PREFACE

This School of Health and Rehabilitation Sciences (SHRS) Student Handbook is designed to serve as a guide for students enrolled in the professional programs. The contents of this handbook represent an official communication of the policies and procedures of the School from the faculty to students enrolled in their professional programs. These policies and procedures are meant to be helpful, not restrictive. Students are required to become familiar with the rules and regulations that govern the University community (including the School) and campus as a whole. The School of Health and Rehabilitation Sciences Student Handbook supplements, but does not replace, other University publications.

Each student is encouraged to review policies and procedures pertaining to such matters as admission, scheduling, graduation and grading, which are found on buckeyelink, handbooks, and other similar published matter. The Ohio State University “Code of Student Conduct” is available online at the following address:
http://studentaffairs.osu.edu/csc/

This Handbook deals with policies and procedures that apply to all SHRS students enrolled in their professional programs. Policies and procedures specific to each division or program are found on each program’s home page. To access your program’s handbook, please visit the School’s home page http://medicine.osu.edu/SHRS then select the desired program.

Pre-professional students (undergraduate) enrolled in the School of Health and Rehabilitation Sciences are to refer to the SHRS Pre-Major Handbook. The SHRS Pre-Professional advisors can answer questions regarding the policies and procedures that pertain to SHRS pre-major students who have not yet been admitted to their major program. To arrange an appointment with a SHRS Pre-Professional advisors please contact the SHRS Student Services Office at (614)292-1706.

Students directly admitted to undergraduate professional programs as freshman or sophomores are bound by the policies and procedures for programs as outlined in this handbook.
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SHRS PROGRAMS

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:

1. Athletic Training
2. Health Information Management & Systems
3. Health Sciences
4. Medical Dietetics
5. Medical Laboratory Science (formerly Medical Technology)
   • Certification
   • Medical Sciences
   • MLT Articulation
6. Radiologic Sciences and Therapy
   • Radiography
   • Sonography
   • Radiation Therapy
   • Degree Completion
7. Respiratory Therapy
8. Biomedical Sciences

The School offers the following graduate-level programs:
   1. Doctor of Physical Therapy
   2. Master of Occupational Therapy
   3. Master of Science (Advance Practice Master’s)
   4. Medical Dietetics Coordinated Graduate Program
   5. Medical Laboratory Science Coordinated Graduate Program
   6. 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. The Medical Laboratory Science tracks, Medical Science and Medical Laboratory Technician Articulation, admit students in both the autumn and spring.
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 professions through innovation, education, and service.
### ACADEMIC CALENDAR
2013-2014

#### AUTUMN TERM

<table>
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<th>Date</th>
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<tbody>
<tr>
<td>Campus first day (AU semester)</td>
<td>8/21/2013 (W)</td>
</tr>
<tr>
<td>Last day AU semester</td>
<td>12/3/2013 (T)</td>
</tr>
<tr>
<td>Winter Break</td>
<td>12/12/13-1/3/2014</td>
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#### SPRING TERM

<table>
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<tbody>
<tr>
<td>Campus first day (SP semester)</td>
<td>1/6/2014 (M)</td>
</tr>
<tr>
<td>Last day SP semester</td>
<td>4/21/2014</td>
</tr>
<tr>
<td>Spring Break</td>
<td>3/10/2014-3/14/2014</td>
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<td>SHRS Pre-Commencement</td>
<td>5/3/2014 (Sat)</td>
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<tr>
<td>University Commencement</td>
<td>5/4/2014 (Sun)</td>
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<td>Labor Day</td>
<td>9/3/2012 (M)</td>
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<td>Veterans Day</td>
<td>11/12/2012 (M)</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>11/22-11/23/2012 (R-F)</td>
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<tr>
<td>Martin Luther King Day</td>
<td>1/21/2013 (M)</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>5/27/2013 (M)</td>
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<tr>
<td>Independence Day</td>
<td>7/4/2013 (R)</td>
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COLLEGE OF MEDICINE-SCHOOL OF HEALTH AND REHABILITATION SCIENCES DIRECTORY

Dean          Charles J. Lockwood, MD
Director of the School      Deborah S. Larsen, PhD
Associate Director of the School     D. Michele Basso, PhD
Director of Student Services     Lisa Terek
Pre-Major Academic Advisor     Shannon M.H. Peltier
Pre-Major Academic Advisor      Heather Kerr
Health Sciences Academic Advisor    Amy Thesing
Graduate Academic Advisor     Jennifer Hicks
Office of Student Services      127 Atwell Hall, 292-1706

(SHRS undergraduate and graduate programs)
System Administrator      Bruce Noskowiak, 688-5487
Facilities Manager       Judy Froling, 292-1706

DIVISIONS/PROGRAMS

ATHLETIC TRAINING, 228 Atwell
Mark A. Merrick, Ph.D., Director
mark.merrick@osumc.edu

BIOMEDICAL SCIENCE PROGRAM, 1170 Graves
Lori Martensen, M.S., Program Manager
lori.martensen@osumc.edu

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

MEDICAL DIETETIC & HEALTH SCIENCES, 306 Atwell
Kay N. Wolf, Ph.D., Director
kay.wolf@osumc.edu

MEDICAL LABORATORY SCIENCE, 535 Atwell
Tammy Bannerman, Ph.D., Interim Director
tammy.bannerman@osumc.edu

OCCUPATIONAL THERAPY, 406 Atwell
Jane Case-Smith, Ph.D., Director
jane.case-smith@osumc.edu

PHYSICAL THERAPY, 516 Atwell
John Buford, Ph.D., Director
john.buford@osumc.edu
ATWELL HALL BUILDING REGULATIONS

1. Under the 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.

2. 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.

3. 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.

4. All signs posted in the School must be approved by the SHRS Office of Student Services.

5. Student organizations need to secure permission from the SHRS Office of Student Services before scheduling a fundraiser in the building. (See section on “Fundraisers”)

6. Any maintenance problems within the building should be reported to Judy Froling in the Office of Student Services (127 Atwell Hall).
STUDENT CODE OF ETHICS

Established by Student Affairs 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 allied health professional 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, prescribed 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.
PROFESSIONALISM STANDARDS

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 will 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 (SHRS) considers any student enrolled in the School 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 program 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 at The Ohio State University
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 or the medical center.

**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, web blogs, 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 policy of the SHRS regarding student, staff and faculty use of social networking sites is delineated below.

Students, Staff and Faculty of the SHRS:

• 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 reflect the views of the SHRS.

• 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 medical center 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 medical center.

• May not post someone else’s work (including from internet sites) without attribution.

Faculty and staff within SHRS are strongly discouraged from inviting people who are actively enrolled in the 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/FIELDWORK CONDUCT

1. Honesty, trust, fairness, respect and responsibility are expected student classroom behavior.

2. 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 racy tank tops, plunging necklines, inappropriate attire and clothing that resemble pajamas.

   Additionally, daily healthy hygiene is expected. Examples include but are not limited to clean skin, hair, and teeth; regular use of deodorant/antiperspirants; and regular dental hygiene. Makeup should not be distracting and cologne/perfume should not be worn in the clinical environment.
Students who are found in violation will first receive a warning for the infraction. For information regarding unresolved or additional infractions regarding attire, please visit “Judicial procedures for program action related to professionalism” on page 28 of this handbook.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. Students will be removed from the classroom and/or fieldwork for unprofessional conduct at any time without prior warning. Possible consequences can include that the student is prohibited from attending the fieldwork for at least three days for the first infraction and prohibited for the term for the second infraction. Infractions will result in a reflection in the student’s final grade with the second infraction automatically resulting in a failing grade. Additional infractions are tiered so that egregious infractions can cause a student to be
removed immediately from the fieldwork for the entire term and/or indefinitely. For further information, please refer to your program’s handbook.

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

The use of cell/smart phones as well as M3 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 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 that faculty has 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 School of Health and Rehabilitation 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.

**APPEARANCE REQUIREMENT GUIDELINES FOR FIELDWORK**

The following policy was developed to delineate guidelines regarding professional attire for any preclinical or clinical patient encounter, whether with actual patients or simulated patients. Additional guidelines of affiliated hospitals or preceptors shall be observed. Students are expected to inquire prior to wearing any questionable items. These guidelines for professional attire should also be followed anytime a student represents the School outside of the classroom while giving presentations, performing service work, etc.

**IDENTIFICATION**

- White coats should be clean, wrinkle-free, and in good repair.
- Always display IDs in a visible location above the waist.

**CLOTHING**

**Shirts:**

- Shirts should be wrinkle-free, clean, and in good repair.
- Tight-fitting or revealing shirts are not permitted.
- Tank tops, halter tops, tops exposing midriff, and spaghetti-strap or shoulderless dresses or tops are inappropriate.
- Proper undergarments should be worn at all times.

**Skirts:**

- Tight-fitting and revealing skirts are not permitted.
- Skirt length shall be no shorter than three inches above the top of the knee.
- Split skirts and dress shorts are permitted, provided that they fall within skirt guidelines.
Pants:
- Tight-fitting or excessively baggy pants are not permitted.
- Pants should be wrinkle-free, clean, and in good repair.
- Denim pants of any color, spandex, leggings, athletic wear, and sweat suits shall not be worn.

Socks and Hosiery:
- Socks and hosiery should be worn at all times in the hospital or clinic.

Scrubs:
- Scrubs should be clean, in good repair, and presentable (e.g., not excessively wrinkled).
- Students need to be aware of each hospital’s or assigned area’s policies.

Shoes:
- Shoes should be clean and in good condition.
- Casual sandals, canvas sneakers, and open-toed shoes shall not be worn.
- Heels should not be taller than three inches.

Accessories:
- Rings, bracelets, and necklaces are permissible if they are not hazardous to equipment operation or patient contact.
- No more than two earrings per ear are recommended.
- Body piercing is permitted in ears only; no other visible body piercing is permitted.
- Hats are not to be worn inside unless they are required parts of a uniform.
- Accessories that are part of a religious preference are given appropriate consideration.

Tattoos:
- Visible tattoos are not permitted. Tattoos should be hidden by clothing or obscuring make-up.

Nails:
- Artificial nails are not permitted.
- Nails should be clean and manicured and kept less than ¼ inch long past the tip of the finger.
- Nail polish is not permitted in situations requiring aseptic care
- If worn, nail polish should be of a single color and not chipped, cracked, or peeling.
- No nail jewelry or nail art is allowed.

HYGIENE
- Daily healthy hygiene includes clean skin, hair, and teeth; regular use of deodorant/antiperspirants; and regular dental hygiene.
- Makeup should not be distracting and cologne/perfume should not be worn in the clinical environment.

ENFORCEMENT
Department managers, preceptors, and SHRS faculty may prohibit any student from working if he or she is wearing clothing that is offensive, unsafe, or not in compliance with the hospital/clinic and the School’s standards. Failure of any student to adhere to the standards will result in corrective action by
his/her supervisor/division director. If the issue cannot be resolved at that level, the student will be referred to the SHRS Executive Committee for review.

Note: Exceptions to these requirements for religious preference require prior approval of the student’s division director.

**SUBSTANCE ABUSE**

**BACKGROUND**

The School is committed to the health and well-being of 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 drug or other substance in such a way that the user’s performance as a professional student is impaired. 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.

**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. School administration and/or division faculty also reserves the right to drug test a student at any time that he or she is suspected of substance abuse (on “For Cause” basis). Prior to testing, students are 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 28 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 and their Division 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 a leave of absence and will be unable to participate in any clinical activities involving patients or patient care.

SHRS students are required to seek treatment for substance abuse. This is one of the many conditions required for reinstatement.

**ROMANTIC AND/OR SEXUAL RELATIONSHIPS/SEXUAL HARASSMENT POLICY**

What relationships or behaviors are really 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.

Coaches (staff, graduate assistants) are prohibited from engaging in romantic or sexual relationships with students that they coach.

Faculty, staff, and student employees are prohibited from engaging in romantic or sexual relationships with students that they advise.

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. 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/visuals
- 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, 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) or the Employee Assistance Program (for faculty and staff: 1-800-678-6265).
- 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.

*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.

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 Office of Student Services after you have contacted the police.

JUDICIAL PROCEDURES FOR PROGRAM ACTION RELATED TO PROFESSIONALISM
Students will be notified via email with a letter that includes the type of program action related to professionalism such as program warning and program probation as well as the infraction(s) and conditions that must be met for removal of the action. The email will be sent to the student’s Ohio State email account only. Students who are disenrolled from the program will receive a certified letter via the US mail explaining the infraction(s) for such disciplinary action. All letters will be mailed to the student’s permanent address found on buckeyelink.

1. When faculty, staff and/or the Academic Fieldwork Coordinator identifies a student who is having difficulty with professional conduct, demonstrates behavior inconsistent with those outlined in the Professional Standards of this handbook, or has any act of misconduct, that individual will notify the Division Director to determine an appropriate level of action. Depending upon the nature of the behavior, the response may include bringing the conduct to the student’s attention, placing the student on program warning, program probation, or recommending program dismissal from the program.
2. If immediate action is warranted, procedures include:
   a. The Faculty Advisor may meet with the student individually or with the full division faculty.
   b. The Faculty Advisor will counsel the student of the serious nature of the behavior and the consequences of such behavior. Depending upon the significance of the behavior, the Division Director may place the student on program probation related to professionalism.
   c. When a student is placed on program professional probation, the Faculty Advisor will require the student to develop a written plan to increase awareness and modify the behavior. If the behavior is specific to a course (including Fieldwork), the course instructor will work with the student and Faculty Advisor to develop an appropriate plan. The student’s plan will include goals and specific objectives, time lines for completion, and review dates.
   
   The Faculty Advisor will refer the student to resources and external programs as appropriate to assist with the development of professional behavior. Examples include but are not limited to the Younkin Success Center, Career Connections or OSU’s Counseling and Consultation for academic, professional and personal evaluation.
   d. Collectively, the faculty will review the student’s plan. The faculty may accept, reject, or ask for a revision of the plan. The Faculty Advisor or other designated faculty member will collaborate with the student on any revisions. Once approved, the plan will become a contract between the student and the program. Signatures of the student, Faculty Advisor, and Division Director are required on the contract. Documentation will be located in the student’s file for a specific period of time in compliance with University and Federal regulations.
   e. The Faculty Advisor will be responsible for monitoring the student’s progress, following the review dates specified in the plan. If the student fails to submit an appropriate plan in writing, fails to follow the approved plan, or fails to make appropriate progress, the Faculty Advisor will notify the student and the Division Director of the non-compliance and provide a reasonable deadline for the student.
   f. If the student does not respond to the previous attempt to develop and implement a plan for enhancing professional behaviors, the Division Director will recommend to the SHRS Executive Committee that the student be dismissed from the program. The committee will review and vote on the outcome of the recommendation. At this time, the Division Director will notify the student regarding policies related to the dismissal as well as appeal procedures within the School.
STUDENT LIFE

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.

ORIENTATION
Each year before or on the first day of Autumn Term, programs in the School hold mandatory orientations. The program includes an official welcome, an overview of the curriculum and introduction to members of the administration and faculty. General information about the School and The Ohio State University is also covered. There may be various activities to give students opportunities to get to know their classmates.

Prior to orientation, new students receive a variety of information from their program to facilitate their matriculation, including course registration information, online computer system registration, request for medical history and immunizations, HIPAA (Health Insurance Portability and Accountability Act), Infection Control training, and a self-disclosure form. For additional information, please refer to your program’s student handbook.

TRANSPORTATION AND TRAFFIC MANAGEMENT
Parking is handled through the Transportation and Traffic Management, 2500 Kenny Rd., 614 292-RIDE. Students can sign up for a “C” sticker for parking in the “C” designated parking areas. Parking spaces are extremely competitive around the medical complex. Students may also use remote parking at the Buckeye and West Campus Lots and arrive at the medical center complex by shuttle. Contact Transportation and Traffic Management for additional details at http://ttm.osu.edu.

Note: The School has no control over issues related to Transportation and Traffic Management.

COMMUNICATION AND IDENTIFICATION
CONTACT INFORMATION
Students should promptly make changes in 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 telephone 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, many OSU faculty, instructors and advisors are now requiring students to use their OSU e-mail exclusively in all communications with them.

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 communications if requested.

STUDENT MAILBOXES
Many programs house individual student mailboxes. Students are responsible for checking their mailboxes on a regular basis because important communications such as student graded documents delivered to the mailboxes. For additional information, please refer to your program’s student handbook.

IDENTIFICATION BADGES
All SHRS students, except those enrolled in the Health Sciences program, are required to have an identification badge, available at no cost from the OSU Wexner Medical Center ID Processing Office.

The badge should be worn above the left breast pocket or on the left upper chest area and should be worn at all times in the hospitals and clinic areas. Badges can also function in certain ways like the University’s “Buck ID” card. However, to take advantage of certain student discounts, students will also need to have a “BuckID” card. The BuckID Office is located in Room 3040 in the Ohio Union. The BUCK ID website has more details: https://buckid.osu.edu. Hospital photo IDs are obtained as part of the initial orientation process. This ID allows access to hospital buildings for those students who need it. Access to university facilities and use of COTA buses require the BuckID. The Buck ID card overrides all other forms of campus identification. For additional information, please refer to your program’s student handbook.
SCHOOL PATCH (SHRS LOGO)
Most students enrolling in the School as new students in the professional phase of their programs wear a SHRS patch on lab coats or clinical uniforms. An additional divisional patch may also be worn. When a divisional patch is not required, SHRS patches are worn as follows:
1. On short or long lab coats, the SHRS patch is worn centered on the left breast pocket.
2. On clinical uniform, other than lab coats, the patch is worn on the left shoulder one inch below the shoulder seam.

When a divisional patch is required, the division determines the appropriate placement of the divisional and SHRS patches. Patches can be purchased at the Barnes & Noble at The Ohio State University Official Bookstore. For additional information, please refer to your program’s student handbook.

LOCKERS
Most programs assigned individual lockers to students at the start of autumn term. Students will keep these same lockers through graduation. For further information, please refer to your program’s student handbook.

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.

COMPUTER RESOURCES
AVAILABILITY
All SHRS students, faculty, and staff may use the SHRS computer labs. The School has two computer labs available for student use. Hours of operation are 7:30 a.m. to 4:30 p.m., Monday through Friday. The larger of the two rooms is located on the fourth floor in Room 435 and is used frequently for class by division faculty. During this time, it is closed to all other SHRS students. Reserved times for Lab 435 will be posted on the outside door of Room 435. It has 32 computers and two laser printers. The second-floor lab in Room 227 has ten computers and one laser printer. The second floor lab will remain open at all times 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 divisions. 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, whose office is in Room 106 Atwell Hall, will provide paper to students when necessary. If students do not feel comfortable loading the printer,
they should contact Bruce Noskowiak at 614-688-5487 or by pager at 614-731-3817. As a courtesy, students are able to print, front and back, 500 copies. Once the limit has been reached, a ream of paper can be purchased for $10.00 in room 106 Atwell Hall.

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 pager at 614-731-3817.

**STUDENT ORGANIZATIONS**

**OSU STUDENT ORGANIZATION SERVICES**

Student organizations may register with the Ohio Union as an active organization. Benefits include eligibility for up to $200 in operating funds and access to resources for marketing, publications, etc. Each registered student organization must have its president, treasurer and faculty advisor complete training sessions. 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 prior semester in which the event is to occur. For more information, please visit: [http://ohiounion.osu.edu/get_involved/student_organizations/](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: Student Counsel, Student Dietetic Association (SDA), Health Information Management Student Association, Scope (an organization for students in Medical Laboratory Science), the Radiologic Sciences Journal Club, Student Occupational Therapy Association, Physical Therapy Club, Health Sciences Club, SHRS Connect, and SHRS Student Ambassadors. Any student interested in learning more about these organizations should contact the appropriate division office or the Office of Student Services.

**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 Affairs Committee, it is responsible for planning and promoting an exchange of ideas and activities among the divisions 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. No dues or fees are collected by the council. Meetings take place monthly and minutes are posted on the student council bulletin board. All students are welcome to attend the open 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 Affairs 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 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.


**FUNDRAISERS**

Student Organizations wanting to have additional fundraising activities or to solicit funds from divisions, must submit for approval prior to the initiation of any fundraising. At the beginning of the semester, officers responsible for fundraising activities should submit a Fundraising Approval application to the SHRS Office of Student Services.

Students should submit a written application including a description of the proposed fundraising activity including any permission obtained from other university campus offices and any insurance coverage. Applications will be reviewed by the Director of Student Services. Student organization activities involving health screenings should also be approved by the Director of the School. Students should 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 student council events. Use of the SHRS logo on products for sale must have the approval of the School’s Director.

**ATTENDANCE**

**LEAVE OF ABSENCE**

A leave of absence is requested for a specified time not shorter than one month or longer than one year, except when required for an academic program or fellowship. The LOA will be subject to specific conditions as noted on the Request for Leave of Absence form.

The student should initiate the LOA request by making an appointment to discuss the leave with their faculty advisor. The faculty advisor assists the student with the preparation of the official request and
works with him or her to gain information from the Academic Program Director, Student Financial Services Counselor, and Student Advocacy if necessary regarding the student’s current status and any conditions for return.

The Request for Leave of Absence form is filed in the student’s permanent folder. A list of students on LOA is maintained by the SHRS Student Services Office and is distributed to those involved in granting leaves of absence and maintaining student records and registration.

Extended LOA’s during the program for personal or health reasons are discouraged since there is no easy method of rejoining any curriculum. The student will receive no credit for work completed in the academic year of the LOA and will be required to resume the curricular year at the beginning of his or her return.

Student requests for an LOA in order to repeat an academic year due to marginal, but not failing, academic performance will not be granted. A LOA taken within eight weeks of the beginning of the curricular year may be taken as “personal.”

LOA’s taken after the eight-week mark will be noted in the student’s permanent record as “personal” or “academic” depending on his or her academic standing with the program. Borderline status will be documented as “academic.” A student may be placed on LOA for the remainder of the academic year if academic performance has already met criteria for failure in the program. Requests for LOA for health reasons require a written statement supporting the LOA from the student’s health care provider. Requests for other personal reasons must be justified by a detailed written statement from the student. Additional written documentation will be required demonstrating resolution or control of the problems prior to reinstatement of the student.

REQUEST FOR REINSTATEMENT FROM LOA

A student must submit a request for reinstatement to their Division Director, four to six weeks before the intended return date. The procedures for reinstatement after LOA are similar to those followed when the leave was requested. The request is initiated with the faculty advisor, who then helps the student work with Student Financial Services, Counseling, and the Division Director to arrange for reentry. All conditions or stipulations made at the time of the request for a LOA must have been met for the student to be considered for reinstatement.

DIVERSITY SERVICES

The School’s affiliation with the Columbus Free Clinic and other outreach venues 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) is a department within the Office of Student Life at The Ohio State University.

The MCC offers several hundred programs a year - cultural celebrations, heritage awareness events, extra-curricular dialogues, student leadership meetings, prejudice-reduction trainings, topical presentations and InterGroup Dialogue classes - all focused on teaching students the kinds of personal and interpersonal skills necessary to be most effective in an intercultural diverse world. You can download our flier from this page.

The MCC intercultural model is one that welcomes all community members to all events while at the same time supporting and celebrating specific constituency groups (including African American, Asian American, American Indian/Indigenous, Hispanic/Latin@, Gay, Lesbian, Bisexual, Transgender, Women, Men and Faith communities). ALL MCC programs are open to all students. For further information, please visit the MCC website and calendar.

STUDENTS WITH DISABILITIES
The OSU Office for 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. The SHRS Director of Student Services serves as the liaison with the Office for Disability Services for all divisions and programs.

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 also available on line at: http://studentaffairs.osu.edu/csc/.

FELONY OR MISDEMEANOR CONVICTIONS
Because many states, institutions and registration/licensure boards impose severe restrictions on hiring or credentialing medical personnel who have felony or misdemeanor convictions, the student having such a record must seek advice from the SHRS Office of Student Services before pursuing a course of study leading to a profession where such restrictions might preclude certification or employment in the desired profession.

STUDENT DISCIPLINARY POLICY AND PROCEDURES
The following policies and procedures were established by the SHRS Student Affairs Committee and Student Council of the School of Health and Rehabilitation Sciences:

Any nonacademic disciplinary infraction that does not come under the jurisdiction of the University Code of Student Conduct will be handled within the division. 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 Affairs Committee, excluding the faculty representative of the division involved;
2. A member from the School Administration;
3. The student representative who serves on the SHRS Student Affairs Committee.

The review committee shall be convened at the written request of the student within one week of the division’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 (for letters of recommendation, news releases, job references, etc.) should complete a "Consent for Release of Education Records" authorization form which is available from 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 Office of Student Services or the Registrar’s office.

NAME/ADDRESS CHANGES

Each student should update his/her street address at www.buckeyelink.osu.edu and maintain any changes on that site to ensure that University and School communications are delivered correctly.

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 Rule requires health providers and other covered entities to educate all members of their workforce about the regulations. Certain divisions that place students in clinical assignments during Autumn Semester may have earlier compliance requirements. Contact your faculty advisor for information on compliance deadlines.

The four Computer-based Learning Modules (CBLs) address issues related to protecting patient information. HIPAA requires specific knowledge and behaviors to protect patients’ rights, and to implement certain provisions. The modules cover both hospital and offices issues and are intended to help in everyday practice. Contents of the four modules include: a general overview of HIPAA; specific patient rights; administrative requirements and office practice issues; special situations, disclosures by law, marketing, and fundraising.

Questions about accessing the Learn for Life Online System should be directed to: Carole Mench at 293-7551. Most divisions will ask students to complete the modules, print off a confirmation page, and submit it to the division office early in your professional program. For further information, please refer to your program handbook.

STUDENT HEALTH CARE

INITIAL HEALTH PROCEDURES

The health center is located in the heart of campus, between the main library and the RPAC. The address is 1875 Millikin Road. Appointments may be made by calling 614-292-4321. For more details, go to: www.shs.osu.edu. The Center serves the health needs of the student body under the leadership of a director and medical staff of attending physicians, specialists, nurses and technicians. Moderate charges are made for diagnostic and supportive services.

The professional curricula of students enrolled in the School of Health and Rehabilitation Sciences require assignment to patient care areas in hospitals and clinics. For their own protection and that of their
patients, it is necessary for certain programs to have students to have a health evaluation and immunization update upon enrollment in the School.

Certain programs admitted provisionally with the understanding that a satisfactory health evaluation must be on file in the Student Health Services Office prior to autumn term of the admitted student’s first year of professional coursework. Students MUST have their health evaluations on file before they can be assigned to clinical sites. Students admitted to SHRS programs need to obtain required immunizations and complete their health requirement prior to the start of their professional coursework. Finally, before entering the program, applicants must make known any pre-existing medical conditions that may impede their ability to perform the profession.

Failure of an admitted student to provide the required medical information may result in disapproval of scheduling in the professional courses and eventual disenrollment from the School. If a student has an objection to complying with this requirement for any reason, the student must seek advice from the director of his/her program to see if a waiver of this requirement is possible. (Currently, Health Sciences is the only program for which a waiver is possible.) Students who are injured or become ill while enrolled in SHRS are responsible for any expenses not covered by their insurance, including injuries during clinical rotations. For additional information, please refer to your program’s student handbook.

ANNUAL HEALTH PROCEDURES
Health care for students enrolled in the School is a continuing concern. Certain programs require their students to obtain a health evaluation annually to ensure satisfactory health protection for students who have contact with patients. The School admission personnel will notify the division when students are due for follow-up reviews. Students are responsible for making their own appointments with the OSU Student Health Services so that the indicated tests may be obtained. An annual physical examination by a physician, nurse practitioner or physician’s assistance may also be required. For information regarding this topic or where to submit the documentation of examination, please see your program’s handbook.

SHRS IMMUNIZATION REQUIREMENTS
The following required vaccines and tests are all available through OSU Student Health Services. Contact the Student Health Services Business Office at 614-292-0113 for a current price list. For current and specific requirements for your program, please refer to the program’s handbook.

- **Hepatitis B, Mumps, Rubella, Rubeola, Tetanus/Diptheria, Varicella**
  During the professional program, virtually all SHRS students, (except HS) will be assigned clinical experiences in a health care facility. To encourage preventive measures to reduce potential practice-related exposures and injuries, all students beginning an academic program in the School of Health and Rehabilitation Sciences are required to be immunized for Hepatitis B, Mumps, Rubella, and Rubeola (MMR), Tetanus/Diptheria, and Varicella. Students must show documented proof of these immunizations or a copy of a positive blood titer.

- **Annual Tuberculosis Test (PPD)**
  Students from all divisions except Health Sciences are required to have annual skin tests for tuberculosis and will be so notified during the appropriate term. An initial one-step PPD is required of all students in
Athletic Training. An initial two-step PPD is required of all students in Health Information Management and Systems, Health Sciences, Medical Dietetics, Medical Laboratory Science, Occupational Therapy, Physical Therapy, Radiologic Sciences & Therapy, and Respiratory Therapy programs. If the PPD skin test is positive, students must follow up with their physician and provide negative chest x-rays yearly to continue with clinicals.

- **Vaccines**

Measles, mumps and rubella vaccines may be given in any of the following combinations as needed:

(M-M-R) Measles, Mumps, Rubella

(M-R) Measles, Rubella

Mumps Vaccine (Mumpsvacx)*

Rubella, Mumps (Biavax)

Measles Vaccine (Attenuvax)

Rubella Vaccine (Meruvax)

*Chickenpox (Varicella)*

Tetanus/Diphtheria/Pertussis booster (needed every 10 years)

Hepatitis B (Engerex B)-Series of three injections and Titer required

Note: Will also accept a physician signature verifying a past disease OR a photocopy of blood titer indicating immunity.

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<tr>
<th>Titers (blood test for immunity)</th>
<th>Other:</th>
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<tr>
<td>+Measles (Rubeola) Titer</td>
<td>CBC (includes WBC and Hgb)</td>
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<td>+Mumps Titer</td>
<td>TB Blood Test (IGRA)</td>
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- **Influenza Vaccine**

The OSU Wexner Medical Center requires all employees to receive the influenza vaccine. As a result, all SHRS students enrolled in any of the School’s undergraduate and graduate programs are required to receive the vaccine annually.

When agreements between the School and the clinical site stipulate such immunizations, these will be required of students assigned to these sites. Students without appropriate immunizations will not be permitted to proceed to patient contact situations, such as clinical. For questions concerning these requirements, students should reference their program’s student handbook.

- **Infectious Disease**

Positive Status for HIV, HBV, and/or HCV

Students who are positive for Human Immunodeficiency Virus (HIV) and/or who have chronic Hepatitis B Virus (HBV) and/or Hepatitis C Virus (HCV) are required to have regular follow-up with their health care provider. Students may have limitations placed on the clinical sites to which they may rotate depending on the decision of the receiving health system. Students will be expected to have detailed attention to universal precautions. In the case of Hepatitis, students will also be counseled about the risk of exposure to hepatotoxic materials. Students will also be counseled on the potential implications...
of their status for career selection.

Clinical environment participation of students chronically infected with HBV, HCV and/or HIV will be
determined in accordance with the Society for Healthcare Epidemiology of America (SHEA) guidelines
(Current Version: Infect Control Hosp Epidemiol 2010; 31(3):203-232). In accordance with these
guidelines, students are required to obtain viral burden titers every 6 months. HBV, HCV and/or HIV
status communication is required for students rotating at outside institutions. It is the student’s
responsibility to inform attending medical staff at each hospital or institution about their positive
status.

**Guidelines for Students Who Contract an Infectious Disease**

Students who contract a serious or infectious disease during the course of the program must
immediately seek appropriate medical care.

**Caring for Patients with Infectious Diseases**

Human Immunodeficiency Virus (HIV) and Hepatitis B (HBV) are serious health problems in the United
States. There has also been an increase in the number of patients with tuberculosis infections. In
regards to patient care, professional students may not refuse to assist in the treatment of a patient
solely because the patient is infected with HIV, HBV, or other infectious disease.

- **Occupational Injuries**

Occasionally, students will be injured in the academic setting or during the course of clinical duties. All
injuries in hospitals must be documented with an incident report available at each nursing station. If
the injuries are significant, students should seek medical attention from the attending physician or
Student Health. If you sustain injury in Atwell, please contact SHRS Human Resource Officer for an
incident report.

Emergencies requiring paramedic attention or ambulance transportation should be dealt with by
calling “911.” The Columbus Emergency Squad Service will respond.

Nonemergency situations (e.g., illness or fainting) may be assessed using the OSU Emergency
Department. If the individual requires transportation to the Emergency Department (ED), call 614-293-
8333 and inform them that a wheelchair is needed for SHRS student transport. Send another student
to the ED for a wheelchair and provide the transportation for the ill student.

**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 other health
insurance. The plan includes various dental benefits in addition to hospitalization and medical
coverage. The University requires proof of health insurance for all enrolled students. See the Student

Student Health Services is a nationally accredited outpatient facility providing a variety of health care
services to the 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 – the Wilce Student Health Center.

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](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 vacations. 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 charges 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](http://shi.osu.edu). If you are covered under another health insurance plan, be sure to contact your insurance company prior to your appointment 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 the hospitals in which SHRS students work. Students are prohibited from engaging in substance abuse. For further information please refer to page 28 in this handbook.

**BACKGROUND CHECK**
Students in all SHRS programs (except Health Sciences) are required annually to successfully pass a criminal background check in order to receive/maintain an OSU Wexner Medical Center identification
badge and to meet the requirements of external affiliated healthcare institutions. Successfully clearing a background check is required to participate in the clinical education component of the curriculum. For students who have lived in Ohio for the last 5 years, only a BCI criminal background check is required. For those that have lived outside the state of Ohio for the last 5 years, an FBI criminal background check is also required. Students with a criminal record may be denied participation in clinical study based on institutional regulations, which would prevent progressing through the program, and may not be eligible for licensure by the state licensure boards. Students who are not able to successfully pass a criminal background check should contact the SHRS Director of Student Services before professional coursework begins.

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

**PREGNANCY POLICY**
In some divisions, enrollment of pregnant students may require careful planning of academic and clinical experiences in order to protect the health of mother and fetus. It is important, therefore, that the student who suspects she may be pregnant inform the division director or Program Director immediately, and definitely by the time the pregnancy is medically confirmed. Maintaining communication with the division director or program director throughout the pregnancy is important.

If she must withdraw from a program, a pregnant student in good academic standing will be eligible for reinstatement following the conclusion of pregnancy and health clearance from her physician. The curriculum of many programs does not allow for program interruptions; therefore, withdrawal usually results in a student being unable to continue the program until the following year.

**FINANCIAL INFORMATION**
**FINANCIAL AID**
Students with financial needs must be prepared to fill out all application 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 can assist students to obtain 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) applications for regularly enrolled students is available in early January from OSU’s Student Financial Aid Office. Applications for loans or work-study have different due dates. The Scholarship application priority deadline is February 15, 2013.

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 earned a previous degree may find their financial eligibility status changed. Degreed students’ enrolled half time typically are eligible for loans, but not scholarships.

The School of Health and Rehabilitation Sciences has an Undergraduate Research Scholarship for which students may apply when they apply to do a Senior Research Project. Click on the “Student Research Thesis” link on the SHRS “Current Students” website http://medicine.osu.edu/SHRS/current-ohio-state-students/honors-opportunities/pages/index.aspx for eligibility requirements and application deadlines.

There are also other program scholarships such students may qualify for. The program’s faculty is responsible for nominating and awarding these scholarships. There is not an application process.
Students who need short-term, emergency loans can apply for assistance through the Student Financial Aid Office (SFA): [http://sfa.osu.edu](http://sfa.osu.edu).

The costs associated with clinical experience and other expenses of a specific program are listed in the division/program handbooks, available on the SHRS website: [www.medicine.osu.edu/HRS/](http://www.medicine.osu.edu/HRS/). Information that is financial aid specific to the division/program or profession is available through the division and may be listed on the professional website(s) associated with your program. These funds will most likely not cover substantial needs.

**External Scholarships**
External scholarships are awarded by different individuals, organization and agencies with their own independent application processes and deadlines. All scholarship notices received by the SHRS Office of Student Services 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 a 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 requirements. Any student who is unable due to his or her religious beliefs to attend classes 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, or create an unreasonable burden upon the program. Students who anticipate absences from scheduled required educational activities must notify the division and/or 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 and/or 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
ACADEMIC ADVISING
All major students in SHRS will be assigned to both a faculty and a college office advisor. The faculty advisor will be housed in the student’s program and the college office advisor will be the Director of Student Services. The Director’s office is located in the Office of Administration, 106 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 faculty advisor’s role:

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

The college advisor’s role:

• Communicate accurate information about GE(C) degree requirements, resources, and academic standards;
• Act as an advocate for the student within the professional program and the University setting;
• Maintain records of the student’s academic performance;
• Make appropriate referrals for the variety of situations that arise during a student’s academic career, including: transition issues, safety concerns, personal conflicts, career exploration, and student advocacy.

The student’s role:

• Share accurate information;
• Seek help before a situation escalates into a crisis;
• Prepare for advising appointments by researching information and maintaining a file of advising materials;
• Know and complete GE(C) and major 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.

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 inputted by the SHRS Student Service Office. Please allow adequate time for the exceptions to be processed, especially during the end of term and graduation. With the transition to semesters, all audits have discrepancies. It is the responsibility of the Director of Student Services to note
the errors in advising connect and then correct the audit. Priority for such revisions is given to graduating seniors.

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

Registration
Students are expected to access registration information AND schedule online through the Registrar’s home page: www.buckeyelink.osu.edu.

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

Students are encouraged to work with both their faculty and college office advisors 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, or graduation date will not be jeopardized.

If fees are assessed it is the responsibility of the student, who register for courses late or add/drop courses after the semester begins, to pay the fees. Please refer to policies 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.**

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 classes through permission of the instructor. Students may drop courses online through Friday of the fourth week of the semester. After that date, all add/drop transactions must be completed through their college office advisor.

**Adds:** Any open course the student is qualified to take may be added through the first week without permission; during the second week written permission of the instructor is required. During and after the third week, a petition to add a course is required.

**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. Major students are not permitted after Friday of the tenth week to drop a course.

It is the expectation of the SHRS Student Services Office that a student’s schedule should be finalized by the first Friday of the term. After the first Friday of the term, 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 implications of adding or dropping courses, including (but not limited to) additional fees,
penalties, and/or applicable refunds.

Petition and Fee Waiver

Petition Documentation Necessary to Process for Adding Classes after the 2nd Week of the Term Add a Class:
- Course Enrollment Permission Form
  - Signed by instructor
  - Signed by department chair of the unit offering the course
- Student Petition
  - Please explain the reason for adding the course past the second Friday deadline of the semester. Attach additional paperwork/documentation if necessary.

Students are also required to initial a 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 SHRS Student Service 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 School and may not be awarded.
- Same course section change
- Late add due to late admission to major
- Other-please state any extenuating circumstances and/or additional reason you believe the fee should be waived.
- Note: **NOT** submitting paperwork by 5:00 p.m. on the 2nd Friday or not aware of deadline is not a valid reason to waive fee.

Post-10th Week Petition Policy

Occasionally, extenuating circumstances such as accidents or serious illness may require a student to withdraw from a single class or all classes past 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 SHRS Student Services. Petitions that are incomplete will NOT be reviewed at the end of the current term. In case the student is incapacitated, a parent/spouse/guardian, etc. may request the withdrawal. **In no case will the petition be approved after a final grade has been posted.**

The Student Affairs Committee of the School 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 your academics.

Students can appeal the decision to the Director of the School. For further directions, the student should contact their college office advisor.
WITHDRAWAL FROM THE SCHOOL  
(Undergraduate Students in Their Major)
A student who wishes to withdraw from the School for one or two terms must provide a written request asking for permission from their Division Director. At the discretion of the division director, a student who withdraws may be required to petition for reinstatement.

A student who is in good standing who wishes to withdraw from the School and transfer to one of the University’s other undergraduate colleges should notify the director of his or her division in writing.

WITHDRAWAL FROM THE UNIVERSITY  
(Dropping All Classes)
Students dropping all classes during the term must notify their faculty advisor and file an official OSU withdrawal form in the SHRS Office of Student Services to avoid being automatically marked as having failed in all courses for the semester. 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 use of their credits. The petition is obtained from the SHRS Office of Student Services (or online at http://medicine.osu.edu/SHRS/current-ohio-state-students/forms/pages/index.aspx) and submitted to the student's college office advisor. In some cases students may be asked by their college office advisor to secure additional guidance in evaluating the credit by the department involved. Once the college office advisor’s written permission is obtained, the petition is then returned to the SHRS Office of Student Services for final processing. Students are required to check their degree audit for the processing of the petition.

TRANSFER CREDITS
Generally, the Registrar’s office will review transfer credits for incoming students and apply “general” or “special” credits to the GE(C) where appropriate. Students wishing to have certain transfer credits applied in fulfillment of division or university requirements must secure a petition form and instructions from the Office of Student Services or online at http://medicine.osu.edu/SHRS/current-ohio-state-students/forms/pages/index.aspx.

Students should review their degree audits and transfer credits 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 term of enrollment. Students should consult the Office of Student Services 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 college office advisor to discuss which courses are the academic equivalents of the desired Ohio State courses. Some of this information may be available to students at the USelect website (https://www.transfer.org/uselect/dashboard.htm/). It is also 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 or at http://www.sfa.osu.edu/forms/index.asp?tab=d/.

TRANSFER EVALUATIONS
Frequently, coursework taken at another college or university does not transfer as an exact numbered equivalent course at The Ohio State University. In some cases the student may need to 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. While the college office advisor may assist the student in 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. Students should consult the SHRS Student Services Office if they have questions concerning transfer credit.

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(C) or degree requirements. In this case, no further action is required from the student. 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:

1.) 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/.

2.) Submit the following documentation to that person
   - A copy of the Transfer Credit Report on which the credit appears
   - A copy of the transcript
   - A copy of the course description
   - A copy of the course syllabus (if possible)
   - Any other requested materials

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".
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. The Director of Student Services will review this credit and in many cases will automatically assign it to fulfill GE(C) or degree requirements. In this case, no further action is required from the student. The coursework will count toward graduation credit. If it has not already been counted toward a requirement and students would like it to be considered, the student must submit a petition to the Director of Student Services. (See instructions under "Petitioning Program and/or Degree Requirements.")

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.

In order to get deferred (T) credit evaluated, the same procedures used for general credit should be followed. Unless these 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 Health and Rehabilitation Sciences as an option to complement or enhance their major programs. Minor programs are not required in the School of Health and Rehabilitation Sciences, with the exception of the Health Sciences program.
Each minor has its own 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.

A comprehensive list of OSU minors can be found at: http://ascadvising.osu.edu/programs/minors.

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 college office advisor and the College of Arts and Sciences as early as possible for curricular advising.

RESEARCH OPPORTUNITIES-See Honors Section

SHRS CREDIT FOR UNDERGRADUATE STUDENTS (SENIOR PETITION)
Undergraduate senior students with potential for graduate level studies who do not need to schedule a
full-time course load to complete their baccalaureate degree may petition to take up to nine hours of certain courses for SHRS credit provided that:

1. The student is a senior rank (4).
2. The credit for the course is not needed to meet their baccalaureate degree requirements.
3. Their cumulative point-hour ratio is 3.3 or above.
   Students MUST secure permission before registering for the courses from:
   a. the instructor in charge of the course
   b. the Director of the SHRS Student Services Office
   c. the Ohio State University Graduate School

The senior petition form for obtaining the necessary approvals is available online or in the SHRS Office of Student Services.

NOTE: The Graduate School will not approve petitions submitted after the first day of classes per term, so students must plan ahead if they want to take advantage of this option.

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. A change from one option to the other may be requested through the SHRS Office of Student Services. The “default” position programmed into the degree audit is the B.S. degree option for those students who do not specify prior to senior year in the program.

1. Certificate-of-study students must complete the required professional courses and all program prerequisites. Certificate-of-study students are not required to complete remaining GE(C)’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 of their division.

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 office 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 one 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 be required to spend to earn one credit hour: two hours per week outside of class and one hour in class to earn a grade of “C.” A three-hour class, therefore, should require nine hours per week to earn a grade of “C,” and a fifteen-hour schedule will require a commitment of about 45 hours per week. Students who expect to earn higher grades will often 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](http://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 – [www.medicine.osu.edu/HRS/](http://www.medicine.osu.edu/HRS/)
- Buckeye Link on the OSU homepage - [http://buckeyelink.osu.edu/](http://buckeyelink.osu.edu/)
- Buck I.D. - [https://buckid.osu.edu/](https://buckid.osu.edu/)
- Pre-Professional Programs - [http://preprofessional.osu.edu/](http://preprofessional.osu.edu/)
• Prior Health Sciences Library – http://hsl.osu.edu/
• Professional Admissions- http://www.professional.osu.edu/
• Student Service Center (Financial Aid, Bursar, Registrar) - http://ssc.osu.edu/
• Student Health Center – http://www.shc.ohio-state.edu/
• Student Health Insurance – http://shi.osu.edu/index.asp
• Transportation & Parking Services – http://www.tp.ohio-state.edu/
• Transfer Credit Equivalents (CAS/USelect) – https://www.transfer.org/uselect/login.htm
• Transfer Credit Information – http://registrar.osu.edu/transfer_credit/index.asp
• University Registrar - http://registrar.osu.edu/students/index.asp

• Career Services – Assists students with finding internships, exploring career options, and planning a strategic job search (http://asccareerservices.osu.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 student through various departments (http://studentlife.osu.edu/).
• Student Advocacy Center – Answers questions about university policies and procedures and directs students to the appropriate resources (http://studentaffairs.osu.edu/advocacy/).
• Student Wellness Center – Provides services to help students achieve healthier, happier, and more successful lives (http://swc.osu.edu/).
• Walter E. Dennis Learning Center – Helps students develop study skills, time management, test-taking, learning from text, note-taking, and self-regulation strategies (http://dennislearningcenter.osu.edu/)

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, PROGRAM AND PROFESSIONAL ACTIONS FOR UNDERGRADUATE STUDENTS

“The academic standards controlling warning, probation and dismissal of professional and SHRS students shall be established by rule of the faculties of the college in which the professional students is registered…” (From Faculty Rule 3335-9-23).

Policies for students enrolled in professional programs are listed below. Students will be sent a letter which will include the type of academic action such as warning and probation as well as the conditions that be met for removal of the academic action. This letter will only be sent to the student’s OSU email. Students who are disenrolled from the program will receive a certified letter via the US mail explaining the reasons for such an academic action. All letters will be mailed to the student’s permanent address found on buckeyelink.

CATEGORY COURSES
The category of each course required by undergraduate programs in SHRS is found on the SHRS website. Generally, courses are categorized as follows:

Category Ia: Required professional coursework in which a student must earn a C- or higher or S grade before continuing in any other professional coursework.
Category Ib: Required professional clinical coursework in which a student must earn a C- or higher or S grade.
Category I: Required professional coursework in which a student must earn a C- or higher or S grade.
Category II: Required professional coursework in which a student must earn a D or higher or S grade.
Category III: Any other coursework in which a student must earn a D or higher or S grade.

UNIVERSITY ACADEMIC ACTION

ACADEMIC WARNING
Students can be placed on academic warning when they have accumulated between .1 and 14.9 deficiency points. Students are notified via email of their status.

ACADEMIC PROBATION
Students who have accumulated 15 or more deficiency points will be placed on Academic Probation. Students are notified via email of their status. Students will be required to complete the conditions of their probation as stated in the email they receive, including the achievement of the stated minimum grade point average in the following semester to avoid academic dismissal.

ACADEMIC DISMISSAL FROM THE UNIVERSITY
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.
Additionally, 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.

REINSTATMENT PETITION PROCESS
After being academically dismissed from the university, students can petition for reinstatement to the university after waiting for a period of two semesters. Reinstatement is not guaranteed, and simple desire to return is not sufficient support for a petition. Petitioning students need to prove they are now ready to succeed if they are allowed to return to the university. It is advisable to take academic course work at another institution during your time away from Ohio State, to demonstrate that you are capable of succeeding in quality college-level work. For further information, please contact the SHRS Office of Student Services.

PROGRAM ACADEMIC ACTION

PROGRAM ACADEMIC WARNING (NOT INDICATED ON THE STUDENT RECORD)
1. A student with a semester point-hour ratio of below 2.20 will be warned. A student will be placed on probation if two out of three semesters are below a 2.20 point-hour ratio.
2. A student earns a grade of D or D+ in a Category II course.
3. A student earns a grade of E or U in a Category III course.

PROGRAM ACADEMIC PROBATION (INDICATED ON THE PERMANENT STUDENT RECORD)
1. A student earns a cumulative point-hour ratio below 2.20 will be placed on departmental academic probation.
2. A student earns below a 2.20 point-hour ratio and/or two or more causes of warning occur in two out of three terms.
3. A student earns a grade less than C- in a Category I or Category Ia course.
4. A student earns a grade of less than D in a Category II course.
5. A student incurs two or more reasons for warning in a single term.
6. A student fails to meet the conditions of their admission during the first term of enrollment.
7. 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.
8. 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.

PROGRAM ACADEMIC DISENROLLMENT
1. A student is eligible for program disenrolled if he or she does not meet the conditions for removing program probation outlined in the letter of the program probation.
2. A student is eligible for disenrollment if he or she incurs another reason for program warning or program probation while on program probation.
3. A student is eligible for disenrolled if he or she incurs two reasons for program probation in the same term.
4. No student shall be subject to disenrollment from the University unless he or she is currently on academic probation. (Faculty Rule 3335-9-25)
5. A student who is disenrolled from a SHRS program will not be permitted to register for professional coursework.

PROGRAM ACTION RELATED TO PROFESSIONALISM
Any student whose professional behavior, conduct, competence, or interpersonal skills are judged unsatisfactory both in the classroom and/or clinic may be placed on program action related to professionalism which include program warning, program probation or recommended for program disenrollment by the Executive Committee. Professional action may be lifted only by demonstration of behavior specified in the conditions of probation. The professional action must be lifted behaviorally, not cognitively, and may constitute reason for disenrollment from the program, just as does the traditional academic action. SHRS students are required to observe professional ethical standards in their studies and research. SHRS students should talk with their faculty advisors and/or program director if they have questions about the specific expectations for their program. SHRS students have the responsibility to be aware of and to follow these standards. For judicial procedures regarding program professional action, please refer to page 27-28 of this handbook.

POST-ACTION OPPORTUNITIES
A student who has been disenrolled from a program in the School of Health and Rehabilitation Sciences may be eligible under University rules to request transfer to another undergraduate college or school at the University. A dismissed student may continue to be registered in SHRS on a foreign schedule for one semester while making arrangements for a transfer.

APPEAL PROCESS
The student may appeal a specific grade or academic action by following procedures outlined in the Code of Student Conduct. The student must first contact the instructor; then, if necessary, the division director; and finally, the Director of the School of Health and Rehabilitation. The student may appeal a warning, probation or dismissal by submitting a request for petition to the Director of Student Services. The Director of the School of Health and Rehabilitation Sciences will consider the petition, and may appoint a committee to consider the appeal and will forward a final decision to the Director of Student Services who will notify the student by OSU email of the result.

REINSTATEMENT
A student is ineligible for reinstatement to the School for three consecutive semesters following dismissal or disenrollment. To apply for reinstatement, the student must petition in writing for re-admission to the division in which he or she wishes to re-enroll. The petition will be reviewed by the Executive Committee, which will decide whether or not to re-admit the student taking into consideration the recommendation of the division director. (Policy approved by SHRS Executive Committee effective January 6, 1999.)
HONORS OPPORTUNITIES FOR UNDERGRADUATE STUDENTS IN SHRS

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.

The SHRS Honors Program offers undergraduate students the ability to distinguish themselves through academic achievement, research, and service. The Honors opportunities available in the School consist of three components which may be pursued separately, or combined:

1. **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.

2. **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).

3. **SENIOR RESEARCH THESIS PROJECT**
   **LEADING TO GRADUATION WITH RESEARCH 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.

Complete information on the Honors opportunities available in the School is available on the School’s website: http://medicine.osu.edu/SHRS/current-ohio-state-students/honors-opportunities/pages/index.aspx/.

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, nor are they eligible to receive the honors designations *cum laude, magna cum laude,* and *summa cum laude.*
DEAN'S LIST
The Dean’s List designation appears on a student’s University record. It is the responsibility of the Registrar’s office to post this designation on the student’s record. The Office of Undergraduate Education at Ohio State is responsible for sending the Dean’s List recipients names to hometown newspapers.

The criteria for Dean’s List are:
• Enrollment in 12 credit hours or more of graded credit (the 12 credit hours cannot include Pass/Non-Pass courses and must have a semester GPA of 3.5 or above.

• In divisions grading substantially on S/U credit, students may be recommended by division faculty, who certify (in writing to the Office of Student Services) that the student’s performance would equal or exceed 3.5 if the credit were graded A-E.

AWARD OF MERIT
The purpose of the Award of Merit is to give the School the opportunity to honor graduating students who have contributed time and effort to furthering the goals of the University, the School, and the health professions. The award is bestowed annually on not more than 3% of the senior class of the School.

Criteria for selection currently are as follows. In all nominations, criterion 1 must be met, and at least one of criteria 2 through 4 must also be met.

1. Good academic standing with a minimal professional point hour of 2.5 or satisfactory completion of professional requirements. Students in divisions using S/U grades may be selected on the basis of acceptable performance in the professional courses.

2. Substantial contributions to the student’s profession and/or Health and Rehabilitation Sciences. (This could include efforts in recruitment, maintaining high professional standards and/or service to the profession and/or to professional organizations, contributions to research, etc.)

3. Substantial contributions to the betterment of the University and the community. (Volunteer or community service activities may be considered here.)

4. Substantial contributions to fellow students at the division, School or University level. (The student’s constructive functioning in classroom, laboratory or clinical situations can be considered, as well as specific committee activities.)
UNDERGRADUATE GRADUATION INFORMATION

GRADUATION REQUIREMENTS
The following requirements must be fulfilled to complete the curriculum leading to the Bachelor of Science in Health and Rehabilitation Sciences degree:

• The University General Education Requirements. The complete list of courses approved for SHRS students to use for GE(C)’s is available online at http://medicine.osu.edu/SHRS/current-ohio-state-students/general-education-curriculum/pages/index.aspx.

• A minimum of 120 credit hours, including all major courses and divisional requirements for all divisions/programs. A student may find it necessary to earn more than the minimum hours to complete the requirements of both the GE(C) and the program. Remedial, conditional, or repeated courses (e.g., repeated "D's") do not count toward the degree.

• In all divisions/programs, the student is required to have a cumulative point-hour ratio of not less than 2.20 on all work taken at this University.

• A candidate for a degree must secure credit for the work of three full-time semesters at The Ohio State University (i.e., at least 30 credit hours) and be enrolled in the division recommending him or her for a degree. Still the minimum number of credits needed for graduation for all programs is 120.

MINIMUM HRS REQUIRED FOR A BS DEGREE IN HEALTH AND REHABILITATION SCIENCES
The minimum number of hours required for graduation varies somewhat from program to program within the School. Students should check their program’s curriculum sheet and the program’s student handbook to check how many hours any given program requires. The approval of the GE(C) impacts the number of total credits required to graduate.

HOWEVER, when calculating the total number of hours needed, it is important to take into account the remedial or repeated courses which do NOT count toward graduation. These include the remedial-level courses -- Math 1050, Math 1075, and English 1109 as well as any courses repeated to get a better grade.

POST-BACCALAUREATE CERTIFICATE OF STUDY REQUIREMENTS
The following general requirements must be fulfilled to be eligible for a post-baccalaureate certificate of study from those divisions conferring the post-baccalaureate certificate of study:
• Evidence of a previously earned baccalaureate degree.
• Completion of all academic and clinical requirements as designated by the division

APPLYING TO GRADUATE
Every candidate for a degree or post-baccalaureate certificate of study is required to file an application for graduation in the SHRS Office of Student Services one semester prior to the start of the semester of
expected graduation. The application and all related forms can be found at [http://medicine.osu.edu/SHRS/current-ohio-state-students/graduation/pages/index.aspx](http://medicine.osu.edu/SHRS/current-ohio-state-students/graduation/pages/index.aspx). Completed forms need to be submitted to the SHRS Office of Student Services by the first day of the semester prior to graduation.

**Minors:** Students who are completing minor programs that require departmental approval must submit the minor program form along with their graduation application.

The SHRS Office of Student Services will review each student’s cumulative record for eligibility for graduation, graduation with honors, and minor program completion (if a minor is indicated). Candidates approved by their divisions and by the School of Health and Rehabilitation Sciences are proposed for graduation.

A final listing of candidates for graduation is emailed as well as made available in the SHRS Office of Student Services by the middle of the semester of graduation. Students should check this listing for possible errors. **The name on the diploma will match the name of the student on the University database.** If students wish to make name adjustments, they should do so in the SHRS Office of Student Services at the time they turn in their graduation application. The SHRS Office of Student Services e-mails graduation instructions to each candidate for graduation by approximately the 5th week of the semester of graduation.

Eligibility for honors is based on a minimum of 60 graded credit hours of course enrollment at this University. The marks for all Ohio State coursework considered toward the degree received will be included in calculating a student’s eligibility for such honors. However, a student who has taken advantage of the University’s Fresh Start Rule or SHRS’s Recalculation of Grade-Point Average must complete an additional 60 credit hours past the point of recalculation to be considered for Latinate honors, and only those marks received for coursework subsequent to the Fresh Start will be considered toward calculating a student’s eligibility for such honors.

Latinate honors (*cum laude, magna cum laude, and summa cum laude*) will be based on the cumulative GPA achieved **the semester prior to graduation**. Students who move up a designation based on final semester GPA (e.g., move from 3.49 to 3.50+) may be granted the Honors designation. However, the designation will not appear on the pre-commencement program or diploma.

To add the honor’s designation to your diploma please follow one of the procedures below:
A. Bring your diploma to:
Office of Commencement and Special Events, 1060 Blankenship Hall, 901 Woody Hayes Drive Columbus, OH 43210. You will be asked to fill out a form regarding the correction to be made.
B. Mail your diploma, without the diploma cover, with a detailed note including your name, telephone number, mailing address and the correction to be made, to:
Office of Commencement and Special Events, 1060 Blankenship Hall, 901 Woody Hayes Drive Columbus, OH 43210. Finally, those who fall below the mark based on the final semester GPA will not have their Honors designation removed.
The designation “with research distinction” is reserved for SHRS students who have completed and successfully defended Senior Research Thesis projects. 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 SHRS-level honors courses, research, and service activities over and above the requirements of their major.

Post-Baccalaureate Certificate of Study students are NOT eligible to participate in the SHRS Senior Research Thesis program nor are they eligible to receive the honors designations cum laude, magna and summa cum laude.

**PRE-COMMENCEMENT**
Pre-Commencement is a special ceremony where faculty and staff have the opportunity to honor each SHRS student for their special accomplishments in the School and their program. Families are able to meet the faculty and other students that have been a large part of the experience at Ohio State.

The SHRS Pre-Commencement Ceremony takes place on the Saturday prior to Spring Commencement. Admission is free for Graduates. Guests of the graduates pay for admission. If you have any questions or concerns, please contact the SHRS Office of Student Services in Room 127 Atwell Hall, by telephone at 614-292-1706, or by email at SHRSstudentaffairs@osumc.edu.
SHRS ALUMNI SOCIETY

Graduates and former students in the School of Health and Rehabilitation Sciences (BS, MS, MOT, DPT and PhD) may become members of its Alumni Society. Annual membership is $20. During autumn semester, a football brunch or tailgate party is scheduled and other social functions are planned in the winter and spring. News and information on events sponsored by the Society can be found at http://medicine.osu.edu/SHRS/alumni/pages/index.aspx.

Graduates and former students are also eligible for continuing membership in the Ohio State University Alumni Association.

An increasing number of alumni are electing to support the School of Health and Rehabilitation Sciences by gifts to The Ohio State University Development Fund that are designated for their professional division. A special SHRS Alumni Society scholarship fund has also been created. Gifts to the SHRS scholarship fund will help insure that worthy students receive financial as well as moral support from SHRS Alumni and friends.

The SHRS Alumni Society welcomes input from current SHRS students and is interested in collaborative efforts with both undergraduates and SHRS students. Look for announcements in the SHRS lobby as well as e-mail from the Alumni Society. SHRS Alumni are also involved in School functions such as Pre-Commencement.

Members of the SHRS Alumni Board would like to know your thoughts and comments on these activities as well as other issues of concern to you. Students are encouraged to e-mail Alumni Society officers. Their names and e-mail addresses are available on the SHRS Alumni website: http://SHRSalumni.clubexpress.com/.
SHRS GRADUATE PROGRAM INFORMATION
(FOR INTERESTED UNDERGRADUATE STUDENTS)

The School offers six SHRS graduate programs. Students in all SHRS graduate programs follow their own policies, procedures, and guidelines and therefore have their own handbook. SHRS alumni are encouraged to participate in the SHRS Alumni Society. SHRS undergraduate students who wish to plan an application to any of the SHRS graduate programs may schedule an appointment with the SHRS graduate advisor in 127 Atwell Hall (292.1706).

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

DOCTOR OF PHYSICAL THERAPY PROGRAM
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/SHRS/pt/pages/index.aspx.

MASTER OF OCCUPATIONAL THERAPY PROGRAM
Information on the MOT program, including prerequisite courses and other requirements, can be found on the Occupational Therapy web page: http://medicine.osu.edu/SHRS/ot/pages/index.aspx.

MASTER OF SCIENCE PROGRAM (ADVANCED PRACTICE MASTER’S)
A SHRS program leading to the degree Master of Science (MS) is administered through the School of Health and Rehabilitation Sciences. It 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 for the MS degree at The Ohio State University. http://medicine.osu.edu/SHRS/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 may complete a three-year program culminating in a Master’s Degree. Graduates of this program also qualify to take the exam required to become Registered Dietitians. These students apply to the undergraduate Medical Dietetics program and complete one year of undergraduate coursework. They then apply to OSU’s Graduate School where they complete the final two years at the graduate level. http://medicine.osu.edu/SHRS/grad_programs/pages/index.aspx.
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 also qualify to take the exam required to become Medical Laboratory Scientists. These students apply to the undergraduate Medical Laboratory Science program and complete one year of undergraduate coursework. They then apply to OSU’s Graduate School where they complete the final two years at the graduate level. [http://medicine.osu.edu/SHRS/grad_programs/pages/index.aspx](http://medicine.osu.edu/SHRS/grad_programs/pages/index.aspx).

PHD IN HEALTH AND REHABILITATION SCIENCES

The PhD program is open to allied health 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), 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 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. [http://medicine.osu.edu/SHRS/phd/pages/index.aspx](http://medicine.osu.edu/SHRS/phd/pages/index.aspx).