Pre-Professional Student Handbook

Real World, Bright Future.
Welcome to the School of Health and Rehabilitation Sciences (SHRS) at The Ohio State University!

This Pre-Professional Student Handbook is designed to serve as a guide for pre-major students, also known as pre-professional students, within SHRS. The contents of this handbook represent an official communication of the policies and procedures of the School, as well as, the rights and responsibilities of students. In addition, it includes information about majors, graduate programs, pre-professional program statistics, student activities and involvement, web and computer resources, financial aid, and academic planning and procedures.

Each student is encouraged to review policies and procedures pertaining to such matters as admission, scheduling, graduation and grading, which are found in the University catalogs, handbooks, and other similar published matter. The Ohio State University “Code of Student Conduct” is available on line at the following address: http://studentaffairs.osu.edu/resource_csc.asp. Students should become familiar with the rules and regulations that govern the University community, including the School, and campus as a whole. The SHRS Pre-Professional Student Handbook supplements, but does not replace, other University publications.

Pre-professional students enrolled in SHRS should refer to the policies specific to pre-major students as outlined in this handbook. The SHRS pre-major advisors can answer questions regarding the policies and procedures that pertain to SHRS students who have not yet been admitted to their major program. Contact them through the Student Services Office phone number: (614)292-1706.

Students directly admitted to professional programs as freshman or sophomores are bound by the policies and procedures as outlined in the handbook for SHRS major students.
Pre-Professional Student Handbook
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VISION AND MISSION OF THE SCHOOL OF HEALTH AND REHABILITATION SCIENCES

VISION
The School of Health and Rehabilitation Sciences will be nationally acknowledged as among the finest and most distinguished for its excellence in education, research, and service.

MISSION
To improve the lives of people and create the future of the health and rehabilitation sciences through innovation, education, and service.
### AUTUMN TERM

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<tr>
<td>Last day AU semester</td>
<td>12/9/15 (W)</td>
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<tr>
<td>Autumn Break</td>
<td>10/15/15 (R) – 10/16/15 (F)</td>
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<tr>
<td>Winter Break</td>
<td>12/18/15 (F) - 1/8/16 (F)</td>
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### SPRING TERM

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<td>Last day SP semester</td>
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<td>Spring Break</td>
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<td>SHRS Pre-Commencement</td>
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<tr>
<td>University Commencement</td>
<td>5/8/2016 (Sun)</td>
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### University Holidays

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<td>Independence Day</td>
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COLLEGE OF MEDICINE
SCHOOL OF HEALTH & REHABILITATION
SCIENCES DIRECTORY

Dean          Edmund F. Funai, MD
Director of the School      Deborah S. Larsen, PhD
Associate Director of the School     D. Michele Basso, PhD
Director of Student Services      Lisa Terek
Career Advisor & Pre- Major Academic Advisor     Shannon M.H. Peltier
Pre-Major Academic Advisor     Breanna Trautman
Health Sciences Academic Advisor     Christie Lukegord
Academic Coordinator – Graduate Studies     Jaclyn Poulos
Office of Student Services      206 Atwell Hall, 292-1706
(\textit{SHRS undergraduate and graduate programs})
System Administrator     Bruce Noskowiak, 688-5487
Office Associate – Student Services     Amy Kennedy, 292-1706

DIVISIONS/PROGRAMS

\textbf{ATHLETIC TRAINING}, 228 Atwell
   Mark A. Merrick, Ph.D., Director
   \texttt{mark.merrick@osumc.edu}

\textbf{BIOMEDICAL SCIENCE PROGRAM}, 1170 Graves
   Steven Mousetes, M.Ed., M.L.S., Program Manager
   \texttt{steven.mousetes@osumc.edu}

\textbf{HEALTH INFORMATION MANAGEMENT \& SYSTEMS}, 543 Atwell
   Laurie Rinehart-Thompson JD, RHIA, CHP, Interim Director
   \texttt{laurie.rinehart-thompson@osumc.edu}

\textbf{MEDICAL DIETETIC \& HEALTH SCIENCES}, 306 Atwell
   John Buford, Ph.D., Interim Director
   \texttt{john.buford@osumc.edu}

\textbf{MEDICAL LABORATORY SCIENCE}, 535 Atwell
   Tammy Bannerman, Ph.D., Interim Director
   \texttt{tammy.bannerman@osumc.edu}

\textbf{OCCUPATIONAL THERAPY}, 406 Atwell
   Amy Darragh, Ph.D., Interim Director
   \texttt{amy.darragh@osumc.edu}
PHYSICAL THERAPY, 516 Atwell
John Buford, Ph.D., Director
john.buford@osumc.edu

RADIOLOGIC SCIENCES & THERAPY, 340 Atwell
Kevin D. Evans, Ph.D., Director
kevin.evans@osumc.edu

RESPIRATORY THERAPY PROGRAM, 431 Atwell
Georgianna Sergakis, Ph.D., Program Director
georgianna.sergakis@osumc.edu

ATWELL HALL BUILDING REGULATIONS

- Under the Ohio State University and Wexner Medical Center’s non-smoking policy, SMOKING IS PROHIBITED IN ALL AREAS INSIDE AND OUTSIDE ATWELL HALL. Smoking cessation programs are offered through the University Office of Human Resources and also through the Student Health Services Office.
- Food and drinks are NOT permitted in classrooms and laboratories. Students are encouraged to use the building’s lobby and vending area in the basement.
- A faculty or senior staff member must be present for all student meetings held in the building after 5:00 p.m. and on weekends.
- All signs posted in the School must be approved by the SHRS Office of Student Services.
- Student organizations need to secure permission from the SHRS Office of Student Services before scheduling a fundraiser in the building. (See section on “Fundraisers”)
- Any maintenance problems within the building should be reported to Maureen Braughton in the Office of Student Services (106 Atwell Hall).
STUDENT CODE OF ETHICS

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

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

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

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

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

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

1. The human dignity of each individual with whom the student associates should be respected, with primary concern being directed toward the welfare of the patient. In entering the health professions, the student assumes definite responsibilities toward his or her associates and commits him or herself to the upholding of professional ideals.

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

3. Improper professional conduct is not to be condoned. Information concerning improper, illegal, or unethical conduct of fellow students or faculty should be given to the appropriate authority without fear or favor.

4. Each student should strive to improve and maintain acceptable standards of professional practice by continuing his or her intellectual and professional growth.

5. Each student should strive to uphold the dignity and respect of his or her chosen profession by his or her dress, personal appearance, conduct and conversation.

6. Each student should avoid the indiscriminate or overindulgent use of alcohol, tobacco, drugs, medications, and other similar items that may adversely affect the student's health or ability to function with adequate reason and judgment.

7. Each student should conduct his or her personal activities so that no patient is endangered by them, and so that no interference with the normal procedures of the medical complex occurs.
The School of Health and Rehabilitation Sciences is a School within the College of Medicine at The Ohio State University. The following undergraduate programs are offered:

- Athletic Training
- Health Information Management & Systems
- Health Sciences
- Medical Dietetics
- Medical Laboratory Science (formerly Medical Technology)
  - Certification
  - Medical Sciences
  - MLT Articulation
- Radiologic Sciences and Therapy
  - Radiography
  - Sonography
  - Radiation Therapy
  - Degree Completion
- Respiratory Therapy
- Biomedical Sciences

The School offers the following graduate-level programs:

- Doctor of Physical Therapy
- Master of Occupational Therapy
- Occupational Therapy Doctorate (OTD)
- Master of Science (Advance Practice Master’s)
- Medical Dietetics Coordinated Graduate Program
- Medical Laboratory Science Coordinated Graduate Program
- Ph.D. in Health and Rehabilitation Sciences

* While technically not “divisions”, Health Sciences, Respiratory Therapy and Biomedical Sciences for purposes of this document are included in references to “division.”

Each program is autonomous in curriculum, budget, student selection, admission and faculty employment.

All undergraduate professional programs begin in the autumn term, with no possibility of accelerating the program. In Medical Laboratory Science, both the Medical Science and Medical Laboratory Technician Articulation tracks admit students in both the autumn and spring. Health Sciences has rolling admissions for autumn, spring, and summer.
UNDERGRADUATE PROGRAMS

ATHLETIC TRAINING
The Certified Athletic Trainer (ATC ®) works with physicians and other medical personnel, employers, patients, parents, guardians, and athletic personnel in the development and coordination of efficient and responsive health care delivery systems. Athletic trainers are integral members of the health care team in secondary schools, colleges and universities, pre-professional sports programs, sports medicine clinics, corporate /industrial, and other health care settings. The athletic trainer’s pre-professional preparation is based on the development of specified educational competencies and clinical proficiencies. Through a combination of formal classroom and clinical instruction and clinical experience, the athletic trainer is prepared to provide health care within each of the following content areas:
• Risk management and injury prevention
• Pathology of injuries and illnesses
• Clinical examination and diagnosis
• Acute care of injury and illness
• Pharmacology
• Therapeutic modalities
• Therapeutic and rehabilitative exercise
• General medical conditions and disabilities
• Nutritional aspects of injury and illness
• Psychosocial intervention and referral
• Health care administration
• Pre-professional development and responsibilities

HEALTH INFORMATION MANAGEMENT & SYSTEMS (HIMS)
Health Information Management & Systems (HIMS) encompasses the business aspects of health services and the information systems used to plan, finance, and evaluate patient care. The profession focuses on management principles, information systems, finance, legal and ethical issues, quality improvement, clinical data management, and the skills necessary to manage people and systems. The health information manager plans, directs, coordinates, and supervises various aspects of a range of care and services provided in various health-related environments.

Graduates of the program acquire a business and information systems background as well as a strong healthcare background to more effectively communicate with medical professionals and consumers of healthcare. The graduate is prepared for entry-level management and staff positions in all sectors of the health care industry.

The field of Health Information Management & Systems represents the body of knowledge and practice that assures the availability of healthcare information to facilitate real-time healthcare delivery and critical health related decision-making for multiple purposes across diverse organizations, settings, and disciplines. It is concerned with the management of
resources to collect, store, retrieve, interpret, and communicate healthcare information that deals with patient care, medico-legal issues, research, and the planning, provision, and evaluation of health care services.

HEALTH SCIENCES
The Health Sciences program was first created in 2003 with the students in the first graduating class earning their degrees in 2005. Since then, the program has been growing with many exciting career and developmental opportunities. In 2015, an Online Health Sciences program was created. The online program is flexible so that students are able to continue their career or family obligations.

The degree leads to a Bachelor of Science Degree in Health and Rehabilitation Sciences. Graduates are prepared for entry-level career opportunities in health care and health-related services or for entry into graduate and professional programs.

MEDICAL DIETETICS
Registered dietitians are food and nutrition experts. They assess nutritional needs, treat dietary problems, and help individuals to prevent disease through good dietary practices. They also manage food service in health care or commercial settings. Dietitians are licensed to give group and individual nutrition counseling and serve as nutrition consultants to other health care professionals. The field combines practice and research in food, nutrition, and health with education about diet and food choices. Dietitians play an important role in fitness, health and nutritional treatment of diseases.

The medical dietetics curriculum includes professional courses in nutrition and human metabolism, medical dietetics, management of hospital food services, nutrition counseling and education, health promotion and community nutrition, and clinical nutrition.

MEDICAL LABORATORY SCIENCE (FORMERLY MEDICAL TECHNOLOGY)
The School currently offers three tracks of study for students depending on individual career goals:

- The CERTIFICATION TRACK prepares students to become nationally registered medical laboratory scientists and work in laboratory positions upon graduation. The certification track can accept a maximum of 25 students per year. Students who already have a non-medical laboratory science Bachelor degree can apply for the traditional certification track or the Coordinated Graduate program. The graduate program can accept a maximum of 5 students per year.

- The MEDICAL SCIENCE TRACK was specifically developed to meet the needs and career goals of students interested in graduate school or post-baccalaureate professional programs such as medicine, dentistry, and veterinary school. Students in this track receive an outstanding knowledge base in the pathophysiology of diseases from which they can build to meet their individual career goals. In addition, students will be given the knowledge to
correlate laboratory data with clinical disease states in five major areas of study: chemistry, transfusion medicine, immunology, hematology, and microbiology. Students in this track take all of the required didactic courses in medical laboratory science, but are not required to take the associated laboratory courses. This allows these students to tailor their education program to meet their individual future needs by leaving room for pre-med courses (or other pre-professional coursework).

• The **MEDICAL LABORATORY SCIENCE ARTICULATION TRACK** was developed to allow certified MLT/CLTs to become eligible for the MT certification exam through the American Society of Clinical Pathology (ASCP) or National Certifying Agency (NCA). To meet the eligibility requirements for the MT(ASCP) or CLS(NCA) exam, articulation students must be certified as an MLT or CLT, obtain a Bachelor degree from an accredited institution, and have at least three years clinical lab experience within the last ten years (for ASCP) or two years clinical lab experience within the last four years (for NCA). Experience must be in all areas including Blood Banking, Chemistry, Hematology, Microbiology, Immunology and Clinical Microscopy. The articulation track in the Medical Laboratory Science program allows students to complete the requirements for a Bachelor degree in two years or less if all prerequisites and general education (GE) requirements are completed prior to enrolling. MLS Articulation students must complete all GE categories by the time of graduation to receive their degree.

**RADIOLOGIC SCIENCES & THERAPY**
The School currently offers four programs of study for students depending on individual career goals:

• **Radiography** – radiographers are experts in the performance of examinations requiring the use of x-rays and skilled in the use of highly complex computerized equipment. Their responsibility is to produce a quality x-ray image (radiographs) of the internal parts of the body for diagnostic interpretation by a physician (radiologist).

• **Sonography** – a highly-skilled professional who uses specialized equipment to create images of structures inside the human body that are used by physicians to make a medical diagnosis. A small device called a transducer is placed against the patient's skin near the body area to be imaged. The transducer works like a loudspeaker and microphone because it can transmit and receive sound. The transducer sends a stream of high frequency sound waves into the body that bounce off the structures inside and detects sound waves as they bounce off the internal structures.

• **Radiation Therapy** – involves treating disease with penetrating beams of high-energy radiation, primarily in the treatment of cancer. They are responsible for accurately recording, interpreting, and administering the treatment prescribed by radiation oncologists. During treatment, therapists help physicians use fluoroscopy, X-ray films or CT scans to localize and outline anatomical areas requiring treatment.

• **Degree Completion** –
  - **AS to BS - Post Primary Certification**: The AS to BS Degree Post Primary Certification program is designed for individuals holding a certification in radiography, radiation therapy,
nuclear medicine technology, or sonography from the American Registry of Radiologic Technologists (ARRT), the Nuclear Medicine Technology Certification Board (NMTCB), or the American Registry of Diagnostic Medical Sonography (ARDMS) who would like to continue their education to the baccalaureate level focusing on a post primary certification through the ARRT. This program requires each student to choose one post primary area of specialization including one of the following: computed tomography (CT), magnetic resonance imaging (MRI), mammography, vascular interventional radiology, or quality management/administration.

o **AS to BS Degree Completion:** The AS to BS Degree programs are designed for individuals holding a primary certification from the American Registry of Radiologic Technologists (ARRT), the Nuclear Medicine Technology Certification Board (NMTCB), or the American Registry of Diagnostic Medical Sonography (ARDMS) who would like to continue their education to the baccalaureate level focusing on primary certification in a different area certified through the ARRT, NMTCB, or ARDMS. These programs also require each student to choose one post primary area of specialization. These programs are not intended for individuals seeking a post-primary certification in an area they are already certified in. Degree Completion students must complete all GE categories by the time of graduation to receive their degree.

**RESPIRATORY THERAPY**
Respiratory therapists work with patients who have asthma, cystic fibrosis, emphysema, and trauma. Therapists provide life-support for premature infants. Therapists give medical gases and aerosol medications. They assure airway and broncho-pulmonary hygiene, perform cardiopulmonary resuscitation, and are responsible for life-support systems. Therapists assess patients and perform diagnostic procedures that include measuring cardiopulmonary volumes, pressures, electrocardiograms, and arterial blood gases.

The respiratory therapy program is accredited by the Commission on Accreditation of Allied Health Education Programs to prepare registered respiratory therapists as advanced-level respiratory care professionals. Students earn basic, advanced, and instructor certifications for CPR and are eligible for an Ohio pre-professional license before graduation.
## Pre-Professional Program Application Statistics

### Admission Statistics:

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### ATHLETIC TRAINING

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| GPA Range Enrolled           | <2.5                  | 2.5-2.74              | 2.75-2.99           | 3.0-3.3                  | 3.31-3.49 | 3.5-4.0      |

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| 0                             | 20    |                   |          |                |       |           |       |             |

### HEALTH INFORMATION MANAGEMENT & SYSTEMS

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<td>2.5-2.74</td>
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**HEALTH SCIENCES**

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## MEDICAL DIETETICS

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International GPA not used*
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### Application Level Average GPA, admit

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**RESPIRATORY THERAPY**

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**This information is not provided to deter or intimidate, but to show that the competitiveness of SHRS programs is a reality. Awareness of program statistics will encourage students to get involved and make academics a top priority from the start of their college career. Faculty is interested in academically prepared, eager students who are excited to join their program and have knowledge of the profession. Student accepted into the major, typically possess the following: cumulative GPA of 3.0 or higher, A’s and B’s in Science and Math courses, good writing and interviewing skills, and related observation, volunteer, intern, or internship experience.**
GRADUATE PROGRAMS

The School offers many graduate programs. SHRS graduate programs follow their own policies, procedures, and guidelines and therefore have their own student handbook. SHRS undergraduate students who wish to submit an application to any of the SHRS graduate programs may schedule an appointment with the SHRS graduate advisor by calling 614.292.1706.

Additional program information can be found at http://medicine.osu.edu/hrs.

DOCTOR OF PHYSICAL THERAPY PROGRAM (DPT)

SHRS’s DPT is an entry-level program designed for students who have bachelor’s degrees in majors other than physical therapy. Information on the program, including prerequisite courses, GRE and TOEFL scores, and experience hours can be found on the Physical Therapy web page: http://medicine.osu.edu/HRS/pt/pages/index.aspx.

MASTER OF OCCUPATIONAL THERAPY PROGRAM (MOT)

Established in 1942, the Masters of Occupational Therapy program at The Ohio State University is one of the country’s most established and top-ranked occupational therapy graduate programs. Located at one of the premier medical centers in the world, our renowned faculty includes authors of leading textbooks, internationally recognized scholars, and esteemed practitioners. These are the experts who will teach you the art and science of occupational therapy! Information on the MOT program, including prerequisite courses and other requirements, can be found on the Occupational Therapy web page: http://medicine.osu.edu/HRS/ot/pages/index.aspx.

OCCUPATIONAL THERAPY DOCTORATE (OTD):

During the summer of 2016, the Occupational Therapy program will admit its first full class to the OTD program which will replace the MOT (Master of Occupational Therapy) program offered in SHRS since 2003. Information on the OTD program, including prerequisite courses and other requirements, can be found on the Occupational Therapy web page: http://medicine.osu.edu/HRS/ot/pages/index.aspx

MASTER OF SCIENCE PROGRAM (ADVANCED PRACTICE MASTERS)

The program is designed for students who are health professionals and wish to increase their knowledge base in areas related to their basic professional discipline with an emphasis on health and rehabilitation education, administration or research, or advanced professional practice in the health and rehabilitation professions.

Candidates for the degree must meet the general requirements for minimum residence, standard of work, time limit, and final examination established by the SHRS School. Additional information regarding the MS program can be found at: http://medicine.osu.edu/HRS/grad_programs/pages/index.aspx.
MEDICAL DIETETICS COORDINATED GRADUATE TRACK  
Students with a bachelor’s degree in a field other than Medical Dietetics or Human Nutrition (didactic) may complete a three-year program culminating in a Master’s Degree. Graduates of this program are eligible to take the exam required to become a Registered Dietitian. These students complete one year of undergraduate professional coursework then apply to OSU’s Graduate School where they complete the final two years at the graduate level. For additional information regarding the program, please visit:  

MEDICAL LABORATORY SCIENCE COORDINATED GRADUATE TRACK  
Students with a bachelor’s degree in a field other than Medical Laboratory Sciences may complete a three-year program culminating in a Master’s Degree. Graduates of this program are eligible to take the exam required to become a Medical Laboratory Scientist. These students complete one year of undergraduate professional coursework then apply to OSU’s Graduate School where they complete the final two years at the graduate level. For additional information regarding the program, please visit  

PHD IN HEALTH AND REHABILITATION SCIENCES  
The PhD program is open to health and rehabilitation sciences professionals who have completed a graduate degree. This degree can be a Master of Science (MS) in Health and Rehabilitation Sciences, Masters of Occupational Therapy (MOT), Masters of Physical Therapy (MPT), Doctor of Physical Therapy (DPT), Occupational Therapy Doctorate (OTD), and Masters of Science in Dietetics. For students with a bachelor’s degree, the MS can be earned along the way in the pre-PhD pathway. This program prepares students to excel in an academic career and research at a major University. Through a combination of coursework and practical experience, students will develop competencies in research methods, statistical techniques, and quantitative (and qualitative) analysis, college teaching, curriculum development, and mentoring and leadership and policy. For additional information regarding the program, please visit  

MS IN ANATOMY  
There are two masters degree plans: thesis and non-thesis. Students may pursue either plan, subject to the rules of the Graduate Studies Committee. Students may wait until the completion of the first year of study to decide if they will pursue the thesis or non-thesis masters program. Students enrolled in both professional school and graduate school must pursue the thesis plan.

The MS in Anatomy would be appropriate for students who want a graduate degree in anatomy to fulfill a professional need, e.g., physical or occupational therapists, etc. The MS may also be helpful to those students who are undecided about a career in the health professions and want to improve their background knowledge in order to make a more informed decision.
**PHD IN ANATOMY**

The Doctor of Philosophy degree program in Anatomy gives students the opportunity to achieve a high level of scholarly competence and to develop the capacity to contribute to knowledge in the anatomical sciences. During the course of study, the student has the option to specialize in one or more of the subdisciplines of anatomy. The option is always available to engage in subspecialties outside the department, subject to approval by the Graduate Studies Committee. The PhD prepares the student for a career in academics, governmental or industrial research, science education, and service in planning and regulatory agencies.
Health care professionals have a moral responsibility to themselves, to their patients, to their associates, and to the institution with which they are affiliated, to provide the best service possible.

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

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

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

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

The public expects that those in medical professions adhere to a set of values that reflect their commitment to excellence, responsibility, respect for all, integrity, prudence and trustworthiness. The School of Health and Rehabilitation Sciences considers any student enrolled in the School including pre-majors for the purpose of seeking a degree to be an active member of the profession at all times. This behavior is expected not just in the classroom but in the clinical, community outreach and other environments where SHRS students are involved. Commitment to integrity in espousing the values of the profession means that members of the profession (including SHRS students) behave in ways that will reflect positively on the profession even when they are not in class or on the grounds of the university or medical center. Students who behave in a manner counter to the values of the profession may be subject to adverse academic and professional actions from the School of Health and Rehabilitation Sciences, up to and including School dismissal.

**Unprofessional behavior includes but is not limited to:**

1. Breaches in patient confidentiality;
2. Public intoxication or substance abuse, including use of alcohol or drugs;
3. Distribution of material that includes disparaging comments about populations of people;
4. Lack of self-control in encounters with peers, patients, faculty, staff, and other health professionals;
5. Criminal activity;
6. Interpersonal violence;
7. Distribution of defamatory or vulgar comments about faculty, staff and peers of The Ohio State University, SHRS, and employees of the Wexner Medical Center or any University owed entities;
8. Invasion of another’s privacy by any means;
9. Misrepresentation of credentials, abilities, or position.

PROFESSIONAL HONOR CODE

SHRS students will behave in a manner consistent with the following principles of professionalism in order to foster and maintain a culture that facilitates professionalism:

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

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

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

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

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

RESPECT INSTRUCTORS, STAFF, PEERS, PATIENTS, AND FAMILIES
• Treat those with whom they work with respect, trust, and dignity.
• Refrain from engaging in unwanted/inappropriate romantic and sexual behaviors or any other unprofessional behaviors.
• Respect rights such as privacy, confidentiality, informed consent, and others.
• Communicate in a sensitive manner and do not discriminate on the basis of age, gender, intelligence, medical condition, nationality or ethnic origin, physical or mental disability, race, religion, sexual orientation, or socioeconomic status.

RESPONSIBILITY AND ACCOUNTABILITY
• Maintain academic, patient care and service as our highest priority.
• Be accountable for deadlines and complete assignments/responsibilities in a timely fashion.
• Recognize and report peers’ errors, fraud, poor behavior, deficiency in character, and incompetence.
• Identify one’s own limitations and developmental needs, and seek approaches for improvement.
• Present oneself in a professional manner with respect to dress, hygiene, body language, composure, and gestures.

ACADEMIC HONOR CODE
Students must demonstrate academic honesty and refrain from dishonorable actions that include, but are not limited to:

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; 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 OF ACADEMIC DISHONESTY

Intentional facilitation of the above dishonorable actions or any other action deemed in violation of this code.

PROFESSIONALISM AND SOCIAL NETWORKING

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

Definitions

Social Networking: The use of various internet sites to connect people via web based technology. This includes but is not limited to Facebook, MySpace, Flicker, Twitter, Instagram, Vine, web blogs, or chat rooms.

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

Values of the Medical Profession: altruism, respect, confidentiality, prudence, tolerance, integrity and a commitment to personal excellence.

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

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

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

CLASSROOM/OBSERVATION CONDUCT

• Honesty, trust, fairness, respect and responsibility are expected student classroom behavior.
• Attire for students not in a clinical environment shall be appropriate for a student aspiring to their particular profession, yet should also allow for performance of the activities associated with coursework and related educational experiences. Examples include but are not limited to lacy tank tops, plunging necklines, t-shirts with arms and sides cut out, pants worn low, and clothing that resemble pajamas.
• Students who are found in violation will first receive a warning for the infraction. For information regarding unresolved or additional infractions regarding attire, refer to “Judicial procedures for program action related to professionalism” on page 37 of this handbook.
• Cell phones, pagers, and other types of communication devices are to be turned off and stored out of sight. The use of such devices should be restricted to taking notes, reviewing class supporting documents, and reading CARMEN. Any student found to be using a communication device during an exam will be given a grade of zero for the exam. For online exams and quizzes outside of the classroom, it is expected that students not share test questions, answers or exam related material. Students found to be in violation will be reported to the University’s Committee on Academic Misconduct.
• Students are encouraged to bring clinical experiences into the classroom. However, students are expected to speak about patients in a manner that will not convey the patient’s identity. Note, patients with rare diagnoses and physical appearances can be easily identified even in the absence of names and medical center records.
• All class related communication (e.g., email, phone calls, voice mail messages, texts, CARMEN discussions) should be respectful and well-conceived. Students are encouraged to remember the permanence of a recorded or written conversation.
• Students are expected to attend class. This includes arriving early and being prepared to begin class as scheduled. Participation is an essential element to learning. Active participants who are prepared by completing assignments will not only gain more from class, but they will also enrich the content of class by engaging in active discussions.
• Students are accountable for deadlines and assignments.
• Plagiarism is the representation of another’s work or ideas as one’s own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person’s work, and/or the inappropriate unacknowledged use of another person’s idea. All suspected cases of plagiarism will be reported to the University’s Committee on Academic Misconduct. For online quizzes or exam related material, students are not to share information. Students shall refrain from falsifying results or reports or using the same work for more than one course. It
is expected that students will recognize and report peers’ actions that could be considered fraudulent and dishonest.

• When guest speakers or panelists are invited to courses, students are expected to be dressed professionally (e.g., clean, shaven, ironed clothing, no hats, appropriate dress) and avoid reading the web and newspapers as well as using cell phones or studying for other courses. Guest speakers should be treated as guests and shown the hospitality that will encourage his/her return to Ohio State University in the future.

• Students will be removed from the classroom and/or fieldwork for unprofessional conduct at any time without prior warning.

**CELL/SMART PHONE, M3 PLAYERS AND TABLETS AND E-TRANSMISSION POLICY**

The use of cell/smart phones as well as media players or similar devices are prohibited during class/seminar/clinical with the exception of break times. Students who need to have a phone on for emergency purposes should discuss the issue with the course’s designated faculty/instructor that day prior to the start of the class. The use of tablets, laptops or similar devices should be restricted to taking notes, reviewing class supporting documents, and reading CARMEN.

Students found in violation of this policy should be aware those faculty/instructor have the option of lowering the course grade and/or reporting the violation to the Executive Committee for review and potential disciplinary action. Taking pictures of the SHRS property, clinical sites, and patients using any device is prohibited without the written consent of the institution and all parties involved.

Please be aware that electronic transmission of data related to patient specific identifiers and student to student health information obtained in physical assessment labs with student identifiers is a violation of HIPAA.

**SUBSTANCE ABUSE**

**BACKGROUND**

The School is committed to the health and well-being of patients, staff, faculty, patients and of its students. As part of this commitment, the School complies with and upholds all federal, state and local laws that regulate or prohibit the possession, use or distribution of alcohol or illicit drugs. Students who are impaired by substance abuse endanger patients, themselves, faculty and staff, and other students. Substance abuse shall be defined as: 1) The use or possession of any drug in a manner prohibited by law; and 2) The use of alcohol or any legal and illegal drug or other substance in such a way that the user’s performance as a professional student is impaired, be it in the classroom, clinical or any . The School recognizes that early treatment is essential for successful rehabilitation and recovery for students with substance abuse. Students are encouraged to voluntarily request referral for treatment before their substance abuse leads to academic or disciplinary problems. To seek a referral, students should contact their advisor, faculty, or personal health care professional.
POLICY
The School policy appropriately establishes substance abuse guidelines and procedures that are similar to those already in place for all other employees in health care facilities in which SHRS students work. Students are prohibited from engaging in substance abuse during class or clinicals. School administration and/or division faculty also reserves the right to drug and/or alcohol test a student at any time that he or she is suspected of substance abuse (on “For Cause” basis). If asked, the student has two hours to obtain a self-requested drug/alcohol test at OSU’s Student Health. The results will be sent directly to the School. Prior to testing, students will be asked to disclose any substance use and prescription medications to School administration, who will keep this information confidential. For further information regarding violations and disciplinary action, please visit page 31 of the handbook.

If a student brings forth a substance abuse issue to the administration or is found to have a substance abuse problem through other means such as, but not limited to, drug testing, the student will meet with the School’s Director to discuss the issue further. In the absence of the School’s Director, the Associate Director of the School will be available. From the moment a substance abuse problem is deemed to be present, the student will be placed on professional probation, and a leave of absence from the University until all the conditions of the professional probation are met. Immediately the student will be removed from both clinical and/or classroom experiences. It is the program’s discretion to provide either an incomplete, failing grade or a “W” for enrolled courses.

SHRS students are required to seek treatment for substance abuse. Official documentation regarding treatment is one of the conditions required for reinstatement. If these conditions are not met in the required time frame and/or another substance abuse issue arises, the student will be recommended for disenrollment from the program.

DRUG TESTING
The School’s policy appropriately establishes substance abuse guidelines and procedures. Students are prohibited from engaging in substance abuse. For further information please refer to “Judicial procedures for program action related to professionalism” on page 37 of this handbook.

ROMANTIC AND/OR SEXUAL RELATIONSHIPS/SEXUAL HARASSMENT POLICY

What relationships or behaviors are prohibited?
Teachers (faculty, instructors, staff, graduate assistants, or undergraduate teaching assistants) are prohibited from engaging in romantic or sexual relationships with students in their classes. Faculty, staff, or instructors, as well as faculty from other universities or individuals from industry are prohibited from engaging in romantic or sexual relationships with students upon whose thesis, dissertation, program, or candidacy exam committees they sit or over whom they exercise significant academic or career-determining authority.
Faculty, staff, and student employees are prohibited from engaging in romantic or sexual relationships with students that they advise or work closely with.

Faculty, staff, instructors, graduate students, or undergraduate students are prohibited from engaging in romantic and/or sexual relationships with any individual as defined in their field-specific codes of ethics or professional responsibility.

Faculty members may not serve as advisors or School representatives for an honor thesis for students with whom they are engaged in a romantic and/or sexual relationship.

**What is a power differential?**
An individual need not occupy a direct position of organizational authority over an individual (e.g., supervisor to direct report, teacher to student) for there to be a power differential. Power is present in supervisor-employee, teacher-student, tenured-non-tenured relationships, and power can also derive from differences in gender balance of a group, length of time with the department or university, relative status in a field of scholarship, age variances, etc. For example, it could be that an individual has been in a position or academic program for five years and the other individual is a new hire; this can present a power differential. Another example could be that out of a staff of 20, 19 are female and one is male; this can also present a power differential.

Individuals entering into a consensual relationship in which a power differential exists must recognize that the reasons for entering, maintaining, or terminating such a relationship may be a function of the power differential. According to the American Association of University Professors, “The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect.”

An imbalance of power is inherent in the teacher-student relationship, as well as the relationship between a student and a staff member. The student may defer to the teacher or staff person as an expert, a respected figure whose authority is unassailable. This power imbalance can be further exacerbated by the existence of other factors such as race, gender, sexual orientation, international student/scholar status, command of the English language, and previous sexual victimization.

**What does institutional power mean?**
Institutional power means that one individual occupies a position of authority over another individual. This institutional power can manifest through the ability to make or significantly influence such decisions as:
- Admission to or matriculation through an academic program;
- Assignment of grades, determining pass/fail status in the defense;
- Selection, termination, compensation, promotion, or tenure in the employment setting;
- Approval of sick or vacation leave;
- Permission to take classes during the work day;
• Assignment of resources necessary to do one’s job.

What are acceptable alternative arrangements?
Acceptable alternative arrangements can be made by working with one’s program director or direct supervisor. The arrangements must alleviate any actual or perceived conflicts of interest or potential conflicts of interest. They may include altering supervisory or reporting lines; moving a student to another section of the same class; having the teacher switch class sections with another teacher; appointing a different individual to serve on a thesis, dissertation, program, or evaluative committee; moving a student to another position of the same or comparable status and duties; or establishing alternative means of evaluation of academic or work performance, among other options. Having acceptable alternative arrangements made is not an entitlement and if the department determines they are not feasible, the relationship must cease.

Who has a duty to act regarding prohibited relationships?
• Any individual who begins a prohibited relationship must disclose and cooperate in making alternative acceptable arrangements;
• Any human resource professional, faculty or staff supervisor, or program director who becomes aware of a prohibited relationship must seek to ascertain that an acceptable alternative arrangement has been made;
• Any human resource professional, faculty or staff supervisor, or program director who becomes aware of a prohibited relationship for which alternative acceptable arrangements have not been made must report the relationship to the University’s Office of Human Resources (OHR). This is the case even across departments, colleges, or units.

Who has a duty to act regarding sexual harassment in general?
Any human resource professional, supervisor, chair/director, or faculty member who becomes aware of information that would lead a reasonable person to believe that sexual harassment has occurred must notify the (OHR) by ensuring that a Discrimination/Harassment Complaint Form or other appropriate documentation is filed within five working days of becoming aware of the information. The Complaint Form/documentation will initiate collaboration between OHR, Organization and Human Resource Consulting and the unit human resource professional to determine how to proceed with resolving the complaint. Failure to exercise reasonable care by appropriately referring and addressing these complaints may result in personal as well as institutional liability.

What about current prohibited relationships?
• Do those individuals have to disclose?
  Yes. Any individual who is currently in a prohibited relationship must immediately disclose and cooperate in making alternative acceptable arrangements.
• What about past prohibited relationships? Do those have to be disclosed?
Past prohibited relationships, in effect and ended before the effective date of this policy, must be disclosed only when they create conflicts of interest in the present or future.

- **Why are these relationships a conflict of interest?**
  A conflict of interest is a real or seeming incompatibility between one’s private interests and one’s public or professional duties. The ability to make objective decisions is compromised if there is a romantic and/or sexual relationship between two individuals who have a reporting or evaluative relationship. Other students and faculty may be affected because it places the authority figure in a position to favor or advance one student’s interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors.

- **How will same-sex sexual and/or romantic relationships be handled?**
  These relationships should be handled in the same manner as opposite-sex sexual and/or romantic relationships are handled. Care should be taken not to discriminate against same-sex couples in any way, as the University’s Affirmative Action, EEO, and Nondiscrimination policy prohibits discrimination based upon sexual orientation, among other categories. Individuals involved in same-sex sexual and/or romantic relationships that have concerns about disclosing and making alternative acceptable arrangements based upon fear of discrimination should contact the OHR, Organization and Human Resource Consulting at (614)292-2800.

- **What are the consequences if a violation occurs?**
  Where a violation of the sexual harassment policy is found, including the “romantic and/or sexual relationships” section, steps will be taken to ensure that the behavior is stopped promptly, or that the relationship is managed appropriately. Appropriate corrective action may range from counseling, written reprimands, suspensions, or other action up to and including dismissal in accordance with established University rules and procedures. The OHR, Organization and Human Resource Consulting will monitor corrective action to ensure compliance. In cases involving students acting in their employment capacity, measures may be imposed in accordance with Human Resources Policy 10.10, Student Employment; in all other cases, measures may be imposed in accordance with the Code of Student Conduct.

**How soon do I need to notify my supervisor that I am in a relationship?**
Relationships generally do not come into existence “out of the blue”; often they evolve over time. If you feel yourself developing an interest in an individual over whom you will almost certainly have supervisory, teaching, evaluation, advising, coaching, or counseling authority, you should think about the extent to which it will be feasible to make acceptable alternative arrangements to entirely avoid the conflict of interest.

If this will not be possible, and you decide to pursue a relationship, the relationship will be prohibited at the point that you have authority over the person; that is, at the point at which the conflict of interest manifests. If you start dating, or become intimate with an individual over whom you have such authority, you are required to immediately notify your supervisor.
and make alternative acceptable arrangements. It is not acceptable to let the relationship continue for a few weeks or months before you do so.

**SEXUAL HARASSMENT POLICY**

**What are some examples of sexual harassment?**

Inappropriate behavior may include:
- Sexual jokes, innuendoes, gestures;
- Unwanted flirtation, advances, or propositions;
- Pressure for sex;
- Leering;
- Display of sexually suggestive objects/visuels;
- Display/transmission of sexually suggestive electronic content;
- Any unnecessary, unwanted physical contact;
- Sexual assault (if this occurs, call the police immediately and maintain evidence)

**What should I do if I feel I have been sexually harassed?**

- Document the problem behavior: date, time, place, witnesses, and specific behaviors;
- Tell the harasser that the behavior is offensive and that you want it to stop;
- Seek counseling and personal support from the Counseling and Consultation Service (for students: 614-292-5766);
- File a complaint with OHR Organization and Human Resource Consulting by calling 614-292-2800 or by sending an e-mail to sexualharassment@osu.edu;
- File an anonymous complaint by calling Ethics Point at 1-866-294-9350 or visiting the Web site: [https://secure.ethicspoint.com/domain/media/en/gui/7689/index.html](https://secure.ethicspoint.com/domain/media/en/gui/7689/index.html).

**What about false allegations?**

Sanctions may be imposed on individuals who knowingly or with reckless disregard for the truth make false accusations of sexual harassment. Just because a complaint cannot be proven does not mean that it is false.

**Is sexual harassment only male to female? Supervisor to employee? Faculty to student?**

Sexual harassment occurs when individuals feel they are the recipients of unwanted sexual attention or behavior. Sexual harassment can happen to or be perpetrated by anyone against anyone else: women, men, students, faculty, staff, supervisors, employees, volunteers, and vendors.

**Can I file a confidential complaint?**

The University cannot promise complete confidentiality. Each situation is resolved as discreetly as possible. Ohio State is obligated to follow up on all allegations. There are times that a one-on-one conversation with the alleged harasser can resolve the situation without revealing the complainant’s identity. If this does not work, then it is often necessary to reveal the complainant’s identity to conduct an investigation. You may make an anonymous complaint to the University Anonymous Reporting Line by calling EthicsPoint toll-free at 1-866-294-9350 or on the Web at: [https://secure.ethicspoint.com/domain/media/en/gui/7689/index.html](https://secure.ethicspoint.com/domain/media/en/gui/7689/index.html).
What is the purpose and possible outcome of an investigation?
The purpose of the investigation is to evaluate the allegations of sexual harassment, formulate a response to address the situation, and follow up to ensure that recommended actions have been taken. Outcomes can include: no finding of harassment, finding of inappropriate behavior, finding of harassment, or finding of false allegations. The ultimate goal is to stop the harassment.

Who is typically involved in an investigation?
OHR Organization and Human Resource Consulting conduct investigations. The charged party and the unit human resource professional are notified. The program director may also be notified. Information will only be shared with individuals who have a “need to know.”

What if I am retaliated against?
Individuals who report sexual harassment or who are involved in the investigation as witnesses are protected against retaliation by University policy as well as state and federal law. The University will take appropriate corrective action toward those individuals who retaliate against someone because he or she filed a complaint, encouraged someone to file a complaint, served as a witness in an investigation, or otherwise participated in an investigation. If you feel you are being retaliated against, contact OHR Human Resources Organization and Human Resource Consulting immediately at 614-292-2800.

What should I do if I feel in danger?
If something has occurred in the workplace that is causing you to fear for your personal safety, contact University Police at 614-292-2121 or local police at regional campuses. Then contact OHR Organization and Human Resource Consulting at 614-292-4500. If you are a student and feel in danger in the academic environment, contact the SHRS Student Services Office after you have contacted the police.
GENERAL INFORMATION

SHRS NON-DISCRIMINATION POLICY

The OSU School of Health and Rehabilitation Sciences prohibits discrimination against any individual applicant or student based on age, color, ethnicity, race, gender, gender identity, sexual orientation, religion or creed, national origin or ancestry, veteran status, marital or parental status in the administration of admissions, educational and other SHRS programs. Otherwise qualified persons are not subject to discrimination on the basis of disability. Reasonable accommodation will be provided to persons with disabilities who otherwise meet the technical standards of the individual SHRS professional program. If you have a documented disability, please register with Student Life Disability Services. After registration, make arrangements as soon as possible with your instructor to discuss your accommodations, so they may be implemented in a timely fashion. If you have any questions about this process, please contact Disability Services at 614-292-3307 or slds@osu.edu.

COMMUNICATION AND IDENTIFICATION

CONTACT INFORMATION

Students should promptly make changes to their address and/or telephone number on the Web at http://buckeyelink.osu.edu/. Any changes to your name should be made through the Registrars’ Office at http://registrar.osu.edu/. This information must be accurately maintained not only for University records, but also for the protection and benefit of the student.

E-MAIL

Students are required to immediately activate their OSU internet username with the Office of the OIT Service Desk at https://acctmgt.service.ohio-state.edu/. Students can receive assistance by calling 614-688-HELP.

Instructors and the University will send important information, such as course materials, grades and other notifications to your OSU e-mail address only. Additionally, the University Registrar’s Office relies on your OSU e-mail as the primary communication medium for all students, so students are required to check their OSU e-mail on a daily basis. It is possible to link private e-mail accounts (hotmail, gmail, AOL, etc.) to the OSU e-mail account; however, this is not advised. Some private email accounts will block OSU e-mail addresses. Check with your private e-mail provider for further details. Also, OSU faculty, instructors and advisors are requiring students to use their OSU e-mail exclusively in all communications with them. It is the student’s responsibility to check their email daily. Students shall assume responsibility missed official university communications.

FACULTY/STAFF E-MAIL

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

Finally, the faculty and staff use distribution lists for each class year to disseminate information appropriate for the classes. It is the student’s responsibility to check e-mail regularly in order to be informed on School events, announcements, and policy changes. It is the policy of the School not to release listservs to SHRS student. The SHRS Director of Student Services will send out mass communications to the appropriate SHRS student body if requested.

BUILDING FACILITIES

The Atwell Lobby is a wireless network environment where students can read journals and newspapers, and socialize. Students are responsible for replacing tables and chairs that are moved as well as disposing trash in the provided receptacles. The two seminar rooms, 124 and 126, can be reserved by contacting the SHRS Student Services Office. Please do not block any hallways in the lobby with tables or chairs. This is a fire hazard.

COMPUTER RESOURCES

AVAILABILITY
All SHRS students, faculty, and staff may use the two SHRS computer labs. Hours of operation are 7:00 a.m. to 5:00p.m., Monday through Friday. The larger of the two rooms is located on the fourth floor in Room 435 and is used frequently for classroom instruction. During this time, it is closed to all other SHRS students. Reserved times for Lab 435 should be posted on the outside door of Room 435. If you have questions regarding availability, please visit the SHRS Student Services Office. It has 32 computers and two laser printers. During the summer, the fourth floor lab will be unavailable in the afternoon on various days for freshman orientation.

The second-floor lab in Room 227 has ten computers and one laser printer. The second floor lab will remain open during regular business hours and cannot be reserved or closed for group sessions. All SHRS computers have the Office 2010 suite of programs, SPSS, and many specialized programs that are used by the various programs. Additionally, computers are available in the Prior Health Science Library for student use.

ACTIVATING STUDENT ACCESS
Students will need an account to access the labs in Atwell Hall. The on-line request form is at: http://medicine.osu.edu/HRS/current-ohio-state-students/information-systems/pages/index.aspx or a paper form is available in 127 Atwell.

PRINTER PAPER
Printer paper is provided for both labs. Maureen Braughton, who is located in Room 106 Atwell Hall, will provide paper to students when necessary. If students do not feel comfortable
loading the printer, they can contact Bruce Noskowiak at 614-688-5487 or by email at noskowiak.1@osu.edu. Paper waste is a concern in both of these labs. Please remember that paper is provided by SHRS as a courtesy and will be discontinued if abused. Students are encouraged to recycle paper when possible.

**COMPUTER LABS RULES**

1. Absolutely **NO** food or drink is allowed in the labs at any time;
2. Students are not allowed under any circumstances to install any software on the computers;
3. All computer lab areas are to be left clean and free of debris (paper, etc.);
4. Violations of the rules of use will result in suspension of the student's use of the computer lab facilities.

**SAVING DATA**

Students are responsible for saving their work on Memory Drive/Sticks (Jump Drives) which they must supply. Students may save data on their personal "User (U:)" network drive which only they have access. Students can also save data to the Shared Student (S:) drive; this is a public domain, and files can be copied, edited, and/or deleted at any time by anyone.

**REPORTING ISSUES WITH COMPUTERS OR NETWORK**

Report any problems to Bruce Noskowiak at 614-688-5487 or by email at noskowiak.1@osu.edu.
STUDENT LIFE

STUDENT ORGANIZATIONS

OSU STUDENT ORGANIZATION SERVICES
Student organizations must register with the Ohio Union as an active organization at Ohio State. Each registered student organization must have its president, treasurer and faculty advisor complete training sessions. Benefits for being an active organization include eligibility for up to $200 in operating funds and access to resources for marketing, publications, etc. Registered student organizations may also apply for up to $2000 or $3000 in programming funds depending on established status. Programming funds are to be used to host a program or event on-campus that is open for any Ohio State student to attend. Requests must be submitted by the fifth Friday of the semester prior in which the event is to occur. For more information, please visit: http://ohiounion.osu.edu/get_involved/student_organizations/.

SHRS DIVISION ORGANIZATIONS
Recognized student organizations are sponsored by nine divisions within the School. They are but are not limited to: SHRS Student Council, AT, HIMS, and Health Science Clubs, Student Dietetic Association (SDA), Scope (an organization for students in Medical Laboratory Science), the Radiologic Sciences Research Club, Student Occupational Therapy Association, Physical Therapy Club, and SHRS Student Ambassadors. Any student interested in learning more about these organizations should visit the student organization website found on the Ohio Union website.

SHRS STUDENT COUNCIL
The Student Council, composed of representatives from each division of the School, is one of the many recognized student organizations within the School of Health and Rehabilitation Sciences. Together with the Student Services Committee, it is responsible for planning and promoting an exchange of ideas and activities among the undergraduate and graduate programs of the School. A president, vice-president, secretary, and treasurer, community service chair, public relations/elections chair, fundraising chair, and social chair are elected by the SHRS student body. These positions make up the organization’s executive board. Elections are held in January for the following year’s executive board. No dues or fees are required to participate. General meetings take place monthly and minutes are posted on the student council bulletin board as well as emailed to students. All students are welcome to attend the general meetings.

Council members work on many areas of student interest. Some activities have been the Thanksgiving and Christmas food drives, volunteer projects at various community and health organizations, blood drives, representations on the Student Services Committee of the School as well as the SHRS Alumni Association. Members are also responsible for the SHRS Pre-Commencement ceremony. Watch the Student Council bulletin board, email and TV in the lobby for announcements and reports of activities.

Though officer positions are reserved only for students already accepted into their program, pre-
major students are welcome to attend meetings and be involved in volunteer activities.


**ADDITIONAL WAYS TO GET INVOLVED**

When faculty review applications for acceptance into a major, student involvement is an important factor. In addition to fundraising and Student Council, pre-major students can volunteer at hospitals or clinics, join a fraternity or sorority, or conduct research related to their anticipated field of study. For more information and ideas regarding how to get involved, talk to a pre-major academic advisor.

**FUNDRAISERS**

Active SHRS student organizations wanting to have additional fundraising activities or to solicit funds, must submit a Fundraising Approval application to the Director of Student Services two weeks prior to the initiation of any fundraising event held in the School to the SHRS Student Services Office.

Applications will be reviewed by the Director of Student Services. Student organization activities involving health screenings must also be approved by the Director of the School. Students must also obtain the approval from the SHRS Director of Student Services for invitations for on-campus visits and presentations by vendors regarding items or services for sale. In case of conflicts, regarding the use of space in Atwell, priority will be given to “standing” events that occur on an annual basis. Second priority will be given to SHRS Student Council sponsored events. Use of the SHRS logo on products for sale must have the approval of the School’s Director.

In regards to food involved fundraising activities that involve food, only pre-packaged by a licensed food vendor items can be used. Homemade or items not packaged for individual sale can not be used. Groups planning on selling food, or events that charge admission and offer food, must apply for a temporary food vendor license through the Columbus Public Health department. Finally, if an organization is using pre-packaged food as a fundraiser, only non-required donations can be accepted. Items cannot be sold for a set price. For questions or further information, please contact the Director of Student Services.

**ATTENDANCE**

**LEAVE OF ABSENCE**

Before you withdraw from your course work (to decide not to enroll for the next term), you should consult with your pre-major academic advisor FIRST to discuss time-to-degree and other academic considerations. Students will be automatically placed on a leave of absence if they do not enroll in courses for the following term (or for summer term, if they do not enroll in courses for Autumn term). For questions related to fees and financial aid as a result of taking a leave of absence, please contact the Student Services Center (SSC).
REQUEST FOR REINSTATEMENT FROM LOA

Students should contact a pre-major advisor in the SHRS Student Services Office (HRSStudentServices@osumc.edu) for assistance returning from a LOA.

DIVERSITY SERVICES

The School’s affiliation with the Columbus Free Clinic and other outreach venues within central Ohio to provides excellent opportunities for SHRS students to hone their clinical skills and assist culturally diverse patients at the same time.

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

The University’s Office of Diversity & Inclusion (ODI) is committed to creating an environment that will facilitate the academic achievement of all students. The Office services include academic and career counseling, student advocacy, and notification of grants and scholarships for which you may be eligible. The ODI also helps to support educational and recreational experiences that promote personal growth and cultural sensitivity, including travel expenses to attend some professional conferences. The ODI web site http://odi.osu.edu/ will assist you in learning more about the University and to provide insight as you pursue your professional goals. The Multicultural Center Office of Student Life is another great resource for all students. The Multicultural Center (MCC), which is located on the first floor of the Ohio Union is a department within the Office of Student Life at The Ohio State University.

STUDENTS WITH DISABILITIES

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

ELIGIBILITY FOR SERVICES

The staff members at Disability Services determine specific services and accommodations. To receive services, each student with a disability must provide appropriate documentation of his/her disability, which must meet set criteria.
STUDENT RESPONSIBILITIES
1. It is the student’s responsibility to provide written documentation of the diagnosis of the disability. All diagnoses must be confirmed by Disability Services before special arrangements can be made.
2. The student is responsible for all costs related to the diagnosis.
3. The student is strongly encouraged to disclose the disability to each instructor and to make his/her accommodation needs known during the first week of classes. Students are reminded that faculty is under no obligation to provide accommodations for students with disabilities who do not make this need for special accommodation known to them.

RESPONSIBILITIES OF THE FACULTY/SCHOOL
The School and faculty are required by law to provide reasonable accommodations to students who provide appropriate documentation of their need for services. It is the responsibility of the School and faculty to work with Disability Services to ensure that students with disabilities have equal access to quality educational experiences both in the classroom and in clinical settings.

STUDENT RIGHTS AND RESPONSIBILITIES
The complete Code of Student Conduct is printed in the OSU Resource Guide for Students. Copies may be obtained from the OSU Office of Student Life, Rm. 3034, Ohio Union. This office can also answer questions concerning the provisions contained in the code. The Code of Student Conduct is available on line at: http://studentServices.osu.edu/csc/.

FELONY OR MISDEMEANOR CONVICTIONS
Because many states, institutions and registration/licensure boards impose severe restrictions on hiring or credentialing health care personnel who have felony or misdemeanor convictions, the student having such a record must seek advice from their pre-major advisor, in regards to possible restrictions that might preclude certification or employment.

STUDENT DISCIPLINARY POLICY AND PROCEDURES
The following policies and procedures were established by the SHRS Student Services Committee and Student Council:

Any nonacademic disciplinary infraction that does not come under the jurisdiction of the University Code of Student Conduct will be handled within the School. A student who has been disciplined within the division has the right to have his or her case reviewed by a disciplinary review committee composed of the following:
1. Two faculty members from the SHRS Student Services Committee, excluding the faculty representative of the program involved;
2. A member from the School administration;
3. The student representative who serves on the SHRS Student Services Committee.

The review committee shall be convened at the written request of the student no later than one
week of the program's decision. The student may be granted an extension of this one week period by means of a written request.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT
Ohio State’s policies and procedures regarding FERPA can be found on line at: http://registrar.osu.edu/policies/releaseinfo.asp. The School cannot release certain data without prior student permission. The School also cannot send credentials to prospective employers without a written request or permission.

AUTHORIZATION FOR RELEASE OF INFORMATION
Students who want to authorize release of information by faculty/staff members (letters of recommendation, news releases, job references, etc.) should complete a "Consent for Release of Education Records" authorization form which is available from the Registrar’s website at http://registrar.osu.edu/policies/releaseinfo.asp. The form may be completed at any time, but the graduate who expects to have prospective employers or graduate schools request information should have this form on file on or before he/she files an application to graduate.

If students have questions about FERPA or completing release forms, they should consult the SHRS Student Services Office or the Registrar’s office.

NAME/ADDRESS CHANGES
Each student must update his/her current and permanent street address if different at www.buckeyelink.osu.edu and maintain any changes on that site to ensure that University and School communications are delivered correctly. It is the student’s responsibility to keep contact information up to date. Students shall assume responsibility missed official university communications.

HIPPA COMPLIANCE
The “Privacy Rule” provisions of the Health Insurance Portability & Accountability Act (HIPAA) are the first federal regulations that protect confidentiality of patient information. The “Privacy Rule” requires health providers and other covered entities to educate all members of their workforce about the regulations. Certain divisions encourage or require students to complete observation or shadowing in clinical assignments prior to their application. It is the expectation of the School that pre-professional students will respect HIPPA in every setting in which they respect the School. Upon admission to the major, students will receive information about the division’s expectation for HIPPA compliance.

STUDENT HEALTH CARE

HEALTH INSURANCE
All students enrolled in the School of Health and Rehabilitation Sciences are required to subscribe to the OSU Comprehensive Student Health Insurance Plan if not already covered by another health insurance plans. The Ohio State plan includes various dental benefits in addition
The University requires proof of health insurance for all enrolled students. See the Student Health Insurance website http://shi.osu.edu/ for more information.

The Wilce Student Health Center is a nationally accredited outpatient facility providing a variety of health care services to Ohio State's student population. Medical services include primary care, dental care, sports medicine, preventive medicine, optometry, gynecology, and allergy evaluations and therapy. Support services include radiology, laboratory, and physical therapy. These services and an on-site pharmacy are all available in one, convenient location.

As mentioned previously, the Ohio State University requires that all students have continuous health insurance coverage. Students may choose to enroll in the OSU Student Health Insurance Program or in any comparable program. The decision made for the first semester of the academic year remains in effect for the entire year unless a qualifying event occurs. More information on student health insurance is available at http://www.shi.osu.edu.

As approved by the University President’s Coordinating Council, all students enrolled at least half time must be covered by major medical health insurance while attending the Columbus campus of The Ohio State University. If students elect to waive coverage under the Student Health Insurance Plan, they are required to provide evidence of comparable coverage under another plan through the Buckeye Link Student Center’s insurance selection/waiver link, by the published deadlines.

To avoid repeating the mandatory waiting period for preexisting conditions, each student must have continuous health insurance coverage, even during summer semester. The cost for student off-term insurance is the same as during the regular school year; however, it is not budgeted into the student’s financial aid package. This means the student must pay for off-term coverage. It is recommended that students set aside a portion of their budget each semester to be able to pay for this expense. If a student is enrolled during summer semester, regular health insurance is in effect.

Student Health Services does charge fees for most services performed at the health center. If you purchased the OSU Student Health Insurance or Wilce Care Supplement, your claims will be processed automatically according to the benefits to which you are entitled under your plan. For benefit details, please visit the OSU Student Health Insurance website at http://shi.osu.edu.

If you are covered under another health insurance plan, be sure to contact your insurance company prior to your appointment at the Wilce Student Health Center to find out how or if your policy will cover your care and prescriptions provided at the health center.

Co-pay and co-insurance amounts for eye exams, dental visits, nutrition visits, and prescriptions are due at the time of service. The health center accepts cash, check, BuckID, Visa, MasterCard, Discover and American Express.
DRUG TESTING
The School’s policy appropriately establishes substance abuse guidelines and procedures that are similar to those already in place for all other employees of health care facilities in which SHRS students work. Students are prohibited from engaging in any substance abuse. For further information please refer to page 32 in this handbook.

FINANCIAL INFORMATION
FINANCIAL AID
Students with financial needs must be prepared to fill out all appropriate forms by the stated deadlines as well as become knowledgeable about various sources of financial aid. It is advisable to keep on-going financial records and plan a budget. Financial aid for Health and Rehabilitation Sciences students at Ohio State is administered by Student Financial Aid, located in the Student Academic Services Building, 1st Floor, 281 West Lane Avenue (http://sfa.osu.edu). Please contact the Student Service Center for questions and further information.

Federal Government-Undergraduate and Graduate
The federal government offers two loans: Direct Stafford and Grad PLUS.
• The Direct Stafford loan can be obtained only by undergraduates and is unsubsidized and will accrue interest while the student is enrolled. The student will receive interest statements from the federal government but will not have to make payments on this interest or on the principal while remaining a student enrolled at least half time. Students are automatically eligible for this loan regardless of their financial credit.
• The Grad PLUS loan (only for graduate students) is entirely unsubsidized and accrues interest during the student’s tenure at SHRS. The student, however, does not have to pay the interest or principal on the loan while enrolled in school. Students normally take out this loan to fill the financial gap between their cost of attendance (tuition plus living expenses) and their other established financial aid (e.g., private loans, scholarships). Students are not required to have established credit for this loan but must be in good financial standing.

To be eligible for either the Direct Stafford or Grad PLUS loans, a student must file a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.

Satisfactory Academic Progress Policy for Financial Aid Eligibility
Federal regulations require that The Ohio State University establish policies to monitor the academic progress of students who apply for and/or receive federal financial aid. Financial aid programs covered under this policy include:
• All federal Title IV programs (student loans)
• All federal Health Professions Title VII programs
• Institutional scholarships, grants, and loans
• State of Ohio scholarship and grant programs

To remain eligible for financial aid, recipients must show satisfactory progress toward a degree according to the guidelines listed below. The SHRS Director of Student Services may be able to
assist students with possessing the necessary documentation. For further information please visit www.sfa.osu.edu.

SCHOLARSHIPS, LOANS AND FELLOWSHIPS

University/Government Scholarships or Loans
The Free Application for Federal Student Aid (FAFSA) application for regularly enrolled students is available in early January from OSU’s Student Financial Aid Office or website. Applications for loans or federal work-study have different due dates. The Scholarship application priority deadline is February 15, 2016.

Most aid provided to Health and Rehabilitation Science students is based on financial need; therefore the appropriate paperwork should be submitted well before the stated deadlines. All questions concerning need-based aid and university scholarships should be directed to the Student Service Center. Students on university financial aid should be aware that eligibility for university scholarship aid is based on full-time enrollment (12+ credit hours); eligibility for loans is generally based on at least half time enrollment (6+ credit hours). Students who have at least earned a previous degree may find their financial eligibility status changed. A degreed student enrolled half time typically is eligible for loans, but not scholarships.

Students who need short-term, emergency loans can apply for assistance through the Student Financial Aid Office (SFA): http://sfa.osu.edu.

External Scholarships
External scholarships are awarded by non-Ohio State affiliated individuals, organization and agencies with their own independent application processes and deadlines. All scholarship notices received by the SHRS Student Services Office will be emailed to students.

Private Bank Loans
Students may also apply for loans from private banks to help with their education and expenses. Students must have good credit to be approved. The interest rates vary based on the student’s credit and the rates offered by different private banks for educational loans. Usually a credit worthy co-signer will improve the interest rate offered by the bank on this type of loan.

STUDENT EMPLOYMENT
If students plan to become employed once admitted to the program, it is important that they consult with their faculty advisor on how a working schedule may affect their performance in the program. While the faculty is sympathetic to students’ need for employment, employment schedules cannot take priority over the academic and clinical requirements of the program.
ACADEMIC SUPPORT SERVICES

RELIGIOUS OBSERVATION POLICY
The School policy on religious observations holds that every reasonable effort should be made to help students avoid negative academic consequences when religious obligations conflict with academic course/clinical requirements. Any student who is unable due to his or her religious beliefs to attend classes/clinicals or participate in any academic requirement such as assignments, quizzes or examinations shall be provided with an opportunity to make up the assignment or examination or be given a reasonable alternative opportunity to complete their academic requirements without penalty unless it can be demonstrated that such an accommodation would fundamentally change the essential nature of the element of the curriculum, interfere with the delivery of the course/clinical, or create an unreasonable burden upon the program. Students who anticipate absences from scheduled required educational activities must notify the division/program director at least four weeks in advance of the anticipated absence to request accommodations.

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. 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 should contact the Director of the School for further consideration, if applicable.

SHRS academic faculty and staff are referred to the Interfaith Calendar Website as a resource of religious holidays: http://www.interfaithcalendar.org/.

ACADEMIC SERVICES

UNIVERSITY SURVEY COURSE: HTHRHS 1100
Health and Rehabilitation Sciences 1100 (HthRhSc 1100) is a one credit required course that all pre-major students must take during the autumn semester of their first year, except for Transfer Students, who take the online version (HthRhSc 1100.02). HthRhSc 1100 introduces students to the University and SHRS and provides information about policies, procedures, and available campus resources. The course is taught by an academic advisor in SHRS. This class will give students the opportunity to meet and interact with SHRS faculty, and students will also develop a two year academic plan as part of their assigned coursework. Additional topics covered in this course include: program of study and degree requirements, academic standards and other expectations of students, and information about the transition to OSU. University Honors SHRS pre-major students will also meet once a week for recitation. Emphasis on the recitation focuses on strategies for success, resources, procedures and requirements for Honors participation.
ACADEMIC ADVISING

All pre-professional students in SHRS will be assigned a pre-major advisor. The advisor’s office is located in the Student Services Office, 206 Atwell Hall, 453 West 10th Avenue. For questions or to schedule an appointment, call 614-292-1706.

The Advising Partnership: Advisor and Advisee Roles

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

The pre-major advisor’s role:

- Provide academic support to ensure students successful progression to applying and completing their major.
- Communicate the university’s deadlines, policies and procedures.
- Assist with schedule planning for all SHRS majors and finding an appropriate field of study.
- Assist students with planning academic paths consistent with their abilities, interests and goals.
- Respond to emails in a timely manner (within 2 business days excluding weekends, vacations and holidays) and send weekly email to students with important information.
- Provide a safe and respectful space to ask questions, discuss your interests, and express your concerns.
- Make appropriate referrals to campus resources and provide information and strategies for using university resources and services.
- Collaborate with students to promote academic success.
- Maintain confidentiality including FERPA regulations.
- 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; and
- Communicate accurate information about GE degree requirements, resources, and academic standards.

The student’s role:

- Be open and willing to consider advice from advisors, faculty, and other mentors.
- Become knowledgeable about university programs, policies, procedures and deadlines.
- Gather all relevant decision-making information.
- Clarify your personal strengths, interests, abilities and goals.
• Check OSU emails daily and read advisor weekly emails as well as university correspondence is sent via Buckeyemail.
• Be an active participant in advising appoints
  o Come with questions/purpose
  o Meet with an academic advisor at least once a semester; more, when appropriate
• Take advantage of resources and opportunities for improvement (Survey, MSLC, Writing Center, etc.).
• Ask questions if you do not understand an issue or have a specific concern (ask an advisor, not your friends).
• Accept responsibility for your decisions.
• Schedule appropriate classes to fulfill GE and major/minor requirements.
• Share accurate information;
• Seek help before a situation escalates into a crisis;
• Know and complete GE and program requirements;
• Audit academic records regularly;
• Always ask questions and follow through on plans of action;
• Explore career options.

BUCKEYELINK

Degree Audits
SHRS undergraduate students will be able to access their degree audit online at www.buckeyelink.osu.edu. The degree audit is a computer-generated planning tool that shows the coursework completed and how it relates to degree requirements. The audit is designed to help students and advisors track progress toward the degree. As a tool, students should recognize that the degree audit may not be 100% accurate and should be used only in conjunction with other tools and including regular meetings with an advisor.

Some transfer credit (particularly special and general credit) and all courses that must be petitioned for use on the GE or degree program must be entered as exceptions to the system by the SHRS Office of Student Services. To achieve an accurate audit, it is important to take care of petitions early in the first semester of enrollment in a SHRS program. Audits are easy to read and interpret, but if students have any problems interpreting their audit or they find an error on the audit, they should contact the SHRS Student Services Office and schedule a time to speak to their college office advisor.

All exceptions are manually input by the SHRS Student Service Office. Please allow adequate time for the exceptions to be processed, especially during the end of term and graduation. It is the responsibility of the pre-major student to note the errors address them with their pre-major advisor to correct the audit.
Registration
Students are expected to access registration information AND schedule online through the University Registrar’s home page: www.buckeyelink.osu.edu unless you are a new student at Ohio State; if so please register for orientation.

The registration and OSU e-mail systems are user-friendly, but students should contact OIT at 614-688-HELP (4357) if they experience any difficulty registering and/or receiving e-mails from the University Registrar's Office. Students are expected to take full responsibility for scheduling their own courses each semester.

Students are encouraged to work with their pre-major advisor for scheduling assistance. Making schedule changes should be done with care. Students who wish to drop courses are advised to make sure their course of study, financial aid status, athletic eligibility or graduation date will not be jeopardized.

If fees are assessed for changes made to a student’s schedule, it is the responsibility of the student, who registered for courses late or added/dropped courses after the stated Registrar’s deadline to pay the fees. Please refer to policies and University deadlines related to registering online at www.buckeyelink.osu.edu. Student’s whose fees are not paid by the end of week two of the semester, will be administratively withdrawn from all of their classes. Student’s requesting reinstatement will be responsible for the late assessment fee.

Adding/Dropping Courses
Students may add and drop courses online (after their first semester of enrollment) as many times as desired through Friday of the first week of classes. After the first Friday, students are only able to add a class through permission of the instructor. Students will need to present the signed Course Enrollment Permission Form to the SHRS Student Services Office for processing. Students may drop courses online through the 4th Friday of the semester. After the stated deadline, all add/drop transactions must be completed through their pre-major advisor. Finally, for courses changes after the above deadlines, SHRS students are required to complete the Course Enrollment Permission Form and sign the School’s supplemental form.

Adds:
Any open course the student is qualified to take may be added by the student via buckeyelink through the first week without instructor permission; during the second week, written permission from the instructor is required; during and after the third week, a petition to add a course is required and students may be charged a late fee. After the first week, all course additions must be completed by the SHRS Student Services Office.

Drops:
Students may drop courses through the fourth week without any enrollment indication appearing on the transcript; from the fifth to the tenth week, a "W" will be entered on the transcript. SHRS students will not be permitted after Friday of the tenth week to drop a course.
It is the expectation of the University and SHRS Student Services Office that a student’s schedule should be finalized by the first Friday of the semester. After the first Friday of the semester, the student is responsible for contacting the Student Services Center in the SAS building to ensure that she or he has a full understanding of all of the financial, academic and athletic, implications if applicable of adding or dropping courses, including (but not limited to) additional fees, penalties, and/or applicable refunds.

Petition and Fee Waver

Documentation Necessary for Adding Classes after the 2nd Friday of the Semester:

1.) Course Enrollment Permission Form
   • Signed by instructor
   • Signed by department chair of the unit offering the course

2.) Student Petition
   o Explanation including the reason for adding the course past the second Friday deadline of the semester must be provided. Attach additional supportive paperwork/documentation if necessary.

Students are also required to complete the SHRS supplemental form stating that they understand that a $100 dollar fee will be added for every course added after the 2nd week of the semester as well as agreeing to contact the Student Services Center at (614)292-0300 if they have questions regarding this fee assessment.

Fee Waiver

The $100 dollar fee may be waived by the University Registrar’s office if the student meets one or more of the following conditions below. Please be aware that fee waivers are left to the discretion of the University and are not usually awarded.

   o Same course section change;
   o Late add due to late admission to major;
   o State any extenuating circumstances and/or additional reason you believe the fee should be waived;
   o Note: NOT submitting paperwork before 5:00 p.m. on the 2nd Friday or not being aware of deadline is not a valid reason to waive fee.

Post-10th Week Petition Policy

Occasionally, extenuating circumstances such as personal accidents or serious illness may require a student to withdraw from a single class or all classes after the tenth week. “Withdrawal from any and all courses shall not be permitted after the last day of regularly scheduled classes except when the student experiences a genuine emergency after the regularly scheduled end and prior to sitting for the final examination in a given course or courses.” (Faculty Rule 3335-7-32). In this case, the student needs to obtain a “Post-Tenth Week Petition” form from the SHRS Student Services Office. The form should be completed as soon as possible and submitted to the SHRS Student Services Office. Petitions that are incomplete or late will NOT be reviewed at the end of the current semester.
In case the student is incapacitated, a parent/spouse/guardian, etc. may request the withdrawal. The SHRS Student Services Committee will meet before the last Friday of each semester to review such petitions and will inform students in writing of the outcome within five business days. Such petitions will **NOT** be approved for academic reasons such as poor performance in clinicals and/or course work or the failure to appropriately address issues that affected the student’s academics. **Per University policy, no petition will be reviewed and/or approved after a final grade has been posted.**

When a petition is denied, SHRS students can appeal the decision to the Director of the School. For further directions, the student should contact their pre-major advisor.

**WITHDRAWAL FROM THE SCHOOL**
A SHRS student who wishes to withdraw from the School must contact a pre-major advisor.

**WITHDRAWAL FROM THE UNIVERSITY**
Students dropping all classes during the semester must notify their pre-major advisor and file an official OSU withdrawal form. To avoid being automatically marked as having failed all enrolled courses for the semester, a University withdrawal form must be completed and turned into your pre-major advisor. The form is available in the SHRS Student Services Office. **Absolutely no withdrawals will be processed past the tenth week.**

**PETITIONING PROGRAM AND/OR DEGREE COURSE REQUIREMENTS**
Students who feel that they have met the spirit of a program or degree requirement without fulfilling the exact course requirement or equivalent may petition to their program to use of these credits. The petition is obtained from the SHRS Student Services Office and must be submitted to the student’s pre-major advisor. Students may be asked by their pre-major advisor to secure additional assistance in evaluating the credit by the University department involved. Once the written approval from the division director/program manager/director of student services is obtained, the petition is then returned to the SHRS Student Services Office for final processing. Students are required to check their degree audit for the processing of the petition. Please allow 1-2 months for processing.

**TRANSFER CREDITS**
The Registrar’s office will review transfer credits for incoming students and apply “general” or “special” credits to GE courses where appropriate. Students wishing to have certain transfer credits applied in fulfillment of program or degree requirements must secure a petition form and instructions from the Student Services Office.

Students should review their degree audits and transfer credit report carefully, noting what action they must take to secure correct transfer credit. All questions concerning transfer credits should be resolved by the end of the first semester of enrollment. Students should consult their pre-major advisor if they have questions concerning transfer credit.

**Current Ohio State students interested in taking OSU equivalent courses at another college or**
university should meet with their pre-major advisor to discuss which course is the academic equivalent of the desired Ohio State courses. Some of this information may be available to students on Transferology. It is the student’s responsibility to check with the Student Services Center in the SAS building to ensure that he or she fully understands the impact that taking courses at another university may have on any financial aid awards. Students who wish to apply for a consortium agreement, to have financial aid awards applied toward tuition at the outside college or university may find additional information at the SFA Office’s website.

TRANSFER EVALUATIONS
Frequently, coursework taken at another college or university does not transfer as an exact numbered equivalent course at Ohio State. In some cases, especially involving prerequisite courses, the student must secure appropriate credit for these courses. Courses evaluated as General (GEN), Deferred (T), and Special (SPL) are noted on the student’s Transfer Credit Report. Student should follow the subsequent steps to have credit evaluated:
1.) Obtain the course syllabus from the previous institution. If you do not have a copy, contact the department at the previous institution and request an electronic copy of the syllabus to be sent to your email.
2.) Visit OSU’s Transfer Credit Coordinator Webpage:
3.) Find the course subject you are having evaluated. For example, if you are having a Chemistry course evaluated, scroll to the “C’s” for Chemistry or click “C” at the top.
4.) Follow the instructions listed for that department’s process for sending in your syllabus. Contact the department directly for clarification or questions.
5.) Send your pre-major advisor a copy of the Departmental Credit Evaluation via email or in person so that adjustments can be made to your Degree Audit.

While the pre-major advisor may assist the student with the interpretation of the Transfer Credit Report, it is the student's responsibility to identify and process all paperwork associated with these categories of credit. All questions concerning transfer credits should be resolved by the end of the first semester of enrollment.

GENERAL (GEN) CREDIT
Coursework designated as General (Gen) on the Transfer Credit Report indicates that the OSU’s Transfer Credit Center cannot evaluate the coursework but has determined that it is college level. The SHRS Director of Student Services will review this credit and in many cases will automatically assign it to fulfill GE or other degree requirements. If the Director suggests that more specific information is needed, (e.g., before allowing its use on the major, etc.) the student will need to contact the appropriate academic department for evaluation. General credit will count towards graduation credits. In order to get General credit further evaluated, students need to:
- Locate the name and address of the individual in the appropriate academic department that reviews transfer credit. This information is available online at the following web address: http://registrar.osu.edu/transfer_credit/tcc_list.asp.
- Submit the following documentation to that person
  - A copy of the Transfer Credit Report on which the credit appears
A "Departmental Credit Evaluation" form from the academic department must be submitted to the Registrar's Office for the credit to be changed on the student’s record. The department may send the form to the Registrar's Office or request that the student submit the form. In either case, students should keep a copy until the credit shows on their DARS, available online at http://buckeyelink.osu.edu.

Note: General credit may be used by petition to fulfill university or division requirements. See instructions under "Petitioning Program and/or Degree Requirements".

For the case of when a GE course is listed as General credit, students are required to provide the syllabus of the particular class and complete the Course Exception Request including a letter to explain the reasoning of the request. This information is then taken to the Director of Student Services. If it is approved a Degree Audit exception will be made. This is a “college” decision; some colleges at OSU may not uphold the same conclusion.

SPECIAL CREDIT
Frequently, college coursework taken at another university will be evaluated as Special (SPL), meaning it is college level but no exact equivalent exists at Ohio State. For the case of when a GE course is listed as Special credit, students are required to provide the syllabus of the particular class and complete the Course Exception Request including a letter to explain the reasoning of the request. This information is then taken to the Director of Student Services. If it is approved a Degree Audit exception will be made. This is a “college” decision; some colleges at OSU may not uphold the same conclusion.

TECHNICAL CREDIT
Deferred (T) credit indicates that the OSU’s Transfer Credit Center has evaluated the student’s course work as technical in nature. These hours will not count toward graduation unless the course work is evaluated by the transfer coordinator of the department at Ohio State and determines that the course work is at the college level.
To have deferred (T) credit evaluated, the same procedures used for general and special credit evaluation should be followed. Unless these (T) credits are approved and submitted to the Registrar’s Office, they will not count toward graduation.

MINOR PROGRAMS AND DUAL DEGREES

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

1. A major and a minor may not be taken in the same division/program or department;
2. Only one course specified in the major that is also part of an established minor (overlapping courses) may be counted toward both the major and the minor;
3. No grade below a C- will be permitted on courses comprising the minor;
4. Courses taken on a Pass/Non-Pass basis may not be applied to the minor.

**DUAL DEGREES**

A combined curriculum has been approved between the School of Health and Rehabilitation Sciences and the College of Arts and Sciences. Students with advanced course work in the liberal arts may want to consult their COA and an advisor in the College of Arts and Sciences as early as possible for curricular advising.

**POST-BACCALAUREATE STUDENTS**

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

1. Certificate-of-study students must complete the required professional courses and all program prerequisites. Certificate-of-study students **are not** required to complete GE’s.
2. Certificate-of-study students **are not** eligible to participate in the SHRS Honors program, Student Research Thesis program, or to receive Latin honors designations.
3. Students with previous degrees who elect the second degree (vs. certificate) option must meet all GE(C) requirements of the University in effect at the time of enrollment in addition to completing all program prerequisites and professional coursework prior to graduation.

**HOW TO BE A SUCCESSFUL STUDENT**

1. **GO TO CLASS. GO TO EVERY CLASS, ALL OF THE TIME.** Don’t arrive late and don’t leave early.
2. Sit near the front of the classroom.
3. Pay attention and take notes in all of your classes.
4. Participate in class discussions. Participation is usually calculated into your final grade.
5. Make at least two friends in each class whom you can count on to take notes should you have to miss class. Get their phone numbers and call them before the next class to find out what you missed.
6. Review the material each night after your classes.
7. Study in advance for your quizzes, midterms, and finals. Don’t wait until the last minute.
8. Turn in all assignments on time. Give yourself enough time to do multiple drafts and to check your work.
9. If you have free time between your classes, do not go back to your room. Find a place on campus to study.
10. Don’t be afraid to use walk-in hours. Professors take note of students who are trying to succeed.
11. Establish regular study hours. Look at studying as your job. Build time each day into your schedule for studying.
12. Keep a calendar or planner to keep you organized. At the beginning of each semester, write down your assignment due dates and exam dates for each class. Also write down important registration deadlines.

TIME MANAGEMENT
Managing your time effectively is key to academic success. University courses require hard work, and you will need to strike a balance between the demands of your course work and all of the competing demands in your life—extracurricular activities, social activities, volunteer work, employment, family obligations, and sufficient exercise and sleep to remain healthy, to name a few—that may diminish the time you will have available to succeed academically. One useful index to help estimate the time your course work will require is the Ohio State faculty rule that establishes, approximately, the time a student should spend to earn one credit hour: two hours per week outside of class and one hour in class to earn a grade of “C.” A three-credit hour class, therefore, should require nine hours per week to earn a grade of “C,” and a fifteen-credit hour schedule will require a commitment of about 45 hours per week. Students who expect to earn higher grades will need to invest significantly more time in their course work.

To help you track the demands of your courses—due dates for assignments, examinations, and papers—along with the various other activities that will take you away from your school work, we strongly recommend that you keep a calendar or planner. Careful planning will help you to use your time more effectively and to see in advance, when you can plan for them, the more stressful weeks in your schedule.

If you find you are having trouble managing your time effectively, the following web site on time management might be a useful tool to help you get started: www.studygs.net/timman.htm.

HELPFUL RESOURCES
Students should become familiar with and use the various web-based resources available to them. Below is a list of useful sites.

- School of Health and Rehabilitation Sciences Homepage – http://medicine.osu.edu/HRS
- Buckeye Link on the OSU homepage - http://buckeyelink.osu.edu/
- Buck I.D.- https://buckid.osu.edu/
- Pre-Professional Programs - https://preprofessional.osu.edu/
• FERPA - [http://parent.osu.edu/resources/academic/_ferpa](http://parent.osu.edu/resources/academic/_ferpa)
• Multi-Cultural Center- [http://multiculturalcenter.osu.edu/](http://multiculturalcenter.osu.edu/)
• Prior Health Sciences Library – [http://hsl.osu.edu/](http://hsl.osu.edu/)
• Graduate & Professional Admissions- [http://gpadmissions.osu.edu/](http://gpadmissions.osu.edu/)
• Student Service Center (Financial Aid, Bursar, Registrar) - [http://ssc.osu.edu/](http://ssc.osu.edu/)
• Student Health Center – [http://www.shc.ohio-state.edu/](http://www.shc.ohio-state.edu/)
• Student Health Insurance – [https://shi.osu.edu/](https://shi.osu.edu/)
• Transportation & Parking Services – [http://www.tp.ohio-state.edu/](http://www.tp.ohio-state.edu/)
• Transfer Credit Equivalents (Transferology) – [https://www.transferology.com/](https://www.transferology.com/)
• Transfer Credit Information – [http://registrar.osu.edu/transfer_credit/tcc_list.asp](http://registrar.osu.edu/transfer_credit/tcc_list.asp)
• University Registrar - [http://registrar.osu.edu/students/index.asp](http://registrar.osu.edu/students/index.asp)

• Career Services – Assists students with finding internships, exploring career options, and planning a strategic job search. SHRS students can also contact the School’s Career Advisor, Shannon Peltier at shannon.peltier@osumc.edu.

• Counseling and Consultation Services – Offers counseling and therapy to help address personal, mental health, academic, and career concerns (http://www.ccs.ohio-state.edu/).

• Office of Student Life – Offers a wealth of on-campus resources to students through various departments (http://studentlife.osu.edu/).

• Student Advocacy Center – Answers questions about university policies and procedures and directs students to the appropriate resources (http://studentServices.osu.edu/advocacy/).

• Student Wellness Center – Provides services to help students achieve healthier, happier, and more successful lives (http://swc.osu.edu/).

• Dennis Learning Center – Helps students develop study skills, time management, test-taking, learning from text, note-taking, and self-regulation strategies (http://dennislearningcenter.osu.edu/)

General Resources (Phone numbers use the area code prefix 614)

• Admissions Office: 292-3980
• Athletic Ticket Office: 292-2624
• Consolidated Student Services Center: 292-0300
• Advice Nurse: 292-3301
• Appointments (Wilce Student Health Center): 292-4321
• Student Pharmacy: 292-0125
• Student Wellness Center: 292-4527
• Emergency: 911
• Non-Emergency Ohio State Police: 292-2121
• Student Escort Service: 292-3322
• Community Crime Patrol (CCP): 292-2279
• Writing Center: 688-4291
- Office of Disability Services (ODS): 292-3307
- Multicultural Center: 688-8449
- Student Advocacy Center: 292-1111
ACADEMIC SANCTIONS FOR PRE-PROFESSIONAL STUDENTS

ACADEMIC STANDING
Pre-professional students in the School are subject to the rules of the University regarding warning, probation and dismissal.

At the end of each term, pre-major advisors are responsible for completing academic action for all SHRS pre-major students. After determining appropriate action, an official list is created. Students with a 2.0 GPA or better are not included in this list. The list is created in Excel and needs to include the student’s ID number, first and last name, rank, action, address and OSU email address. The list is printed and signed by the Director of Student Affairs. The academic action is posted on the student record by a SHRS Student Services Office Associate and forwarded to the Registrar’s Office for posting of dismissals. Academic warning and probation emails are sent by advisors and dismissal letters are sent by the School Director via registered mail.

Academic Warning:
Typically for First Term students only who have below a 2.0 OSU GPA. If the student has an OSU GPA below a 2.0 and they have 1 E – they will automatically be placed on Academic Warning. This indication goes on their permanent record and a registration hold has been placed on their account. Students receive an email (sent through Advising Connect) informing them of this action and outlining the steps they need to take to enroll in a Carmen course to take a quiz, to remove the hold. They are required to review power points highlighting resources on campus and how to be a successful student. Once the quiz is successfully completed, the hold is removed from their account and a note is added to Advising Connect. If a student does not show vast improvement, students can be placed on academic probation.

Academic Probation:
This action is for students who have below a 2.0 OSU GPA. If a student has 2 E’s or an EN letter grade – they will automatically be placed on academic probation. This indication goes on their permanent record and a registration hold has been placed on their account. Students receive an email (sent through Advising Connect) informing them of this action and outlining the steps they need to take to enroll in a Carmen course to take a quiz, to remove the hold. They are required to review power points highlighting resources on campus and how to be a successful student. Once the quiz is successfully completed, the hold is removed from their account and a note is added to Advising Connect. Students can only schedule 15 credit hours. If a student does not show vast improvement for the next semester students can be academically dismissed from OSU.
**Academic Dismissal:**
A student with a cumulative grade point average below a 2.0 is subject to the rules of the University regarding academic dismissal. Students should refer to Faculty Rules 3335-9-23 through 3335-9-28. There is no particular cumulative GPA or number of deficiency points that warrants a dismissal. Dismissed students will be notified of their status by certified U.S. mail. All letters will be mailed to the student’s permanent address found on buckeyelink. Students who are dismissed from the University must have been on academic probation at some point.

**PROGRAM STANDING**
Program Standing is designed to identify students who, while in good standing with the University (achieving a minimum 2.0 GPA), are not competitive to apply to any major in the School of Health and Rehabilitation Sciences.

Students with a GPA of 2.0-2.49 will be reviewed for program standing. A list is created in Excel, which includes the student’s ID number, first and last name, rank, action, address and OSU email address. All students are notified by email of program standing. Program probation and program dismissal emails are sent by the advisors through Advising Connect. Program standing does not appear on the student’s academic record.

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

- A student earns a cumulative point-hour ratio below 2.20 will be placed on departmental program probation – if admitted into their major.
- A pre-major student will be placed on program probation if they earn a GPA within a 2.0-2.5
- First term freshman do not get placed on Program Probation
- Probationary status shall continue until either the requirements for removing probation have been achieved, or the student has been disenrolled from the School or dismissed from the University.
- Students who voluntarily leave the School while on departmental academic probation and who are subsequently permitted to reenroll in their program will resume their probationary status when they return.

This indication does not go on their permanent record but a registration hold has been placed on their account. Students receive an email (sent through Advising Connect) informing them of this action and outlining the steps they need to take to enroll in a Carmen course to take a quiz, to remove the hold. They are required to review power points highlighting resources on campus and how to be a successful student. Once the quiz is successfully completed, the hold is removed from their account and a note is added to Advising Connect.
**Program Dismissal:**

Students who have been placed on program probation are eligible for program dismissal. Students who have been programmatically dismissed may no longer pursue a major in the School of Health and Rehabilitation Sciences. Program dismissal results in the following semester schedule being locked, and students are required to meet with an advisor in another unit to declare a new major in order for their schedule to be unlocked.

- A student is eligible for program dismissal if he or she does not meet the conditions for removing program probation outlined in the letter of the program probation.
- A student is eligible for dismissal if he or she incurs another reason for program warning or program probation while on program probation.
- No student shall be subject to dismissal from the University unless he or she is currently on academic probation.
- A student who is dismissal from a SHRS program will not be permitted to register for professional coursework.

This indication does not go on their permanent record but a registration hold has been placed on their account. Students receive an email (sent through Advising Connect) informing them of this action and outlining the steps they need to take to enroll in a Carmen course to take a quiz, to remove the hold. These students are required to change their major, a SHRS pre-major advisor will not be able to remove the lock from their schedule.
HONORS OPPORTUNITIES IN THE SCHOOL OF HEALTH AND REHABILITATION SCIENCES

Healthcare professionals with exceptional training and abilities in leadership, critical inquiry, philanthropy, and teaching are vital to the advancement of the health professions and of benefit to society. Recognizing this need, the School of Health and Rehabilitation Sciences designed its Honors program to offer a unique academic experience to able and highly motivated undergraduate students. A superior student will pursue a plan incorporating advanced coursework, scholarship, research, service, and leadership.

Current SHRS students who are not currently enrolled in the Honors Program, but wish to graduate with Honors in the School must meet the same criteria as current Honors students. Post-Baccalaureate Certificate of Study students are not eligible to participate in the SHRS Senior Research Thesis program or the Dean’s List, nor are they eligible to receive the honors designations cum laude, magna cum laude, and summa cum laude.

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

- **New First Year Students:** Students who are admitted to SHRS as freshman will have their honors status determined by the Office of Honors and Scholars. They will have the “H” designation and receive priority scheduling for their second semester of enrollment as well as the other privileges afforded Honors students in the University. Students must develop an Honors Plan with the Honors Director to ensure that they maintain their eligibility.

- **Transfer Students:** Students who transfer into SHRS from outside OSU can receive initial honors status from the Honors Director. To receive initial Honors status from the School, the student must have at least a 3.4 GPA from all previous course work and provide the Honors Director with a copy of their transcript and copies of syllabi from any Honors courses taken at another college/university. Students who receive the honors designation must develop an Honors Plan and will be reviewed at the end of spring Semester, which is the same procedure for any other SHRS student.

- **Current OSU Students:** Students who are not currently enrolled in the Honors Program must meet the same criteria as current Honors students. Students must demonstrate a 3.4 GPA over at least two semesters while at OSU and complete an Honors Plan with a faculty member from his or her respective division or program.

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

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

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

Complete information on the Comprehensive Honors Program available in the School is available on the School’s website: http://medicine.osu.edu hrs. Click on “Current Students” then on “Honors Opportunities.”

**Latinate Honors:**
Latinate honors designations are based solely on cumulative GPA with a minimum of 60 credit hours completed at OSU. These honors are conferred at graduation, and SHRS awards these honors as follows: cum laude (3.50-3.69); magna cum laude (3.70-3.89); summa cum laude (3.90-4.00).

**Senior Research Thesis Project:**
(Leading to Graduation with Distinction)
Junior-level students may elect to complete a Senior Research Thesis Project during their senior year and graduate “with distinction” in their field of study.

The designation “with distinction” is reserved for SHRS students who have completed and successfully defended a Senior Research Thesis projects.

The designation “with Honors in Health and Rehabilitation Sciences with distinction” is available for students who have participated in the SHRS comprehensive honors program and who have completed and successfully defended a Senior Research Thesis project.

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

- Enrollment in 12 credit hours or more of graded credit (the 12 credit hours cannot include Pass/Non-Pass or Satisfactory/Unsatisfactory courses) and must have a semester GPA of 3.5 or above; or
- In divisions grading substantially on S/U credit, students may be recommended by division faculty, who certify (in writing to the Student Services Office) that the student's performance would equal or exceed 3.5 if the credit were graded A-E.
- An email from the Director of the School to the student’s OSU email indicating the designation.
• Office of Undergraduate Education will then send the Dean’s List information to the local papers for publication

**Special Note**
OUR runs the Dean’s List once per term so students who, at the time of the run, have grades of incompletes will not have this posted to their record. Once the incomplete is resolved AND the student is eligible for Dean’s List, colleges can add this status to a student’s record one-by-one.

Instructions on how to do this are located here: [http://registrar.osu.edu/sishelp/index_sr_web_assist_docs.asp](http://registrar.osu.edu/sishelp/index_sr_web_assist_docs.asp) and the name of the job as is “Honors and Awards Individual Students.”
IMPORTANT DATES AND DEADLINES

Major Admission and Application Procedures:
At a certain point, students will need to apply and be admitted to their major to gain access to the professional, or major, coursework in their program of interest. Each program has its own minimum requirements, application process, and deadlines. All application materials must be submitted by the dates listed below in order to be considered for acceptance into your major. All professional programs begin in the autumn term. Application deadlines per major are listed below.

Athletic Training

January 31

Health Information Management and Systems

January 31

Health Sciences

January 31 for AU enrollment
Oct 15 for SP enrollment
March 18 for SU enrollment (online)
May 31 for AU enrollment (online)
Oct 15 for SP enrollment (online)

Medical Dietetics

- Coordinated Undergraduate
  January 31
- Coordinated Graduate
  December 1

Medical Laboratory Science

- Certification Track
  January 31
- Medical Science Track
  January 31 for AU enrollment
  October 15 for SP enrollment

Respiratory Therapy

January 31

Radiologic Sciences and Therapy

- Sonography
  January 31
- Radiation Therapy
  January 31
- Radiography
  January 31