



SCHOOL OF HEALTH AND REHABILITATION SCIENCES

PRE-MAJOR STUDENT HANDBOOK 2022-2023

Updated July 2022

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PREFACE

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

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

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

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

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

The Ohio State University [Code of Student Conduct](#) is available online.

This handbook is effective as of July 1, 2022 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 credential.

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 (last UG class will graduate SP 2025)
- Health Information Management & Systems
- Health Information Management & Systems: Post baccalaureate certificate
- Health Sciences (In-Person and Online)*
- Medical Dietetics: Coordinated Undergraduate (last UG class will graduate SP 2023)
- Medical Laboratory Science: Certification Track; Medical Science Track; MLT Articulation
- Radiologic Sciences and Therapy: Radiography, Radiation Therapy, Diagnostic Medical Sonography
- Radiologic Sciences and Therapy Degree Completion (On ground and Online))
- Respiratory Therapy

Graduate Programs

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

Minors

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

Certificates

- Assistive and Rehabilitative Technology
- Medical Coding and Health Care Data Analytics for Practice
- Medical Laboratory Science, post baccalaureate
- Usability and User Experience in Health Care
- Health Information Management and Systems, post baccalaureate

MISSION AND VISION OF THE SCHOOL OF HEALTH AND REHABILITATION SCIENCES

Mission

To develop transformative leaders in health and rehabilitation sciences.

Vision

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

Commitment to Diversity

Our values are founded on our land-grant purpose to extend higher education broadly to the people of Ohio and beyond. We believe:

- Complex problems need many viewpoints to achieve the best solutions
- More diverse backgrounds and ideas increase the likelihood of creativity and new solutions
- Increasing diversity gives us access to talent currently not represented
- A diverse faculty has positive effects on our diverse student body

Principles and Values

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

Altruism

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

Honesty and Integrity

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

Caring and Compassion

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

Service

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

Excellence and Scholarship

- Recognize one's own deficiencies and endeavor to correct them, requesting help when needed;
- Strive to improve one's self in the integration and transmission of knowledge;
- Collaborate with and assist peers, colleagues, and other health professionals appropriately for the advancement of scientific knowledge and skills;
- Commit to self-directed and life-long learning.

Respect for Persons

- Demonstrate respect for Faculty, Instructors, Staff, Peers, Patients, and Families
- Treat those with whom they work with respect, trust, and dignity;
- Refrain from engaging in unwanted/inappropriate romantic and sexual behaviors or any other unprofessional behaviors;
- Respect rights such as privacy, confidentiality, and informed consent;
- Communicate in a sensitive manner and do not discriminate on the basis of age, gender, intelligence, medical condition, nationality or ethnic origin, physical or mental disability, race, religion, sexual orientation, or socioeconomic status.

Responsibility and Accountability

- Maintain academic, patient care and service as our highest priority;
- Be accountable for deadlines and complete assignments/responsibilities in a timely fashion;
- Consistently be on time, attentive, and prepared for class, clinical experiences, and other program activities;
- Recognize and report peers' errors, fraud, poor behavior, deficiency in character, and incompetence;
- Identify one's own limitations and developmental needs, and seek approaches for improvement;
- Present oneself in a professional manner with respect to dress, hygiene, body language, composure, and gestures.
- Maintain your personal health and wellness. This includes seeking appropriate medical care to keep yourself fit to practice, refraining from excessive use of alcohol, refraining from 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 as a professional.

DIRECTORY OF PROGRAMS AND ADMINISTRATION

College of Medicine

Role/Title	Name
Dean	Carol Bradford, MD
Vice Dean of Education	Daniel Clinchot, MD
Vice Dean Faculty Affairs	Tania Oberszyn, PhD

School of Health and Rehabilitation Sciences

Role/Title	Name
Associate Dean and Director of the School	Amy Darragh, PhD,OTR/L,FAOTA (Interim)
Assistant Director	D. Michele Basso, EdD, PT
Director of Academic Affairs	Marcia Nahikian-Nelms, PhD,RDN,LD,FAND
Asst. Director Academic Affairs	Lindy L. Weaver, PhD, MOT, OTR/L
Director of Diversity and Inclusion	Ajit Chaudhari, PhD,FACSM
Director of Graduate Studies	Amanda Agnew, PhD
Director of Research	John Bolte, PhD
Assistant Director of Research	Laura Schmitt, PT, MPT, PhD
Assistant Director of Research	Nick Funderburg, PhD
Department Administrator	Karim Berdiev
Administrative Manager	Adam Clouser
Assistant to the Director of Academic Affairs	Anya Cohen
Assistant to the Director of Research	Danielle Fernandez
HR Associate	Felisa Dukes
Director of Strategic Communications and Marketing	Lynn Howell
Digital Marketing Coordinator	Michael Hoffer

Student Services (206 Atwell Hall)

Role/Title	Name
Director of Student Services	Lisa Terek, MS
Pre-Major Senior Academic Advisor	Samantha Felhaber, MS
Pre-Major Senior Academic Advisor	Breanna Falb, MA
Health Sciences Advisor	George Marshall, M.Ed.
Health Sciences Advisor	Pablo Tanguay, MFA
Health Sciences Program Manager	Christie Lukegard, MA
Academic Advisor	Mallory Rusnak, MA
Graduate Program Manager	Ashley McCabe, MS
Admissions Coordinator	Allison Breidfeller
Recruitment Coordinator	Alix Stein, MA
Mental Health Counselor	Lisa Hayes, MSW,LISW-S
Mental Health Counselor	Tyler Rogols, MBA,MA-LPC
IT System Administrator	Bruce Noskowiak

Divisions and Programs of the School

Division or Program	Location	Director
Athletic Training	246 Atwell Hall	James Onate, PhD, AT, ATC, FNATA, Director
Health Information Management & Systems	543 Atwell Hall	Jennifer Garvin, PhD, MBA, RHIA, CTR, CPHQ, CCS, FAHIMA, Director
Health Sciences	228 Atwell Hall	Stefan Czerwinski, PhD, Director
Medical Dietetics	306 Atwell Hall	Christopher Taylor, PhD, RDN, LD, FAND, Director
Medical Laboratory Science	535 Atwell Hall	Tammy Bannerman, PhD (ABMM), Director
Occupational Therapy	406 Atwell Hall	Amy Darragh, PhD, OTR/L, FAOTA, Director
Physical Therapy	516 Atwell Hall	John Buford, PT, PhD, Director
Radiologic Sciences & Therapy	340 Atwell Hall	Kevin D. Evans, PhD, RT, (R) (M) (BD), RDMS, RVS, FSDMS, FAIUM, Director
Respiratory Therapy	431 Atwell Hall	Georgianna Sergakis, PhD, RRT, RCP, FAARC, Program Director

POLICY 1 ACADEMIC STANDARDS: CODE OF ETHICS

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

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

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

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

WHEREAS: The development and improvement of health care can be fostered through the coordinated efforts of health and rehabilitation sciences professional groups.

Policy Details

All enrolled students of the School of Health and Rehabilitation Sciences at The Ohio State University will abide by the principles encompassed by description or implication in this Code of Ethics.

1. The human dignity of everyone 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 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 they are witness to or participate in improper, illegal, or unethical conduct.

Procedures

See [Academic Review Process](#)

Contacts

Subject	Office	Telephone	E-mail/URL
Director, Academic Affairs	206A Atwell Hall	614-292-4758	Dr. Marcia Nahikian-Nelms, PhD, RDN, LD, FAND Marcia.Nahikian-Nelms@osumc.edu
Director, Student Services	206C Atwell Hall	614-685-1561	Lisa Terek, MS Lisa.Terek@osumc.edu
Director, Graduate Studies	2066 Graves Hall	614-366-2005	Amanda Agnew, PhD Amanda.Agnew@osumc.edu
Manager, Graduate Program	206 Atwell Hall		Ashley McCabe, MS.Ed. Ashley.McCabe@osumc.edu

History:

Issued: Spring 2016

Revised: August 2021

Submitted by: HRS Undergraduate Academic Success Committee

Approved by: HRS Executive Committee

POLICY 2 ACADEMIC STANDARDS: ACADEMIC MISCONDUCT

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

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

Definitions

Term:	Definition:
Academic Misconduct	Any activity that tends to compromise the academic integrity of the University or subvert the educational process.
Cheating	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.
Plagiarism	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.
Fabrication	Altering a graded work; falsification of information and resources including laboratory and research results.
Aid to academic dishonesty	Intentional facilitation of the above dishonorable actions or any other action deemed in violation of this code.

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, in clinical rotation/fieldwork placement 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/laboratory or clinical assignment

8. Falsification, fabrication, or dishonesty in conducting or reporting clinical or laboratory (research) results which includes work in a class, laboratory, or clinical assignment;
9. Serving as or asking another student to serve as a substitute (a "ringer") while taking an exam;
10. Alteration of grades to change earned credit or a grade;
11. Alteration and/or unauthorized use of university forms or records.

Procedures

1. Division/Program Level Review:

If academic misconduct is suspected or alleged, the faculty member, Program Director, and/or Division Director will meet with the student to discuss the details and circumstances of the claim of academic misconduct violation.

- a. No Violation: If the Program/Division Director determines there was no evidence of or intent for an academic conduct violation, this meeting can be used as a learning opportunity to establish steps to avoid academic misconduct.
 - i. Undergraduate Students: Documentation of the meeting and its findings are sent to the Director of Academic Affairs within 7 business days and will be retained.
 - ii. Graduate Students: Documentation of the meeting and its findings are sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days and will be retained.

2. Referral to University Committee on Academic Misconduct (COAM)

If there is a suspicion of academic misconduct, the Director of Academic Affairs and/or Director of Graduate Studies in HRS is notified and the Faculty, Program Director and/or Division Director will make the referral to University Committee on Academic Misconduct (COAM) within 7 days of original meeting with student. This referral is made using the university reporting system for Academic Misconduct. See [The Ohio State University Office of Academic Affairs, Academic Integrity and Misconduct](#).

The student is notified via OSU email account within 7 days in writing that a referral to COAM has been made.

- a. If the allegations of academic misconduct are not resolved, the student’s final grade in the course will be reported as an “I” (incomplete).
- b. When allegations of academic misconduct are resolved by COAM, information from COAM will provide specific guidance for both student and faculty.
- c. If the student is cleared of academic misconduct, the faculty and student should meet to clarify and required steps to meet academic requirements within the course or academic program.

Contacts

Subject	Office	Telephone	E-mail/URL
Academic Misconduct	COAM 33 W. 11 th Ave. Room 107 Columbus, OH 43201-2013	614-292-7262	https://oaa.osu.edu/coam.html coam@osu.edu

Subject	Office	Telephone	E-mail/URL
Director, Academic Affairs	206A Atwell Hall	614-292-4758	Dr. Marcia Nahikian-Nelms, PhD, RDN, LD, FAND Marcia.Nahikian-Nelms@osumc.edu
Director, Student Service	206C Atwell Hall	614-685-1561	Lisa Terek, MS Lisa.Terek@osumc.edu
Director, Graduate Studies	2066 Graves Hall	614-366-2005	Amanda Agnew, PhD Amanda.Agnew@osumc.edu
Manager, Graduate Program	206 Atwell Hall		Ashley McCabe, MS.Ed. Ashley.McCabe@osumc.edu

History:

Issued: Spring 2016

Revised: August 2021

Submitted by: School of Health and Rehabilitation Sciences

Approved by: HRS Executive Committee

POLICY 3 ACADEMIC STANDARDS: GPA REQUIREMENTS

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

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

Term	Definition
GPA /Grade Point Average	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.
Academic Warning	Warning that an undergraduate professional or admitted health science student has failed to meet academic standards of either the university, school or program. This warning is recommended by the academic program and issued by the HRS Academic Affairs Office.
Academic Probation	A designation that an undergraduate professional or admitted health science student has failed to meet academic standards of either the university, school, or program. Probation is recommended by the academic program and issued by the HRS Academic Affairs Office.
Program Disenrollment	After failing to meet the conditions of an academic probation, a student may be recommended for disenrollment in enrolled program of study
University Dismissal (Undergraduate)	See OSU Student Code of Conduct
Failure to progress (Graduate student)	Warning from the Graduate School that a student has not met the academic guidelines for the graduate school.
Poor Performance (Graduate student)	Warning from the Graduate School when a student who has earned <9 credit hours and has a GPA < 3.0
Probation (Graduate student)	A student whose graduate CPHR falls below 3.0 after nine graduate credit hours have been attempted is placed on probation by the Dean of the Graduate School.
University Dismissal (Graduate student)	A student who is on probation and who does not raise the graduate CPHR to 3.0 or better at the end of the next semester or summer term of enrollment in the Graduate School may be dismissed from the university at the discretion of the Graduate School following consultation with the student's Graduate Studies Committee chair. At the end of two consecutive semesters or terms on probation, the student is automatically dismissed from the university unless good standing is achieved. If there are extenuating circumstances, the Graduate Studies Committee may petition the Graduate School for an exception to this policy. Doctoral Students. A doctoral student who has had two unsatisfactory attempts at the candidacy examination or the final oral examination or professional doctoral examination is automatically dismissed from the Graduate School.

Policy Details

1. The Ohio State University requires maintenance of a GPA \geq 2.0. See [Board of Trustees Bylaws and Rules Chapter 3335-9 Attendance and Graduation Section 23 Minimum Scholastic Requirements](#).
2. The Ohio State University Graduate School requires maintenance of a GPA \geq 3.0 for all graduate students. See [Graduate School Handbook Section 5.1 Good Standing](#).
3. The School of Health and Rehabilitation Sciences requires GPA \geq 2.5 for admission to the School and maintenance of a GPA \geq 2.2 for all undergraduate students.
4. Individual Programs within the HRS may have other specific GPA and course requirements: Please see individual program handbooks for these details.

Procedures

See [Academic Review Process](#).

Contacts

Subject	Office	Telephone	E-mail/URL
Director, Academic Affairs	206A Atwell Hall	614-292-4758	Dr. Marcia Nahikian-Nelms, PhD, RDN, LD, FAND Marcia.Nahikian-Nelms@osumc.edu
Director, Student Services	206C Atwell Hall	614-292-0210	Lisa Terek, MS Lisa.Terek@osumc.edu
Director, Graduate Studies	2066 Graves Hall	614-366-2005	Dr. Amanda Agnew, PhD Amanda.Agnew@osumc.edu
Manager, Graduate Program	206 Atwell Hall		Ashley McCabe, MS.Ed. Ashley.McCabe@osumc.edu

History:

Issued: Spring 2016

Revised: August 2021

Submitted by: School of Health and Rehabilitation Sciences

Approved by: HRS Executive Committee

POLICY 4 ACADEMIC STANDARDS: COURSE CATEGORY REQUIREMENT

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

Students in the School of Health and Rehabilitation Sciences must maintain the grade requirement set for each category course in the program of study. Individual program handbooks will outline specific courses that fit within each category.

Definitions

Term	Definition
Category 1 Course	Required course in which students must achieve a C- or higher before progressing in division or other sequential courses.
Category 2 Course	Required course in which students must achieve a C- or higher.
Category 3 Course	All other courses in which students must achieve a D or higher.

Policy Details

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

Procedures

See [Academic Review Process](#).

Contacts

Subject	Office	Telephone	E-mail/URL
Director, Academic Affairs	206A Atwell Hall	614-292-4758	Dr. Marcia Nahikian-Nelms, PhD, RDN, LD, FAND Marcia.Nahikian-Nelms@osumc.edu
Director, Student Services	206C Atwell Hall	614-292-0210	Lisa Terek, MS Lisa.Terek@osumc.edu
Director, Graduate Studies	2066 Graves Hall	614-366-2005	Dr. Amanda Agnew, PhD Amanda.Agnew@osumc.edu
Manager, Graduate Program	206 Atwell Hall		Ashley McCabe, MS.Ed. Ashley.McCabe@osumc.edu

History:

Issued: September 2017

Revised: August 2021

Submitted by: School of Health and Rehabilitation Sciences

Approved by: HRS Executive Committee

POLICY 5 ACADEMIC STANDARDS: CONDUCT IN THE CLASSROOM AND ACADEMIC ENVIRONMENT

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

Environment:

Students will always adhere to the code of student conduct for The Ohio State University. 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. The academic environment includes classroom, laboratory and the clinic. See [HRS Policy # 11 Academic Standards: Conduct in the Professional Environment](#).

Definitions

Term	Definition
Code of Student Conduct at The Ohio State University	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.

Policy Details

1. Be on time for all assigned educational learning activities within all environments (laboratory, clinic, research sites or class).
2. Attend and actively participate in every required class.
3. Refrain from disruptive or distracting behavior that interferes with the care of research subjects, clients or other students in the educational environments and/or the learning of peers and other professionals within the professional setting
4. Dress and maintain personal hygiene in a manner consistent with your status as a professional student, as detailed by [HRS Policy #12 Academic Standards: Professional Dress](#).
5. In general, cell phones and other types of communication devices should be silenced and stored out of sight in the academic environment unless approved by faculty. When permitted by the faculty, 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.
6. 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 ahead of time.
7. Take no record of activities using photography, audio, or video recording unless specifically authorized by the faculty and/or administration. See [HRS Policy # 6 Academic Standards: Social Networking](#).
8. Preserve confidentiality of patients in accordance with HIPAA and research guidelines when discussing or writing about actual clinical or research cases/data for course assignments. This will

require approval from faculty, laboratory or clinical site administration. See [HRS Policy # 13 Academic Standards for Clinical Practice: HIPAA Compliance](#).

9. Communicate in an appropriate and respectful manner with fellow students, faculty, clinical instructors/preceptors, visitors, and staff.
10. 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 or research lab if, in the judgment of the instructor, the student's behavior is inappropriate and is interfering with the learning environment.
11. 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 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.

Resources

1. Related Policies. See [Code of Student Conduct](#) at The Ohio State University.
2. [HRS Policy # 1 Academic Standards: Code of Ethics](#)
3. [HRS Policy # 6 Academic Standards: Social Networking](#)
4. [HRS Policy # 11: Academic Standards: Conduct in the Professional Environment](#)
5. [HRS Policy # 12 Academic Standards: Professional Dress](#)
6. [HRS Policy # 13 Academic Standards for Clinical Practice: HIPAA compliance](#)

Contacts

Subject	Office	Telephone	E-mail/URL
Code of Student Conduct at The Ohio State University	550 Lincoln Tower 1800 Cannon Dr. Columbus OH 43210	614-292-0748	http://studentconduct.osu.edu/ studentconduct@osu.edu
Director, Academic Affairs	206A Atwell Hall	614-292-4758	Dr. Marcia Nahikian-Nelms, PhD, RDN, LD, FAND Marcia.Nahikian-Nelms@osumc.edu
Director, Student Services	206C Atwell Hall	614-685-1561	Lisa Terek, MS Lisa.Terek@osumc.edu
Chair, Graduate Studies Director	2066 Graves Hall	614-366-2005	Dr. Amanda Agnew, PhD Amanda.Agnew@osumc.edu
Manager, Graduate Program	206 Atwell		Ashley McCabe, MS.Ed. Ashley.McCabe@osumc.edu

History:

Issued: May 2017

Revised: August 2021

Submitted by: School of Health and Rehabilitation Sciences

Approved by: HRS Executive Committee

POLICY 6 ACADEMIC STANDARDS: SOCIAL NETWORKING

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

Definitions

Term	Definition
Social Networking	The use of various sites to connect people via web-based technology. This includes but is not limited to Facebook, Flickr, GroupMe, LinkedIn, Twitter, Instagram, TikTok, Vine, Snapchat, web blogs (includes academic portfolios), or chat rooms.
Publicly Disseminate	To distribute to a wide audience, either through posting to a website, sending content in an email, posting flyers, etc.

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 ensure that social networking does not erode the values of the healthcare profession or damage the reputation of the profession, the School, College of Medicine, Medical Center or University.

Procedures

1. Each student enrolled in a HRS academic program is required to set appropriate privacy settings for all social networking sites to prevent public dissemination of material related to HRS, College of Medicine, The Ohio State University, any clinical site or any information that is prohibited.
2. If the student comments on anything related to activities in the school, the student will include a disclaimer with postings that clearly states that the expressed opinions belong to the writer alone and do not necessarily reflect the views of the School, College, Medical Center, or the University.
3. The student will not write about patients (including pictures of procedures or components of medical care) in any manner that allows for patient identification even if the patient's names or medical record numbers are removed. This is a violation of the HIPAA privacy act. (See [HRS Policy #13 Academic Standards for Clinical Practice: HIPAA Compliance](#)).
4. The student will not write defamatory comments about faculty, staff, students, and health professionals within the School, Medical Center, and the University, or about any internship or clinical training site.
5. The student will not post someone else's work (including from internet sites) without attribution.
6. The student will not post pictures or descriptions that demonstrate students, faculty, or staff engaging in behavior that is unprofessional or sensitive in nature.
7. The student will not post any academic materials, either in total or even in small parts that are available only to students in the program. This includes examinations, questions from class, exams, or quizzes, recordings of lectures or other course content, PowerPoints, or any written course materials.
8. Students should avoid personal relationships (e.g., friending on Facebook) with faculty, staff preceptors in HRS and patients through social networking until after their degree is awarded and there is no longer a power differential or supervisory relationship. Relationships between students,

faculty, and staff in social networking communities limited to professional work, such as LINKEDIN, are acceptable. See [OSU Sexual Harassment Policy 1.15](#).

Contacts

Subject	Office	Telephone	E-mail/URL
Director, Student Services	206C Atwell Hall	614-685-1561	Lisa Terek, MS Lisa.Terek@osumc.edu
HRS Academic Affairs	206A Atwell Hall	614-292-4758	Dr. Marcia Nahikian-Nelms, PhD, RDN, LD, FAND Marcia.Nahikian-Nelms@osumc.edu
Chair, Graduate Studies	2066 Graves Hall	614-366-2005	Dr. Amanda Agnew, PhD Amanda.Agnew@osumc.edu
Manager, Graduate Program	206 Atwell		Ashley McCabe, MS.Ed. Ashley.McCabe@osumc.edu

History:

Issued: 2006

Revised: August 2021

Submitted by: School of Health and Rehabilitation Sciences

Approved by: HRS Executive Committee

POLICY 8 ACADEMIC STANDARDS: FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

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

Definitions

Term	Definition
FERPA	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.

Policy Details

1. General university information about FERPA can be found at [Office of Student Life Parent and Family Relations Family Education Rights and Privacy Act](#).
2. Ohio State’s policy and procedure concerning privacy and the release of student education records can be found at [University Policy Privacy and Release of Student Education Records](#).

Resources

1. University policies:
 - a. Institutional Data Policy. See [Institutional Data Policy](#).
 - b. Records Retention Schedule. See [General Records Retention Schedule](#).
2. Forms:
 - a. Authorization to Release Information. See [Authorization to Release Information – Alumni/Former Students](#).
3. Request to withhold release of directory information is made through student BuckeyeLink account.
4. Additional information: FERPA regulations and recent guidance. See [U.S. Department of Education Family Educational Rights and Privacy Act Regulations \(FERPA\)](#).

History:

Issued: May 2017

Revised: August 2021

Submitted by: School of Health and Rehabilitation Sciences

Approved by: HRS Executive Committee

POLICY 9 ACADEMIC STANDARDS: RELIGIOUS OBSERVATION

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

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

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.

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.

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.

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 # 20 Academic Standards: Student Complaint/Student Appeal](#).

Contacts

Subject	Office	Telephone	E-mail/URL
Director, HRS Academic Affairs	206A Atwell Hall	614-292-4758	Dr. Marcia Nahikia-Nelms, PhD, RDN, LD, FAND Marcia.Nahikian-Nelms@osumc.edu
Religious Calendar			http://www.interfaith-calendar.org/

History:

Issued: May 2017

Revised: August 2021

Submitted by: School of Health and Rehabilitation Sciences

Approved by: HRS Executive Committee

POLICY 10 ACADEMIC STANDARD: DISCRIMINATION, HARASSMENT, OR SEXUAL MISCONDUCT

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

The Ohio State University and the School of Health and Rehabilitation Sciences in the College of Medicine are committed to building and maintaining a diverse community to reflect human diversity and improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating harassment and discrimination. Ohio State will not tolerate retaliation in any form. The university is also committed to providing the best experience possible for minors while entrusted to our care. These commitments are both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Ohio State does not discriminate based on age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, gender, sexual orientation, pregnancy, protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment.

Current information is available through the OSU [Office of Institutional Equity](#). The Office of Institutional Equity exists to help the Ohio State community prevent and respond to all forms of harassment, discrimination, and sexual misconduct. This centralized office houses the university's Americans with Disabilities Act (ADA), Affirmative Action and Equal Employment Opportunity (EEO), Protection of Minors, and Title IX functions. The Office of Institutional Equity also coordinates the university's response to all complaints of harassment and discrimination based on age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, gender, sexual orientation, pregnancy, protected veteran status, or any other bases under the law. This office focuses on the following areas:

- ADA Accessibility
- Affirmative Action and Equal Employment Opportunity
- Protection of Minors
- Title IX

The School of Health and Rehabilitation Sciences complies with the [University Policies and Standards](#).

Procedures

Reporting Allegations of Discrimination, Harassment or Sexual Misconduct

1. Reports/complaints of alleged discrimination, harassment or sexual misconduct can be made by any individual who is directly involved in, who observes, or who believes that these actions may have occurred. This includes allegations by third parties against any individual covered by this policy.
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 Office of Institutional Equity to notify such authorities.
3. All members of the university community can make reports/file complaints as outlined below. Faculty and Staff are designated as mandatory reporters.
4. OSU HRS students may report incidents of harassment, discrimination, or sexual misconduct to any of the following individuals who will provide immediate support and help the student to make connections with the Office of Institutional Equity, resources, and investigative bodies:
 - Individual Program Director
 - Dr. Marcia Nahikian-Nelms, Director of Academic Affairs (Marcia.nahikian-nelms@osumc.edu)
 - Dr. Ajit Chaudhari, Director of Diversity and Inclusion (ajit.chaudhari@osumc.edu)
 - Dr. Amy Darragh, Interim Director of the School (amy.darragh@osumc.edu)
 - HRS mental health counselors – Lisa Hayes, MSW, LISW-S or Tyler Rogols, MBA, MA, LPCC-
hrcounseling@osumc.edu

Reporting Directory by Type of Complaint

Report/Complaint Type	Agency/Office	Contact Information
Criminal Conduct	University Police	614-292-2121 or 9-1-1 for emergencies Dps.osu.edu
Criminal Conduct	Columbus Police	614-645-4545 or 9-1-1 for emergencies Columbus.gov/police
Criminal Conduct	Local law enforcement agency	9-1-1 for emergencies
Any discrimination. Harassment or sexual misconduct	University anonymous reporting line	1-866-294-9350 Ohio-state.ethicspoint.com

Contacts

Subject	Office	Telephone	E-mail/URL
Policy consultation	Employee and Labor Relations, HR Connection	614-292-2800	hr-elr@osu.edu https://hr.osu.edu/services/elr/
To make a report	Office of Institutional Equity	614-247-5838	titleix@osu.edu OIE Report Form

To make an anonymous report	Anonymous Reporting Line (does not satisfy employee duty to report)	<u>866-294-9350</u>	Ohio-state.ethicspoint.com
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History:

Issued: May 2017

Revised: August 2021

Submitted by: School of Health and Rehabilitation Sciences

Approved by: HRS Executive Committee

PROFESSIONALISM

The public expects that those in the health care professions to adhere to a set of values that reflect their commitment to excellence, responsibility, respect for all, integrity, prudence, and trustworthiness. The College of Medicine and the School of Health and Rehabilitation Sciences considers any student enrolled in for the purpose of seeking the professional degree to be always an active member of the profession. Commitment to integrity in espousing the values of the profession means that members of the profession behave in ways that will reflect positively on the profession even when they are not in class or on the grounds of the university or medical center. Students who behave in a manner counter to the values of their health care profession may be subject to adverse actions from the School of Health and Rehabilitation Sciences, up to and including dismissal.

Unprofessional behavior includes but is not limited to:

1. Breaches in patient confidentiality.
2. Public intoxication or substance abuse, including use of alcohol or drugs especially while wearing HRS attire (scrubs or white coats).
3. Distribution of material that includes disparaging comments about populations of people.
4. Lack of self-control in encounters with patients, faculty, staff, and other health professionals.
5. Criminal activity.
6. Interpersonal violence.
7. Distribution of defamatory or vulgar comments about any individual or institution including the faculty of The Ohio State University, employees of the Wexner Medical Center at The Ohio State University Medical Center or any of the following entities: The Ohio State University, the Wexner Medical Center at The Ohio State University or The Ohio State University College of Medicine.
8. Invasion of another's privacy by any means.
9. Misrepresentation of credentials, abilities, or position.

Student Professional Honor Code

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 based on age, gender, intelligence, medical condition, nationality, or ethnic origin, physical or mental disability, race, religion, sexual orientation, or socioeconomic status.
- Responsibility and Accountability
 - Maintain academic, patient care and service as our highest priority;
 - Be accountable for deadlines and complete assignments/responsibilities in a timely fashion;
 - Consistently be on time, attentive, and prepared for class, clinical experiences, and other program activities;
 - Recognize and report peers' errors, fraud, poor behavior, deficiency in character, and incompetence;
 - Identify one's own limitations and developmental needs, and seek approaches for improvement;
 - Present oneself in a professional manner with respect to dress, hygiene, body language, composure, and gestures.
 - Maintain your personal health and wellness. This includes seeking appropriate medical care to keep yourself fit to practice, refraining from excessive use of alcohol, refraining from 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 as a professional.

POLICY 11 ACADEMIC STANDARDS: CONDUCT IN THE PROFESSIONAL ENVIRONMENT

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

Environment:

Students will always adhere to the code of student conduct for The Ohio State University. 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

Term	Definition
Code of Student Conduct at The Ohio State University	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

Policy Details

1. Be on time for all assigned clinical learning activities.
2. Attend and actively participate in every required learning activity.
3. Refrain from disruptive or distracting behavior that interferes with the care of clients or patients in the clinical environment and/or the learning of peers and other professionals within the professional setting.
4. Dress and maintain personal hygiene in a manner consistent with your status as a professional student, as detailed by the [Policy #12 Academic Standards: Professional Dress](#).
5. Keep cell phones and other types of communication devices silenced and stored out of sight during the assigned time within the clinical environment unless approved by clinical preceptor.
 - a. If a student is expecting a critical phone call or message and needs to attend to the device during the scheduled clinical period, the instructor/preceptor should be informed ahead of time.
6. Take no record of activities using photography, audio, or video recording unless specifically authorized by the clinical instructor or clinical site administration. See [Policy #6 Academic Standards: Social Networking](#).
7. Preserve confidentiality of the patients in accordance with HIPAA guidelines when discussing or writing about actual clinical cases for course assignments. See [Policy #13 Academic Standards for Clinical Practice: HIPPA Compliance](#).

8. Communicate in an appropriate and respectful manner with fellow students, faculty, clinical instructors/preceptors, visitors, and staff.
9. Any HRS instructor has authority as an institutional official for The Ohio State University to exercise control over the learning environment at any learning site on or off campus. This includes removing a student from clinicals if, in the judgment of the instructor, the student's behavior is inappropriate and is interfering with the learning environment.
10. The clinical instructor, in communication/collaboration with the course instructor, is 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 clinical site by an instructor are in violation of the code of student conduct for the University and may be removed from clinicals by campus police or local authorities and subject to further disciplinary action.

Resources

1. Related Policies. See [Code of Student Conduct](#) at The Ohio State University.
2. [HRS Policy # 1 Academic Standards: Code of Ethics](#)
3. [HRS Policy # 6 Academic Standards: Social Networking](#)
4. [HRS Policy # 12 Academic Standards Professional Dress](#)
5. [HRS Policy # 13 Academic Standards for Clinical Practice HIPAA compliance](#)

Contacts

Subject	Office	Telephone	E-mail/URL
Code of Student Conduct at The Ohio State University	550 Lincoln Tower 1800 Cannon Dr. Columbus OH 43210	614-292-0748	http://studentconduct.osu.edu/ studentconduct@osu.edu
Director, Student Services	206C Atwell Hall	614-685-1561	Lisa Terek, MS Lisa.Terek@osumc.edu
Director, Academic Affairs	206A Atwell Hall	614--292-4758	Dr. Marcia Nahikian-Nelms, PhD, RDN, LD, FAND Marcia.Nahikian-Nelms@osumc.edu
Graduate Studies Director	2066 Graves Hall	614-366-2005	Dr. Amanda Agnew, PhD Amanda.Agnew@osumc.edu
Manager, Graduate Program	206 Atwell		Ashley McCabe, MS.Ed. Ashley.McCabe@osumc.edu

History:

Issued: May 2017

Revised: August 2021

Submitted by: School of Health and Rehabilitation Sciences

Approved by: HRS Executive Committee

POLICY 20 ACADEMIC STANDARDS: STUDENT COMPLAINT/STUDENT APPEAL

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

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

Procedures

The student must follow each appeal step in sequence:

1. **Grade Appeal:** Contact the instructor of record for grade appeal, in writing, outline the circumstances and rationale for request within 7 business days of the relevant event. This should include a written description of the details describing the reasons you are contesting the grade. This letter should provide information that includes the course number and any specific evidence that supports the student's appeal. If resolution does not occur, appeal may be made to Division/Program Director.
2. **Other Academic Action Appeals:** Contact the Division/Program Director for any academic action or additional grade appeal, in writing, outlining the circumstances and rationale for request.
 - a. **Undergraduate Students:** If resolution does not occur, appeal may be made to Director of Academic Affairs. (See Below)
 - b. **Graduate Students:** If resolution does not occur, appeal may be made to Director of Graduate Studies.
3. **Undergraduate Students – Grade Appeal:**
 - a. Contact the Director of Academic Affairs for any academic appeal in writing outlining the circumstances and rationale for request.
 - b. The Director of Academic Affairs will convene an appeal committee consisting of three faculty from divisions within the school (exclusive of the division from which the student is enrolled) within a reasonable period (typically within 7 business days) of receiving the request for an appeal.
 - c. The appeal committee will hold a hearing to review the appeal within a reasonable period of time (usually within 14 business days of receiving the request). The student will be notified of the hearing date, time, and location typically within 4 business days of the request and may submit additional supporting materials of their appeal. Following this hearing, the student will receive information regarding the decision from the appeal committee, usually within 7 days of the meeting.
 - i. The student may have supporters present at any appeal hearing.
 - ii. The student must submit a list of supporting individuals no less than 2 business days before the scheduled hearing.
 - iii. If this support is from a legal representative, notice must be given to the committee no less than 7 business days prior to the hearing. If a student has

legal representation, the university's legal representation will be required to be present for the appeal hearing. Legal representation may be present but may only provide consultation and cannot speak for the student.

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

4. Graduate Students:

- a. Contact the Director of Graduate Studies for any appeal in writing outlining the circumstances and rationale for request. The Director of Graduate Studies will refer to the Graduate Studies committee who will convene an appeal committee consisting of three faculty from divisions within the school (exclusive of the division from which the student is enrolled) within a reasonable period (typically within 7 business days) of receiving the request for an appeal.
- b. The appeal committee will hold a hearing to review the appeal within a reasonable period of time (usually within 14 business days of receiving the request). The student will be notified of the hearing date, time, and location typically within 4 business days of the request and may submit additional supporting materials of their appeal. Following this hearing, the student will receive information regarding the decision from the appeal committee, usually within 7 days of the meeting.
 - i. The student may have supporters present at any appeal hearing.
 - ii. The student must submit a list of supporting individuals no less than 2 business days before the scheduled hearing.
 - iii. 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.
- c. **If resolution does not occur**, appeal may be made to the School Director, who will form a committee of three Division Directors, not involved in the original appeal, who will follow the same procedures of the initial review committee; this ad hoc committee is advisory to the School Director. The School Director will evaluate their recommendation along with all materials and communicate the results of the appeal to the student. If the student is not satisfied with the response from the School Director,

the student may seek further review through the Vice Dean of Education in the College of Medicine where College rules for appeal will apply. If the student is not satisfied with the response from the Vice Dean of Education, the student may pursue further appeal based on [Rule 3335-23-07 Filing of complaint and initiation of charges](#).

Contacts

Subject	Office	Telephone	E-mail/URL
Director, Academic Affairs	206A Atwell Hall	614-292-4758	Dr. Marcia Nahikian-Nelms, PhD, RDN, LD, FAND Marcia.Nahikian-Nelms@osumc.edu
Director, School of Health and Rehabilitation Sciences (Interim)	106 Atwell Hall	614-293-3760	Dr. Amy Darragh, PhD, OTR/L, FAOTA Amy.Darragh@osumc.edu
Director, Graduate Studies	2066 Graves Hall	614-366-2005	Dr. Amanda Agnew, PhD Amanda.Agnew@osumc.edu

History:

Issues: May 2017

Revised: August 2021

Submitted by: School of Health and Rehabilitation Sciences

Approved by: HRS Executive Committee

HRS STUDENT RESOURCES

Building Safety

- Under the Ohio State University and Wexner Medical Center's non-smoking policy, smoking, vaping or any tobacco use 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 may 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. Drafts may be mailed to anya.cohen@osumc.edu for approval.
- Student organizations need to secure permission from the HRS Academic Affairs before scheduling a fundraiser in the building (See Student Resources).
- All maintenance problems within the building should be reported to the Building Coordinator - adam.clouser@osumc.edu.
- The Atwell Lobby is a wireless network environment where students can read, work wirelessly, and socialize. Students are responsible for replacing tables and chairs that are moved as well as disposing of trash in the provided receptacles.
- 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 can be found at [Department of Public Safety 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 can 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 [Department of Public Safety Crime & Safety Notices](#).

Watch Ohio State's 'surviving an active shooter' video

The safety of our campus community is our number one priority. While it is scary to think about, we want you to be prepared for an active shooter or armed aggressor situation. Please watch Ohio State's educational video, "Surviving an Active Shooter," to learn about the national "Run. Hide. Fight." best practice. We encourage everyone to report suspicious behavior to OSUPD by calling 614-292-2121 or 911 in emergencies. View [How to Respond to an Active Aggressor Situation](#).

Atwell Hall Prayer Room 527 Atwell Hall

- To gain student access: Email adam.clouser@osumc.edu so that he may code the student BUCKID for access to the room.

- Before using the prayer space, sanitize hands and wipe any surface that will be touched.
- After use, wipe any surface that was touched and sanitize hands once again.
- Return room back to original condition and assure that door is locked.
- Three sanctuary spaces can be found on the Medical Center campus for prayer, contemplation and reflection 24-hours a day. In The James, the Pauline & Leonard Schnipke Sanctuary, is located near the top of the grand staircase on level one. In Rhodes Hall, a sanctuary is located in the fifth-floor atrium. In the Brain and Spine Hospital, a sanctuary is located within the main lobby.

Lactation Room

Atwell Hall has a private lactation room available for students, faculty and staff. It is located off of the computer lab on the second floor of Atwell. Key Card Access can be requested through the 106 Administrative suite- adam.clouser@osumc.edu or bruce.noskowiak@osumc.edu. Other lactation facilities are located throughout campus. See [OSU Human Resources Nursing Mother/Lactation Rooms](#).

Religious Observation Policy

The School policy on religious observations holds that every reasonable effort should be made to help students avoid negative academic consequences when religious obligations conflict with academic course/clinical requirements. Please see [Policy # 9 Academic Standards: Religious Observation](#) for additional details. HRS academic faculty and staff are referred to the [Interfaith Calendar Website](#) as a resource of religious holidays.

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.

Communication and Identification Contact Information

Address

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

Permanent address: a student’s address when not enrolled in classes at the university, such as the address of the family home where a student lives during academic breaks. A permanent address is directory information and can be released without a student’s consent.

Home/current address: a student’s local address while they are enrolled in classes at the university.

Residence hall address: maintained by Student Life and matches the address assigned to a student living within the residence halls.

Student physical address: the address where a student is physically located while completing online programs or courses; or while participating in clinicals, internships, field experiences, or independent study courses. Federal and state law require that Ohio State verify the address representing the physical location where students are completing those academic experiences. A student's physical address could impact Ohio State's authorization to offer the academic experience, or a student's eligibility to obtain federal financial aid and eligibility to obtain state professional licensure.

Students can update addresses on their [Buckeyelink](#) page.

E-mail

Students are required to activate their university email account via [Identity and Access Management](#). Students can receive assistance by calling 614-688-HELP. Advisors, Instructors, and the University will only respond to emails and send essential information, such as course materials, grades, and other notifications to your OSU e-mail address, not to your Buckeyemail.edu address. Follow these [steps](#) to ensure that you receive important emails from Ohio State to either Ohio State email account. Please be sure to regularly check or forward this email to your main email address of your choosing. Additionally, the University Registrar's Office relies on your OSU e-mail as the primary communication medium for all students, so students are required to check their OSU e-mail daily. 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.

Faculty/Staff E-mail

Faculty and staff are happy to respond to student e-mail inquiries. However, please use common courtesy in e-mail messages. Be brief, polite, and professional. Do not send unsolicited jokes, advertisements, or political material. Use professional titles and avoid "shorthand" when emailing. Expect at least a 48-hour turn around for a response. This response time may be longer during the weeks of University breaks, midterms, finals, and any other times as posted on their out of office email. Finally, the faculty and staff use distribution lists for each class year to disseminate information appropriate for the classes. It is the student's responsibility to check their OSU e-mail regularly to receive information for School events, announcements, and policy changes. Finally, it is the policy of the School not to release email listings to any student. HRS Academic Affairs will send group communications to the appropriate HRS student body if requested in writing.

Computer Resources

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

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

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

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

Minimum Technology Requirements for Students

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

BuckeyePass

[BuckeyePass](#) is a multifactor authentication service provided to Ohio State faculty, staff, students and student employees. It helps protect your account even if your password is stolen. [Get started or manage your registered devices](#). Students are required to own a smartphone or tablet to use the Duo Mobile app, or they may purchase a security key or hardware token.

BuckeyePass Options	Is a tablet or smartphone required?	Can it be used for all Ohio State Duo systems?	Can it be used for 2-Factor accounts outside Ohio State?	Is it free?
Duo Mobile App	Yes	Yes	Yes	Yes
Passcode via Text	Yes	Yes	No	Yes
Touch ID	No	Yes	No	Yes
Security Key	No	Yes	Yes	No
Hard Token	No	Yes	No	No

Fundraisers

Registered student organizations interested in fundraising activities must submit a written request to the Office of Academic Affairs two weeks prior to the initiation of any fundraising event held in HRS. The written request must include: the description of the proposed fundraising activity including any permission obtained from other University campus offices and any insurance coverage, if applicable. Additionally, registered student organizations must obtain the approval of the HRS Academic Affairs Director before inviting vendors for on-campus visits and presentations, all activities involving health screenings and the use of the HRS logo on products for sale, as they must follow university guidelines. In case of space conflicts, regarding the use of space in Atwell, priority will be given to “standing” events that occur on an annual basis.

Fundraising with food items

Only pre-packaged food items prepared by a licensed food vendor items can be sold for a donation of the buyer's choice. Registered student organizations that sell food for a set price, or offer events that

charge admission and offer food, must apply for a temporary food vendor license through the Columbus Public Health department. For questions or further information, please contact the Director of HRS Student Services.

Disability Services and Technical Standards

The OSU Office of Life, Disability Services <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.

Every qualified student with a disability has the right to:

- Equal access to educational and co-curricular programs, services, activities, and facilities available through Ohio State University, the College of Medicine and the School of Health and Rehabilitation Sciences.
- Reasonable and effective accommodations, academic adjustments, and/or auxiliary aids as determined on a case-by-case basis.
- Confidentiality regarding disability information including the right to choose to whom the disclosure of disability is made except as required by law.
- Receive information in reasonably accessible formats (e.g., meets request deadlines to ensure availability.)

Every student with a disability has the responsibility to:

- Meet the academic program's qualifications including essential technical, academic, and institutional standards.
- Self-identify as an individual with a disability and request accommodations through the Office of Student Life-Disability Services (slds.osu.edu) in a timely manner.
- To assure accommodations are in place when classes begin, we recommend students with disabilities complete registration at least four weeks before the first day of each semester or rotation.
- Provide documentation from an appropriate professional source verifying the nature of the disability, functional limitations, and the rationale for specific accommodations being recommended and/or each semester as warranted
- Follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids as outlined.

Eligibility for services

Staff members at Disability Services determine specific services and accommodations for each student. To receive services, a student with a disability must provide appropriate documentation of their 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 their accommodation needs known during the first thirty days of the onset of the semester. Students are reminded that instructors are under no obligation to provide accommodations for students with disabilities who do not make this need for special accommodation known to them.

Mental Health Counseling

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

- **Individual therapy**
- **Group therapy**
- **General mental health consultation**

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

ACADEMIC SUPPORT SERVICES IN HRS OFFICE OF ACADEMIC AFFAIRS

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

HRS academic advising services is located in the Office of Academic Affairs in 206 Atwell Hall, 453 West 10th Avenue. The mission of academic advising is to facilitate student achievement of academic goals in a timely manner. This is achieved by providing dependable, accurate, friendly, respectful, and professional services to students in the following areas: 1) course selection, 2) completion of academic requirements, including general education (GE), 3) transfer credit evaluations, and coordination of the college petition process with the faculty. Academic advisors are knowledgeable about other support resources and will refer as necessary. Self-reliance is encouraged by HRS by helping students make informed and responsible decisions; students are encouraged to be responsible for their own success and progress.

How to Schedule an Appointment

Appointments are usually scheduled for 30 minutes per meeting but can be longer if requested. *Appointments are not made by email.* Meeting with an academic advisor during drop-in hours is an option for students needing no more than 10 minutes with an advisor. These meetings do not require an appointment, but are subject to availability and will be listed in the student weekly email.

HRS Undergraduate Students

All students except enrolled in Health Sciences, have both a faculty and a college office (academic) advisor. The faculty advisor is in the student's program and the college office advisor is the Director of Student Services. Health Sciences students have two HRS academic advisors and no faculty advisor listed. All advisors will be listed in your Buckeyelink.

To schedule an appointment with your college office advisor, call 614- 292-1706. To schedule an appointment with a Health Sciences academic advisor, either call 614-292-1706 or use [OnCourse](#). For questions or to schedule an appointment with your faculty advisor, please email your faculty advisor directly.

HRS Graduate Students

All students have a faculty advisor listed in Buckeyelink. The faculty advisor is in the student's program. For additional assistance with school and university policies, students can make an appointment with a HRS graduate advisor by calling 614-292-1706.

HRS Certificate Students

All students have a faculty advisor listed in Buckeyelink. The faculty advisor is the certificate director and should be emailed directly for appointments. For additional assistance with school and university policies, undergraduate students can make an appointment with their HRS academic advisor or the Director of Student Services, if not enrolled in an HRS academic degree program. Graduate students can call 614-292-1706 to arrange an appointment with a HRS graduate advisor by calling 614-292-1706. The advising partnership: advisor & advisee roles:

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

The faculty advisor's role:

Provide consultation with the student on matters of career goals and decision making regarding academic, professional course selection and course planning; Act as an advocate for the student within the professional program and the University setting; Maintain records of the student's academic performance; Make appropriate referrals for the variety of situations that arise during a student's academic career, including: transition issues, safety concerns, personal conflicts, career exploration, and student advocacy.

The academic 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.

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 semester starts, check class schedule daily during the entire first week of classes.

Emergency Grading Policy

In times of exceptional circumstances, the university may invoke an emergency grading system. For more information visit [Office of Academic Affairs](#).

Registration

Students can access registration information on the [University Registrar's website](#) and schedule online through [BuckeyeLink](#) unless you are a new student at Ohio State; if so, please contact the HRS Office of Academic Affairs to arrange an appointment with a HRS academic advisor as applicable.

Course registration occurs each semester with a systematic process beginning part way through one semester 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 academic 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 semester. The date and time in when students can enroll in Ohio State University courses for a given semester is referred to as the "Enrollment Appointment".

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

Students register for classes via [Buckeyelink](#). Organizing their course selections before accessing the registration system will save considerable time. Every minute a student waits to schedule after their enrollment appointment begins other students who have lower priority have a chance to register for the course before the student with a higher registration priority. Because registration is live, students will know immediately whether they enrolled in a class. This makes it especially 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. If 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 completion of the [Course Enrollment Permission Form](#). Once the instructor's signature is complete, the students must email the form to their academic advisor. Some instructors are willing to send the student an email providing authorization for the student to be added to their course. These emails can be forwarded to your academic 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 they have a full understanding of all the financial, academic, and athletic, implications if applicable of adding or dropping courses, including (but not limited to) additional fees, penalties, and/or applicable refunds. Students take full responsibility for scheduling their own courses each semester.

Finally, it is the expectation of the University and HRS Office of Academic Affairs that a student's schedule is finalized by the first Friday of the semester. As a result, any issues that arise due to a change in a student's schedule is entirely the responsibility of the student. If fees are assessed for changes made to a student's schedule, it is the responsibility of the student, who registered for courses late or added/dropped courses after the stated Registrar's deadline, to pay the fees. Please refer to the University deadlines related to registering online at [University Registrar Registration, Fees and Important Dates](#).

Scheduling Resources

Assistance for scheduling is provided by the student's advisor. However, there are resources that will help students keep on track with their program and degree requirements as well as their 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, Curriculum Guides and Program Handbooks**: These resources can be found on [HRS website](#).

Degree Audits and Advising Reports: A degree audit is a tool to assist undergraduate students and advisors with determining how courses the student completed fulfill general education and program course requirements. Students can run their own degree audits. For information on how to access and use a degree audit, please see [University Registrar Degree Audit for Students](#). - Audits are easy to read and interpret, but if students have any problems interpreting their audit or they find an error on the audit, they should contact their college advisor/major advisor via e-mail. All exceptions are entered into the University system by the HRS Student Service Office. Please allow 1-2 weeks for the exceptions to be processed, especially during the end of term. Priority for such revisions will be given to graduating seniors. Please note that the audit itself will not prevent a student from graduating if categories are incomplete and colored red. Only the Director of the Student Service Offices and/or the program director has the ability to revoke a student's application to graduate if degree requirements are not met by the Friday before graduation.

- 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 account.

Adding Classes

If qualified to take the course and spots are available, students may add courses online (after their first semester of enrollment) through Friday of the first week of classes. After the second Friday and through the third Friday, a student must have the permission of the instructor AND the permission of the

Department or Division Chair of the course the student wants to take on a [Course Add Request & Petition form](#) to enter a class. After getting the appropriate signatures, the form must be processed by the student's academic advisor.

To add a course after the 3rd Friday, students must submit a petition to their academic advisor. To support the petition, students must have the above two signatures, as well as valid reasons for failure to timely enroll in the course. Students will be charged late add fees of \$100 for each class added after the 2nd Friday of classes i.e., if the petition is approved.

The enrollment form is available in the [HRS Blog](#) or the [University Registrar's website](#). After the stated deadline, all add transactions must be completed through the student's academic advisor. Finally, for courses changes after deadlines, HRS students are required to complete and sign the [School's supplemental form](#). For important add and drop dates for each term, see [University Registrar Registration, Fees and Important Dates](#). Graduate students must complete a Late Course Petition through the [Gradforms website](#). Please see the [Graduate School Late Course Petition instructions](#) for more information on this process. See [Petitions](#).

Dropping classes

Before dropping classes, students should consider how this would affect both their progress toward their degree and their financial aid status (if applicable). They may wish to consult with BuckeyeLink as well as their academic advisor about the consequences of dropping a course. Students may drop courses online through the fourth week without any documentation on the transcript; from the fifth to the tenth week, a student must submit a completed [Drop Request and Supplement form](#) to their academic advisor per the posted deadline. A "W" will be entered on the transcript when a course is dropped during this timeframe. HRS students cannot drop a course after Friday of the tenth week.

Graduate students must complete a Late Course Petition through the [Gradforms website](#). Please see the [Graduate School Late Course Petition instructions](#) for more information on this process. See [Petitions](#).

Courses cannot be dropped after the 10th Friday without a petition. If, because of extreme extenuating circumstances, a student wishes to drop a class after the 10th Friday, they need to see their academic advisor to discuss the appropriateness of the petition. Courses cannot be dropped after the 10th week simply because of poor academic performance in a class.

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

Finally, students should contact the appropriate office before dropping below full-time status. A reduction in hours due to a course drop may affect:

- Financial aid (including scholarships, grants, loans, and consortium agreements)
- Benefits received under the G.I. Bill - Office of Veteran Student Services
- Tuition reduction received when a parent works for the university
- Automobile insurance if a student is receiving discounts for being a full-time student
- Health insurance, if a student needs to maintain full-time status to be covered under a parent's

policy

- Residence hall contract
- Tuition waiver if the student is also a university employee
- Athletic eligibility; student athletes must see their assigned SASSO Advisor for approval
- Visa; international students may be required to see an advisor in the Office of International Affairs for approval

Petitions

Common uses for undergraduate petitions include:

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

Types of Petitions

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

Curriculum petition

Students must consult with their HRS academic advisor to complete a curriculum petition if they want to substitute another course they have taken or plan to take for a required GE course or major course. Students who feel that they have met the spirit of a program or degree requirement without fulfilling the exact course requirement or equivalent may petition to their program to use of these credits. The petition can be obtained from the HRS Office of Academic Affairs after meeting with their academic advisor. Students may be asked by their academic advisor to secure additional assistance in evaluating

the credit by the appropriate University department. Once the written approval from the Director of Academic Affairs, the petition is then returned to their academic advisor for final processing. Students should check their degree audit to ensure the petition was processed. Please allow 1-2 weeks for processing.

Dual Degree and 2nd Major petition

A dual degree petition must be completed when a student wants to complete two separate baccalaureate degrees-the HRS degree and another Ohio State University undergraduate degree. Students must earn a minimum of 30 hours beyond the total required for one degree. GE courses may count for both degrees. Students interested in completing a dual degree are required to meet with an advisor from each degree to develop a degree plan, which demonstrates both programs can be completed in a timely manner. At the time of successful completion, the student will receive two diplomas from the University.

A declaration of a second major outside the College of the Student's Degree must be completed when a student completes two majors as part of a single undergraduate degree program. If available, the student must complete the requirements for each major as set by the department offering the major. While overlap between the majors is permitted, each major must contain a minimum of 18 unique credits. At the time of successful completion, the student will receive one diploma from the University. Students interested in either option should make an appointment with their HRS academic advisor.

Registration petition

This petition is used when a student requests to add, drop or withdraw from courses after the deadlines or retroactively. Students are responsible for all fee charges related to registration petition outcomes. For further instructions, students should contact their academic advisor.

Post-10th Week or retroactive 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." (See [University Faculty Rules 3335-8-32 E](#)). Occasionally, extenuating circumstances, an unforeseen situation that prevented action to drop coursework may occur. Examples include unplanned military deployment or training, unforeseen hardship, such as death, illness/accident requiring hospitalizations/treatment where a student is unable to self-drop or communicate with an instructor, their advisor, or the appropriate person at Ohio State. In this case, the student must meet with their academic advisor for further direction. After that meeting, they obtain, complete, and submit a registration petition form to their academic advisor. Petitions that are incomplete or late will not be reviewed.

The Director of Academic Affairs will review such petitions and will inform students in writing of the outcome within five to seven business days. Petitions will not be approved for academic reasons such as inferior performance. Per University policy, no petition will be reviewed and/or approved after a final grade has posted. When a petition is denied, HRS students can appeal the decision to the Director of the School. See [HRS Policy # 20 Academic Standards: Student Complaint/Student Appeal](#).

HRS Over 18 Credit Hour Petition

See [HRS Student Resources and Information Over 18 Credit Hour Petition](#). This petition is necessary when a student wants to enroll in more than 18 credit hours. The petition is not likely to be approved

unless there is compelling reason. If the petition is approved, the student will be required to pay additional tuition costs, if applicable.

Grade Forgiveness Petition

See [HRS Student Resources and Information Grade Forgiveness Petition](#). Students can petition to retake a course at Ohio State for a higher grade. The old grade remains on the student's transcript but is removed from the student's cumulative GPA. Students should keep in mind that grade forgiveness is an Ohio State undergraduate policy only; **graduate programs may not accept this policy and use all grades**. The petition is available online. Student should pay close attention to submission deadlines. For a traditional semester course (14 weeks), the petition is due by the 10th Friday of the semester that you would be re-taking the course.

Residency petition

See [HRS Student Resources and Information Residency Petition](#). Per Ohio State Faculty Rules, graduating undergraduate students must be enrolled in the college or the school (HRS) from which they will receive their degree. The HRS Director of Academic Affairs may, on petition by the student, waive this requirement. Each student's reasoning for the exception is weighed against University policy. If you are taking a course, such as a prerequisite, GE, major or minor requirement (a course you want/need on your Ohio State transcript prior to graduation) NOT at Ohio State during the semester you plan to graduate, you must complete the form and required documentation by the stated deadline on the form.

Transfer Credits

The Undergraduate Admissions Office initially reviews all transfer credit, not the HRS Office of Academic Affairs. Each admitted student will receive information regarding their transfer credit report from the University. All evaluated coursework that appears in the transfer credit report may not apply to the degree requirements in HRS. It is the responsibility of the HRS student to be informed of the different options for transfer credits. For this information, please visit [Ohio State's transfer credit website](#).

Transfer evaluations

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

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

Interpreting transfer evaluations

While your academic advisor may assist with the interpretation of the Transfer Credit Report, it is the student's responsibility to identify and process all paperwork associated with these categories of credit. All questions concerning transfer credits should be resolved by the end of the first semester of enrollment. See [Board of Trustees Bylaws and Rules Chapter 3335-8 Instruction](#) for all university rules for credit hour standards.

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

The grades received at the other institution are not used to calculate a student's cumulative Ohio State GPA. However, all transfer credit and grades will be included in the GPA calculation when a student applies to graduate and professional programs. Any course from an accredited institution with a grade of D or higher can be awarded credit at Ohio State except HRS program prerequisites and program required coursework. Courses with a grade of S (satisfactory) can be awarded credit. Courses with a grade of D-, failing grades and pass/no pass audited courses will not award credit at Ohio State. Finally, students who wish to apply for a consortium agreement to have financial aid awards applied toward tuition at an outside college or university will find additional information at the [Student Financial Aid website](#).

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 the [Student Financial Aid website](#). Individual HRS programs' funding opportunities can be found on individual program websites for this information. Professional funding opportunities can be found on professional websites. University tuition and fees can be found at [University Registrar Student Tuition and Fee Tables](#).

The costs associated with clinical experience and other specific program expenses are in the student's program handbook, available on the HRS website [Student Handbooks page](#).

Student Employment

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

Honors Opportunities

The HRS Honors Program offers select undergraduate students with high academic abilities the opportunity to expand their scholarly development as they seek their degree at Ohio State. 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 to address real world problems. By completing advanced levels of study and creatively engaging in leadership, research, teaching, and service, HRS Honor students can graduate with Honors in HRS. Students will develop their

own honors plan of study. For students who elect to conduct research as part of their plan of study, they will work one-on-one with HRS faculty to contribute new discoveries to health-related fields. Interested students are invited to visit the [Honors Options in Health and Rehabilitation Sciences](#).

HRS Research Distinction

Another way a student for students to graduate with special designation from the School of Health and Rehabilitation Sciences is by completing an Undergraduate Research Thesis. Conducting a thesis is a process of gaining an exposure to the research process while developing, performing and evaluating a research project under the guidance of an HRS faculty. A student does not need to be a member of the Honors program to complete an Undergraduate Research Thesis.

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 except for the Health Sciences program. Each minor has its own conditions and requirements. It is the student's responsibility to review and be aware of these restrictions. See [Minors in Health and Rehabilitation Sciences](#).

Minors offered in HRS include:

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

HRS Certificates

Certificate programs help students to develop new skills and build expertise in a specialized content area. Certificates can be helpful with updating a professional profile, advance a career, or broaden one's knowledge base.

Certificates can be either undergraduate, graduate, post-undergraduate, or non-academic (such as certificates of completion). The distinguishing feature of undergraduate and graduate certificates is that they are awarded to students based on successful completion of specific courses (a minimum of 12 credit hours). The undergraduate or graduate certificate can be obtained while enrolled in a degree program simultaneously. See [Certificate Programs](#).

Certificates offered in HRS include:

- [Assistive and Rehabilitative Technology](#)
- [Usability and User Experience in Health Care](#)
- [Medical Coding and Health Care Data Analytics for Practice](#)
- [Medical Laboratory Science Certificate, post-baccalaureate](#)

APPENDIX A: TIME MANAGEMENT

Managing your time effectively is key to academic success. University courses require hard work. Students will need to strike a balance between the demands of your course work and all 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 the time a student should spend to earn one credit hour: two hours per week outside of class and one hour in class to earn a grade of “C.” A three-hour class, therefore, should require nine hours per week to earn a grade of “C,” and a fifteen-hour schedule will require a commitment of about 45 hours per week. Students who expect to earn higher grades will need to invest significantly more time in their course work.

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

Careful planning will help you to use your time more effectively and to see in advance, when you can plan for them, the more stressful weeks in your schedule. If you find you are having trouble managing your time effectively, please visit [Dennis Learning Center: Time Management – Get Started](#).

APPENDIX B: QUICK REFERENCE – OSU STUDENT RESOURCES

- [School of Health and Rehabilitation Sciences Homepage](#)
- [BuckeyeLink](#)
- [BuckID](#)
- [Ohio State Department of Public Safety](#)
- [Pre-Professional Programs](#)
- [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#)
- [Multicultural Center](#) : 614-688-8449
- [Campus Parc](#)
- [Health Sciences Library](#)
- [Graduate and Professional Admissions](#)
- [Student Health Services](#)
- [Student Health Insurance](#)
- [Office of International Affairs](#)
- [Transportation & Traffic Management](#)
- [Transfer Credit Equivalents \(Transferology\)](#)
- [Transfer Credit Information](#)
- [University Registrar](#)
- [Counseling and Consultation Services](#) – Offers counseling and therapy to help address personal, mental health, academic, and career concerns
- Counseling and Consultation Services for College of Medicine and HRS: [Mental Health Counseling Services](#) or hrcounseling@osumc.edu
- [Office of Student Life](#) – Offers a wealth of on-campus resources to student through various departments
- [Student Advocacy Center](#) – Answers questions about university policies and procedures and directs students to the appropriate resources: 614-292-1111
- [Student Wellness Center](#) – Provides services to help students achieve healthier, happier, and more successful lives
- [Walter E. Dennis Learning Center](#) – Helps students develop study skills, time management, test-taking, learning from text, note-taking, and self-regulation strategies

- [Undergraduate Admissions Office](#): 614-292-3980
- [Athletics Ticket Office](#): 614-292-2624
- [Buckeye Link](#): 614-292-0300
- [OSU Health Plan](#): 800-678-6269
- [Appointments \(Student Health Center\)](#): 614-292-4321
- [Pharmacy \(Student Health Center\)](#): 614-292-0125
- [Student Wellness Center](#): 614-292-4527
- Emergency Services: 911
- Non-Emergency Ohio State Police: 614-292-2121
- [Community Crime Patrol \(CCP\)](#): 614-247-1760
- [Writing Center](#): 614-688-5865
- [Office of Student Life Disability Services \(SLDS\)](#): 614-292-3307

APPENDIX C: 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 programming funds depending on established status. Programming funds are to be used to host a program or events on-campus that are open to any Ohio State student. Requests are submitted by the fifth Friday of the semester prior in which the event is to occur.

HRS student organizations

Recognized student organizations within HRS include the following:

- **AT, HIMS, and Health Science Clubs**
- **Student Dietetic Association (SDA)**
- **Student Occupational Therapy Association**
- **Physical Therapy Club**
- **HRS Student Ambassadors**

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.

APPENDIX D: COVID POLICIES

University Guidelines

Please see the University [Safe and Healthy Buckeyes website](#).

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

Ohio State students, faculty and staff must follow the [Safe and Healthy Protocols](#) outlined on the website.

Atwell Hall Prayer Room 527 Atwell Hall COVID Guidelines

1. To gain student access: Email adam.clouser@osumc.edu so that he may code the student BUCKID for access to the room.
2. Before using the prayer space, sanitize hands and wipe any surface that will be touched.
3. After use, wipe any surface that was touched and sanitize hands once again.
4. Return room back to original condition and assure that door is locked.

COVID-19 Vaccination Guidelines

As a future health professional, the School of Health and Rehabilitation Sciences and the College of Medicine strongly encourage all students to be fully vaccinated.

Approved vaccination or approved exemption are required.

1. As of August 24, 2021, Ohio State requires every student to be vaccinated against COVID-19 with an FDA approved vaccine, FDA Emergency Use Authorization (EUA) vaccine, or a World Health Organization (WHO) Emergency Use Listing (EUL) vaccine.
2. Booster doses for COVID-19 are currently voluntary and not required by Ohio State but strongly encouraged for all HRS students.
3. A limited set of exemptions will be approved on a case-by-case basis.
 - a. Medical exemptions
 - i. Individuals requesting a medical exemption must submit appropriate documentation from their treating health care provider (forms can be found on Safe and Healthy Buckeyes website).
 - ii. In addition, those with a history of allergic reactions to other vaccines/injections will be considered for exemption once proper documentation is received.
 - iii. Individuals with a history of either documented COVID-19 infection or history of having received a COVID-19 monoclonal antibody infusion will be eligible for a temporary exemption until it is appropriate for them to receive the vaccine.
 - b. Religious exemptions
 - i. An exemption based on religious beliefs or practices can be requested.
 - ii. Requests for religious exemptions must include a reason and explanation for

seeking exemption, and the required form must be notarized to be accepted.

- c. Personal exemptions
 - i. An exemption based on personal beliefs (non-medical and/or non-religious) can be requested, and requests will be reviewed on a case-by-case basis
 - ii. Requests for personal exemptions must include a reason and explanation for seeking exemption, and the required form must be notarized to be accepted.
4. Due to a rule enforced by the Centers for Medicare and Medicaid (CMS), OSUWMC is no longer permitted to allow personal exemptions from the COVID-19 vaccine requirement for employees.
 - a. This rule applies to health professional students who are also considered student employees at OSUWMC, including students in the College of Medicine.
5. All vaccine exemptions are subject to change, including revocation, due to legal and regulatory requirements.
6. If an exemption request is approved, the individual will be required to:
 - a. Complete an eLearning (computer-based learning) module on appropriate workplace conduct to reduce the risk of transmission of the virus as an unvaccinated individual. This eLearning will be required to be completed within 14 days of being assigned.
 - b. Complete weekly COVID-19 testing until a determination is made that the risk of transmission in our community has reached a minimal level based on U.S. Centers for Disease Control and Prevention criteria.
 - i. The cost will be covered by Ohio State and testing appointments will be scheduled through MyChart.
 - c. If the individual is a Wexner Medical Center employee or completing clinicals at OSUWMC, wear a face mask at all times while indoors.
7. Exemption protocols may be updated to reflect changes in the prevalence and spread of COVID-19.
8. Failure to receive a full COVID-19 vaccination or failure to have an approved exemption on file will result in non-compliance with the requirement, and the student may be subject to progressive disciplinary action including:
 - a. Starting in Spring 2022, existing students will be ineligible to participate in on-campus experiences, including in-person classes, living in the residence halls, visiting dining facilities, utilizing recreation centers, or coming to any campus for any reason.
9. The COVID-19 vaccination requirement applies to ALL students at Ohio State, even those that are taking all virtual classes or not living on campus; proof of vaccination or an approved exemption is still required.
10. Students must submit their COVID-19 vaccine documentation or exemption paperwork to My BuckMD to satisfy both their health professional program requirement as well as the university

requirement.

- a. Students will select the appropriate COVID-19 document tags to ensure proper routing of the documentation.

COVID-19 Isolation and Quarantine Guidelines

Be aware that COVID-19 guidelines for quarantine and isolation are different for healthcare personnel than the general population, which can affect the timeline and conditions for some students to return to learning and working within healthcare settings.

Please make sure you are up to date on boosters – they both reduce the chance of serious illness and can help you avoid lost time to quarantine if you are exposed to COVID-19.

If you test positive for COVID-19, the University’s Case Investigation and Contact Tracing Team will assess your circumstances and provide specific guidance for isolation and return to work. If you are tested outside of Ohio State, you will need to report your case through the [COVID-19 Test Result Upload](#).

See the [Safe and Healthy Buckeyes website](#) for information about the contact tracing process, as well as the general population guidelines for isolation and quarantine.

Student Clinical/Fieldwork Rotations

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

1. All students complete a clinical attestation form acknowledging the training responsibility, use of PPE and risk of work in the clinical environment.
2. All students are required to receive the COVID-19 vaccine or an approved exemption upon enrollment at OSU.
3. All students are required to complete identified modules on Buckeye Learn for infection control, DON/DOFF PPE, COVID risk, and hand hygiene. Individual programs have additional competency measures dependent on the role of the learner. Students may be required complete further training at their assigned clinical sites.
4. COVID Testing: Testing of asymptomatic students and for those students who are symptomatic is available at OSU. The most up-to-date instructions can be found at [Safe and Healthy Buckeyes Testing](#).
5. Care for patients with COVID: In order for a learner to work in the clinical environment with potential COVID patients, each academic program has outlined the educational rationale for the learner and has documented to the Vice-Dean of Education- College of Medicine. Accommodations for any student who wishes to opt out of the experience is described in the educational request. Learners must follow all safety protocols for each site.