

Faculty Handbook

SCHOOL OF HEALTH AND REHABILITATION SCIENCES
COLLEGE OF MEDICINE
THE OHIO STATE UNIVERSITY
2018-2019



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INTRODUCTION

The School of Health and Rehabilitation Sciences, The College of Medicine and The Ohio State University have a wealth of resources to assist its faculty members in their day to day careers and in overall career advancement and achievement. In addition, there are a variety of policies and guidelines that have been created to assure the high quality and integrity of the University, the College, the School, and its faculty. It is difficult to compile the diverse opportunities and facilities of the university in one document, but this document serves as a guide to identify the most important resources, documents, and guidelines, many of which are available online.

We hope that this handbook will aid all faculty members in supporting the mission of the School of Health and Rehabilitation Sciences and The Ohio State University.

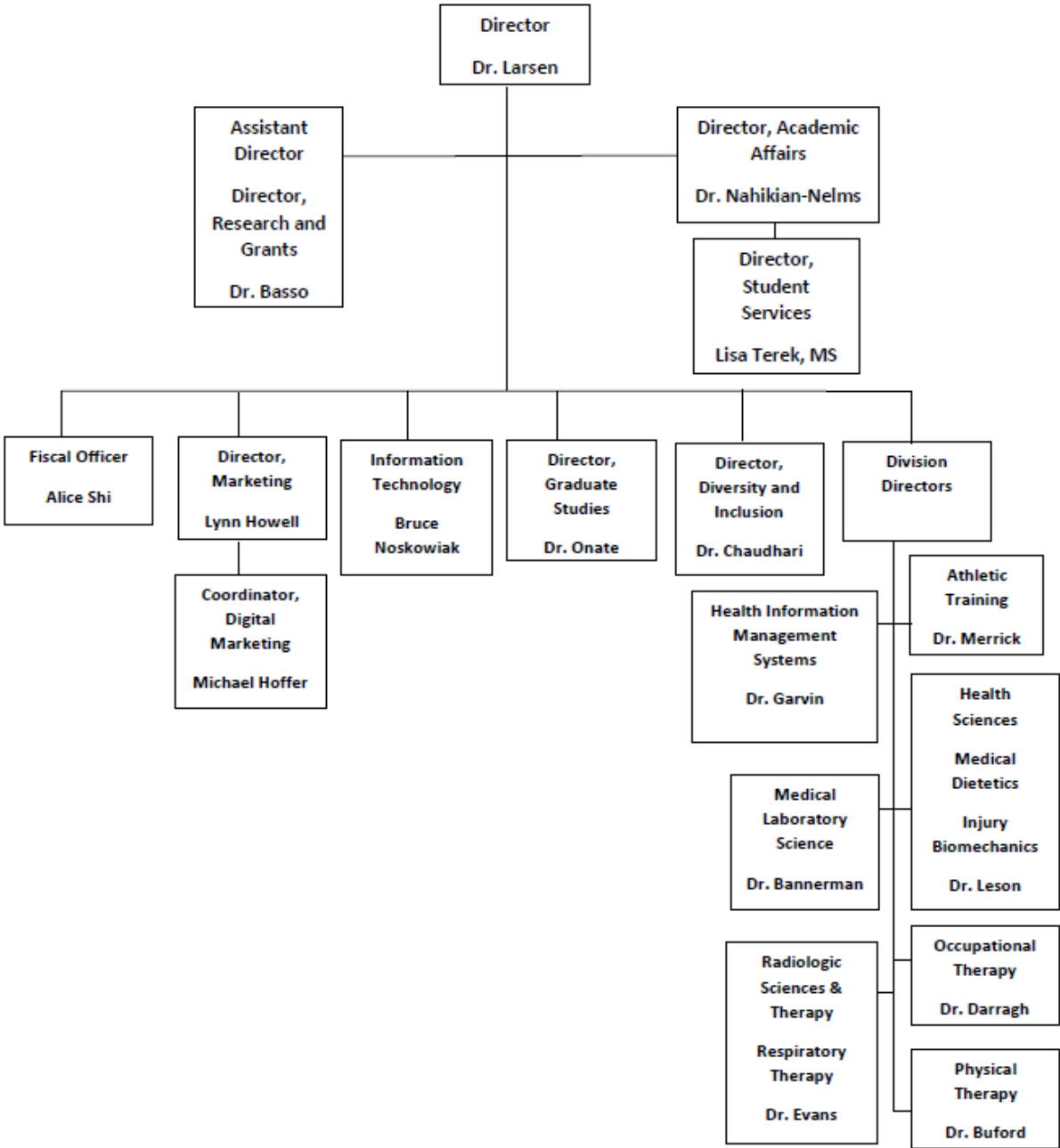
MISSION AND VISION

SHRS Mission: “To prepare future health sciences professionals through the creation and dissemination of knowledge in support of the health and well-being of the people of Ohio and the global community.”

SHRS Vision: “To be a national and international leader in health science education, research, service, and clinical practice that impacts the well-being of the people of Ohio and the global community”.

Fundamental to the School's mission is to engage in research and other scholarly activity that enhances the knowledge base of the health and rehabilitation professions. This knowledge base forms a vital link in the improvement of human health, and keeps the School at the forefront of education and research in the health and rehabilitation professions. In addition, students must be prepared to interpret the ideas and innovations, derived from scholarship, to make them accessible to the citizens of the State of Ohio and the world. In keeping with the land grant heritage of The Ohio State University, the School's mission, additionally, includes service to the professions, the University, and the community.

Organization Chart



FACULTY APPOINTMENTS

The Office of Academic Affairs requires departments to have a policy on faculty duties and responsibilities, (See the OAA Policies and Procedures Handbook, Volume 1, Chapter 2, Section 1.4.5, <http://oaa.osu.edu/handbook.html>). The patterns of administration (POA) for SHRS are posted on the OAA webpage. The APT documents for SHRS are also posted on the OAA webpage and available on the OneSource shared website.

The School Director has overall responsibility for assuring that each faculty member has appropriate duties and responsibilities assigned commensurate with the faculty appointment and that faculty workload is distributed equitably across School. Much of this responsibility for faculty assignments is delegated to the directors of the divisions and the programs of the School. In making assignments, Division/Program Directors must balance the needs of the academic program's obligations with the preferences, skills and expertise of the faculty member. Some faculty members will voluntarily take on a variety of professional activities of a limited nature that fall outside the School's policy on faculty duties and responsibilities. These activities often benefit the School or the University and, to the extent possible, should be taken into account in considering a faculty member's total workload. On occasion, a faculty member may seek relief from departmental obligations to devote time to personal/professional interests. If these activities do not contribute to School or divisional goals, the Division Director may decline to approve such requests.

During on-duty semesters, faculty members are expected to be available for interaction with students, service responsibilities and other responsibilities even if they have no formal course assignment that semester. Office hours should be proportional to 25% of credits taught per term. On-duty faculty members should not be away from campus for extended periods unless on an approved Faculty Professional Leave or other approved leaves.

- **Full-time teaching (100%):** is equivalent to 12 credits/term or 36/ year for a 12-month full time equivalent (FTE) appointment and 24 credits/year for a 9-month FTE appointment in semesters. Expected workload varies by appointment but is projected to be as listed below on average:
- **Tenure Track** – Regular Faculty: 40% teaching (12-16 credits/year), 50% research, 10% service
- **Clinical Track** - Regular Faculty: 65% teaching (21 – 25 credits/year): 25% research, 10% service
- **Contractual Faculty – Associated Faculty:** 100% teaching (36 credits/year or 24 credits/year for 9-month appointment)

Graduate Faculty

Full-time regular faculty may apply for graduate faculty status. This is required to allow for work with graduate student research/thesis projects.

University by-laws set forth that tenure track faculty and research track faculty are eligible for appointment as Category M and P Graduate Faculty. Clinical faculty are eligible for appointment as Category M Graduate Faculty.

P Graduate Faculty can direct and be a member of both PhD, Professional Doctorate and MS committees.

M Graduate Faculty can direct and be a member of MS committees.

SHRS Graduate Faculty and Good Standing: Graduate faculty appointments in SHRS are evaluated to ensure that students receive excellent training from recognized national and international experts and that the graduate programs are comprised of active faculty who regularly contribute their expertise to strengthen the program. The Graduate Studies Committee will review all affiliated faculty every four years to determine their status with the SHRS Graduate Programs.

The following criteria will be used:

- A stated desire to remain a faculty member of the SHRS Graduate Programs by submitting documents for review
- A substantial record of ongoing scholarship within an area of Health and Rehabilitation Sciences with an average of at least 1 peer-reviewed publication per year on average
- Record of active funding during the 4-year review period which is sufficient to support graduate student stipends and willingness to accept SHRS PhD students if P faculty status.
- Act as a mentor, thesis/dissertation advisor and/or candidacy exam committee member for SHRS graduate students on a regular basis.
- Teach graduate courses for the SHRS graduate programs.
- Serve on SHRS Graduate Studies committee, and/or perform service focused on graduate education at College or University levels.
- Clear evidence of creating a productive, supportive training environment for SHRS trainees including student completion of milestones on time, regular attendance at Grand Rounds, regular attendance at school-wide mentorship workshop and holding regular mentorship meetings with graduate students.

Additional information is in the SHRS PhD Handbook.

University Graduate Handbook: <https://gradsch.osu.edu/handbook>

SHRS Faculty Information

First 90 Days

See Appendix A.

On-Boarding/Orientation Checklist

See Appendix B.

Background Check

All faculty receive a background check prior to hire. All faculty are obligated to report any changes that might affect a background check throughout their employment.

Faculty Photo

All faculty will have a photo taken by the university photographer. This photo is used on the school website and other official communication. The OSUMC offers corporate photos throughout the year. The schedule is here:

<https://onesource.osumc.edu/corporatenews/Pages/corporateportraits.aspx>

Biographical Information for Webpage

Faculty should prepare a summary biography statement that provides educational and scholarship background for the faculty directory and for the division webpage. You may send this directly to Michael Hoffer (Michael.hoffer@osumc.edu)

Business Cards

Faculty business cards are ordered through administration in 106 Atwell Hall. The template for business cards is located in Appendix C.

Complete the template and send to: Maureen.broughton@osumc.edu

Employee Health

Employee health is located on second floor of McCampbell Hall – 1581 Dodd Drive/ 614-293-8146.

Immunizations

All employees in the School of Health and Rehabilitation Sciences are required to have an annual flu shot. This is provided free of charge through employee health. Notices of these immunizations are provided through email. If you are also providing patient care or working in a patient area, an annual TB skin test is also required. This is scheduled through employee health.

University and Medical Center ID

Upon hire and after passing a background check, the medical center ID processing will provide your medical center badge. ID processing is located S-128 Rhodes Hall/ 614-293-4452. If you lose your ID - contact Security at 614-293-8500 to have your old badge deactivated and contact ID Processing at 614-293-4452 to have a new badge issued.

There is a fee to replace lost badges that can be paid via cash or check.

Additionally, the University ID, BUCK ID, is obtained through the office #3040 Ohio Union 1739 N. High Street. 614-292-0400.

Employee Self Service

Employee self-service is the university website that provides employee health records, payroll and paycheck information, tax information, eLeave (vacation, sick/family time accrual, university business), W2 forms and all of your university benefits (retirement, health insurance choices). (<https://hc.erp.ohio-state.edu>)

- Vacation: Twelve-month faculty appointments (but not 9-month appointments) accrue vacation days. Accrual rates can be found here: <https://hr.osu.edu/benefits/leave/accrual/>.

The Division Director will approve vacation requested through the eLeave system and email notification from eLeave will be sent.

- Sick Days: Faculty too ill to report to work must notify the supervisor as soon as possible. The time taken off for illness is requested through the eLeave system.
- University Business Leave: If faculty are out of town for any business related activity, application should be made for this category of leave on the eLeave system.

OneSource

OneSource is the website serving all employees for the Wexner Medical Center.

<https://onesource.osumc.edu/SharedServices.aspx>

For more information: OneSource Tutorial: How to set up and navigate

The School of Health and Rehabilitation Sciences information can be found here:

<https://onesource.osumc.edu/sites/HealthRehab/Pages/default.aspx>

You will find our handbooks and other important forms here.

Parking

University parking is contracted through Campus Parc. (<http://osu.campusparc.com/>).

Their office is located: Gateway Plaza, 1560 N High St, Columbus, OH 43201. Faculty should obtain their parking pass as soon as possible or prior to their start date. Alternative parking can be found on the West Campus Carmack parking lots.

Public Transit

The campus area bus service (CABS) provides on campus transportation. Bus routes can be found here: <https://ttm.osu.edu/cabs#system>. There are also shuttles that move between the medical centers, Nationwide Children’s Hospital, Martha Morehouse, OSU East Hospital and the Ackerman building. Information for this is on the OneSource website. You can download the real-time bus tracking “app” for your mobile device.

Keys and Building Access

As a full-time faculty member, you will be given an office key, your division suite key and the building outside door key. The designated office associate in Administration distributes keys (116 Atwell Hall). Atwell Hall is opened by university security Monday through Friday morning by 6:30 am and locked at 7:00 pm. The Building is locked on weekends and university holidays. If there is a need for students to have access to the building after hours, they must be accompanied by a faculty member.

Office Phones

Each faculty office has an assigned phone number and office phone. Faculty greetings and message systems should be set on this phone. Instructions for the CISCO phone and voice mail can be found here: <https://ocio.osu.edu/services/service-details/phone/instructions/vm/vm-guide>. Faculty can access the voice mail off campus by dialing: 614-292-4141.

Annual Online Training-BuckeyeLearn

Faculty in SHRS are required to complete modules for employee education annually. These are accessed through the employee self-service website. BuckeyeLearn is located under the training tab go.osu.edu/BuckeyeLearn.

Failure to complete computer-based learning modules (CBLs) before stated deadlines (June 30) will result in losing email and computer access. Refer to the SHRS research manual for training that is required for human subjects and research protocols.

Basic Requirements for All COM & OHS Staff, Faculty and Student Employees:

- Annual HIPAA Privacy & Security
- Protecting Institutional Data - one time
Understanding Sexual Misconduct Policy
- Introduction to Cultural Sensitivity (if completed Introduction to Cultural Sensitivity (a. below, under clinical), no need to take this course)
- Fire Safety
- Hazard Communication

(HazCom) Emergency
Preparedness Compliance
and Integrity Program

- Infection Prevention (non-clinical / clinical module, depending on role)
- Patient Safety (non-clinical / clinical module, depending on role)
- Influenza Pandemic Prevention & Response Plan (required for flu shot exemptions only) OSU BEAP (Building Safety) - one time, through OEHS website
- Code Silver Preparedness (new course in 2017)

Required Training for Clinical Lab:

- Laboratory Compliance Program
- Laboratory Proficiency Testing
- Laboratory Safety
- Complete Basic Requirements above

Conflict of Interest Disclosure

The Ohio State University requires certain faculty, staff members, and students to complete an annual financial disclosure to comply with federal conflict of interest (COI) regulations, accreditation requirements, and OSU faculty and staff COI policies. The following faculty, staff, and students are required to complete an annual eCOI disclosure.

More information is here: <http://orc.osu.edu/regulations-policies/coi/eкои/>

Faculty:

- Who have been identified as a project director, principal investigator, or senior/key personnel (including non-university employee consultants) on sponsored projects during the past 12 months.
- Who are investigators, senior, or key personnel on current Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Institutional Biosafety Committee (IBC) protocols during the past 12 months.
- Who received salary support during the past 12 months from specific federal grants or industry-sponsored projects, which require COI reporting.
- Who have fiduciary and financial responsibility for their units, college, or the university and/or member physicians of The Ohio State University Faculty Group Practice.

Staff members, Administrators, and Students:

- Who participated as investigators, senior or key personnel on sponsored projects during the past 12 months.
- Who are investigators, senior or key personnel on current IRB, IACUC, or IBC protocols during the past 12 months.
- Who received salary support during the past 12 months from specific federal

- grants or industry-sponsored projects, which require COI reporting.
- Who have fiduciary and financial responsibility for their units, college, or the university and/or select staff from the OSU Wexner Medical Center.

*Please note that the federal regulations and university policy require faculty, staff, and students to update their COI disclosures within thirty days of receiving any **new** financial interests.

Mail

Mail is delivered daily during the workweek. Mailboxes for each division are located in 122 Atwell Hall. There are mail drops here for outgoing mail (campus, metered and stamped). Each division has metered envelopes that can be used for business outgoing mail. University communication can also be sent through campus mail using the designated brown envelopes.

Supplies

Orders for office supplies are given directly to division office assistants and he/she will communicate with Maureen Braughton to place these orders. Each division OA can place an eRequest order for additional supplies.

Copy/Fax

Copying is available in the 122 Atwell Hall. Your computer can be linked directly to this copier – SHRS IT can assist with this process. You may also request a student worker to make copies by completing the work form located in the copy room. Faxing is available from the second (smaller) copier. Directions are located above the copier. Face sheets for the fax are available beside the copy machine.

PCard

The school has two designated credit cards that can be used for individual purchases under \$2000.00. An eRequest is completed prior to use of the PCard. The card is used in 106 Atwell with Michael Hoffer. Receipts are returned with the PCard.

eRequest

This is the online system for OSU procurement, reimbursement and purchasing. Each division OA can place an eRequest for the individual faculty and/or staff.

Computer Access

The SHRS IT office – 228E Atwell Hall (Bruce Noskowiak) will set up your individual computer and assist with your computer access. You will be assigned a medical center ID name

(firstname.lastname@osumc.edu and university ID (lastname.number@osu.edu). You can choose either to use for email and they can forward to one another. Passwords are required to be changed every 6 months. Because of the SHRS /Medical Center encryption requirement for computers, all new programs have to be installed via SHRS-IT/Bruce Noskowiak.

Assistance for computer/technology questions can be accessed here: <https://ocio.osu.edu/>

Medical Center IT questions are directed to: https://www.osumc.edu/StaffResources/Help_Desk/Support/default.html or by calling the help desk: 293-3861.

Coordination of Mobile Devices and Email accounts

Faculty in SHRS should download the app for AirWatch in order to coordinate email with your mobile devices. Instructions for this can be found:

<https://www.osumc.edu/StaffResources/HelpDesk/Support/default.htm>

School ListServ

SHRS IT (Bruce Noskowiak) updates student and faculty email groups in SHRS. Faculty are added to the school faculty list, division list and any appropriate committees for group Emails.

Annual Events

The following events are typically held each year and faculty are expected to participate:

- **August faculty retreat:** all faculty attend for a full day retreat. Typically held Thursday the week before first week of autumn semester.
- **Welcome event** for new students (half day-typically Monday prior to first day of class)
- **Faculty assembly:** Faculty meeting for entire school – held twice per semester. *The Faculty Assembly is comprised of all tenure track, clinical and research faculty as defined by Faculty Rule 3335-5-19 (<http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html>) within the School of Health and Rehabilitation Sciences, and is chaired by the School Director. Associated faculty may also participate in the assembly at the discretion of their Division Director and the School Director. Meetings of the Assembly will occur at least once per semester, but additional meetings can be initiated by the School Director as needed.*
- **Faculty council:** This comprises the faculty governance for the school. Typically meets twice per semester. *The Faculty Council is comprised of all regular faculty as defined by Faculty Rule 3335-5-19 (<http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html>) within the School of Health and Rehabilitation Sciences. Associated faculty may also participate in the council at the discretion of their Division Director and the School Director. The Council functions with a Steering Committee*

comprised of a chair, chair elect / vice chairman, secretary, and two members-at-large. Officers and members of the Steering Committee are elected from the ranks of the faculty of the School and serve for a term of two years. The Steering Committee establishes the agenda for each Council meeting and serves as the coordinating body for Council matters. Meetings are held at least once per semester during the Autumn and Spring Semesters of the academic year. Emergency meetings are called by the Steering Committee, if necessary.

- **Grand Rounds:** Bimonthly research presentations 11:30-12:30 Friday
- **State of the School address:** Held annually to report on status of school, faculty and students
- **December holiday party**
- **Annual award ceremony:** Celebration to recognize SHRS faculty and staff awards. Typically held in April.
- **End of year celebration:** Celebration of end of spring semester. Typically held week prior to final exams
- **Precommencement:** SHRS graduation. Held Saturday morning prior to university graduation.

TRAVEL

Request time off for professional activities/University related travel through eLeave.

Choose business related as the reason for leave.

For University-related travel, an eLeave request must be made and approved through the online request system. <https://etravel.osu.edu>.

This system requires you log on using your OSU log on ID and password. For your initial log-in to eTravel, you should designate Maureen Braughton as your travel assistant.

After you have logged onto the system, you will complete the required fields outlining your travel plans.

Complete a Travel Authorization Request form,

(see <https://osutransport.osu.edu/resources/>), Have it signed by your supervisor/Division Director and then submit to Maureen Braughton in 106 Atwell Hall at least 24 hours prior to your travel date.

This travel authorization request, when entered into eTravel, will generate a T-number for your travel. This is necessary for reimbursement to occur. If this does not occur, your reimbursement may be delayed for up to 90 days.

Submit your Travel Reimbursement Form (see <https://osutransport.osu.edu/resources/>), with all receipts – including meals (itemized receipts without alcohol), transportation, etc. to Maureen Braughton within 30 days of return from your travel.

Per Diem allowances are found here: <https://osutransport.osu.edu/traveling/travel-expenses/>. Division Directors will provide guidance for use of itemized receipts or straight Per Diem. If you have any questions, feel free to contact Maureen Braughton directly.

TEACHING IN SHRS

Course Assignments

The division director based on each faculty's expertise and the faculty's individual contract designates course assignments.

Textbook Orders

OSU uses Barnes and Noble for ordering textbooks for each course. Faculty can complete for each course here: <http://ohiostate.bncollege.com>. Create a faculty account that is linked to the courses for which you are the designated instructor. Brad Clucus coordinates textbook orders through Barnes and Noble. His phone number is: 614-293-2220. Please choose your textbook at least 90 days prior to the start of the semester as this allows for a significant savings for our students.

Classrooms

Classrooms for each course are assigned based on the course enrollment and room availability. Faculty should not request a particular room as rooms are coordinated through the medical center and cannot be changed. If a room is needed outside of course times, Amy Kennedy (Amy.Kennedy@osumc.edu) in the Academic Affairs office can assist you in locating a room.

Access to the classroom uses the medical center ID. Your ID will need to be coded by the IT office in SHRS. Computers in each classroom use your individual log-in name and password.

ALL room reservations must be made through Amy Kennedy. Please access <http://webapps.osumc.edu/VirtualEms/> prior to your request for availability. Amy will submit your desired days and times and will send your confirmation with reservation number back to you. If you are holding a meeting in a room outside of your regularly scheduled class time, you may use the link to confirm the space is reserved. Any parties using a room without confirmation may be asked to leave if it has not gone through this process and another party has reservations for the space. Conference rooms 116 and 228 are scheduled through Maureen Braughton (Maureen.Braughton@osumc.edu) with Amy Kennedy as a backup.

If there is a problem within a classroom space (broken furniture, etc.), please contact Academic Affairs in 206 Atwell Hall. If there are any problems with electronics or computers, please contact Bruce Noskowiak.

Course Administration

OSU uses a set of integrated web course tools to supplement and provide a course management system for faculty and students. This system referred to as CARMEN uses an application of CANVAS. Online information and workshop resources are here: <https://resourcecenter.odee.osu.edu/carmencanvas>. A recorded workshop for Canvas is here: <https://mediasite.osu.edu/Mediasite/Play/323c4349e03f4794bd28096386ae60c11d>

Within the college and school, there are several 'super users' of CANVAS – You may contact:

1. Taylor Scurlock (Taylor.Scurlock@osumc.edu) -office associate
2. Anand Khurma (Anand.Khurma@osumc.edu) – Instructional designer in the College of Medicine.

BuckeyeBox

BuckeyeBox is a free online cloud storage and collaboration tool for both faculty and students. This service provides users with the ability to easily store, access and share files and folders anywhere on any device. Information for use is here: <https://osu.account.box.com/login>

BuckeyeLink

BuckeyeLink is the OSU system for faculty, staff and students to manage everything from course registration to financial aid information. You will use your OSU ID (last name.#) to access this system. From the [faculty center](#), you can access your course roster, your teaching schedule, as well as submitting your grades at the end of the semester. <https://buckeyelink.osu.edu/>

Curriculum

All newly proposed courses and all significant course changes, as stated above, including but not limited to delivery process (online, hybrid, face to face); goals and objectives; and a significant change in content require a course request change. Minor changes such as a textbook do not require curricular approval. All course requests should begin with discussion with division director or division curriculum committee.

Curriculum Handbook

The SHRS Curriculum Handbook provides specific guidance for understanding all steps for submitting proposals for all new courses, course changes or program proposals/changes. This handbook is available under the Faculty Resources section of the SHRS website, OSUMC OneSource or from the Division Director or Director of Academic Affairs.

Teaching Evaluations

There are three types of teaching evaluations used during promotion and tenure decisions. Standard Student Evaluations of Instruction (SEI) are automatically available to each assigned course. The results of SEI are accessed from BuckeyeLink at the end of each semester. More information about SEI is found here: <https://registrar.osu.edu/faculty/sei/sei.asp>

Course and curriculum materials are included as a component of the professional dossier. Faculty are required to have peer-evaluation of their teaching during the probationary period (clinical, tenure track) and when seeking promotion. A senior faculty member evaluates junior faculty (assistant professors) once a year. Marcia Nahikian-Nelms, Director of Academic Affairs, assigns the peer evaluators each August. Peer evaluators should ask the faculty member to provide the course syllabus, the faculty member's philosophy of teaching statement, and teaching materials that are related to the class that is being evaluated. Peer

evaluators should use the SSHRS Teaching Evaluation Form (see Appendix D), to evaluate the faculty member's teaching. Peer evaluators write a letter that is sent to the to the faculty member's supervisor which summarizes their impressions of the faculty teaching and includes the completed evaluation form.

Additionally, peer evaluators may choose to meet with the faculty member to discuss the evaluation and/or provide mentorship on teaching in person.

Faculty are encouraged and may be required to have an external review of a course for course enhancement and/or promotion and tenure. The faculty member confers with the Division Director to determine a list of 5-6 individuals who would be appropriate to review the faculty member's course materials. The faculty member should select course materials that highlight their teaching abilities. The Division Director will contact the one selected reviewer and will send the materials for review.

Teaching Resources

Academic Affairs

The Office of Academic Affairs serves the school by facilitating individual course development, facilitating research for teaching and learning and promoting teaching best practices.

OSU Institute for Teaching and Learning

The institute's mission is to integrate and enhance ongoing teaching and learning efforts and to elevate their visibility and importance across the university and beyond.

Center for the Advancement of Teaching (UCAT)

UCAT's mission is to support and advocate for all who teach at Ohio State. UCAT's mission is to help Ohio State's teachers approach their work in a scholarly and reflective way, engaging with the research on effective pedagogies, thus promoting continuous improvement of student learning. Services include teaching workshops, individual classroom consultation, and course design institutes. You can find more information here: <http://ucat.osu.edu/> or call 614-292-3644.

Center for the Study and Teaching of Writing (CSTW)

The Writing Center offers free help with writing at any stage of the writing process for any member of the university community. During our sessions, consultants can work with you on anything from research papers to lab reports, from dissertations to résumés, from proposals to application materials. Appointments are available in-person at 4120 Smith Lab, as well as for online sessions. You may schedule an in-person or online appointment by visiting WOnline or by calling 614-688-4291. Please note that the Writing Center also offers daily walk-in hours—no appointment necessary—in Thompson Library

<https://cstw.osu.edu/writing-center>

ODEE

The Office of Distance Education's mission is to provide students on and off campus with an enriched educational experience for a lifetime of learning through technology-ready classrooms, centralized learning systems, innovations in technological pedagogy, and distance education opportunities. Their consultants can assist in course development and technology assistance for course design. ODEE also offers a sample online syllabus. You can learn more here:

<https://odee.osu.edu/instructors>

College of Medicine Ed Tech Team

The Education Technology team at the Office of Evaluation Curriculum Research and Development (OECRD) provides a variety of educational technology and instructional design. Services for faculty, staff and students at the College of Medicine. Whether you want to incorporate a new technology into a class to enhance student learning, develop an online module, or design/revise a course, they are there to help. <http://go.osu.edu/comedtech>.

College of Medicine

Education Support and Teaching Resources

- Office of Student Life
- Office of Medical Education
- Faculty Advancement, Mentoring, and Engagement (FAME)
- Center for Education and Scholarship

Health Sciences Library Resources

Extensive resources are available through the Health Sciences Library - 376 W. 10th Avenue. Faculty may place books on reserve for students here. Interlibrary loan for both articles and books is available. Faculty may request teaching and consultation to enrich both education and research. Other resources here include graphic design, poster printing and medical illustration.

<https://hsl.osu.edu/service-areas>

STUDENTS IN SHRS

Student Handbooks

The School of Health and Rehabilitation Sciences has a student handbook for both majors and pre-majors that covers all policies and procedures related to student academic and professional requirements. It is important that all faculty are aware that SHRS has an established student code of conduct that is consistent with the university student code of conduct. Please refer to this student handbook for any questions on procedures for steps that faculty should take in addressing these issues. The Handbook is posted on the school website here: <https://SHRS.osu.edu/academics/academic-resources/student-handbooks>. Additionally, each professional program has individual student handbooks that supplements the school handbook with topics specific to those programs. Attention to communication paths for faculty with students is crucial when handling any student concern.

Student Advising

The Office of Student Services currently advises all pre-major students and health science students. We currently have two pre-major advisors and two advisors assigned for our Health Sciences program. We have one program manager assigned as a liaison with our graduate programs. Our advisors are all Master's trained with experience in academic advising and career counseling. They coordinate recruitment, admissions, and orientation/registration for incoming freshmen and transfer students.

All SHRS professional students have both a faculty and a student services' advisor. The faculty advisor is in the student's program and the student services' advisor located in the Academic Affairs Office, 206 Atwell Hall. For more detailed information about advising responsibilities, see Appendix F.

The Advising Partnership: Role of Advisor and Advisee

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 curriculum and the student's 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.

FERPA: Neither the School nor any staff or the faculty can release certain data unless the student has signed a waiver for release of information. Student services advisors can look this up for you in the university student information system (electronically or verbally) without prior student permission. This prohibits the School and its' faculty and staff from sending credentials to prospective employers without a written request or permission. This also prohibits sharing student information with parents without a written completion of the FERPA release. You can verify FERPA release by contacting the Student Services office.

The advisor's 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:

- Share accurate information;
- Seek help before a situation escalates into a crisis;
- Prepare for advising appointments by seeking 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.

Classroom Management (See Policy #6 SHRS Student Handbook)

The student handbook describes the Academic Standards Conduct in the Classroom and Academic Learning Environment. If a faculty member feels that there is a violation of this policy, the division faculty member, Program Director, and/or Division Director will meet with the student regarding the claim of violation. See Appendix

Students Registered with Disability Services

The Office of Disability Services provides extensive information on the faculty role in addressing the needs for a student with disabilities. Please access this information:

<http://www.ods.ohio-state.edu/faculty-staff/>

Each syllabus must include the following statement:

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Student Athletes

OSU athletics advisors monitor academic progress for students who are members of an OSU athletic team. If an athlete is registered for a course, the faculty member will be contacted during the semester to complete class-monitoring forms.

Academic Misconduct (See Policy #2 SHRS Student Handbook)

SHRS follows the university standards set for academic misconduct:

If academic misconduct is suspected, the division faculty member, Program Director, and/or Division Director meet with the student regarding the claim of academic misconduct.

If the faculty determines that there was no academic misconduct, this meeting can be used as a learning opportunity to establish steps to avoid academic misconduct.

If there continues to be a suspicion of academic misconduct, SHRS Academic Affairs is notified and the faculty, program director and/or Division Director will make the referral to University Committee on Academic Misconduct (COAM). This referral is made using the university reporting system for Academic Misconduct. Steps for this referral are located:

<https://oaa.osu.edu/coam.html>

The student receives written notification to their OSU email that a referral to COAM has been made. All future communication will come directly from COAM.

Student Appeal Process (See Policy #5 SHRS Student Handbook)

If a student appeals a grade within a course, they must follow the process outlined below for establishing their appeal. As the faculty member, if a resolution does not occur, then you should alert your division director and the Director of Academic Affairs about the potential appeal by the student. The student must follow each appeal step in order:

Contact the instructor of record for grade appeal, in writing, outlining the circumstances and rationale for request. This should include a written description of the details describing the reasons you are contesting the grade. This letter should provide information that includes the course number any specific evidence that supports the student appeal. If resolution does not occur, appeal to Division/Program Director.

Contact the Division/Program Director for any academic action or grade appeal, in writing, outlining the circumstances and rationale for request. If resolution does not occur, appeal to Director, Academic Affairs.

Contact the Director of Academic Affairs for any academic action or grade appeal in writing outlining the circumstances and rationale for request. If resolution does not occur, appeal to Director, Health and Rehabilitation Sciences.

Contact the Director of SHRS for any academic action or grade appeal, after appealing to all of the preceding levels.

Social Networking (See Policy #7 SHRS Student Handbook)

SHRS and the College of Medicine have an established Social Networking policy for both students and faculty. Each faculty member, in a SHRS academic program, is required to set appropriate privacy settings for all social networking sites to prevent public dissemination of material related to SHRS, College of Medicine, The Ohio State University, any clinical site or any information that is prohibited.

Religious Holiday Observation (See Policy #9 SHRS Student Handbook)

The School policy on religious observations holds that every reasonable effort is made to help students and faculty avoid negative academic consequences when religious obligations conflict with academic course/clinical requirements. Faculty have been able to accommodate student needs such as allowing exiting from the classroom for daily prayers or excused absences for High Holy days. Even though we make every effort to accommodate participation in religious holidays and other religious observations, we ask that professional students recognize that the requirements of patient care and required clinical education are significantly different from standard classroom education and may require alternative arrangements. The religious calendar is here: <http://www.interfaith-calendar.org>.

Atwell Hall Building Regulations

Under the Ohio State University and Wexner Medical Center's non-smoking policy, smoking is prohibited on the entire campus, both inside and outside of all buildings. Smoking cessation programs are offered through the University Office of Human Resources and through the Student Health Services Office.

Food and drinks are not allowed within laboratories.

A faculty or senior staff member must be present for all student meetings held in the building before 7:00 a.m., after 7:00 p.m., and on weekends.

The SHRS Office of Student Services (206 Atwell) must approve all signs posted in the School.

Student organizations need to secure permission from the SHRS Office of Student Services before scheduling a fundraiser in the building.

Any maintenance problems within the building should be reported to the Maureen Braughton in the Administrative Office (106 Atwell Hall).

The Atwell Lobby is a wireless network environment where students can read journals and newspapers, and socialize. Students and faculty are responsible for replacing tables and chairs in their original positions as well as disposing trash in the provided receptacles.

The two seminar rooms, 124 and 126, are reserved by contacting the SHRS Student Services Office.

Student Study Space

Room 246 Atwell Hall is currently available for student study. Individual desks and group study rooms are available during regular business hours.

Room 246A is an interfaith prayer room.

BUILDINGSAFETY

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

Register to Receive Buckeye Alerts

If your cell phone number is already in Employee Self Service (for faculty/staff) or Buckeye Link (for students), then you are automatically registered for the Buckeye Alert text messaging system.

Faculty, staff and students have the ability to register up to two additional cell phone numbers to receive text message notifications. These additional phone numbers can belong to parents, spouses or anyone else they wish to include in the text message notifications.

In addition, you may also opt-in to receive notifications from multiple Ohio State campuses. More information about alert notices is available at <https://dps.osu.edu/alert-notice>.

Watch Ohio State's 'Surviving an Active Shooter' video

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

View: <https://dps.osu.edu/active-shooter>

Role of the Faculty Member in the Classroom

"The Ohio State University holds in high regard the health and safety of faculty, staff, students, and visitors. It is the policy of the University to provide a loss-control program that protects employees from occupational injuries and illnesses, protects University property from loss and damage, and protects the environment. Operational procedures as developed by University safety organizations will be implemented and enforced by all University department/administrative units consistent with the State of Ohio Public Employees Risk Reduction Program."

- Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar.
- Note any posted information for "Classroom Emergency Procedures". Know how to report an emergency from the classroom being used.
- Assure persons with disabilities have the information they need. The instructor should be familiar with the student's plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all

building alarms and emergencies.

As an instructor, what do I need to know about Emergency Preparedness?

Review the Building Emergency Action Plans (BEAP) and follow emergency procedures outlined within. A copy of the BEAP is located in every division office.

The “Instructor” is an authoritative figure for the student and can influence how the student responds in an emergency. Calm, collected and clear directions by the instructor will have a calming effect on the students. In order for the instructor to exhibit this controlled personae he or she must be prepared for emergencies.

Evacuation Routes

Unless unusual conditions dictate otherwise, the best evacuation route is the nearest stairway and out the nearest exit.

Emergency Assembly Points

After the class leaves the alarmed building or area, it is important for them to go to a pre-determined area where the presence of persons can be documented. This “safe area” will be a designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency. In some high-rise buildings the evacuation routes may lead occupants horizontally into another wing or down a couple of floors below the source of the alarm. These high-rise buildings may have Emergency Assembly Points for both inside and outside the building.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count or have students see if the students seated next to them are at the assembly point.

EVACUATION FOR PERSONS WITH DISABILITIES

If there is a person with a disability in the class, the instructor must be knowledgeable of their response and who may be assisting them. Four options are available to persons with disabilities:

1. *Horizontal Evacuation* to outside or another building, if available
2. *Stairway Evacuation*
3. *Stay in Place* unless danger is imminent
4. *Area of Refuge* if available

Elevators cannot be used during an emergency evacuation

Reporting to Building Emergency Coordinator

After exiting and accounting for students, the Building Emergency Coordinator will notify emergency personnel of persons missing or trapped or persons with disabilities that are waiting assistance in areas of refuge.

How to Report an Emergency

Check each classroom, lecture hall or laboratory for the nearest working telephone, the nearest life safety (fire) alarm pull station and the nearest fire extinguisher.

Fire -	Call 9-1-1 & Activate Fire Alarm Pull Station
Health/Police -	Call 9-1-1
Hazardous Material Spill -	Call 9-1-1
Facility or Utility Failure -	Call 2-6158

What Emergency Preparedness materials should I have with me at class?

- Roster
- Important telephone numbers (in addition to Emergency numbers)
- Department Administrator/Manager
- Classroom Services Student Services Other - as appropriate

Additional resources – click on each link to connect to the online information.

- [SHRS Curriculum Handbook](#)
- [SHRS Research Manual](#)
- [SHRS APT Documents](#)
- Ohio State University Faculty Policies and Procedures, Office of Academic Affairs Policies and Procedures Handbook
- Policy on Faculty Professional Leave Policy on Paid External Consulting
- Paid External Consulting Approval Form Policy on Faculty Conflict of Commitment Policy on Faculty Financial Conflict of Interest
- College of Medicine Governance
- Center for Faculty Advancement, Mentoring and Engagement Calendar of Events
- Career Development Resources Mentoring
- Online Faculty Development: FD4ME Center for Continuing Medical Education
- Form for Exclusion of Time from Probationary Period Form for Notification of Birth or Adoption
- Faculty Annual Review Policy Prior Health Sciences Library
- [Employment Benefits](#)
- [Life Events](#)
- [Your Plan for Health](#)
- [Faculty Complaints](#)
- [Faculty Ombudsman](#)
- [Resources for New Faculty](#)
- [Relocating to Columbus Medical Center Maps OSU Campus Map Academic Calendar](#)
- [Approved Class Times for Academic Calendar](#)
- [Faculty/Staff Assistance Program](#)
- [Guide to Disruptive or Distressed Individuals](#)

Appendix A

[First 90 Days – Checklist \(https://oaa.osu.edu/assets/files/documents/90Days.pdf\)](https://oaa.osu.edu/assets/files/documents/90Days.pdf)

Appendix B

Onboarding Checklist

Faculty Photo	
Bio for Webpage	
Employee Health	
Immunizations	
University ID	
Employee Self-Service	
Vacation/Sick/Business Related Leave	
One Source	
Parking/Public Transit/Parking passes	
Keys and Building Access	
Office Telephone	
Business Cards	
Annual online Training	
Mail	
Supplies	
Copy/Fax	
P-card	
eRequest	
Computer access	
Travel	
Textbook Orders	
Classrooms	
Course Administration	
Grading Procedures	
Recording Lectures	
BuckeyeBox	
Curriculum Handbook	
Teaching Evaluations	
Teaching Resources	
Student Handbooks	
Student Advising	
Classroom Management	
Academic Misconduct	
Student Appeal Process	
Social Networking	
Religious Holiday	
Atwell Hall Regulations	
Building Safety	
Research Handbook	

Appendix C

Business Card Template

Name, Credentials, Title

School of Health and Rehabilitation Sciences Division Name

Office Number Street Address Phone

Email

Fax 614-292-0210

School of Health and Rehabilitation Sciences

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

POLICY 1 Academic Standards: Code of Ethics:

WHEREAS: Guidelines for acceptable academic, professional and personal behavior for all students enrolled in the School of Health and Rehabilitation Sciences at The Ohio State University will be available to each student, and; WHEREAS: Preparation of the student on future professional and personal conduct is part of the obligation of the educational process, and;

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

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

Policy Details:

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

1. The human dignity of each individual with whom the student associates will be respected, with primary concern being directed toward the welfare of the person served. In entering the health professions, the student assumes definite responsibilities and commits to the upholding of professional ideals.
2. The student will respect and protect the confidentiality of all privileged information and will voluntarily share such information only when it serves the welfare of the patient or fellow student.
3. The student will rise above all prejudices in their professional behavior.
4. The student will strive to improve and maintain acceptable professional ethics, standards of professional practice, and legal requirements for practice by continued intellectual and professional growth.
5. The student will act with honesty in all endeavors.
6. The student will strive to uphold the dignity and respect the chosen profession by appropriate dress, personal appearance, conduct, and conversation.
7. The student will avoid the indiscriminate or overindulgent use of alcohol, tobacco, prescribed medications, and other similar items that may adversely affect the student's health or ability to function with adequate reason and judgment.
8. The student will uphold personal conduct so as to avoid endangering self and others, and to avoid interference with the normal procedures of the academic or clinical environment.
9. The student will inform the appropriate authority if he/she is witness to or participates in improper, illegal, or unethical conduct.

Procedures:

1. **Division/Program Level Review:** If a code of ethics violation is suspected or alleged, the Program Director, and/or Division Director will meet with the student to explore the details and circumstances of the claim of ethics violation.
 - a. **No Violation:** If the Program/Division Director determines that there was no evidence of or intent for an ethics violation, this meeting can be used as a learning opportunity to review the Code of Ethics.

- i. Undergraduate Students: Documentation of the meeting and its findings are sent to the Director of Academic Affairs within 7 business days and will be retained.
 - ii. Graduate Students: Documentation of the meeting and its findings are sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days and will be retained.
- b. **Possible Violation:** If the Program/Division Director determines that a Code of Ethics violation may have occurred, the Director of Academic Affairs in HRS is notified and provided with supporting information (see 2.b.i below) within 7 business days.
 - i. Undergraduate Students: Documentation of the meeting and its findings are sent to the Director of Academic Affairs within 7 business days and will be retained. (See 2ai1 below)
 - ii. Graduate Students: Documentation of the meeting and its findings are sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days and will be retained. (See 2ai2 below)

2. **HRS Academic Affairs / Student Services Committee Level Review:**

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

- iii. Repeated Minor Violation(s) A warning letter will be sent from Division/Program Director to the Student indicating additional future violations may be considered to be serious and lead to more severe disciplinary action(s).
 - iv. Serious Violation. The nature of the offense is serious enough that disciplinary action is indicated.
 - 1. The student will be placed on academic probation for a stipulated period of time that may be up to the remainder of their educational program.
 - 2. Any conditions to be placed on the student relative to this violation are made in writing to the student and to the Director of Academic Affairs in HRS within 7 business days of the decision via OSU email account.
 - 3. As a condition of their continued enrollment in the program, the student must complete additional learning and assessment activities, as determined by the Program/Division Director, in order to remediate the ethical deficiency and ensure that the student understands and is capable of upholding the standards.
 - 4. Depending on the nature and severity of this violation, the student's prior disciplinary history, and/or inability to complete conditions of probation, the student may be recommended to HRS Executive Committee for Program Disenrollment.
3. **Appeal** – appeal processes are described in HRS Student Handbook Policy number 5.

Contacts:

Subject	Office	Telephone	E-mail/URL
Academic Affairs	206 Atwell Hall	614-292-4758	Marcia.nahikian-nelms@osumc.edu Amy.kennedy@osumc.edu (Administrative assistant)
Student Services Committee	Academic Affairs Lisa Terek 206 Atwell Hall	614-685-1561	Lisa.terek@osumc.edu
Director, Graduate Studies	Dr. James Onate 228 Atwell Hall	614-292-1632	Onate.2@osu.edu

School of Health and Rehabilitation Sciences

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

POLICY 2 Academic Standards: Academic Misconduct:

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

Definitions:

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, on field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor or, where appropriate, a project/research supervisor;
6. Submission of work not performed in a course: This includes (but is not limited to) instances where a student fabricates and/or falsifies data or information for a laboratory experiment (i.e., a "dry lab") or other academic

assignment. It also includes instances where a student submits data or information (such as a lab report or term paper) from one course to satisfy the requirements of another course, unless submission of such work is permitted by the instructor of the course or supervisor of the research for which the work is being submitted;

7. Submitting plagiarized work for a course/program assignment; course or supervisor of the research for which the work is being submitted;
8. Falsification, fabrication, or dishonesty in conducting or reporting laboratory (research) results;
9. Serving as or asking another student to serve as a substitute (a "ringer") while taking an exam;
10. Alteration of grades in an effort to change earned credit or a grade;
11. Alteration and/or unauthorized use of university forms or records.

Procedures:

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

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

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

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

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

Contacts:

Office		Telephone	E-mail/URL
Academic Misconduct	COAM Room 107, 33. W. 11th Ave. Columbus, OH 43201-2013	614-292-7262	https://oaa.osu.edu/coam.html coam@osu.edu
Academic Affairs	206 A Atwell Hall	614-292-4758	Marcia.nahikian-nelms@osumc.edu Amy.kennedy@osumc.edu (Administrative assistant)

History:

Issued: Spring 2016
 Revised: May 2018
 Submitted by: School of Health and Rehabilitation Sciences
 Approved by: HRS Executive Committee

School of Health and Rehabilitation Sciences

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

POLICY3 Academic Standards: GPA Requirements

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

Definitions:

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
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
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)	<p>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.</p> <p>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</p>
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Policy Details:

1. The Ohio State University requires maintenance of a GPA \geq 2.0. See: <https://registrar.osu.edu/>
2. The Ohio State University Graduate School requires maintenance of a GPA \geq 3.0 for all graduate students. See: <https://gradsch.osu.edu/handbook>
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 specific GPA and course requirements: Please see individual program handbooks for these details.

Procedures:

1. Major undergraduate:

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

2. Graduate Student:

- a. If the cumulative GPA falls below 3.0, probation is issued by the Graduate School.
- b. The Director of Graduate Studies, in consultation with the Division or Program Director, determines a plan for improvement.
- c. The Division or Program director meets with the student to outline the conditions and written documentation is placed in the student file.
- d. The student on probation, whose record continues to deteriorate, will be warned that dismissal from the graduate program is likely if the record does not improve. Special warnings include performance criteria tailored to the individual student, usually in consultation with the Graduate Studies Committee chair, Division Director and the Graduate School.

See: <https://gradsch.osu.edu/handbook>

Contacts:

Subject	Office	Telephone	E-mail/URL
Academic Affairs	206 Atwell Hall	614-292-4758	Marcia.nahikian- nelms@osumc.edu Amy.kennedy@osumc.edu (Administrative assistant)
Graduate Studies Chairperson	228 Atwell Hall	614-292-1632	Dr. Jimmy Onate Onate.2@osu.edu
Graduate	250 University Hall 230 N	614-292-6031	https://gradsch.osu.edu/

School of Health and Rehabilitation Sciences

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

POLICY4 Academic Standards: Course Category Requirement

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

Definitions:

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.

Procedure:

1. Major undergraduate:

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

Contacts:

Subject	Office	Telephone	E-mail/URL
Academic Affairs	206 Atwell Hall	614-292-4758	Marcia.nahikian-nelms@osumc.edu Amy.kennedy@osumc.edu (Administrative assistant)
Student Services	206 Atwell Hall	614-292-0210	HRStudentservices@osumc.edu
HRS Graduate Studies	228 Atwell Hall	614-292-1632	Onate.2@osu.edu

School of Health and Rehabilitation Sciences

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

POLICY5 Academic Standards: Student Appeal Process

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

Definitions:

Term	Definition
<p>Academic Action for Undergraduate Professional or admitted Health Science Students</p> <p>Appeal</p>	<p>Academic Action refers to:</p> <p>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 issued by the SHRS advising office in collaboration with the program director. We strongly recommend that you consult with an academic advisor about possible strategies to improve your academic standing.</p> <p>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. Your college or program office will notify you of your status and specify the conditions of probation, including the minimum grade-point average you must achieve in the following semester to avoid program disenrollment. You should consult with an academic advisor. When you have satisfied the remediation required for your probation, then you may be removed from probation.</p> <p>Program Disenrollment- If you have not fulfilled conditions of a probation, incur additional violation(s) or you are at risk of being dismissed from your program. Decisions about disenrollment are made on a case-by-case basis, given serious thought, and are NOT made without warning. Disenrolled students are always notified of their status. If you are disenrolled from a program, you are not disenrolled from the school or university. We strongly recommend that you consult with an academic advisor about possible strategies to improve your academic standing.</p> <p>University Dismissal - If you remain in academic difficulty for an extended period of time, you are at risk of being dismissed from the university. There is no particular cumulative GPA that warrants a dismissal. Decisions about dismissal are made on a case-by-case basis, given serious thought, and are NOT made without warning. You are</p>
	<p>Request for a reversal of a decision made in regard to academic violations and actions. See Policy 5.</p>

PolicyDetails:

1. For matters relating to a specific course, students must first contact the course instructor; then if necessary, the division/program director in which the course is offered.
2. For matters relating to academic action (see above), students must first contact the division/program director. If resolution does not occur to the student's satisfaction, the student may appeal to the Director of Academic Affairs who will make a referral to the Student Services Committee. The Student Service Committee is comprised of faculty from each division and the director of student services. The faculty member representing the student's home program will recuse from the decision.
3. If resolution does not occur with the committee review, the student may appeal to the Director of the School of Health and Rehabilitation Sciences.

Procedures:

The student must follow each appeal step in sequence:

1. **Contact the instructor of record for grade appeal**, in writing, outlining the circumstances and rationale for request within 7 business days of the relevant event. This should include a written description of the details describing the reasons you are contesting the grade. This letter should provide information that includes the course number any specific evidence that supports the student's appeal. If resolution does not occur, appeal may be made to Division/Program Director.
2. **Contact the Division/Program Director for any academic action or 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 Studies:** If resolution does not occur, appeal may be made to Director of Graduate Studies.
3. **Undergraduate Students:**
 - a. Contact the Director of Academic Affairs for any academic action or grade appeal in writing outlining the circumstances and rationale for request.
 - b. The Director of Academic Affairs will refer any appeal to the Student Services Committee within 7 business days of receiving the request for appeal.
 - c. The committee will hold a hearing to review the appeal within 14 business days of receiving the request and the student will be notified of the hearing date, time and location within 4 business days of the request. Within 7 business days following this hearing, the student will receive information regarding the decision from the Student Services Committee.
 - d. If resolution does not occur, appeal may be made to the Director of the School of Health and Rehabilitation Sciences.
4. **Graduate Students:**
 - a. Contact the Director of Graduate Studies for any academic action or grade appeal in writing outlining the circumstances and rationale for request.
 - b. The Director of Graduate Studies will refer any appeal to the Graduate Studies Committee within 7 business days of receiving the request for appeal.

c. The committee will hold a hearing to review the appeal within 14 business days of receiving the request and the student will be notified of the hearing date, time and location within 4 business days of the request. Within 7 business days following this hearing, the student will receive information regarding the decision from the Graduate Studies Committee.

d. If resolution does not occur, appeal may be made to the Director of the Academic Affairs.

4. The student has the option to attend the Committee hearing related to their appeal.

a. At the hearing, the student has the option to present their case verbally (in addition to their prior written appeal submission) and to answer questions of the appeal panel. Once the student has presented their case and answered any questions, they will be excused from the deliberations of the committee.

b. If the student chooses to not attend the hearing, the appeal will be reviewed as scheduled on the basis of the information available, and a decision will be made. No inference may be drawn against a student for failing to attend a hearing.

5. The student may have supporters present at any appeal hearing.

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

b. If this support is from a legal representative, notice must be given to the committee no less than 7 business days prior to the hearing. If a student has legal representation, the university’s legal representation will be required to be present for the appeal hearing.

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

Contacts:

Subject	Office	Telephone	E-mail/URL
HRS Academic Affairs	206 Atwell Hall	614-292-4758	Marcia.Nahikian- Nelms@osumc.edu Administrative Assistant: Amy.Kennedy@osumc.edu
HRS Student Services	206 Atwell Hall	614-292-0210	HRStudentservices@osumc.edu
HRS Graduate Studies	228 Atwell Hall	614-292-1632	Onate.2@osu.edu
Director HRS	106 Atwell Hall	614-247-4217	Dr. Deborah Larsen Administrative Assistant: Adam.Clouser@osumc.edu

School of Health and Rehabilitation Sciences

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

POLICY 6 Academic Standards: Conduct in the Classroom and Academic Learning Environment:

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

Definitions:

Term	Definition
Code of Student Conduct at The Ohio State University	The code of student conduct 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

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

11. Communicate in an appropriate and respectful manner with fellow students, faculty, visitors, and staff.
12. Any HRS instructor has authority as an institutional official for The Ohio State University to exercise control over the learning environment in the classroom or at any learning site on or off campus. This includes removing a student from class if, in the judgment of the instructor, the student's behavior is inappropriate and is interfering with the learning environment.
13. The instructor is free to exercise reasonable judgment to maintain the integrity, safety, and effectiveness of the learning environment. Students who refuse to comply with direct instructions to leave the class by an instructor are by definition in violation of the code of student conduct for the university and may be removed from class by campus police and subject to further disciplinary action.

Procedures:

1. **Division/Program Level Review:** If a classroom/academic environment violation is suspected or alleged, the Program Director, and/or Division Director will meet with the student to explore the details and circumstances of the violation.
 - a. No Violation: If the Program/Division Director determines that there was no evidence of or intent of violation, this meeting can be used as a learning opportunity to review the policy.
 - i. **Undergraduate Students:** Documentation of the meeting and its findings is sent to the Director of Academic Affairs within 7 business days and will be retained.
 - ii. **Graduate Students:** Documentation of the meeting and its findings is sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days and will be retained.
 - b. Possible Violation: If the Program/Division Director determines that a classroom/academic environment behavior violation may have occurred, the Director of Academic Affairs in HRS is notified and provided with supporting information (see 2.b.i below) within 7 business days.
 - i. **Undergraduate Students:** Documentation of the meeting and its findings is sent to the Director of Academic Affairs within 7 business days and will be referred to the appropriate review committee. See 2ai1 below.
 - ii. **Graduate Students:** Documentation of the meeting and its findings is sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days and will be referred to the appropriate review committee. See 2ai2 below.
2. **HRS Academic Affairs / Student Services Committee Level Review:**
 - a. The HRS Director of Academic Affairs will refer the case within 7 business days to the appropriate committee for review and decision.
 - i. Appropriate Committee:
 1. **Undergraduate students:** written referral is made to the HRS Student Services Committee for review and decision.
 2. **Graduate Students:** written referral is made to the HRS Director of Graduate Studies and the Graduate Studies Committee for review and decision.
 - b. The Director of Graduate Studies will notify the graduate school if the violation results in failure of academic course – i.e. “failure to progress”. All communication to the student will occur after this point from The Graduate School.
 - i. Committee members with a conflict of interest, including all members from the student's program/division will recuse themselves from consideration of the case
 - c. The committee schedules a hearing where they will review and act on the case.
 - i. The committee must provide notice to the student (to their OSU email account) of the hearing date, time, and location at least 14 business days in advance of the hearing. The notification should include the following:
 1. A copy of this policy (HRS Academic Standards Policy 10) from the HRS Student Handbook

2. Written notice of allegations including time, place and description of the alleged violation, and the specific policy (ies) alleged to have been violated.
 3. The student may respond to the allegations in writing (to the HRS Director of Academic Affairs) within 7 business days after notification.
- ii. The student shall be presumed to be innocent of the allegations unless a preponderance of the evidence presented demonstrates their guilt.
 - iii. The student may attend the hearing to respond to allegations, present relevant evidence and answer questions from the committee. In the event that witnesses provide information at the hearing, the student may pose relevant questions to the witness (es).
 1. If the student does not attend the hearing or remains silent, the allegations will be reviewed as scheduled and a decision will be made on the basis of the information available to the committee.
 2. The student's choice to not attend the hearing or to remain silent shall not be held against them.
 - iv. The student may have supporters present at the hearing.
 1. The student must submit a list of supporting individuals no less than 2 business days before the scheduled hearing.
 2. If this support is from a legal representative, they may advise the student but not address the committee. Notice that a legal representative will attend must be given to the committee no less than 7 business days prior to the hearing and the university's legal representation will then also be present for the hearing.
- c. Committee Action: The reviewing committee will make one of the following recommendations:**
- i. No Violation Evident. No further action.
 - ii. Minor Violation. The nature of the violation is such that the offense can be treated as a learning opportunity and no formal disciplinary action is indicated
 - iii. Repeated Minor Violation(s) A warning letter will be sent from Division/Program Director to the Student indicating additional future violations may be considered to be serious and lead to more severe disciplinary action(s).
 - iv. Serious Violation. The nature of the offense is serious enough that disciplinary action is indicated.
 1. The student will be placed on academic probation for a stipulated period of time that may be up to the remainder of their educational program.
 2. Any conditions to be placed on the student relative to this violation are made in writing to the student and to the Director of Academic Affairs in HRS within 7 business days of the decision via OSU email account.
 3. As a condition of their continued enrollment in the program, the student must complete additional learning and assessment activities, as determined by the Program/Division Director, in order to remediate the ethical deficiency and ensure that the student understands and is capable of upholding the standards.
 4. Depending on the nature and severity of this violation, the student's prior disciplinary history, and/or inability to complete conditions of probation, the student may be recommended to HRS Executive Committee for Program Dismissal.
3. Appeal – appeal processes are described in HRS Student Handbook Policy number 5.

Resources:

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

HRS Policy # 1 Academic Standards Code of Ethics HRS Policy # 7 Academic Standards Social Networking HRS Policy # 10 Academic Standards Professional Dress

HRS Policy # 12 Academic Standards for Clinical Practice_HIPAA complianc

Contacts:

Subject	Office	Telephone	E-mail/URL
Code of Student Conduct at The Ohio State University	550 Lincoln Tower 1800 Cannon Drive Columbus OH 43210	614-292-0748	http://studentconduct.osu.edu/ studentconduct@osu.edu
Student Conduct Committee	Lisa Terek Student Services 206 Atwell Hall	614-685-1561	Lisa.Terek@osumc.edu
HRS Academic Affairs	206A Atwell Hall	614-292-4758	Marcia.Nahikian- Nelms@osumc.edu Administrative Assistant- Amy.Kennedy@osumc.edu
HRS Graduate Studies Director	228 Atwell Hall	614-292-1632	Onate.2@osu.edu

History:

Issued: May 2017
Revised: May 2018
Submitted by: School of Health and Rehabilitation Sciences
Approved by: HRS Executive Committee

School of Health and Rehabilitation Sciences

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

POLICY7 Academic Standards: Social Networking

Definitions:

Term	Definition
Social Networking	The use of various internet sites to connect people via web based technology. This includes but is not limited to Facebook, Flickr, Twitter, Instagram, Vine, Snapchat, web blogs, or chat rooms.
Publically 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 insure that social networking does not erode the values of the healthcare profession or damage the reputation of the profession, the school, College of Medicine, medical center or the University.

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 and the University.
3. The student will not write about patients (including pictures of procedures or components of medical care) in any manner even if the patient’s names or medical record numbers are removed. This is a violation of the HIPAA privacy act. (See Policy #12).
 - a. The student will not write defamatory comments about faculty, staff, students, and health professionals within the School, Medical Center and the University, or at any internship or clinical training site.
 - b. The student will not post someone else’s work (including from internet sites) without attribution.
 - c. The student will not post pictures or descriptions that demonstrate participation of students, faculty, or staff engaging in behavior that is unprofessional or sensitive in nature.
 - d. The student will not post any academic materials, either in total or even in small parts that are available only to students in the program. This includes examinations, questions from class, exams, or quizzes, recordings of lectures or other course content, PowerPoints, or any written course materials.
 - e. Students should avoid personal relationships (e.g., friending on Facebook) with faculty, staff preceptors in HRS and patients through social networking until after their degree is awarded and there is no longer a power differential or

supervisory relationship. Relationships between students, faculty, and staff in social networking communities limited to professional work, such as LINKEDIN, are acceptable. See OSU Policy 1.15.

Procedures:

1. **Division/Program Level Review:** If a social networking violation is suspected or alleged, the Program Director, and/or Division Director will meet with the student to explore the details and circumstances of the violation.
 - a. No Violation: If the Program/Division Director determines that there was no evidence of or intent of violation, this meeting can be used as a learning opportunity to review the Social Networking Policy.
 - i. **Undergraduate Students:** Documentation of the meeting and its findings is sent to the Director of Academic Affairs within 7 business days and will be retained.
 - ii. **Graduate Students:** Documentation of the meeting and its findings is sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days and will be retained.
 - b. Possible Violation: If the Program/Division Director determines that a Social Networking violation may have occurred, the Director of Academic Affairs in HRS is notified and provided with supporting information (see 2.b.i below) within 7 business days.
 - i. **Undergraduate Students:** Documentation of the meeting and its findings is sent to the Director of Academic Affairs within 7 business days and will be referred to the appropriate review committee. See 2ai1 below.
 - ii. **Graduate Students:** Documentation of the meeting and its findings is sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days and will be referred to the appropriate review committee. See 2ai2 below.
2. **HRS Academic Affairs / Student Services Committee Level Review:**
 - a. The HRS Director of Academic Affairs will refer the case within 7 business days to the appropriate committee for review and decision.
 - i. Appropriate Committee:
 1. **Undergraduate students:** written referral is made to the HRS Student Services Committee for review and decision.
 2. **Graduate Students:** written referral is made to the HRS Director of Graduate Studies and the Graduate Studies Committee for review and decision.
 - a. The Director of Graduate Studies will notify the graduate school if the violation results in failure of academic course – i.e. “failure to progress”. All communication to the student will occur after this point from The Graduate School.
 - ii. Committee members with a conflict of interest, including all members from the student’s program/division will recuse themselves from consideration of the case
 - a. The committee schedules a hearing where they will review and act on the case.
 - i. The committee must provide notice to the student (to their OSU email account) of the hearing date, time, and location at least 14 business days in advance of the hearing. The notification should include the following:
 1. A copy of this policy (HRS Academic Standards Policy 10) from the HRS Student Handbook
 2. Written notice of allegations including time, place and description of the alleged violation, and the specific policy (ies) alleged to have been violated.
 3. The student may respond to the allegations in writing (to the HRS Director of Academic Affairs) within 7 business days after notification.
 - ii. The student shall be presumed to be innocent of the allegations unless a preponderance of the evidence presented demonstrates their guilt.
 - iii. The student may attend the hearing to respond to allegations, present relevant evidence and answer questions from the committee. In the event that witnesses provide information at the hearing, the student may pose relevant questions to the witness(es).
 1. If the student does not attend the hearing or remains silent, the allegations will be reviewed as scheduled and a decision will be made on the basis of the information available to the committee.
 2. The student’s choice to not attend the hearing or to remain silent shall not be held against them.
 - iv. The student may have supporters present at the hearing.

1. The student must submit a list of supporting individuals no less than 2 business days before the scheduled hearing.
 2. If this support is from a legal representative, they may advise the student but not address the committee. Notice that a legal representative will attend must be given to the committee no less than 7 business days prior to the hearing and the university's legal representation will then also be present for the hearing.
- b. Committee Action: The reviewing committee will make one of the following recommendations:
- i. No Violation Evident. No further action.
 - ii. Minor Violation. The nature of the violation is such that the offense can be treated as a learning opportunity and no formal disciplinary action is indicated
 - iii. Repeated Minor Violation(s) A warning letter will be sent from Division/Program Director to the Student indicating additional future violations may be considered to be serious and lead to more severe disciplinary action(s).
 - iv. Serious Violation. The nature of the offense is serious enough that disciplinary action is indicated.
 1. The student will be placed on academic probation for a stipulated period of time that may be up to the remainder of their educational program.
 2. Any conditions to be placed on the student relative to this violation are made in writing to the student and to the Director of Academic Affairs in HRS within 7 business days of the decision via OSU email account.
 3. As a condition of their continued enrollment in the program, the student must complete additional learning and assessment activities, as determined by the Program/Division Director, in order to remediate the ethical deficiency and ensure that the student understands and is capable of upholding the standards.
 4. Depending on the nature and severity of this violation, the student's prior disciplinary history, and/or inability to complete conditions of probation, the student may be recommended to HRS Executive Committee for Program Disenrollment.

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

Contacts:

Subject	Office	Telephone	E-mail/URL
Student Services Committee	Lisa Terek Student Services 206 Atwell Hall	614-685-1561	Lisa.Terek@osumc.edu
HRS Academic Affairs	206A Atwell Hall	614-292-4758	Marcia Nahikian- Nelms@osumc.edu Administrative Assistant Amy.Kennedy@osumc.edu
HRS Graduate Studies	228 Atwell Hall	614-292-1632	Oonate.2@osu.edu

School of Health and Rehabilitation Sciences

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

POLICY 8 Academic Standards Family Education Rights and Privacy Act (FERPA)

Neither the School nor any staff or faculty members can release certain data without prior student permission. This prohibits the School and its' faculty and staff from sending credentials to prospective employers without a written request or permission. This also prohibits sharing student information with parents without a written completion of the FERPA release.

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:

Ohio State's policies and procedures regarding FERPA is online at: <https://parent.osu.edu/resources/academic/ferpa>

Information on steps to complete a privacy request can be found here:

http://registrar.osu.edu/policies/privacy_release_student_records.pdf.

Resources:

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

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

Forms: Authorization to Release Information, registrar.osu.edu/policies/ferpa_authorization_release_information.pdf

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

Additional information: FERPA regulations and recent guidance, AACRAO, acrao.org/resources/compliance/ferpa
Department of Education, 1-800-872-5327, 2.ed.gov/policy/gen/guide/fpc/ferpa/index.html

Contacts:

Subject	Office	Telephone	E-mail/URL
Policy interpretation; referral to area responsible for maintaining record(s).	Office of the University Registrar	614-292-9330	registrar@osu.edu

School of Health and Rehabilitation Sciences

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

POLICY9 Academic Standards: Religious Observation

Policy Details:

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.

Although the School makes every effort to accommodate participation in religious holidays and other religious observations, professional students should recognize that the requirements of patient care and required clinical education are significantly different from standard classroom education and may require alternative arrangements.

Procedures:

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

Contacts:

Subject	Office	Telephone	E-mail/URL
Religious calendar			http://www.interfaith-calendar.org/

School of Health and Rehabilitation Sciences

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

POLICY10 Academic Standards: Clinical Practice Professional Dress

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

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

Definitions:

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

Policy Details:

Expectations for all students in the school are as follows.

1. Business casual dress is recommended for most professional environments.
2. Clothing should be clean, fit appropriately, and should not be overly revealing.
3. Clothing must not include language except for university, college and program insignia (e.g., profanity, hate speech, anti-social sentiments, personal, religious, and social beliefs.) This includes patches, buttons or any attachments to clothing.
4. Clothing that is intended only for the clinic should not be worn to class. Clothing soiled from work in the clinic may never be worn back to class; the student must bring a clean change of clothes.
5. Appropriate undergarments should be worn at all times.
6. Hats are not to be worn inside classrooms unless they are required parts of a uniform.
7. Shoes and socks are required in clinical settings. Sandals are not appropriate; the foot should be covered according to Occupational Safety and Health Administration (OSHA guidelines).
8. Visible piercings, other than the ears, are not permitted. Students should avoid wearing jewelry because it can scratch patients, snag clothing or interfere with learning or clinical activities. Small rings and engagement or wedding rings are usually acceptable; however, rings with elevated stones may scratch patients and may need to be removed.

9. Visible tattoos are not permitted. Tattoos can be hidden by clothing or obscuring make-up.
10. Smoking and the use of any tobacco products is not permitted in any buildings or on the grounds of the Ohio State campus. The student cannot smoke at any clinical site.
11. To avoid transmission of pathogens, eating is not permitted in any patient care area. Students are not allowed to eat in the midst of practicing clinical skills during lab. Hands must be washed before and after eating for clinical work or clinical skills practice.
12. Body cleanliness is important in all academic and clinical settings. Improper personal hygiene may result in academic action. Use of deodorant is recommended. Perfumes, colognes and aftershave lotions may be used in moderation. Some settings may prohibit these based on specific patient needs.
13. Hair should be kept clean and well-groomed or styled; extreme styles may be unacceptable. Long hair should be tied back to avoid interference with patient care activities.
14. Fingernails should be kept clean and trimmed. Artificial nails are prohibited due to their potential to harbor bacteria. Likewise, nail jewelry or nail art are prohibited. Nails should be clean and manicured and kept less than ¼ inch long past the tip of the finger. Nail polish is typically prohibited in situations requiring aseptic care. A colored nail polish is often not allowed in the clinical setting. If worn, nail polish should be of a single color and not chipped, cracked, or peeling.
15. Pants must fit at or above the waist and must not reveal underwear or the skin below the waist.
16. Shorts are acceptable in some settings but should extend to the mid-thigh or below.
17. Shirts must either be tucked in or come below the level of the pants so that will not ride up when bending over or reaching overhead.
18. Skirt length shall be no shorter than three inches above the top of the knee; Split skirts and dress shorts are permitted, provided that they fall within skirt guidelines.
19. Facial make-up should be applied in moderation.
20. Note: Exceptions to these requirements for religious preference require prior approval of the student's division/program director

Procedures:

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

review and decision.

- i. Appropriate Committee:
 1. **Undergraduate students:** written referral is made to the HRS Student Services Committee for review and decision.
 2. **Graduate Students:** written referral is made to the HRS Director of Graduate Studies and the Graduate Studies Committee for review and decision.
 - a. The Director of Graduate Studies will notify the graduate school if the violation results in failure of academic course – i.e. “failure to progress”. All communication to the student will occur after this point from The Graduate School.
 - ii. Committee members with a conflict of interest, including all members from the student’s program/division will recuse themselves from consideration of the case
- a. The committee schedules a hearing where they will review and act on the case.
- i. The committee must provide notice to the student (to their OSU email account) of the hearing date, time, and location at least 14 business days in advance of the hearing. The notification should include the following:
 1. A copy of this policy (HRS Academic Standards Policy 10) from the HRS Student Handbook
 2. Written notice of allegations including time, place and description of the alleged violation, and the specific policy (ies) alleged to have been violated.
 3. The student may respond to the allegations in writing (to the HRS Director of Academic Affairs) within 7 business days after notification.
 - ii. The student shall be presumed to be innocent of the allegations unless a preponderance of the evidence presented demonstrates their guilt.
 - iii. The student may attend the hearing to respond to allegations, present relevant evidence and answer questions from the committee. In the event that witnesses provide information at the hearing, the student may pose relevant questions to the witness (es).
 1. If the student does not attend the hearing or remains silent, the allegations will be reviewed as scheduled and a decision will be made on the basis of the information available to the committee.
 2. The student’s choice to not attend the hearing or to remain silent shall not be held against them.
 - iv. The student may have supporters present at the hearing.
 1. The student must submit a list of supporting individuals no less than 2 business days before the scheduled hearing.
 2. If this support is from a legal representative, they may advise the student but not address the committee. Notice that a legal representative will attend must be given to the committee no less than 7 business days prior to the hearing and the university’s legal representation will then also be present for the hearing.
- b. Committee Action: The reviewing committee will make one of the following recommendations:
- i. No Violation Evident. No further action.
 - ii. Minor Violation. The nature of the violation is such that the offense can be treated as a learning opportunity and no formal disciplinary action is indicated
 - iii. Repeated Minor Violation(s) A warning letter will be sent from Division/Program Director to the Student indicating additional future violations may be considered to be serious and lead to more severe disciplinary action(s).
 - iv. Serious Violation. The nature of the offense is serious enough that disciplinary action is indicated.
 1. The student will be placed on academic probation for a stipulated period of time that may be up to the remainder of their educational program.
 2. Any conditions to be placed on the student relative to this violation are made in writing to the student and to the Director of Academic Affairs in HRS within 7 business days of the decision via OSU email account.
 3. As a condition of their continued enrollment in the program, the student must complete additional learning and assessment activities, as determined by the Program/Division Director, in order to

remediate the ethical deficiency and ensure that the student understands and is capable of upholding the standards.

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

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

Contacts:

Subject	Office	Telephone	E-mail/URL
Academic Affairs	206 Atwell Hall	614-292-4758	Marcia.nahikian-nelms@osumc.edu Administrative Assistant amy.kennedy@osumc.edu
Student Services Committee	Academic Affairs Lisa Terek 206 Atwell Hall	614-685-1561	Lisa.terek@osumc.edu
Director, Graduate Studies	Dr. James Onate 228 Atwell Hall	614-292-1632	Onate.2@osu.edu

School of Health and Rehabilitation Sciences

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

POLICY11 Academic Standard: Sexual Misconduct Policy

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

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

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

Definitions:

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

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

Sexual harassment: In the employment context, sexual harassment is unwelcome, sex- or gender- based verbal or physical conduct that unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. In the education context, sexual harassment is unwelcome, sex- or gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it interferes with, denies, or limits an individual's ability to participate in or benefit from the university's

educational programs and activities. It can take two forms: power differentials (quid pro quo) or hostile environment: Quid pro quo sexual harassment exists when: There are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; and Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; or Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions adversely affecting such individual.

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

- Sexual violence:* Sexual acts perpetrated against an individual's will or when an individual is incapable of giving consent. All such acts of sexual violence are forms of sexual misconduct under this policy
- Sexual assault:* Non-consensual sexual contact and non-consensual sexual intercourse. All such acts of sexual assault are forms of sexual violence, and therefore sexual misconduct, under this policy
- Nonconsensual sexual contact:* Any intentional sexual touching, however slight, with any body part or object, by any individual upon another that is without consent and/or by force or coercion.
- Nonconsensual sexual intercourse:* Any sexual penetration, however slight, with any body part or object, by any individual upon another that is without consent and/or by force or coercion.
- Sexual exploitation:* Occurs when an individual takes non-consensual or abusive sexual advantage of another for that individual's own advantage or benefit, or to benefit or advantage anyone other than the individual being exploited, and that behavior does not otherwise constitute one of the other sexual violence offenses.

Policy Details:

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

Procedures:

Reporting Allegations of Sexual Misconduct

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

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

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

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

4. Contacting the offices below will satisfy the employee duty to report:

Report/Complaint Type	Agency/Office	Contact Information
Sexual misconduct involving employees	Office of Human Resources (deputy Title IX coordinator)	614-292-2800 614-293-4988 (medical center employees) hr.osu.edu/elr sexualharassment@osu.edu Discrimination and Harassment Complaint form
Sexual misconduct involving students	Office of University Compliance and Integrity (deputy Title IX coordinator)	Kellie Brennan (Title IX coordinator) 614-247-5838 titleix@osu.edu
Any sexual misconduct	Office of University Compliance and Integrity, Title IX coordinator	titleix@osu.edu

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

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 sexual misconduct	University anonymous reporting line	1-866-294-9350 Ohio-state.ethicspoint.com

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

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

Resources:

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

University Policies, policies.osu.edu/

Affirmative Action, Equal Employment Opportunity and Non-Discrimination/Harassment, Policy 1.10, hr.osu.edu/public/documents/policy/policy110.pdf

Code of Student Conduct, studentlife.osu.edu/csc/ Corrective Action and Involuntary Termination, Policy 8.15, hr.osu.edu/policy/policy815.pdf

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

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

Student Employment, Policy 10.10, hr.osu.edu/policy/policy1010.pdf Training Resources: Buckeyes ACT Training Comparison, hr.osu.edu/wp-content/uploads/115-training-comparison.pdf

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

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

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

Additional Resources: Discrimination and Harassment Complaint form, hr.osu.edu/wp-content/uploads/form-discrimination-harassmentcomplaint.pdf

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

Frequently Asked Questions: Romantic and/or Sexual Relations, hr.osu.edu/public/documents/policy/resources/115faqrelations.pdf Mediation Program, hr.osu.edu/wp-content/uploads/mediation-faq.pdf

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

Task Force Examining the Policy on Consensual Relationships Report and Recommendations,
hr.osu.edu/public/documents/policy/resources/115report.pdf

Title IX website, titleix.osu.edu

Contacts:

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

School of Health and Rehabilitation Sciences

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

POLICY 12 Academic Standards for Clinical Practice: HIPAA Compliance

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

Definitions:

Term	Definition
HIPAA	Health Insurance Portability & Accountability Act (HIPAA) is the federal regulation that protect confidentiality of patient information.

Policy Details:

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

Procedures:

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

- ii. Graduate Students: Documentation of the meeting and its findings are sent to the Director of Graduate Studies and Director, Academic Affairs within 7 business days and will be retained. (See 2a2 below)
- iii. The clinical site from which this HIPAA violation occurred is notified. The site will have a separate process for processing reports of HIPAA violations that may involve sanctions against the student such as loss of ability to be in the clinical environment and thus secondarily, result in the student not being able to complete the professional program.

4. **HRS Academic Affairs / Student Services Committee Level Review:**

a. **The HRS Director of Academic Affairs will refer the case within 7 business days to the appropriate committee for review and decision.**

i. Appropriate Committee:

- 1. Undergraduate students: written referral is made to the HRS Student Services Committee for review and decision.
- 2. Graduate Students: written referral is made to the HRS Director of Graduate Studies and the Graduate Studies Committee for review and decision.

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

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

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

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

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

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

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

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

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

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

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

- i. No Violation Evident. No further action.
- ii. Minor Violation. The nature of the violation is such that the offense can be treated as a learning opportunity and no formal disciplinary action is indicated
- iii. Repeated Minor Violation(s) A warning letter will be sent from Division/Program Director to the Student

indicating additional future violations may be considered to be serious and lead to more severe disciplinary action(s).

- iv. **Serious Violation.** The nature of the offense is serious enough that disciplinary action is indicated.
 1. The student will be placed on academic probation for a stipulated period of time that may be up to the remainder of their educational program.
 2. Any conditions to be placed on the student relative to this violation are made in writing to the student and to the Director of Academic Affairs in HRS within 7 business days of the decision via OSU email account.
 3. As a condition of their continued enrollment in the program, the student must complete additional learning and assessment activities, as determined by the Program/Division Director, in order to remediate the ethical deficiency and ensure that the student understands and is capable of upholding the standards.
 4. Depending on the nature and severity of this violation, the student’s prior disciplinary history, and/or inability to complete conditions of probation, the student may be recommended to HRS Executive Committee for Program Disenrollment.
 5. **Appeal – appeal processes are described in HRS Student Handbook Policy number 5.**

Contacts:

Subject	Office	Telephone	E-mail/URL
HIPAA training			https://ohiostate.csod.com/LMS/catalog/Welcome .
HRS Academic Affairs	206A Atwell Hall	614-292-4758	Marcia.nahikian-nelms@osumc.edu (Amy.kennedy@osumc.edu)
HRS Graduate Studies	Dr. James Onate 228 Atwell Hall	614-292-1632	Onate.2@osu.edu

Quick Reference: Who Do I Ask?

ATWELL HALL

1=Primary Contact 2=Backup Contact 3=Additional Resource

Building Maintenance including custodian request/problems

(Heating and air conditioning, elevators, water leak, trash removal, carpet vacuum, etc.)

1. Maureen Braughton, maureen.braughton@osumc.edu or 614-292-5645
2. Alice Shi, alice.shi@osumc.edu, 614-292-3597
3. Services at Facilities Operations and Development service2facilities@osu.edu or 614-292-6158

Class/Room Scheduling

1. Amy Kennedy, amy.kennedy@osumc.edu or 614-292-1706
2. David Yurkovich, Coordinator-Conferences & Facilities Yurkovich.2@osu.edu or 614-685- 5425 or send an email to room.scheduling@osumc.edu
3. Allison Breitfeller, allison.breitfeller@osumc.edu or 614-685-2153

After Hours/Weekend Events Logistics

1. Amy Kennedy, amy.kennedy@osumc.edu or 614-292-1706 (room schedules)
2. Maureen Braughton, maureen.braughton@osumc.edu or 614-292-5645 (security notification)

Classroom Change or reservation for review session, etc.

1. Amy Kennedy, amy.kennedy@osumc.edu or 614-292-1706
2. Allison Breitfeller, allison.breitfeller@osumc.edu or 614-685-2153

Conference Room Reservations

1. (116 & 228) Maureen Braughton, maureen.braughton@osumc.edu or 614-292-5645
1. (124 & 126) Amy Kennedy, amy.kennedy@osumc.edu or 614-292-1706

Clerical Support (mail, faxes, copy work)

1. Division Support Staff

Technology

1. Bruce Noskowiak, bruce.noskowiak@osumc.edu or 614-685-1560

Computer / Printer Labs (jam, needs paper, toner etc.) 2ND Fl.-#227 & 4th Fl.-#435

Maureen Braughton, maureen.braughton@osumc.edu or 614-292-5645
Bruce Noskowiak, bruce.noskowiak@osumc.edu or 614-685-1560

Copier in Copy Center (jam, needs paper, staples, etc.)

1. Maureen Braughton, maureen.braughton@osumc.edu or 614-292-5645
2. Adam Clouser, adam.clouser@osumc.edu or 614-366-4559
3. Michael Hoffer, Michael.hoffer@osumc.edu or 614-366-9795

Fax in Copy Center

1. Maureen Braughton, maureen.braughton@osumc.edu or 614-292-5645
2. Adam Clouser, adam.clouser@osumc.edu or 614-366-4559
3. Michael Hoffer, Michael.hoffer@osumc.edu or 614-366-9795

Key Request

1. Adam Clouser, adam.clouser@osumc.edu or 614-366-4559

Master Key (Signing Out)

1. Adam Clouser, adam.clouser@osumc.edu or 614-366-4559
2. Maureen Braughton, maureen.braughton@osumc.edu or 614-292-5645

Shredding of sensitive, confidential materials

1. Take materials to shredding bins inside 127 Atwell Hall (*sign out master key for access*)
2. Maureen Braughton, maureen.braughton@osumc.edu or 614-292-5645

Admissions

1. Allison Breitfeller, allison.breitfeller@osumc.edu, or 614-685-2153
2. Lisa Terek, lisa.terek@osumc.edu, or 614-685-1561

Background Checks

1. Allison Breitfeller, allison.breitfeller@osumc.edu, or 614-685-2153

Immunizations

1. Mersadies Coles, mersadies.coles@osumc.edu or 614-366-4559

Business Cards, Envelopes, Letterhead

1. Maureen Braughton, maureen.braughton@osumc.edu or 614-292-5645
2. Amy Kennedy, amy.kennedy@osumc.edu or 614-292-1706

Canvas

1. Taylor Scurlock, taylor.scurlock@osumc.edu or 614-366-2671
2. Anand Khurma – <http://go.osu.edu/comedtech> or anand.khurma@osumc.edu
3. Contact University Canvas specialists, canvas@osu.edu
4. Visit the [OSU helpdesk](#) and select Canvas Help 614-688-HELP (4357)

Catering/Food ordering for HRS faculty/staff/students

1. Division Support Staff
2. Maureen Braughton, maureen.braughton@osumc.edu or 614-292-5645

Contracts

1. Mersadies Coles, mersadies.coles@osumc.edu or 614-366-4559
2. Alice Shi, alice.shi@osumc.edu, or 614-292-3597

Mailing/Shipping/UPS

1. Maureen Braughton, maureen.braughton@osumc.edu or 614-292-5645
2. Adam Clouser, adam.clouser@osumc.edu or 614-366-4559

Parking Pass for Guests

1. Division Support Staff
2. Maureen Braughton, maureen.braughton@osumc.edu or 614-292-5645

Telephones (new phone/change/service request)

1. Bruce Noskowiak, bruce.noskowiak@osumc.edu or 614-685-1560

Textbooks

1. [OSU Bookstore Textbook Page](#) or Brad Clucus, 614-247-2000
<https://www.facultyenlight.com/?storeNbr=218>
2. Maureen Braughton, maureen.braughton@osumc.edu or 614-292-5645

Work Study (student employees) Requests

1. Felisa Dukes, felisa.dukes@osumc.edu, or 614-292-5826

PROCUREMENT

Office Supplies

1. Division Support Staff (inventory/submitting lists for order to Maureen Braughton)
2. Maureen Braughton, maureen.braughton@osumc.edu or 614-292-5645

Travel Authorization and Reimbursement

1. Maureen Braughton, maureen.braughton@osumc.edu or 614-292-5645
2. Adam Clouser, adam.clouser@osumc.edu or 614-366-4559

Purchase eRequest

1. Maureen Braughton, maureen.braughton@osumc.edu or 614-292-5645
2. Division Support Staff

PCard (University Fund Purchases ONLY)

1. Michael Hoffer, michael.hoffer@osumc.edu, or 614-366-9795 (All Amazon orders)
2. Felisa Dukes, felisa.dukes@osumc.edu, or 614-292-5826

Web Site Design and Maintenance

HRS Websites

1. Michael Hoffer, michael.hoffer@osumc.edu, or 614-366-9795

Marketing and Branding

1. Lynn Howell, lynn.howell@osumc.edu or 614-366-2672

HUMAN RESOURCES

Job Description/Staff/Student Hiring/Job Posting

Stephana Faiella, Faiella.9@osu.edu or 614-685-4580

Faculty & Lecturer Hiring

Felisa Dukes, felisa.dukes@osumc.edu or 614-292-5826

GA Contracts

Jaclyn Cresswell, jaclyn.cresswell@osu.edu or 614-685-4240

STUDENT SERVICES

Advising

Graduate

Jaclyn Cresswell, jaclyn.cresswell@osu.edu or 614-685-4240

Advisors

Premajor: Breanna Falb (Breanna.falb@osumc.edu) and Caitlin Welsh (Caitlin.welsch@osumc.edu)

Health Sciences: Christy Lukegard (Christy.lukegard@osumc.edu); Jenna Russell (jenna.russell@osumc.edu)

Lisa Terek, lisa.terek@osu.edu, or 614-6851561

Grades / Grade Change

Graduate

On-line – registrar.osu.edu; select Faculty/Staff select Frequently Used Forms

Lisa Terek, lisa.terek@osu.edu, or 614-6851561

Undergrad

On-line – registrar.osu.edu; select Faculty/Staff select Frequently Used Forms

Amy Kennedy, amy.kennedy@osumc.edu or 614-292-1706

Prospective Students

Graduate

Jaclyn Cresswell, jaclyn.cresswell@osu.edu or 614-685-4240

Undergrad (schedules appointments)

Amy Kennedy, amy.kennedy@osumc.edu or 614-292-1706

Major Orientation for Undergrads (schedules appointments)

Amy Kennedy, amy.kennedy@osumc.edu or 614-292-1706

GRANTS

SHRS:

Michele Basso, EdD,PT, Michele.basso@osumc.edu or 614-366-4559

Pre Award (College of Medicine Grants Management Office)

Amanda Gibbs, gibbs.216@osu.edu or 614-688-1727

Christopher Day, day.560@osu.edu

Alice Shi, alice.shi@osumc.edu or 614-292-3597

Post Award (College of Medicine Grants Management Office)

Lori Arnold lori.arnold@osumc.edu or 614-247-8083

Alice Shi, alice.shi@osumc.edu or 614-292-3597

GRANTS (Office of Sponsored Programs)

Pre-award

Heather Cairney Cairney.4@osu.edu or 614-688-0185

Post-award

Susan A Fredson-Cole fredson-cole.1@osu.edu or 614-292-3097

Curriculum/Course questions

Changing course enrollment

caps: Contact division

director who will then contact

Amy Kennedy

Changing semester schedule

Contact division director who will then contact Amy Kennedy

Syllabus and course revision questions

Marcia Nahikian-Nelms Marcia.nahikian-nelms@osumc.edu

Student Handbook

Marcia Nahikian-Nelms Marcia.nahikian-nelms@osumc.edu