Marcia.Nahikian-Nelms@osumc.edu">Marcia.Nahikian-Nelms@osumc.edu</a></td>
</tr>
<tr>
<td></td>
<td>206 Atwell Hall</td>
<td></td>
<td><a href="mailto:Kelli.Williams@osumc.edu">Kelli.Williams@osumc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Administrative Assistant)</td>
</tr>
<tr>
<td>Director, Student Services, Academic Affairs</td>
<td>Lisa Terek, MS 206C Atwell</td>
<td>614-685-1561</td>
<td><a href="mailto:Lisa.Terek@osumc.edu">Lisa.Terek@osumc.edu</a></td>
</tr>
<tr>
<td>Directory, Graduate Studies</td>
<td>Amanda Agnew, PhD 2066 Graves</td>
<td>614-366-2005</td>
<td><a href="mailto:Amanda.Agnew@osumc.edu">Amanda.Agnew@osumc.edu</a></td>
</tr>
<tr>
<td>Manager, Graduate Program</td>
<td>Ashley McCabe, MS Ed 206G Atwell</td>
<td>614-293-8363</td>
<td><a href="mailto:McCabe.220@osu.edu">McCabe.220@osu.edu</a></td>
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### History:

- **Issued:** Spring 2016
- **Revised:** May 2019
- **Submitted by:** HRS Student Services Committee
- **Approved by:** HRS Executive Committee
School of Health and Rehabilitation Sciences

Applies to: Pre-Professional 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>
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<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/notes 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>
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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;
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 explore the details and circumstances of the claim of academic misconduct violation.
   a. No Violation: If the Program/Division Director determines that 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 of 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](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.
Contacts:

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<th>Office</th>
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<tr>
<td>Academic Misconduct</td>
<td>COAM</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></td>
<td>33 W. 11th Ave.</td>
<td>Room 107</td>
<td></td>
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<tr>
<td></td>
<td>Columbus, OH 43201-2013</td>
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<tr>
<td>Director, Academic Affairs</td>
<td>206A Atwell Hall</td>
<td>614-292-4758</td>
<td><a href="mailto:Marcia.Nahikian-Nelms@osumc.edu">Marcia.Nahikian-Nelms@osumc.edu</a></td>
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<td>(Administrative Assistant)</td>
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History:

- Issued: Spring 2016
- Revised: May 2019
- Submitted by: School of Health and Rehabilitation Sciences
- Approved by: HRS Executive Committee
School of Health and Rehabilitation Sciences

Applies to: Pre-Professional 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>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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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 student has failed to meet academic standards of either the university, school or program. This warning is recommended and issued by the HRS Academic Affairs Office.</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>A designation that a student has failed to meet academic standards of the university. Probation is recommended and issued by the HRS Academic Affairs Office.</td>
</tr>
<tr>
<td>Academic Dismissal</td>
<td>Any student in academic difficulty is at risk of being dismissed from the University. There is no particular cumulative GPA or number of deficiency points that warrants a dismissal. These decisions are made on a case-by-case basis and given serious thought by the HRS Academic Affairs Office.</td>
</tr>
<tr>
<td>Program Probation</td>
<td>A designation that a pre-professional undergraduate student has failed to meet academic standards of the School. This designation is recommended and issued by the HRS Academic Affairs Office.</td>
</tr>
<tr>
<td>Program Dismissal</td>
<td>After failing to meet the conditions of a program probation, a student may be recommended for disenrollment from the HRS Pre-Professional Program. This dismissal is recommended and issued by the HRS Academic Affairs Office.</td>
</tr>
<tr>
<td>University Dismissal (Undergraduate)</td>
<td>See OSU Student Code of Conduct  <a href="https://trustees.osu.edu/bylaws-and-rules/code">https://trustees.osu.edu/bylaws-and-rules/code</a></td>
</tr>
</tbody>
</table>

Policy Details:

1. The Ohio State University requires maintenance of a GPA \( \geq 2.0 \). See: [https://registrar.osu.edu/](https://registrar.osu.edu/);
   Failure to meet this requirement may result in Academic Warning, Probation or Dismissal pending review of the student’s academic record.
2. The School of Health and Rehabilitation Sciences requires GPA ≥ 2.5 for pre-professional students; Failure to meet this requirement may result in program probation or program dismissal pending review of the student’s academic record.

Procedures:
1. Pre-professional undergraduate:
   a. If a cumulative GPA falls below a 2.0, the student is issued Academic Warning, Probation or Dismissal based on a student’s academic record by the HRS Academic Affairs Office. Please note that a student cannot be Academically Dismissed from the University without being first placed on Academic Probation.
   b. Additionally, if a cumulative GPA falls below a 2.5, the student is issued either Program Probation or Program Dismissal based on a student’s academic record by the HRS Academic Affairs Office. Please note that a student cannot be Program Dismissed without first being placed on Program Probation.
2. Academic Warning:
   Normally issued to First Term students only who have below a 2.0 cumulative OSU GPA. If the student has a cumulative OSU GPA below a 2.0 and they have 1 E – they will automatically be placed on Academic Warning. This indication is issued to their permanent record and a registration hold will be placed on their account. Students will also receive an email (sent through OnCourse) informing them of this action and outlining the steps they need to take to remove the hold. They are required to review materials highlighting resources on campus and how to be a successful student, then take a quiz in Qualtrics. Once the quiz is successfully completed, the hold is removed from their account and a note is added to OnCourse. If a student does not show improvement regarding their cumulative OSU GPA, students can be placed on Academic Probation.
3. Academic Probation:
   Normally issued to students who have below a 2.0 cumulative OSU GPA and if a student has 2 E’s or an EN letter grade – they will automatically be placed on academic probation. This indication is issued on their permanent record and a registration hold will be placed on their account. Students will also receive an email (sent through OnCourse) informing them of this action and outlining the steps they need to take to remove the hold. They are required to review materials highlighting resources on campus and how to be a successful student, then take a quiz in Qualtrics. Once the quiz is successfully completed, the hold is removed from their account and a note is added to OnCourse. Students can only schedule 15 credit hours. If a student does not show vast improvement for the next semester regarding their cumulative OSU GPA, students can be Academically Dismissed from OSU.
4. Academic Dismissal:
   A student with a cumulative grade point average below a 2.0 is subject to the rules of the University regarding academic dismissal. Students should refer to Faculty Rules 3335-9-23 through 3335-9-28. There is no particular cumulative GPA that warrants a dismissal from the University. Dismissed students will be notified of their status via their OSU.EDU email. Students who are dismissed from the University must have been on academic probation at some point during their education at the University.
5. Program Standing
   Program Standing is designed to identify students who, while in good standing during their time at Ohio State (achieving a minimum 2.0 GPA), are not competitive to apply to any major in the School of
Health and Rehabilitation Sciences. Students with a GPA of 2.0-2.49 will be reviewed for program standing. All students are notified via their OSU.EDU email of program standing. Program Probation and Program Dismissal emails are sent by the advisors through OnCourse. Program standing does not appear on the student’s academic record.

a.) Program Probation:
Students will be placed on Program Probation when they are unlikely to be admitted into their desired HRS major based on their cumulative OSU GPA. Students will have to make a significant improvement in their cumulative GPA the following semester or they risk being programmatically dismissed from HRS. Students are encouraged to meet with an advisor in another area or to meet with an advisor in the Exploration program in order to explore other majors at Ohio State that are feasible. Program Probation results in the following semester schedule being locked, and students are required to complete the necessary requirements in order for their schedule to be unlocked.

First term freshman are not issued Program Probation. For all other HRS students, probationary status shall continue until either the requirements for removing probation have been achieved, or the student has been program dismissed from HRS or dismissed from the University.

This indication does not go on their permanent record but a registration hold has been placed on their account. Students will also receive an email (sent through OnCourse) informing them of this action and outlining the steps they need to take to remove the hold. They are required to review materials highlighting resources on campus and how to be a successful student, then take a quiz in Qualtrics. Once the quiz is successfully completed, the hold is removed from their account and a note is added to OnCourse. If a student does not improve their OSU cumulative GPA above a 2.5, they can be Program Dismissed from HRS.

b.) Program Dismissal:
Students who have been placed on program probation during any term of enrollment at OSU are eligible for program dismissal. Students who have been programmatically dismissed may no longer pursue a major in HRS. Program Dismissal results in the following semester schedule being locked, and students are required to meet with an advisor in another unit to declare a new major in order for their schedule to be unlocked. A student is eligible for program dismissal if he or she does not meet the conditions for removing Program Probation outlined in the letter of the Program probation. Additionally, a student is eligible for Program Dismissal if he or she incurs another reason for Academic Warning or Program Probation or has not shown positive academic progress while on Program Probation.

These students are required to change their major, an HRS pre-major advisor will not be able to remove the lock from their schedule.

Appeal – appeal processes are described in HRS Student Handbook Policy number 4

History:
- Issued: Spring 2016
- Revised: May 2019
- Submitted by: School of Health and Rehabilitation Sciences
- Approved by: HRS Executive Committee
POLICY 4  Academic Standards: Students Appeal Process

Pre-Professional 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</td>
<td>Academic Action refers to:</td>
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<tr>
<td></td>
<td>Academic Warning</td>
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<tr>
<td></td>
<td>Academic Probation</td>
</tr>
<tr>
<td></td>
<td>Program Probation</td>
</tr>
<tr>
<td></td>
<td>Program Dismissal</td>
</tr>
<tr>
<td></td>
<td>Academic Dismissal</td>
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<tr>
<td></td>
<td>University Dismissal</td>
</tr>
<tr>
<td>Appeal</td>
<td>Request for a reversal of a decision made in regard to academic violations</td>
</tr>
<tr>
<td></td>
<td>and actions. See Policy 4.</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), students must first contact the Director of Academic Affairs who will make a referral to the Student Services Committee. The Student Service Committee is comprised of faculty from each division and the Director of Student Services.
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:
Contact the instructor of record for grade appeal, in writing, outlining 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 any specific evidence that supports the student’s appeal. If resolution does not occur, appeal may be made to Division/Program Director.

1. **Contact the Division/Program Director for grade appeal**, in writing, outlining the circumstances...
Undergraduate Students: If resolution does not occur, appeal may be made to Director of Academic Affairs. (See Below)

3. **Undergraduate Students:**
   a. Contact the Director of Academic Affairs for any academic action or grade appeal in writing outlining the circumstances and rationale for request.
   b. The Director of Academic Affairs will refer any appeal to the Student Services Committee within 7 business days of receiving the request for appeal.
   c. 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. Within 7 business days following this hearing, the student will receive information regarding the decision from the Student Services Committee.
   d. If resolution does not occur, appeal may be made to the Director of the School of Health and Rehabilitation Sciences.

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. **Contact the Director of the School of Health and Rehabilitation Sciences for any academic action or grade appeal after appealing to all of the proceeding levels.** Such a request must be made within 7 business days of notification of the decision on the appeal by the Committee.

### Contacts:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>E-mail/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, HRS</td>
<td>206 Atwell Hall</td>
<td>614-292-4758</td>
<td><a href="mailto:Marcia.nahikian-nelms@osumc.edu">Marcia.nahikian-nelms@osumc.edu</a></td>
</tr>
<tr>
<td>Academic Affairs</td>
<td></td>
<td></td>
<td><a href="mailto:Kelli.Williams@osumc.edu">Kelli.Williams@osumc.edu</a> (Administrative Assistant)</td>
</tr>
<tr>
<td>HRS Student Services</td>
<td>206 Atwell Hall</td>
<td>614-685-1561</td>
<td>Lisa Terek</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:Lisa.terek@osumc.edu">Lisa.terek@osumc.edu</a></td>
</tr>
<tr>
<td>Director, HRS</td>
<td>106 Atwell Hall</td>
<td>614-247-4217</td>
<td>Dr. Deborah Larsen</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:adam.clouser@osumc.edu">adam.clouser@osumc.edu</a> (Dr. Larsen’s Administrative Assistant)</td>
</tr>
</tbody>
</table>

**History:**

- Issued: May 2017
- Revised: May 2019
- Submitted by: School of Health and Rehabilitation Sciences
- Approved by: HRS Executive Committee
POLICY 5 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 consistently on time for all learning activities.
2. Students are expected to attend and participate actively in every required class.
3. 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 pre-professional student.
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. Using such devices not related to the learning objectives of the course is prohibited.
8. 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.
9. 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 #6 Academic Standards Social Networking.
10. 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.

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

12. 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.

13. 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.
   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 2.ai.1 below.

2. **HRS Academic Affairs / Student Services 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 Student Services Committee for review and decision.
   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 5) 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 Dismissal.

3. **Appeal – appeal processes are described in HRS Student Handbook Policy number 4.**

**Resources:**

Related Policies Code of Student Conduct at The Ohio State University:  
http://trustees.osu.edu/rules/code-of-student-conduct/

HRS Policy # 1 Academic Standards Code of Ethics  
HRS Policy # 6 Academic Standards Social Networking  
HRS
## Contacts:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>E-mail/URL</th>
</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/studentconduct@osu.edu">http://studentconduct.osu.edu/studentconduct@osu.edu</a></td>
</tr>
<tr>
<td>Student Services Committee</td>
<td>Lisa Terek, Student Services 206C Atwell Hall</td>
<td>614-685-1561</td>
<td><a href="mailto:Lisa.Terek@osumc.edu">Lisa.Terek@osumc.edu</a></td>
</tr>
<tr>
<td>HRS, Academic Affairs</td>
<td>Marcia Nahikian-Nelms, 206A Atwell Hall</td>
<td>614-292-4758</td>
<td><a href="mailto:Marcia.Nahikian-Nelms@osumc.edu">Marcia.Nahikian-Nelms@osumc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:Kelli.Williams@osumc.edu">Kelli.Williams@osumc.edu</a> (Administrative Assistant)</td>
</tr>
</tbody>
</table>

## History:
- Issued: May 2017
- Revised: May 2019
- Submitted by: School of Health and Rehabilitation Sciences
- Approved by: HRS Executive Committee
POLICY 6  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, TikTok, 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 an 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 reflect 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.
   a. 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.
   b. The student will not post someone else’s work (including from internet sites) without attribution.
   c. 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.
   d. 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, quizzes, recordings of lectures or other course content, PowerPoints, or any written course materials.

e. 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.
   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 and will be referred to the appropriate review committee. See 2.ai.1 below.
2. **HRS Academic Affairs / Student Services 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 Student Services Committee for review and decision.
   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 6) 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 4.**

### Contacts:

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<tr>
<td>Student Services Committee</td>
<td>Lisa Terek, MS 206 Atwell Hall</td>
<td>614-685-1561</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><a href="mailto:Marcia.Nahikian-Nelms@osumc.edu">Marcia.Nahikian-Nelms@osumc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(<a href="mailto:Kelli.Williams@osumc.edu">Kelli.Williams@osumc.edu</a></td>
</tr>
</tbody>
</table>

### History:

Issued: 2006  
Revised: May 2019  
Submitted by: School of Health and Rehabilitation Sciences  
Approved by: HRS Executive Committee
POLICY 7 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 prohibits the School and its faculty and staff from sending credentials to prospective employers without a written request or permission. This also prohibits sharing student information with parents without a written completion of the FERPA release.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<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:
Ohio State’s policies and procedures regarding FERPA is online at:
https://parent.osu.edu/resources/academic_/ferpa

Information on steps to complete a privacy request can be found here:
http://registrar.osu.edu/policies/privacy_release_student_records.pdf

Resources:


Forms: Authorization to Release Information,

Request to withhold release of directory information, Buckeye Link, buckeyelink.osu.edu/

Additional information: FERPA regulations and recent guidance, AACRAO,
https://www.aacrao.org/advocacy/compliance/ferpa

Department of Education, 1-800-872-5327,

History:
Issued: May 2017
Revised: May 2019
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
POLICY 8 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 # 4.

Contacts:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>E-mail/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, HRS Academic Affairs</td>
<td>206A Atwell Hall</td>
<td>614-292-4758</td>
<td><a href="mailto:Marcia.Nahikian-Nelms@osumc.edu">Marcia.Nahikian-Nelms@osumc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(<a href="mailto:Kelli.Williams@osumc.edu">Kelli.Williams@osumc.edu</a> Administrative Assistant)</td>
</tr>
<tr>
<td>Religious Calendar</td>
<td></td>
<td></td>
<td><a href="http://www.interfaith-calendar.org/">http://www.interfaith-calendar.org/</a></td>
</tr>
</tbody>
</table>

History:
Issued: May 2017
Revised: May 2019
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
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 will not be 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:

<table>
<thead>
<tr>
<th>Report/Complaint</th>
<th>Agency/Office</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual misconduct involving employees</td>
<td>Office of Human Resources (deputy Title IX coordinator)</td>
<td>614-292-2800; 614-293-4988 (Medical Center employees)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="https://hr.osu.edu/services/elr/">https://hr.osu.edu/services/elr/</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Sexualharassment@osu.edu">Sexualharassment@osu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Discrimination and Harassment Complaint form</td>
</tr>
</tbody>
</table>
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

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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>dps.osu.edu</td>
</tr>
<tr>
<td>Criminal Conduct</td>
<td>Columbus Police</td>
<td>614-645-4545 or 9-1-1 for emergencies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.

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

University Policies, [https://policies.osu.edu/](https://policies.osu.edu/)


Rules for Classified Civil Service, [https://hr.osu.edu/policies-forms/rules-for-ccs/](https://hr.osu.edu/policies-forms/rules-for-ccs/)


Building a Supportive Community: Preventing Sexual Misconduct and Relationship Violence (for faculty, staff, student employees), [https://buckeyelink.osu.edu/task/all/buckeyelearn](https://buckeyelink.osu.edu/task/all/buckeyelearn)

Think About It: Campus SaVE (for undergraduate students), [https://www.campusclarity.com/signup](https://www.campusclarity.com/signup)
Think About It: Graduate Students (for graduate and professional students),
https://www.campusclarity.com/signup


Title IX website, https://titleix.osu.edu

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<th>Contacts:</th>
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<tbody>
<tr>
<td>Subject</td>
<td>Office</td>
<td>Telephone</td>
<td>E-mail/URL</td>
<td></td>
</tr>
<tr>
<td>Policy consultation</td>
<td>Employee Relations, Office of Human Resources</td>
<td>614-292-2800</td>
<td><a href="https://hr.osu.edu/services/elr/">https://hr.osu.edu/services/elr/</a></td>
<td></td>
</tr>
<tr>
<td>To make a report</td>
<td>To make a report Title IX coordinator or deputy coordinator</td>
<td>See Title IX coordinators list at <a href="https://titleix.osu.edu/">https://titleix.osu.edu/</a></td>
<td>See Title IX coordinators list at <a href="https://titleix.osu.edu/">https://titleix.osu.edu/</a></td>
<td></td>
</tr>
<tr>
<td>To make an anonymous report</td>
<td>Anonymous Reporting Line (does not satisfy employee duty to report)</td>
<td>866-294-9350</td>
<td><a href="https://secure.ethicspoint.com">https://secure.ethicspoint.com</a></td>
<td></td>
</tr>
<tr>
<td>To make a criminal report</td>
<td>University Police (to report criminal activity only; does not satisfy employee duty to report)</td>
<td>911 (emergency) 614-292-2121 (non-emergency)</td>
<td><a href="https://dps.osu.edu/">https://dps.osu.edu/</a></td>
<td></td>
</tr>
<tr>
<td>Title IX</td>
<td>Title IX coordinator, Office of University Compliance and Integrity</td>
<td>614-247-5838</td>
<td>Kellie Brennan—Title IX coordinator <a href="https://titleix.osu.edu/">https://titleix.osu.edu/</a></td>
<td></td>
</tr>
</tbody>
</table>

History:
Issued: May 2017
Revised: May 2019
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee
POLICY 10  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 complaint step in order:
1. Contact the instructor of record for the complaint, in writing, outlining the circumstances and rationale for request. This should include a written description of the details describing the reasons you have a complaint. This letter should provide information that includes the course number any specific evidence that supports the student appeal. If resolution does not occur, appeal to Division/Program Director.
2. Contact the Division/Program Director for any complaint, in writing, outlining the circumstances and rationale for request. If resolution does not occur, appeal to Director, Academic Affairs.
3. Contact the Director of Academic Affairs for any complaint in writing outlining the circumstances and rationale for request. If resolution does not occur, appeal to Director, Health and Rehabilitation Sciences.
4. Contact the Director of HRS for any complaint, after appealing to all of the proceeding levels.

<table>
<thead>
<tr>
<th>Contacts:</th>
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</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Office</td>
<td>Telephone</td>
<td>E-mail/URL</td>
</tr>
<tr>
<td>Marcia Nahikian-Nelms, Directory of Academic Affairs</td>
<td>206 A Atwell Hall</td>
<td>614-292-4758</td>
<td><a href="mailto:Marcia.nahikian-nelms@osumc.edu">Marcia.nahikian-nelms@osumc.edu</a> (<a href="mailto:Kelli.Williams@osumc.edu">Kelli.Williams@osumc.edu</a> Administrative Assistant)</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>
</tr>
</tbody>
</table>

History:
Issued: May 2017
Revised: May 2019
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).
• Any maintenance problems within the building should be reported to the Building Coordinator in the Administrative Office (106 Atwell Hall).
• The Atwell Lobby is a wireless network environment where students can read, surf the internet, and socialize. Students are responsible for replacing tables and chairs that are moved as well as disposing of trash in the provided receptacles.

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's 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

UNIVERSITY CALENDAR
The University academic calendar and important dates for each semester can be found at: https://registrar.osu.edu/.
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

Students should promptly make changes to their address and/or telephone number 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 the student.

E-mail

Maintaining effective communications with students is vital for the university to conduct business. All university students are assigned a campus email account upon enrollment. This is the official means of electronic communication with the university. Students are responsible for all information sent to them from faculty and administrative offices via their campus email account. Students should check their campus email accounts on a daily basis for important announcements and messages regarding posting of grades, registration dates and changes, billing updates, scholarship opportunities, special events, school closings, etc.

Students are required to activate their OSU internet username with the OCIO Service Desk at 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. 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.

Name Types and Where Used

A student’s primary name is their legal name and official name of record for their transcript, diploma, enrollment and degree verifications. If a student is also employed by the university, the legal name will be used for personnel related matters including payroll, benefits and tax forms. A preferred first name is the name a student is called in day-to-day life. For example, a student may use their middle name, a nickname, or a name that is easier to pronounce. Transgender students may self-identify by one name but have not opted to legally change their name.

Preferred first names will be used in most public facing documents and systems including email, class rosters, grade rosters, reports, correspondence with students, and screens that are visible to advisors or instructors. In addition, a student’s preferred first name will be used for class interactions, including appearing in Carmen. In these cases, a student’s primary (legal) first name will not appear. A student may opt to have their Buck ID updated to match their preferred first name.
A preferred last name is available for students who have a last name they use regularly that differs from their legal last name. This most often occurs for individuals who are married and have chosen to take their spouse’s last name or a new last name but have published or established an academic or professional identity based in their familial last name. Preferred last name will result in a new name being assigned.

Preferred last name will be used for email, system log-ins, and within Find People on the OSU website. However, preferred last name will not be used for other university documents or systems. Legal last name will still appear on class rosters, screens visible to advisors and instructors, and within Carmen. Legal last name will continue to be used for reports and correspondence.

Primary name (first and last) is the student’s legal name and official name of record. If a student needs to change their primary name due to a legal name change or any other reason, complete the Change of Record form on the University Registrar website and upload any necessary supporting documentation.

**Address Types and Where Used**

The university is required to have on file different physical address types in order to distribute official written university communications, and in some cases in order to comply with state and federal laws. The university has designated that the address type of permanent address is considered as directory information, therefore it can be released without a student’s consent. Note that the permanent address does not include the following other address type of home/current, Residence Hall, or Physical Location.

A student may consider the permanent address as their address that they return to when not enrolled in classes at the university. For example, the address that may be considered the family home that a student lives in during academic breaks.

The address type of home/current is the address that is considered to be a student’s address while they are enrolled in classes at the university. This should be the student’s local address.

Residence Hall address is maintained by the Office of Student Life and will match the residence hall address assigned to a student living within the residence halls. This address cannot be maintained by the student.

The Student Physical Location address is required for students who are enrolled in an online program, exclusively online classes, internships, field placements, and other academic experiences that could potentially take place beyond the student’s campus of enrollment. Based on individual enrollment, a student may be required to provide a physical location address. This should be the address where the student will be physically living/located while they are receiving instruction for a given term. This address could impact ability to enroll in specific programs and financial aid.

Students have the option to update their addresses at buckeyelink.osu.edu.

**Changes of Record**

Changes or corrections of primary/legal name, Social Security number, or birth date require official documents and/or court orders verifying the correct information at the time the requests are made. These changes or corrections (name, Social Security number, or birth date) are processed only by the
Office of the University Registrar. The Change of Record form can be found on the university registrar’s website: [https://registrar.osu.edu/students/change_of_record_alumni.pdf](https://registrar.osu.edu/students/change_of_record_alumni.pdf).

**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. 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 e-mail regularly in order to receive information appropriate for the classes. 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**
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. HRS students will receive an email notification regarding lab closures. Reserved times for Lab 435 can be found by calling the HRS Student Service Office’s front desk.

Room 227 will remain open during regular business hours and cannot be reserved or closed for group sessions. All HRS computers have the Office 2016 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.

**Computer Lab Rules**
Absolutely no food or drink is 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.

**HRS Student Services Blog**
The blog contains information about our majors, news and events on campus, frequently asked questions, and forms. The Blog is located at [http://u.osu.edu/HRSSso](http://u.osu.edu/HRSSso)

**FUNDRAISERS**
Registered student organizations interested in fundraising activities must submit a written request to the Director of Student Services at hrsstudentservices@osumc.edu two weeks prior to the initiation of any fundraising event held in the School.
The written request includes: 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 for invitations for on-campus visits and presentations by vendors.

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.

The Director of the School must approve registered student organization activities involving health screenings as well as the use of the HRS logo on products for sale as they must follow university guidelines.

**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. To receive services, each 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 faculty 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 SERVICES**
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 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.

**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 pre-professional students have two pre-major advisors. Their offices are located in the HRS Student Services Office, 206 Atwell Hall, 453 West 10th Avenue. For questions or to schedule an appointment with a student’s HRS pre-major advisor, call 614-292-1706 or schedule via Oncourse. For more information on how to use Oncourse to schedule an advising appointment, visit [https://advising.osu.edu/schedule-appointment](https://advising.osu.edu/schedule-appointment). Both HRS pre-major advisors are listed in the student’s Buckeyelink.

**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. For information regarding academic advising and University policies, procedures and resources surrounding academics, please visit [https://advising.osu.edu](https://advising.osu.edu).

**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 Pre-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 pre-major undergraduate students are able to access their degree audit online at 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. Some transfer credit (particularly special and technical credit) and all courses that must be petitioned for use on the GE or degree program must be entered as exceptions to the system by the HRS Student Services Office. If a student wishes to use an elective course to meet a degree requirement, the student must make an appointment with their HRS pre-major advisor to petition to use the course.

Please note that courses that have been awarded general credit are transferrable hours, but not degree applicable until they are further evaluated by the department in which offered as either an OSU equivalent course or as special credit.

To achieve an accurate audit, it is important to take care of petitions early in the first semester of enrollment in an HRS program with your HRS pre-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 HRS pre-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.

ENROLLMENT AND REGISTRATION
Enrollment Status

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>12+ Credit Hours</td>
</tr>
<tr>
<td>Three Quarters Time</td>
<td>9-11.99 Credit Hours</td>
</tr>
<tr>
<td>Half Time</td>
<td>6-8.99 Credit Hours</td>
</tr>
</tbody>
</table>
Minimum Scholastic Requirements (Rule 3335-9-23)
A cumulative point-hour ratio of at least 2.0 is required for graduation. Students below a 2.0 will remain eligible to enroll at the university, subject to the terms of their probation, as long as they have not been academically dismissed. Further information can be found by visiting: https://trustees.osu.edu/index.php?q=rules/university-rules/chapter-3335-9-attendance-and-graduation.html

Students can access registration information and schedule online through the University Registrar’s home page: 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 an HRS pre-major advisor.

Course registration occurs each term with a step-by-step 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 Financial Responsibility Statement. A Registration Lock is placed 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 Responsibility Statement 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 online 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 or not they enrolled in a class they registered for. 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 in 206 Atwell Hall by their HRS pre-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 a student’s HRS pre-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 the financial, academic, and athletic implications, if applicable, of adding or dropping courses, including (but not limited to) additional fees, penalties, and/or refunds. Students take full responsibility for scheduling their own courses each semester. 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.

Finally, 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 University deadlines related to registering online at www.buckeyelink.osu.edu.

Enrollment and Course Information
The most current information regarding registration, important dates, and course details (new courses, changes to existing courses, quarter to semester conversion information, credit hours, sections, days, times, buildings, room, and instructors) may be found on the website at https://registrar.osu.edu/.

Registration Information
Students will be assigned a “window” for registration, a date and time in which the student can complete registration for the next semester. These will be shown in Buckeye Link in the Enrollment Appointment box.

Registration windows are assigned according to registration priority level. Students assigned University Priority will be permitted to enroll 2-3 days before any other windows open, and those with College Priority can enroll within the first hour of a typical enrollment block. Priority registration opens as follows:

1. University Priority
2. Graduating Seniors
3. Military / Veteran Students – Rank 4
4. College Priority - Rank 4 Undergraduates; Graduate and Professional Students
5. Military / Veteran Students – Rank 1-3
6. Rank 4 Undergraduates; Graduate and Professional Students
7. College Priority - Rank 3 Undergraduates
8. Rank 3 Undergraduates
9. College Priority - Rank 2 Undergraduates
10. Rank 2 Undergraduates
11. College Priority - Rank 1 Undergraduates; Transient (VST) and other students
12. Rank 1 Undergraduates; Transient (VST) and other students
13. Program 60

Additional information, including fee details and important dates, is available at https://registrar.osu.edu/registration/index.asp.
**Waitlist**

Students can choose to be put on a waitlist if a class has reached its enrollment capacity. Students on a class waitlist are positioned in the order in which they selected to waitlist and are not guaranteed a seat in the class. Tuition and fees associated with a waitlisted class are not assessed until the student is officially enrolled in the class. Students are responsible for monitoring their placement on the waitlist and changes to their class schedule.

Students will receive an email if they are officially enrolled in the class. All waitlists close after the first Friday of the semester, and any students remaining are removed and cannot enroll into those classes. Waitlists are not carried over into the following semester. Additional information about waitlist is available at [https://registrar.osu.edu/waitlist/index.html](https://registrar.osu.edu/waitlist/index.html).

**Course Offerings**

Ohio State offers over 12,000 courses. Specific types of courses can be identified in the [Course Catalog](https://catalog.osu.edu/) and [Schedule of Classes](https://scheduling.osu.edu/) by searching assigned criteria, such as course attributes, components, department, mode of instruction, campus and location.

**Course Attributes**

<table>
<thead>
<tr>
<th>Attribute (ALX)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affordable Learning Exchange (ALX)</td>
<td>Indicates courses offering alternative low cost texts and materials. These courses may require additional fees or an opt out selection.</td>
</tr>
<tr>
<td>College Credit Plus (CCP)</td>
<td>Indicates courses open to high school students participating in the College Credit Plus program.</td>
</tr>
<tr>
<td>Contract Course (CONT)</td>
<td>Indicates courses administered by The Ohio State University for third parties/external entities.</td>
</tr>
<tr>
<td>Course Fee (CRSF)</td>
<td>Indicates courses that require an additional fee.</td>
</tr>
<tr>
<td>ODHE Career-Tech Assurance Guide (CTAG)</td>
<td>Indicates courses that are approved for statewide guaranteed transfer.</td>
</tr>
<tr>
<td>Digital Flagship Immersion (DF)</td>
<td>Indicates course enrollment is limited to only those students in a Digital Flagship cohort and in possession of the required technology.</td>
</tr>
<tr>
<td>Credit By Exam (EXAM)</td>
<td>Indicates courses that are eligible for exam credit.</td>
</tr>
<tr>
<td>Flexibly Scheduled (FLEX)</td>
<td>Indicates Flexibly Scheduled courses that have meeting dates that fall outside the standard start and end dates of a given semester or term.</td>
</tr>
<tr>
<td>General Education (GE)</td>
<td>Indicates that the course may be used to meet one or many of the university’s General Education requirements.</td>
</tr>
<tr>
<td>Honors Course (HON)</td>
<td>Indicates Honors courses.</td>
</tr>
<tr>
<td>OIA Study Abroad Program Number (OIA)</td>
<td>Indicates courses that are part of an education abroad program.</td>
</tr>
<tr>
<td>ODHE Ohio Transfer Module (OTM)</td>
<td>Indicates General Education courses that are approved for statewide guaranteed transfer.</td>
</tr>
<tr>
<td>ODHE Transfer Assurance Guide (TAG)</td>
<td>Indicates major courses that are approved for statewide guaranteed transfer.</td>
</tr>
<tr>
<td>University Survey Course (SURV)</td>
<td>Indicates introductory courses for new students.</td>
</tr>
<tr>
<td>Variable Units (VARI)</td>
<td>Indicates courses with variable credit hour units.</td>
</tr>
</tbody>
</table>
Class Components
Some course offerings will be associated with components. Component options consist of Lecture, Lab, Recitation, Independent Study, Workshop, Seminar, Field Experience, and Clinical. One component will be designated the graded component, and that which will have a final exam. Components are visible and searchable in the Schedule of Classes.

Modes of Instruction
Ohio State has developed a series of instruction mode labels to accommodate different forms of course delivery and distance education opportunities. Instruction mode is determined by individual course section. It is possible to have a course that comprises both a Distance Learning (DL) lecture section and an In Person (P) lab or recitation section. For more information about Distance Education programs and courses, please visit https://u.osu.edu/distanceeducation/.

A distance course is one where a significant portion of instruction is delivered from a distance, most often via the internet. Instruction occurs outside of a physical meeting space. Alternatively, courses that have physical meetings at off-campus locations are NOT distance courses.
- In Person (P): 0-24% of class activities completed by students at a distance.
- Hybrid Delivery (HY): 25-74% of class activities completed by students at a distance.
- Distance Enhanced (DH): 75-99% of class activities completed by students at a distance.
- Distance Learning (DL): 100% of class activities completed by students at a distance.

Requisites
Many courses require requisites for enrollment: courses, standings, grades, programs, majors, etc., that are required in order to enroll in a course.

- A course prerequisite is any requirement an academic department identifies as essential for a student to complete before taking a course.
- A course corequisite is a requirement that must be completed at the same time or prior to the course for which it is required.
- A course exclusion is any requirement that an academic department identifies as being prohibited for a student to achieve/complete before taking a course.

These are listed in the Course Catalog and Schedule of Classes, and are electronically enforced in the registration process.

University Classification and Course Numbering System (See Rule 3335-8-05)
Courses numbered 1000-1099 are undergraduate non-credit courses for orientation, remedial, or other non-college-level experiences. These courses are in addition to a program’s graduation requirements.

Courses numbered 1100-1999 are introductory level courses providing undergraduate credit, but shall not be counted on a major or field of specialization in any department. Courses at this level are beginning courses, required or elective courses that may be prerequisite to other courses.

Courses numbered 2000-2999 are intermediate level courses providing undergraduate credit and may be counted for a major or field of specialization.
Courses numbered 3000-3999 are upper-level courses providing undergraduate credit that may be counted toward a major or field of specialization.

Courses numbered 4000-4999 are advanced level undergraduate courses providing undergraduate credit that may be counted on a major or field of specialization. Graduate students may enroll in and receive graduate credit for 4000-level courses outside their own graduate program.

Courses numbered 5000-5999 are dual-level courses regularly offered for both graduate credit and undergraduate credit providing advanced level courses for undergraduate credit that may be counted toward a major or field of specialization or are foundational coursework and research for graduate and professional credit.

Courses numbered 6000-6999 are foundational level graduate and professional courses and research providing graduate or professional credit.

Courses numbered 7000-7999 are intermediate level graduate and professional degree courses and research providing graduate or professional credit.

Courses numbered 8000-8999 are advanced level graduate and professional degree courses and research providing graduate or professional credit.

Courses for which graduate credit is anticipated must be taught by a member of the faculty approved by the graduate committee of the unit offering the course. Seven thousand and above level courses must be taught by members of the graduate faculty.

**Course Suffixes**

<table>
<thead>
<tr>
<th>H</th>
<th>Honors course: a course offering more advanced, rigorous curriculum and enrichment experiences. Enrollment is restricted to only those in the University Honors and Scholars program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Honors Embedded course: a non-honors course in which students can earn Honors credit by incorporating enhanced honors components.</td>
</tr>
<tr>
<td>T</td>
<td>ATI course: a course that is part of an associate degree program (available at Ohio State ATI only) and fulfills the technical portion of the curriculum.</td>
</tr>
<tr>
<td>S</td>
<td>Service Learning course: a course that uses experiential learning strategies and involves student participation in an organized service activity.</td>
</tr>
</tbody>
</table>

**Special/Consistent Course Designations**

| X189 | Field Experience & Field Work |
| X191 | Internships |
| X193 | Individual Studies |
| X194 | Group Studies |
| X797 | Study at a Foreign Institution |
| X798 | Study Tours |
| X998 | Research |
| X999 | Research for Thesis |
| 8999 | Research for Dissertation |
| X78Y | Research Principles and Techniques |
| X88Y | Interdepartmental Seminars |
Fees Explanation

Instructional Fees
The Instructional Fee is used to fund instructional costs at the university. Students who are registered for classes at more than one campus of The Ohio State University during any single term will have their fees assessed based on the campus carrying the majority of their instructional credit hours. For more information, please go to the Guidelines for Multi-Campus Students page.

Zero Credit Hour Courses
Courses that are assigned zero credit hours are charged at the 0.5 credit hour rate, unless otherwise indicated. Note: The first line on each fee table is for 0.0-0.5 credit hours. For example, students who register for a 3-credit hour class and a zero credit hour class will be charged at the 3.5 credit hour rate.

Student Activity Fees
All students at the Columbus campus of The Ohio State University are assessed a Student Activity Fee each term to support free and discounted programs and opportunities on and around campus that benefit all students. Approved by the Board of Trustees, the fee supports free on-campus entertainment, cultural and arts events, student organizations and clubs, and discounted tickets to sports, arts, and cultural events in the Columbus community and throughout Ohio. The fee is $37.50 per term. Learn more at http://activities.osu.edu/about/student_activity_fee.

Surcharge Fee on Overload Enrollments
Students enrolled in more than 18 credit hours will be billed for credits beyond 18, in addition to billing for full-time enrollment (12-18 credits, for undergraduate students). The “Over 18 Hours” rate is the same as the per credit hour rate up to 12 hours, and applies only to instructional, general and non-resident fees. In autumn 2018, the Board of Trustees approved a narrow set of exceptions where students will not be charged if they are taking more than 18 credit hours. These are:

- Internships (courses numbered X191): When a student is registered for more than 18 credit hours and at least one of the courses is an X191 internship course, the student will not be assessed the 18+ credit hour charge.
- Research (courses numbered X998 and X999): When a student is registered for more than 18 credit hours and at least one of the courses is an X998 or X999 research course, the student will not be assessed the 18+ credit hour charge.
- Field Experience (courses numbered X189): When a student is registered for more than 18 credit hours and at least one of the courses is an X189 field experience course, the student will not be assessed the 18+ credit hour charge.
- Courses for Graduating Students: When a student is registered for more than 18 credit hours and is rank 4 and has applied to graduate, the student will not be assessed the 18+ credit hour charge.

Student Union Facility Fee
All students at the Columbus campus of The Ohio State University are assessed a facility fee for the Ohio
Union. The student fee helps fund the Ohio Union facility, student organization and student meeting space, and cutting-edge venues that support student programming.

**COTA Fee**
The Central Ohio Transit Authority (COTA) provides students with unlimited use of COTA services in exchange for a flat fee per term. This fee of $13.50 per term applies only to Columbus campus. For a copy of COTA guidelines, please go to the COTA fee page.

**Distance Education Fee**
Distance education courses are defined as those courses with no scheduled in-classroom or on-site activities where the course instruction occurs via technology. A distance education administration surcharge of $100 per student per term is charged for any student who is enrolled for only courses tagged as distance education courses. Non-resident students enrolled in exclusively distance education courses will have the non-resident surcharge assessed at $5, instead of their typical non-resident fee. Site-based fees (e.g. COTA Fee, Recreation Center Fee, and the Ohio Union Fee) will also be waived for students enrolled in all distance education courses. If a student has any regular or “hybrid” (regular courses that also have a significant distance education component but are not exclusively distance education) courses in addition to distance education classes, all regular fees will be assessed. Programs specifically designed as Distance Learning will have an individualized fee table located at: [http://registrar.osu.edu/FeeTables/MainFeeTables.asp](http://registrar.osu.edu/FeeTables/MainFeeTables.asp).

**General Fee**
The General Fee is mandated by the State of Ohio for the funding of non-instructional student services. At The Ohio State University, general fees provide those student services whose primary purpose is to contribute to the students’ emotional and physical well-being, as well as their cultural and social development outside the context of the formal instructional program. Included in this category are: Counseling and Consultation Services, Student Health Services, Disability Services, and the Multicultural Center.

**Learning Technology Fee**
Some plans are charged a Learning Technology Fee to pay certain technology related expenses within the primary program. To see if a particular program or plan has a fee, go to Fee Tables.

**Recreational (Rec) Sports Fee**
All students (except those who are regular employees of the university) taking 4 or more credit hours on the Columbus campus are assessed this fee, which provides support for all campus recreational sports facilities, programs, and services. Students who are assessed the fee are automatic members of the recreational sports facilities and eligible for all member benefits. For more information go to [recsports.osu.edu](http://recsports.osu.edu). For current fee rates, please go to Fee Tables. Exception applies to Post-Candidacy Doctoral students who are considered at a full-time status at 3 credit hours. Post-Candidacy Doctoral students will be assessed this fee beginning at that level of enrollment.

**Student Activity Fee**
This is a fee charged to all undergraduate, graduate, and professional students each academic term (autumn, spring, and summer). This fee is used to fund major campus events planned by the Ohio Union Activities Board, student organizations, student governments, the Discount Ticket program, Buck-I-SERV
(the alternative breaks program), select local community service initiatives planned by Pay It Forward, and some of Ohio State’s largest and most traditional campus programs (called Signature Events).

**Student Legal Services Fee**
Each participation year, before the first term of enrollment, students will have the opportunity to choose whether or not to participate in the student legal services plan with legal coverage provided by Student Legal Services. Plan coverage is from August 1 through July 31 of each academic year. This fee is assessed to students who are in a degree granting program with at least one credit that is not distance learning, whose home campus is Columbus, and who are not regular employees of The Ohio State University.

**Fees are assessed as follows:**
- **a.** $40 if enrolled in autumn (autumn through summer term coverage)
- **b.** $23 if enrolled in spring, but was not enrolled for autumn (spring and summer term coverage)
- **c.** $6 for summer only

To opt out of this fee and waive coverage, please see the information available at: [http://studentlegal.osu.edu/waive-coverage.html](http://studentlegal.osu.edu/waive-coverage.html).

**Program Fee**
Some programs charge a Program Fee to pay for certain program related expenses. To see if a particular plan has a fee go to [Fee Tables](#).

**Late Payment Fees**
There is a $200 fee for failure to pay by the payment due date. This includes the first installment of the Tuition Option Payment Plan (TOPP).

This fee increases to $300 for failure to pay by the 2nd Friday of classes. Note: Separate late fees are assessed on behalf of University Residences and Dining Services.

In addition, students may be assessed late add fees and late registration fees.

**Late Add Fees**
Students are assessed $100 for EACH class added after the second Friday of the term.

**Late Registration Fees**
Students are assessed $500 for initial registration after the second Friday of the term.

**Fee Adjustments and Refunds**
When students adjust their schedule or withdraw after the first Friday of the semester, tuition and fees will also be adjusted to reflect the changes. A reduction in credit hours may result in a refund of a portion of the fees. Students dropping from full-time status (undergraduate 12 credit hours; graduate or graduate/professional 8 credit hours) to part-time status may be eligible for a refund of a portion of their Instructional Fees, General Fees, Non-Resident Fees, Learning Tech Fees, Program Fees, Lab Fees, and some Course Fees. Students withdrawing completely may also be eligible for the refund of
additional fees including Student Activity Fee, COTA Fee, Student Legal Services Fee, Recreational Fee, Student Union Fee, Distance Learning Fee, and International Undergraduate Student Fee. No refunds will be given for classes dropped after the fourth Friday of the semester.

Semester Refund Schedule:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Refund Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Refund</td>
<td>Through the 1st Friday of semester classes</td>
</tr>
<tr>
<td>75% Refund</td>
<td>1st Saturday through the 2nd Friday of semester classes</td>
</tr>
<tr>
<td>50% Refund</td>
<td>2nd Saturday through the 4th Friday of semester classes</td>
</tr>
<tr>
<td>No Refund</td>
<td>After the 4th Friday of semester classes</td>
</tr>
</tbody>
</table>

For a detailed summary of the refund schedule or for semester or term, 7-week session, 4-week session, 6-week Session, and 8-week session, please visit the Tuition Adjustments PDF.

**Agreement to Pay**

Students are financially responsible to The Ohio State University for payment of all tuition, room and board fees, and related costs added to a student account. This also includes fees, fines, or penalties added to the account which are related to attendance, including but not limited to parking fees or fines, health services, health insurance, late payment fees, finance charges, or other university charges.

All students must agree to the Financial Responsibility Statement [here](https://buckeyelink.osu.edu/task/all/financial-responsibility-statement) prior to registering for classes each term. Students who do not complete the Financial Responsibility Statement will have a Registration Lock Hold placed on their account, preventing them from registering, adding courses, or moving off a wait-list. Once the statement is completed for the term, the hold is removed.

**Outstanding Debt and Enrollment**

**Beginning spring 2019,** students who have past due balances on their Statement of Account will be prohibited from registering for future term courses until they are paid in full.

In addition, students with past-due balances who already have registered for future term courses will be dropped from those courses and must pay in full to re-register.

A past-due balance could include unpaid tuition and fees, housing and dining, or other finance charges or penalties.

**Non-Resident Surcharge**

Students who are non-residents of Ohio will be assessed a non-resident tuition surcharge. The state of Ohio provides a tuition subsidy for residents of Ohio, which is largely funded by the taxpayers of Ohio. In order to receive the Ohio residency for tuition purposes, a student would have to prove that they meet the qualifications set by the Ohio Department of Higher Education in the Ohio Administrative Code, Chapter 3333.1.10 and Ohio Revised Code, Chapter 3333.31. For more information, please go to [Ohio Residency for Tuition](https://buckeyelink.osu.edu/task/all/financial-responsibility-statement). Ohio residents who fail to prove their registration with the [Selective Service System](https://buckeyelink.osu.edu/task/all/financial-responsibility-statement), will also be assessed a non-resident tuition surcharge.

**International Undergraduate Student Fee**

All new Columbus campus international undergraduate students are assessed an International Fee for
the duration of their career. The fee is assessed based on the number of credit hours in which the student is enrolled. This fee provides resources for international students, including academic support services (e.g., language proficiency offerings, enhancement of temporary housing and counseling services, planning and delivery of new programs) and provides resources for university-wide strategic investments.

**Course Fees**
Course Fee(s) are designed to fund additional costs for specific courses. Any courses that require added materials and/or equipment will have this fee assessed. To see if a particular course has a fee, please visit the complete course fees listing.

**Auditing Courses**
Students who choose to audit a course will need to see their academic advisor to register as an audit for the course and will be charged full tuition and fees for the audited course in addition to their other courses. All registration and payment deadlines apply.

**EXAMINATIONS AND GRADES**

**Student Assessment (Rule 3335-8-19)**
Students will be provided a syllabus for each of their courses at the start of the term explaining how their performance in the course will be assessed, as determined by the instructor or supervisor of the course.

Written, in-class comprehensive examinations should only be given during the official final exam period. Exams given during the last week of classes shall not be comprehensive, nor exceed thirty percent of a student’s grade, unless approved by the unit head. All exams, papers, and projects must be clearly assigned and scheduled in the course syllabus.

**Schedules for Final Examinations (Rule 3335-8-20)**
The Office of the University Registrar is responsible for scheduling examinations administered during the final exam period. Exams during this period for classes taught on the regional campuses, or in the Colleges of Dentistry, Law, Medicine, Optometry, Pharmacy, and Veterinary Medicine, will be scheduled by the appropriate regional campus or college, subject to final approval by the university registrar. Any deviations from the official exam schedule must be approved by the appropriate department chair, college dean, or regional campus dean, and the Office of the University Registrar. The duration of final exams will be limited to two hours, and the exam period to no more than five days. Approved final exam schedules are available here: [https://registrar.osu.edu/scheduling/finals/finals.asp](https://registrar.osu.edu/scheduling/finals/finals.asp).

NOTE: The University does not have a policy regarding students with multiple final exams on the same day. Upon request, accommodations may be made for students at the discretion of the instructor(s).

Final grades for students must be submitted by instructors to the university registrar by the established deadlines: [https://registrar.osu.edu/registration/Important_dates/AU18_important_dates.pdf](https://registrar.osu.edu/registration/Important_dates/AU18_important_dates.pdf)

**Grades (Rule 3335-8-21)**
The official grades (or “marks”) of the university are as follows: A, A-, B+, B, B-, C+, C, C-, D+, D, E, EM, EN, NEN, UEN, I, K, KD, NG, P, PA, NP, R, S, U, and W. Instructors will judge the student’s performance
based upon a comparison with other students in the course, and/or with students who have taken the
course previously, and/or the instructor’s personal expectations relative to the stated objectives of the
course, based on the instructor’s experience and expertise, and assign the appropriate grade. These
grades shall have the following meanings:

**A, A-**
The student satisfied the stated objectives of the course in an excellent manner.

**B+, B, B-**
The student satisfied the stated objectives of the course in an above-average manner.

**C+, C, C-**
The student satisfied the stated objectives of the course in an average manner.

**D+, D**
The student satisfied the stated objectives of the course in a low but acceptable manner.

**E**
The student failed to satisfy the stated objectives of the course.

**EM (Examination)**
Indicates credit given to students registered in the university on the basis of examinations taken prior to
or after admission to the university. A student may not receive EM credit for a course in which they have
already earned a grade at this university or have transfer credit from another institution. EM credit shall
be counted as hours only and shall not be considered in determining a student’s point-hour ratio.

**EN, NEN, UEN (E, Non-Attendance)**
Indicates that the student was properly registered for the course, but failed to complete the course due to
non-attendance. When assigning this grade, an instructor must also provide some indication (e.g. day or
week of the academic term) of when the student stopped attending the course.

This grade shall be treated as an E for the purpose of calculating a student’s point-hour ratio.

NEN indicates non-attendance in a course for which the student elected the P (Pass) option. UEN
indicates non-attendance in a course that is normally graded S.

**I (Incomplete), IX (Extension of Incomplete)**
I indicates that the student has completed a major portion of the work in the course in a satisfactory
manner, but for reasons judged by the instructor to be legitimate, a portion of the course requirements
remains to be completed.

In addition to the I, instructors must submit an alternate grade for the course, which will replace the I
grade if a final grade is not reported no later than noon of the sixth Saturday of the semester, or session,
following that in which the I was received. Any extension beyond that requires concurrence of the
instructional unit’s dean, director, or college secretary. Any decision extending the period shall set forth
the time in which the student must complete the work. This approved extension will appear on the
record as an IX grade.
In no case shall a student who has received the grade I or IX be permitted to repeat the course in which such grade was received.

Incomplete grades should be resolved prior to graduation.

**K (Transfer Credit)**
Indicates credit for work from other institutions. K credit shall be counted as hours only and shall not be considered in determining a student’s point-hour ratio.

**KD (Transfer Credit with original grade of D+ or D)**
Indicates credit for work from other institutions within Ohio for which an original grade of D+ or D was earned. KD credit shall be counted as hours only and shall not be considered in determining a student’s point-hour ratio.

**NG (Missing Grades)**
Indicates that the instructor has not reported a grade for this student.

**P (Progress)**
Indicates that the student has shown satisfactory progress in a series or sequence of courses where the grade is not recorded until the final semester, or session, of the series or sequence is completed. Until such time as a final grade is recorded, the grade of P shall be given and the credit shall be counted as hours only, and shall not be considered in determining a student’s point-hour ratio. When a final grade is submitted by the instructor, all previous P grades will be replaced by the final grade. All P grades must be resolved by graduation.

**PA (Pass), NP (Non-Pass)**
The grade pass PA means the student has satisfied the stated objectives of the course, and the grade non-pass NP is the equivalent of the grade E. These grades may be used at the option of undergraduate or continuing education students only, subject to the following conditions:

- May be elected for a maximum of twenty credit hours, provided the student has an accumulated point-hour ratio of 2.0 or higher.
- May not be elected for courses that are required or designated as required electives in the curriculum leading to the degree for which the student is a candidate.
- Hours graded PA count toward the minimal number of hours required for a degree. Pass or non-pass grades (PA, NP) are not computed in the point-hour average of the student.
- Must be elected before 5:00 p.m. of the fourth Friday of a semester or second term; the second Friday of a seven-week session during a semester or a six- or eight-week session during summer term; or the first Friday of a four-week summer session. A student must elect to take a course on this basis by filing the appropriate form with the dean or director of the student’s enrollment unit. A student may not change to or from this option after this same deadline.

**R (Registered to Audit)**
Indicates the student has registered to audit the course and has met the conditions established for audit enrollment in the course. No credit hours shall be awarded for this grade. Students must elect this option before 5:00 p.m. of the fourth Friday of a semester or summer term; the second Friday of a seven-week session during a semester or a six- or eight-week session during summer term; or the first Friday of a four-week summer session by filing the appropriate form with the dean or director of the student’s enrollment unit. A student may not change to or from the audit option after this deadline.
S (Satisfactory), U (Unsatisfactory)
S indicates satisfactory completion of requirements in a course for which the S/U grading option has been approved. Credit shall be counted as hours only and shall not be considered in determining a student’s point-hour ratio.
U indicates unsatisfactory completion of requirements in a course for which the S/U grading option has been approved. No credit shall be awarded, nor shall it be considered in determining a student’s point-hour ratio.

W (Withdrawn)
Indicates the student withdrew from one or more courses or from the university after the deadlines outlined in the Course Drop section later in this document. Generally, that means a W will be assigned for courses dropped after the 4th Friday for a full-term course, after the 2nd Friday for a 6, 7, or 8-week session, or after the 1st Friday for a 4-week session.

Additional information on grades can be found at: https://registrar.osu.edu/alumni/transcriptkey.asp

Report of Grades (Rule 3335-8-22)
Upon completion of the course requirements, grades for every student shall be reported to the Office of the University Registrar in accord with published deadlines.

Alteration of Grades (Rule 3335-8-23)
A grade filed in the Office of the University Registrar is a part of the official records of the university. It is subject to change only when a procedural error has been discovered in evaluation or recording of a grade. Action to change a grade must be initiated before the end of the second succeeding semester or summer term. In no case will a grade be revised in accordance with criteria other than those applied to all students in the class. If the instructor agrees that an error in the grade was made, the grade will be changed upon written authorization of:
- the instructor of the course and
- the instructional unit’s dean, director, or college secretary.

If a student believes that an error was made, the student should first meet with the course instructor. If the instructor does not feel that a change is appropriate, the student may file a grade grievance with the department chair. If the chair denies the change, the student may then appeal to the dean or director of the college. If the grade grievance is due to grading procedures, the case will then be reviewed by a faculty committee. If a procedural error is found to have occurred, the committee can either:
- Recommend a grade change be made by the instructor or the department chair, or
- Allow the student to drop the course, and retake it without penalty.

If charges of grave academic misconduct against an instructor are made and substantiated under Rule 3335-5-04 of the Administrative Code, the department chair shall be authorized to appoint a department grade grievance committee to consider grading errors that are alleged to be related to the misconduct. The committee shall consider all evidence and present, in writing, a report to the chair indicating any recommended grade changes. The department chair shall be authorized to institute grade changes in accordance with the recommendations of the committee.
If a department committee can find no academic basis upon which to recommend an appropriate grade for the course, the student shall be given the option of having the course stricken from their record and, if so desired, to retake that course without prejudice or penalty.

**COURSE CREDIT**

**Credit Hours (Rule 3335-8-24)**

All courses at Ohio State are assigned a number of credit hours that can be any number from zero on up. The following guidelines are followed by the department, school, college, and council on academic affairs in determining credit hours assigned to a course:

1. One credit hour is assigned for each three hours per week of the average student’s time, including class hours, required to earn the grade of C in the course.
2. One credit is assigned for each two, consecutive hours of practical or experimental work per week in any department or school.
3. One credit hour is assigned for each three hours of laboratory work per week. Note: This applies only when no additional outside work is required. If outside work is required, then one credit hour is assigned for each three hours per week of the average student’s time, including class hours, required to earn the grade of C in the course.

The council on academic affairs considers the average weekly hours spent during a semester, summer term, or session on the course or work when determining credit hours.

**Recalculation of Cumulative Point-Hour Ratio (Fresh Start – Rule 3335-8-26.1)**

An undergraduate student who re-enrolls in the university after an absence of five or more years may petition the dean or director of their enrollment unit to recalculate the cumulative point-hour ratio of their previous attendance. If approved, all courses taken will remain on the permanent record. Those with grades of A, A-, B+, B, B-, C+, C, C-, EM, K, PA, or S will be counted for credit only. No other grades will be counted for credit.

If approved, the student will resume their academic program with no cumulative point-hour ratio, and thereafter is subject to the conditions of warning, probation, and dismissal that govern all students.

Under the provisions of this rule a student, before graduation, must be re-enrolled for a minimum of:

1. Thirty credit hours and
2. Two academic semesters or one semester and one summer term.

Unless a student has completed sixty credit hours subsequent to the application of a fresh start, all courses ever taken at the university will be used in the calculation of the cumulative point-hour ratio required for the purposes of graduation with honors.

The Graduate School and graduate professional colleges may formulate appropriate modifications of this rule, subject to approval by the council on academic affairs, and shall publish the rule in their respective bulletins.

**Failure in a Required Course (Rule 3335-8-27)**

An undergraduate or professional student who has not been dismissed from the university must repeat, at the first opportunity, a required course in which a grade of E or EN has been received. This repeat
needs to be in a regularly scheduled class. Note: An equivalent course can be used only if recommended and approved by the authorized representative of the dean or director of the student’s enrollment unit.

A graduate student who has not been dismissed from the university must repeat a required course in which a grade of E or EN has been received only if this is required by the student’s advisor. This repeat needs to be in a regularly scheduled class.

**Repetition of Courses (Rule 3335-8-28)**

Undergraduate students who have received a grade of E, EN, or NP in a course at the university may repeat the course for credit, except as specified by the Grade Forgiveness Rule.

Undergraduate or professional students who have received a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, EM, K, or PA in a course at this university may repeat the course for credit only upon the recommendation of the authorized representative of the dean or director of their enrollment unit.

A graduate student may repeat for credit any course when approval is given by the student’s advisor.

A student who has audited a course may subsequently repeat the course for credit only upon receiving permission of the authorized representative of the dean or director of the student’s enrollment unit.

The credit hours for a repeated course shall in no case be counted more than once in meeting graduation requirements. When a student repeats a course, both grades appear on the student’s record and both are used in computing the point-hour ratio, except as modified by the Grade Forgiveness Rule.

**Auditing a Course (Rule 3335-8-29)**

An undergraduate or professional student may audit a course upon the approval of the professor in charge of the course and the dean of the college, or designee, in which the student is registered. A graduate student may audit a course upon the approval of the professor in charge of the course and the student’s advisor.

**Conditions and Procedures for Disenrollment from a Course (Rule 3335-8-33)**

A. The instructor (or in the case of a graduate teaching associate, the supervising faculty member), the chair of the instructor’s department (with the agreement of the instructor), or other appropriate administrative official may disenroll a student from a course if:

1. After the third instructional day of the semester, summer term, or session, the first Friday of the semester, summer term, or session, or the student’s second scheduled class meeting of the course (whichever occurs first), the student fails to attend the scheduled course without giving prior notification to the instructor. No student may be disenrolled from a course until after the first course meeting following the student’s registration. When the department elects to use this procedure, the instructor, the chair, or other appropriate administrative official is required notify the student’s enrollment unit. The enrollment unit will notify the student and take appropriate action to remove the student from the course.

Since not all departments exercise the option to disenroll students in all courses, this rule does not relieve the student of the responsibility for dropping a course the student is not attending.
2. The student has been reported to the university registrar as not attending/not participating in their course; and the student fails to respond to the university registrar’s communication regarding the possibility of being dropped for non-attendance/non-participation.

3. The student enrolls to audit a course without the instructor’s approval or fails to meet the prerequisites of the course.

4. Before the fourth Friday of a semester, or summer term, the second Friday of a session during autumn or spring semesters, the second Friday of a six- or eight-week summer session, or the first Friday of a four-week summer session, and following completion of a placement examination, or another appropriate measure of preparation or ability, the student is judged to be registered in an inappropriate course. The department or school offering the course may then instruct the secretary of the college or school in which the student is enrolled to change the student’s registration to a more elementary or more advanced course.

B. Additionally, disenrollment is effective upon action of the instructor, department chair, or other appropriate administrative official. In the case of non-attendance/non-participation, the student is disenrolled effective on the day prior to the start of the term in which the drop occurs.

C. Credit for all rescheduled courses stemming from changing enrollment to a more elementary or advanced course can count toward the fulfillment of graduation requirements unless the student has previously earned university or college credit in a course having substantially the same subject matter content or the substituted course is one which the department or school, with the approval of the council on academic affairs, has established for students with inadequate preparation for college level courses of that department or school.

D. If a student who enrolled to audit a course fails to complete the requirements for audit specified by the instructor and also fails to withdraw from the course, the instructor may inform the university registrar when grades are reported for the semester, summer term, or session. The student will be disenrolled from the course, removing the course from the student’s permanent record, and will notify the student and the student’s college of the action taken.

E. After investigation, including consultation with the instructor and the student in question, and utilizing other university resources, the chair (or other appropriate administrative official) may disenroll a student from a course if the student presents a clear and present threat of bodily harm or injury to the instructor or fellow students, or, after warning, continues to engage in disruptive conduct, which results in impairment of teaching or learning processes:
   1. If attempts to resolve the difficulty by informal means, the department chair (or other appropriate administrative official) deems disenrollment necessary, the affected student will be notified in writing. The notice shall be delivered by hand or sent through ordinary mail to the student at the last address supplied. Copies of the disenrollment action will be sent to the dean of the instructional college, the dean of the student’s college, the Office of the University Registrar, and the Office of Student Affairs.
   2. The student may appeal to the executive vice president and provost or designee for waiver of disenrollment, provided the appeal is filed within ten days of the disenrollment action. The executive vice president and provost shall make final determination on the appeal within seven calendar days.
3. Disenrollment is effective upon the action of the department chair (or other appropriate administrative official), unless reversed by the executive vice president and provost or designee.

F. For disenrollment, exclusive of audit, the university registrar shall enter on the student’s official permanent record:
   1. No grade, if the disenrollment occurs before 5:00 p.m. of the fourth Friday of a semester or summer term, the second Friday of a session during autumn or spring semester, or a six- or eight-week summer session; or the first Friday of a four-week course in summer session, or
   2. The grade W, if the disenrollment occurs after 5:00 p.m. of the fourth Friday of a semester or summer term; the second Friday of a session during autumn or spring semester, or a six- or eight-week summer session; or the first Friday of a four-week course in session.

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 (Unofficial transcripts)—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/.

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 web site 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.

If a desired course is closed, the student can choose to be placed on the waitlist. Students can choose to be put on a waitlist if a class is full when they enroll for the term. Students on a class waitlist are slotted
in "first-on, first-off" order and are not guaranteed a seat in the class. At Ohio State, all waitlist will be active through the first Friday of the term. Students should attend the first week of class if their wait list number is low. It is a student’s responsibility to know whether or not they have been added to a class. After the first Friday of the term, the waitlist will be dissolved.

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, 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. In addition to permission, a student must submit a petition. To support the petition, students must have the required two signatures, as well as valid reasons for failure to enroll in the course by the posted deadline. Students will be charged late add fees of $100 for each class added after the 2nd Friday of classes if the petition is approved. After receiving the completed form and petition, the request must be processed in 206 Atwell Hall by the student’s HRS pre-major advisor.

The enrollment form is available in the HRS Office of Student Services or the registrar’s website. After the stated deadline, all add/drop transactions are completed through their advisor. Finally, for course changes after deadlines, HRS students are required to complete and sign the School’s supplemental form available on the HRS blog or Student Service Office. 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 HRS pre-major 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 tenth Friday without a petition.

If, because of extreme extenuating circumstances, a student wishes to drop a class after the tenth Friday, they need to see an HRS pre-major advisor to help complete the petition form. The student will need supporting evidence (proof, for example, of medical complications that will prevent the student from finishing the course). Students are encouraged to include a letter of support from the course instructor with their petition. Courses cannot be dropped after the tenth week simply because of poor academic performance in a class.

If courses are dropped on or before the fourth Friday, no record of enrollment in the course will be recorded on the student’s transcript. If the course is dropped after the fourth 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.

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 BEFORE dropping the course
• Visa. International students may be required to see an advisor in the Office of International Affairs for approval.

Leave of Absence (LOA):
Before a student withdraws from course work (to decide not to enroll for the next term), they should consult with their HRS pre-major academic advisor first to discuss time-to-degree and other academic considerations. Students will be automatically placed on a leave of absence if they do not enroll in courses for the following term (or for summer term, if they do not enroll in courses for autumn term). For questions related to fees and financial aid as a result of taking a leave of absence, please contact Buckeyelink.

Request for Reinstatement from LOA
Students should contact their HRS pre-major advisor in the SHRS Student Services Office (HRSStudentServices@osumc.edu) for assistance returning from a LOA. Students will not be able to schedule courses on their own if they are on a LOA.

During a leave of absence, if the student took coursework at another institution(s) and wishes to transfer that credit, the student will need to send transcripts from those institutions to Ohio State.

Withdrawal from the School
An HRS student who wishes to withdraw from the School must contact their HRS pre-major advisor.

Withdrawal from the University
Withdrawal from the university during a semester, summer term, or session constitutes withdrawal from all courses in which a student is enrolled during that semester, summer term, or session. Student who wish to withdrawal from the University must notify their HRS pre-major advisor and file an official OSU withdrawal form. To avoid being automatically marked as having failed all enrolled courses for the semester, a University withdrawal form, must be completed and turned into the student’s HRS pre-major advisor. The form is available in the SHRS Student Services Office or by contacting the student’s HRS pre-major advisor. Absolutely no withdrawals will be processed past the tenth week.

A student may withdraw from courses which begin in the same semester, summer term, or session until 5:00 p.m. of the fourth Friday of a semester or summer term; the second Friday of a seven-week session during a semester, or a six- or eight-week session during summer term; or the first Friday of a four-week summer session. If withdrawn by that deadline, no record for the course(s) will be entered on the student’s official permanent record.
If a student withdraws from all courses which began in the same semester, summer term, or session after 5:00 p.m. of the fourth Friday of a semester or summer term; the second Friday of a seven-week session during a semester, or a six- or eight-week session during summer term; or the first Friday of a four-week summer session, the university registrar is authorized to enter the grade W on the student's official permanent record for the courses withdrawn.

Until 5:00 p.m. on the following days, a student may submit a form in their enrollment unit to withdraw from the university:

1. During a semester or summer term: the tenth Friday
2. During a seven-week session in an autumn or spring semester: the fifth Friday
3. During a four-week session in summer term: the third Friday
4. During a six-week session in summer term: the fourth Friday
5. During an eight-week session in summer term: the sixth Friday

After those dates, a student who experiences circumstances beyond their control and finds it necessary to withdraw from all courses must file the appropriate petition with their pre-major advisor.

Withdrawal from 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 classes end and prior to sitting for the final examination in a given course or courses.

TRANSFER CREDITS

The Undergraduate Admissions Office initially reviews all transfer credit, not the HRS Office of Student Services. Each admitted applicant 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.

Transfer Evaluations

Transfer credit may be accepted at The Ohio State University a few different ways. If the course is a direct match (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 D for transfer credit it will be listed only as KD-.

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 and require further evaluation. In hopes of receiving official credit, HRS students should follow the subsequent steps found at https://registrar.osu.edu/transfer_credit/tcr_brochure.pdf to have credit evaluated for all prerequisite and major courses. All other courses that can be used to fulfill the remaining GE requirements, except prerequisite or major course work, will be reviewed by the student's HRS pre-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 term of enrollment at Ohio State.

Effective Autumn 2019, general credit cannot be used to meet degree requirements. Students are responsible for having this credit evaluated by the appropriate academic unit offering the course. Failure to have this credit reviewed in a timely manner can result in delay in admission to program as well as completion of degree.

Interpreting Transfer Evaluations
While the HRS pre-major advisor may assist the student 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 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

Current Ohio State students interested in taking OSU equivalent courses at another college or university should either use Transferology or contact their HRS pre-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 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 HRS program required coursework. Courses with grades such as P (pass) and S (satisfactory) can also be awarded credit. Courses with a grade of D-, failing grades and audited courses will not awarded credit at Ohio State.

DUAL DEGREES
Students choose a dual (or second) 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. Student must speak with both their HRS pre-major advisor as well as the advisor for the second degree 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).

Pursuit of 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 major as set by the departments offering the majors.

- 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 programs
- An approved petition is required to graduate with two degrees. This petition must be
completed prior to starting course work in the second degree.

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 (Under the School of Health and Rehabilitation Sciences).

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

HONORS OPPORTUNITIES FOR UNDERGRADUATE HRS STUDENTS
The School of Health and Rehabilitation Sciences (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 (OSU). 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 Honors 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.

Mission:
To create a culture that empowers exemplary students to enrich their academic experience through opportunities for personal development and the pursuit of intellectual discovery.

Healthcare professionals with exceptional training and abilities in leadership, critical inquiry, philanthropy, and teaching are vital to the advancement of the health professions and of benefit to society. Recognizing this need, the School of Health and Rehabilitation Sciences designed its Honors program to offer a unique academic experience to able and highly motivated undergraduate students. A superior student will pursue a plan incorporating advanced coursework, scholarship, research, service, and leadership. Current HRS pre-major students who are not currently enrolled in the Honors Program, but wish to graduate with Honors in the School must meet the same criteria as current Honors students.

INITIATING HONORS STATUS
Initial honors status (for both majors and pre-majors) will follow the University’s Honors policy for new first year students (NFYS) and is conferred via one of the methods below:

- New First Year Students: Students who are admitted to HRS as new first years will have their honors status determined by the Office of Honors and Scholars. They will have the “H” designation and receive priority scheduling for their second semester of enrollment as well as the other privileges afforded Honors students in the University. Students must develop an Honors Plan with the Honors Director to ensure that they maintain their eligibility.
• Current OSU Students or Transfer Students: Students who transfer into HRS from outside OSU can receive initial honors status from the Honors Director. To receive initial Honors status from the School, the student must have at least a 3.4 GPA from all previous course work and provide the Honors Director with a copy of their transcript and copies of syllabi from any Honors courses taken at another college/university. Students who receive the honors designation must develop an Honors Plan and will be reviewed at the end of spring Semester, which is the same procedure for any other SHRS student.

HONORS OPPORTUNITIES

The Honors opportunities available in the School consist of three components which may be pursued separately, or combined:

**Comprehensive Honors Program:**

(Leading to Graduation with Honors in Health and Rehabilitation Sciences)

Students who wish to maintain Honors status throughout their undergraduate program in HRS have the opportunity to create their own plan to combine Honors courses, research, scholarship, leadership, community service, etc. over and above the requirements of their major. Assessed on a points scale, successful completion of the Honors Contract entitles the student to graduate with Honors in Health and Rehabilitation Sciences.

The designation “with Honors in Health and Rehabilitation Sciences” is reserved for students who have participated in the SHRS Comprehensive Honors Program and who have earned a minimum of 55 points by completing honors and graduate-level courses, research, and service activities over and above the requirements of their major.

**Senior Research Thesis Project:** (Leading to Graduation with Distinction)

Junior-level students, who are enrolled in an HRS program, may elect to complete a Senior Research Thesis Project during their senior year and graduate “with distinction” in their field of study. The designation “with distinction” is reserved for HRS students who have completed and successfully defended a Senior Research Thesis projects. The designation “with Honors in Health and Rehabilitation Sciences with distinction” is available for students who have participated in the HRS comprehensive honors program and who have completed and successfully defended a Senior Research Thesis project.

**Dean's List:**

The Dean’s List designation appears on a student’s University record. The Dean’s List criteria are:

- The notation of Dean's List on the academic record recognizes a strong academic performance (as defined by the dean of the college in which the student is enrolled) in a completed academic term. Typically, students awarded Dean's List have completed at least 12 graded hours with a GPA of 3.5 or higher and with no failing marks of any kind.

The Office of Student Academic Success will then send the Dean’s List information to the local papers for publication.
**Special Note**  The registrar’s office runs the Dean’s List once per term so students who, at the time of the run, have grades of incompletes will not have this posted to their record. Once the incomplete is resolved AND the student is eligible for Dean’s List, academic units will add this status to a student’s record.

Please contact Lisa Terek at lisa.terek@osumc.edu for details regarding the application, contract and advising for the HRS Honors Program and Graduating with Research Distinction. Students can contact their HRS pre-major advisors regarding Latin Honors.

**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 restrictions. 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: Contact Christie Lukegord @ Lukegord.4@osu.edu
- Aging: Contact Jessica Krok, PhD @ Jessica.krok@osumc.edu
- Medical Laboratory Science: Contact Tammy Bannerman, PhD @ Tammy.bannerman@osumc.edu

**PETITIONS**

Common uses for petitions include but not limited to:
- Dual-Degree request
  To propose an alternative course required for a GE
- Dropping a course after the deadline
  To petition a college policy or procedure related to the major or minor and/or completion of the degree.
- Evaluation of Special or General Transfer credit courses
  To replace a previous grade
- Increased credit hour load (above 18 credits)
  Substitution of prerequisite coursework

Types of petitions include but not limited to:
- Curriculum Petition
  - Course Exception request for a GE or prerequisite course
- Dual-Degree Petition
- HRS Overload Petition
  - To take over 18 credits for a term
- Registration Petition
  - Add, drop a course or withdrawal from the University
  - Post Tenth Week Course Drop
  - Retroactive Course Drop
- Grade Forgiveness
Curriculum Petition
Students must meet with the HRS pre-major advisor to complete a curriculum petition if they want to request substituting another course they have taken or plan to take for a required GE course or major course. The student should bring a copy of the course syllabus to the appointment with their pre-major advisor. Students who feel that they have met the spirit of a program or degree requirement without fulfilling the exact course requirement or being a direct equivalent course may petition to the HRS Director of Academic Affairs to apply the course and credits to their degree.

The petition can be obtained from the HRS Office of Student Services after meeting with their HRS pre-major advisor. It must be submitted to their HRS pre-major advisor upon completion. Students may be asked by their HRS pre-major advisor to secure additional assistance in evaluating the credit by the appropriate University department. Once the written approval from the Director of Academic Affairs is received, the petition is then returned to the student’s pre-major advisor 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 programs. 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.

Grade Forgiveness Petition
Under Ohio State's general course repeatability rule, students can, with permission from their college, repeat a course they have already taken. Both grades will remain on the transcript and be counted in calculating grade-point average. Only the credit hours for one attempt will be counted toward the total hours required for your degree.

However, the Grade Forgiveness Rule allows undergraduate students to petition to repeat up to three courses under a different arrangement: the grade in the repeated course will permanently replace the original grade for the course in the calculation of the student's cumulative GPA. Only a first repeat can be used this way; all other repeats of the same course will be included under the general course repeatability rule.

The original grade will remain on the student's transcript. The Graduate School and graduate professional colleges do not allow Grade Forgiveness. Students may repeat courses as needed; however, grades for these repeated courses will be calculated in the student's cumulative point-hour ratio.

To use Grade Forgiveness students should enroll in the course they intend to repeat and submit the online Grade Forgiveness Petition by the 4th Friday of the course. The petition can be found at https://advising.osu.edu/grade-forgiveness-0.

Registration Petition
This petition is used when a student wants to add, drop or withdraw from courses after the deadlines. Students are responsible for all fee charges related to registration petition outcomes and must complete the supplemental form if applicable.
**Post-Tenth Week Or Retroactive Course Drop 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 or after the semester or session has ended. In this case, the student must meet with their HRS pre-major advisor. After that meeting they obtain, complete and submit a "Post-Tenth Week Petition or Retroactive Course Drop" petition form to their HRS pre-major advisor. Petitions that are incomplete or late will not be reviewed. In addition to the petition, the student must have the instructor complete the Withdrawal Petition document and return it with the petition. This document is available from the student’s HRS pre-major advisor.

The Director of Academic Affairs will review such petitions and will inform students in writing of the outcome within five business days. Such petitions will not be approved for (but are not limited to) the student’s performance in the course(s), lack of preparation for the course(s), or dissatisfaction with the subject matter offered in the course(s). 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 # 4 in this handbook.

**HRS Overload Petition**

This petition is used when a student wants to enroll in more than 18 credit hours during any term. The petition is not likely to be approved unless there is compelling reason such as a delay in time of graduation or financial reasons. If the petition is approved, the student will be required to pay additional tuition costs. The student’s pre-major advisor will add the course to their schedule if approved.

**HELPFUL RESOURCES**

**Time Management**

Managing your time effectively is key to academic success. University courses require hard work, and you 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 school work, 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.professional.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/
- Student Wellness Center – Provides services to help students achieve healthier, happier, and more successful lives 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/
- Admissions Office: 614-292-3980
- Athletic Ticket Office: 292-2624
- Consolidated Student Services Center: 614-292-0300
- Advice Nurse: 800-678-6269
- Appointments (Wilce Student Health Center): 614-292-4321
- Student Pharmacy: 614-292-0125
- Student Wellness Center: 614-292-4527 Emergency: 911
- Non-Emergency Ohio State Police: 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
OSU STUDENT ORGANIZATIONS

Student organizations must register with the Ohio Union as an active organization at Ohio State, (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 up to $2000 or $3000 in 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.

Student involvement can be an important factor when applications are reviewed for HRS majors. In addition to fundraising and School organizations, HRS pre-major students can volunteer at hospitals or clinics, join a fraternity or sorority or conduct research related to their anticipated field of study. For more information and ideas regarding how to get involved, please see an HRS pre-major advisor, faculty member or the HRS Blog.

HRS Program 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 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 programming, events, and outreach.

Goals for SHRS 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 though 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 SHRS.
5. Lead implementation of leadership project(s) within SHRS.

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

- Athletic Training: 3 representatives- SO, Junior, Senior
- HIMS: 3 representatives- SO, Junior, Senior
- Medical Dietetics: 3 representatives- SO, Junior, Senior UG
- Health sciences: 3 representatives- SO, Junior, Senior UG
- Medical Laboratory sciences: 3 representatives- SO, Junior, Senior
- Radiological Sciences: 3 representatives- SO, Junior, Senior
- Respiratory Therapy: 3 representatives- 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 SHRS 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 SHRS 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.