



THE OHIO STATE UNIVERSITY  
GENETIC COUNSELING GRADUATE  
PROGRAM  
STUDENT HANDBOOK

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# SECTION I: GENERAL INFORMATION

## 1.1 Purpose of the Handbook

The Genetic Counseling Graduate Program Student Handbook provides guidance for students pursuing an advanced program of study in genetic counseling at The Ohio State University. This handbook includes sections on program requirements, policies and procedures, including graduation procedures, and thus should be kept as a resource during the entire program.

## 1.2 The Graduate School

The OSU Genetic Counseling Graduate Program is governed by the University's Graduate School, which includes the Graduate Council, Graduate School Administration, and the Graduate Faculty (Graduate School Handbook, [Section 1](#)). You can find information about graduate education at Ohio on their [website](#).

## 1.3 The Graduate School Handbook

The [Graduate School Handbook](#) covers all aspects of the graduate student experience, from admission to graduation. The information in this program's student handbook is meant to supplement the Graduate School's handbook. In the case of differences in the requirements of the Graduate School and the OSU GCGP, the stricter of the requirements takes precedence.

# SECTION II: THE OHIO STATE UNIVERSITY GENETIC COUNSELING GRADUATE PROGRAM

## 2.1 Mission

The mission of The Ohio State University Genetic Counseling Graduate Program is to train our graduates to be knowledgeable, compassionate, and scholarly genetic counselors.

## 2.2 Diversity, Equity, Inclusion Statement

The Ohio State University Genetic Counseling Graduate Program is strongly dedicated to promoting knowledge and action surrounding diversity, equity, inclusion, and justice in its student body and in the profession of genetic counseling. We believe that representation matters when it comes to advancing our field of practice and delivering more equitable patient care. We continue to actively collaborate with internal and external partners toward these ends. It is important to note that the OSU GCGP Diversity, Equity, and Inclusion Statement is compliant with Standard A3.2.3 of the Accreditation Council for Genetic Counseling Standards of Accreditation for graduate programs in genetic counseling.

## 2.3 Program Goals

Graduates of The Ohio State Genetic Counseling Graduate Program will:

- Demonstrate achievement of advanced knowledge in genetics, genomics, and psychosocial counseling for use in evidence-based practice.
- Demonstrate the ability to think critically, evaluate and synthesize information from research, as well as produce their own sound and scientific research related to the genetics profession.
- Demonstrate respect and empathy to their patients, peers, learners, supervisors, and other healthcare professionals.
- Achieve positions of leadership within their practice setting, local communities, and national organizations.
- Develop educational acumen in both the classroom and clinical setting and provide mentorship to developing genetic counselors.
- Be life-long learners.

## 2.4 Curricular Goals

The OSU GCGP courses, fieldwork rotations, and research mentorship are designed to provide a solid educational, technical, and experiential foundation for graduate students entering their choice of academic, industrial, regulatory, or other work forces. The OSU GCGP curricular goals are defined as follows:

- **Knowledge:** achieve advanced knowledge in genetics, genomics, and psychosocial counseling for use in evidence-based practice.
- **Scholarship:** evaluate and synthesize information from research, as well as produce their own sound and scientific research related to the genetics profession.
- **Compassion:** respect and empathize with their patients, peers, learners, supervisors, and other healthcare professionals.
- **Leadership:** achieve positions of leadership within their practice setting, local communities, and national organizations and will provide mentorship to developing genetic counselors.

## 2.5 ACGC Practice-Based Competencies

The Accreditation Council for Genetic Counseling's (ACGC) [Practice-Based Competencies](#) describe the seven competencies that are necessary for an entry-level genetic counselor. These competencies, along with ACGC's [Standards of Accreditation](#), provide guidance for the training of genetic counselors and for evaluating trainees' knowledge and skills. The didactic and experiential components of The OSU GCGP support the development of proficiency in the following competencies:

- Genetics and Genomics Expertise
- Risk Assessment
- Counseling

- Communication
- Research
- Healthcare Systems
- Professional Identity

All ACGC practice-based competencies are mapped to the program's courses (both didactic and experiential). Students and faculty can find which PBC's are addressed in any given course or fieldwork rotation by reviewing the course syllabus located in Carmen.

## SECTION III: PROGRAM ADMINISTRATION & FACULTY

### 3.1 OSU GCGP Graduate Studies Committee (GSC)

The Graduate Studies Committee (GSC) consists of the Program Director (co-chair), Associate Director (co-chair), Associate Director, and Medical Director for the OSU GCGP.

Students can review the [Graduate School Student Handbook](#)'s section on Graduate Studies Committees for more information on the rules and procedures of the Graduate Studies Committee.

### 3.2 Program Leadership

Name/Title	Phone Number	E-mail Address
<b>Dawn Allain, MS, CGC</b> Program Director GSC Co-Chair Professor, Internal Medicine	614-293-9713	<a href="mailto:Dawn.Allain@osumc.edu">Dawn.Allain@osumc.edu</a>
<b>Pamela Brock, MS, CGC</b> Associate Director GSC Co-Chair Associate Professor, Internal Medicine	614-293-3147	<a href="mailto:Pamela.Brock@osumc.edu">Pamela.Brock@osumc.edu</a>
<b>Jordan Brown, MA, MS, CGC</b> Associate Director GSC Member Associate Professor, Internal Medicine	614-293-9058	<a href="mailto:Jordan.Brown@osumc.edu">Jordan.Brown@osumc.edu</a>
<b>Judith Westman, MD</b> Medical Director GSC Member Professor Emeritus, Internal Medicine		<a href="mailto:Judith.Westman@osumc.edu">Judith.Westman@osumc.edu</a>
<b>Ali Grandey, MM, DMA</b> Program Manager	614-293-4347	<a href="mailto:Mary.Grandey@osumc.edu">Mary.Grandey@osumc.edu</a>

### 3.3 College of Medicine Leadership

Name/Title
<b>Carol R. Bradford, MD, MS, FACS</b> Dean, College of Medicine
<b>Alexander Grieco, MD</b> Interim Vice Dean for Education

### 3.4 Graduate School Leadership & Departments

Name/Title	Phone Number	Email
<b>Mary Stromberger, PhD</b> Vice Provost for Graduate Education Dean of the Graduate School	614-292-6031	
<b>Registration Services</b>		<a href="mailto:grad-schoolregistrationservices@osu.edu">grad-schoolregistrationservices@osu.edu</a>
<b>Graduation Services</b>		<a href="mailto:grad-schoolgraduationservices@osu.edu">grad-schoolgraduationservices@osu.edu</a>
<b>Fellowship Services</b>		<a href="mailto:grad-schoolfellowshipservices@osu.edu">grad-schoolfellowshipservices@osu.edu</a>
<b>Petitions and Transfers</b>		<a href="mailto:grad-schoolpetitions@osu.edu">grad-schoolpetitions@osu.edu</a> <a href="mailto:grad-schooltransfers@osu.edu">grad-schooltransfers@osu.edu</a>

### 3.5 Program Faculty

The Ohio State University Graduate School's policies on graduate faculty membership can be found in the [Graduate School Handbook](#). The instructional faculty of the Genetic Counseling Graduate Program may include genetic counselors, physicians, basic scientists, psychologists, social workers, and/or other individuals with advanced degrees or experience in a relevant field or discipline.

## SECTION IV: ACADEMIC CALENDAR AND COURSE REGISTRATION

### 4.1 Academic Calendar

The OSU GCGP follows the University Academic Calendar for all holidays and scheduled university breaks, including summer term. The full academic calendar can be found on the [Office of the University Registrar](#) website. Further, a listing of religious holidays, holy days and observances can be found [here](#). Please note that not all religious holidays, holy days and observances are guaranteed days off for OSU GSGP students. The OSU GCGP will make **reasonable efforts** to help students avoid negative academic consequences when religious obligations conflict with academic course requirements.



Students who anticipate absences from scheduled required educational activities must notify the course director or fieldwork supervisor **at least four weeks** in advance of the anticipated absence to request accommodation.

## 4.2 Course Registration

The Program Manager will notify students about upcoming course registration deadlines each semester. Ultimately, students are responsible for registering for the appropriate coursework prior to the posted deadlines. Information on how to register for courses, including important dates & deadlines, can be found on the [Office of the University Registrar](#) website.

## 4.3 Course Schedule

Autumn Semester – First Year		
Course Number	Course Name	Credit Hours
INTMED 7000	Foundations in Medicine I	2
INTMED 7020	Foundations in Genetics I	2
INTMED 7040	Foundations in Genetic Counseling I	2
INTMED 7189.01	Clinical Practicum I	3
INTMED 7200.01	Problem-Based Learning I	2
INTMED 7891.01	Seminar Series I	1
INTMED 8050	Current Technologies	2
HTHRHSC 5900	Health Sciences Research	3

Spring Semester – First Year		
Course Number	Course Name	Credit Hours
INTMED 7010	Foundations in Medicine II	1
INTMED 7030	Foundations in Genetics II	2
INTMED 7050	Foundations in Genetic Counseling II	2
INTMED 7100.05	Advanced Clinical Skills	4
INTMED 7189.02	Clinical Practicum II	1.5
INTMED 7189.03	Clinical Practicum III	1.5
INTMED 7200.02	Problem-Based Learning II	2
INTMED 7891.02	Seminar Series II	1
INTMED 7999.01	Thesis I	2

Summer Term		
Course Number	Course Name	Credit Hours
INTMED 7189.04	Clinical Practicum IV	5
INTMED 7189.05	Clinical Practicum V	5
INTMED 7999.02	Thesis II	2

Autumn Semester – Second Year		
Course Number	Course Name	Credit Hours
INTMED 7080	Advanced Genetic Counseling I	3
INTMED 7189.06	Clinical Practicum VI	2
INTMED 7189.07	Clinical Practicum VII	2
INTMED 7891.01	Seminar Series	1
INTMED 7999.03	Thesis III	3

Spring Semester – Second Year		
Course Number	Semester	Rotations
INTMED 7090	Advanced Genetic Counseling II	3
INTMED 7189.08	Clinical Practicum VIII	2
INTMED 7189.09	Clinical Practicum IX	2
INTMED 7891.02	Seminar Series II	1
INTMED 7999.04	Thesis IV	2
INTMED 8010	Business of Genetics	1

## ELECTIVE COURSES

Course Name
EDUCST/HTHRHSC/PSYCH/SOCWORK/SPHHRNG 7717: Interdisciplinary Perspective on Developmental Genetics - LEND Curriculum; 3 credit hours, Fall Semester
EDUCST, HTHRHSC, PSYCH, SOCWORK, SPHHRNG 7718: Interdisciplinary Perspective on Autism Spectrum - LEND Curriculum; 3 credit hours, Spring Semester
EDUCST, HTHRHSC, PSYCH, SOCWORK, SPHHRNG 5193: Leadership Seminar (“Individual Studies”) - LEND Curriculum; 1-3 credit hours, Spring and Fall Semester
BIOETHC7895: Bioethical Issues in Genetic Counseling; 3 credit hours, Spring Semester

## SECTION V: FIELDWORK

The goal of the fieldwork training component of the OSU GCGP is to provide students with a strong and balanced exposure to a range of genetic counseling practice settings and service delivery models. Students will be assigned fieldwork placement to ensure that they achieve depth and breadth of experience across genetic counseling specialties and practice settings. Students will be required to participate as the primary genetic counselor under the supervision of an American Board of Genetic Counseling (ABGC) - or Canadian Board of Genetic Counseling (CBGC) - certified genetic counselor to compile a portfolio with **a minimum of 50 ACGC participatory cases** representing a broad spectrum of genetic counseling situations.

## 5.1 Fieldwork Rotation Schedule

First Year Students		
Course Number	Semester	Rotations
INTMED 7189.01	AU Semester, First Year	Five (5), three-week observation rotations in a variety of specialties
INTMED 7189.02	SP Semester Session 1	Seven-week rotation
INTMED 7189.03	SP Semester Session 2	Seven-week rotation
INTMED 7189.04	Summer Term Session 1	Full-time six-week rotation (36 hours)
INTMED 7189.05	Summer Term Session 2	Full-time six-week rotation (36 hours)

Second Year Students		
Course Number	Semester	Rotations
INTMED 7189.06	AU Semester Session 1	Seven-week rotation
INTMED 7189.07	AU Semester Session 2	Seven-week rotation
INTMED 7189.08	SP Semester Session 1	Seven-week rotation
INTMED 7189.09	SP Semester Session 2	Seven-week rotation

## 5.2 Evaluation and Grading of Fieldwork Placements

Fieldwork supervisors are required to complete a mid- and final evaluation during a student's rotation and review those evaluations with the student. In addition, students are required to complete a self-evaluation at the end of every rotation. These evaluations are then reviewed by the Associate Director, who ultimately assigns a grade of Satisfactory or Unsatisfactory for the course.

## 5.3 Fieldwork Site Scheduling and Student Requests

A student may request a specific site, particularly a specialty rotation, with the understanding that the availability of sites may be limited, or that the OSU GCGP Leadership may decide another training site that better suits the student's needs. Students may also request to attend an ad hoc fieldwork placement outside of the Columbus area during the summer term. The OSU GCGP Leadership has the right to refuse to approve an outside fieldwork placement if they feel that it will not be in the best interest of a student's training.

## 5.4 Student Evaluation of Fieldwork Sites and Supervisors

Every rotation, OSU GCGP graduate students are expected to complete an anonymous evaluation for each placement regarding their experiences with the site and supervisor(s). Aggregate data from these evaluations is reviewed and shared with the primary supervisor and/or secondary supervisors at site placement visits on a yearly or bi-yearly basis.

## 5.5 Case Logs and Typhon

Students are expected to complete case logs in Typhon for all rotations (APPENDIX A). All cases must be documented **within 72 hours** of seeing the case. After 72 hours, students will not be able to log the case in Typhon, and thus it will not be added to a student's case count.

## 5.6 Fieldwork Placement Expectations and Goals

First-Year Students	
Semester	Rotations
AU Semester Observation Rotations	<b>Expectation:</b> 1 day per week <b>Goals:</b> see as many cases as possible
SP Semester Sessions 1 & 2	<b>Expectation:</b> 1 day in clinic, 1 prep/follow-up day <b>Goals:</b> 2-3 cases per week

Second-Year Students	
Semester	Rotations
Summer Term	<b>Expectation:</b> full-time, 36 hours per week <b>Goals:</b> 4-6 cases per week, serve as lead genetic counselor in some cases
AU Semester Sessions 1 & 2	<b>Expectation:</b> 2 days in clinic, 1 prep/follow-up day <b>Goals:</b> 3-4 cases per week, act as lead genetic counselor
SP Semester Sessions 1 & 2	<b>Expectation:</b> 2 days in clinic, 1 prep/follow-up day <b>Goals:</b> 3-4 cases per week, act as lead genetic counselor

## SECTION VI: RESEARCH

All students in the Genetic Counseling Graduate Program must complete a research project which culminates in a thesis document to successfully complete the graduate program. The student is responsible for ensuring that the information contained within the thesis document is original, complete and does not include material that could be deemed as academic and/or research misconduct. A complete and defensible thesis document must be approved by the student's thesis committee before the student's defense, and the final document must be approved once more by the thesis committee prior to uploading the final document to OhioLINK.

### 6.1 Thesis Timeline and Semester-Specific Deadlines

**Table 1: Fall Semester, First Year (no credit hours)**

Thesis orientation	August (Orientation)
Complete research interest survey(s)	September
Attend research mixer(s)	October
Decide on research topic/question	End of fall semester
Share annotated bibliography with APD and/or potential advisor	End of fall semester
Decide on thesis advisor	End of fall semester

**Table 2: Spring Semester, First Year (2 credit hours)**

Schedule regular meetings with advisor to develop a research plan and identify committee members	Starting in January
Institutional Board Review (IRB) Training	Mid-February
Attend a 2 <sup>nd</sup> year thesis defense and write a reflection	March/April
Submit project proposal to committee	March/April
Collect signed proposal approval forms from advisor and committee members	End of spring semester
Seek IRB approval (if needed)	End of spring semester

**Table 3: Summer Term (2 credit hours)**

Finalize regulatory approvals	Mid-summer
Draft background & methods sections of manuscript	End of summer term
Initiate data collection	Throughout summer term

**Table 4: Fall Semester, Second Year (3 credit hours)**

Complete data collection	October
Data analysis and result reporting	November
Draft of results section of manuscript	End of Fall Semester

**Table 5: Spring Semester, Second Year (2 credit hours)**

Schedule defense and apply to graduate	January
Manuscript draft to advisor	Four (4) weeks prior to scheduled defense
Manuscript draft to committee	Two (2) weeks prior to scheduled defense
Thesis defense presentation	Mid-late March or first week of April
Ensure all committee members approve defense and manuscript in GRADFORMS	Typically, 2 <sup>nd</sup> week of April; see Graduate School website for <a href="#">posted deadline</a>
Submit complete manuscript to Graduate School for a format review (generally takes 2 business days)	At least one week prior to final submission deadline
Final (approved by all committee members) manuscript submitted to OhioLink	3 <sup>rd</sup> or 4 <sup>th</sup> week of April; see Graduate School website for <a href="#">posted deadline</a>

Please refer to the OSU GCGP Student Research Handbook for more detailed information on requirements, deadlines, and processes surrounding the thesis requirement. (APPENDIX F)

## SECTION VII: GRADUATION REQUIREMENTS

### 7.1 Program Requirements for Degree Completion

- Successfully complete the minimum 68 graduate course credits with a cumulative GPA of 3.0 or better.
- Complete nine (9) fieldwork placements with a grade of Satisfactory and submit a final clinical portfolio of the 50 ACGC cases selected by the student.
- Pass the oral standardized patient and written comprehensive examinations in their final semester of study.
- Complete a written thesis manuscript that is approved by their thesis committee and submitted to OhioLink by the posted deadline.
- Pass an oral examination defending their thesis in the final semester of study (graduating semester).
- Present thesis projects at the OSU GCGP Research Colloquium.

### 7.2 Clinical Portfolio

The clinical portfolio is a graduation requirement in the OSU GCGP and should include the following:

- A log of all fieldwork placement encounters.
- Fifty (50) identified ACGC-participatory cases.
- Eight (8) fieldwork placement self-evaluations.
- Eight (8) mid- and final evaluations by the primary supervisor of every rotation.
- Eight (8) program coaching self-reflections.
- Six (6) program coaching meetings.
- Three (3) thesis evaluations submitted by the thesis advisor, and one (1) final thesis defense rubric.

### 7.3 Written Comprehensive Exams

The OSU GCGP requires all second-year students to sit for a written comprehensive examination in their final semester. This examination is usually proctored in the second week of the semester of the spring semester.

The examination represents an assessment of the student's overall acquisition of knowledge and skills within the OSU GCGP curriculum. The questions have been designed to mimic the ABGC Board Examination format, where questions are developed to test students' recall of knowledge, as well as their ability to appropriately and correctly apply and analyze information to address problems and scenarios learned throughout the graduate program curriculum.

The examination consists of 120-150 multiple-choice questions, and students have four (4) hours to complete the examination. A score of 70% or above is required to pass the examination. If a student does not pass their first attempt, they will receive a letter from the program and Graduate School informing the student that failure to pass their second attempt will result in a recommendation for denial of further registration in the program.

## 7.4 Oral Comprehensive Examination

The OSU GCGP requires all second-year students to sit an oral defense comprehensive examination in the final semester in which they are expected to graduate. This examination is usually proctored in the second week of the semester.

The oral defense comprehensive examination represents an assessment of the student's overall acquisition of knowledge, skills, and ability-based outcomes within the OSU GCGP curriculum. The oral defense examination is designed as a case preparation encounter. Students will receive case information, are given a set amount of time to complete case preparation and will then provide their rationale for their differential diagnosis, counseling agenda, and testing recommendations before a panel of OSU GCGP Faculty Members. The oral defense will be scored using a grading rubric, which will be provided to the students prior to the examination.

Students must achieve a grade of 70% to pass the oral defense component of the oral comprehensive evaluation. If a student does not pass their first attempt, they will receive a letter from the program and Graduate School informing the student that failure to pass their second attempt will result in a recommendation for denial of further registration in the program.

## 7.5 Standardized Patient Comprehensive Exam

The OSU GCGP requires all second-year students to counsel a standardized patient in the Clinical Skills Center in the final semester in which they are expected to graduate. The student will be provided with some type of case information (i.e., test result, counseling issue, and/or counseling scenario) and will then present to the Clinical Skills Center for a standardized patient encounter. The student's interaction with the standardized patient will be scored using a grading rubric. A score of 70% or above is required to pass the examination. If a student does not pass their first attempt, they will receive a letter from the program and Graduate School informing the student that failure to pass their second attempt will result in a recommendation for denial of further registration in the program.

# SECTION VIII: UNIVERSITY, GRADUATE SCHOOL, AND COLLEGE OF MEDICINE POLICIES

## 8.1 Academic Integrity

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the university's [Code of Student Conduct](#), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct may constitute "Academic Misconduct."

## 8.2 Research and Scholarly Misconduct

Graduate students are responsible for learning about appropriate standards for ethical research and scholarly conduct and for following all university policies related to ethical research and scholarly conduct. Information about these policies can be found in [Appendix C](#) of the Graduate Student Handbook. The process used to review allegations of research misconduct by graduate students is detailed in the document “[Research Misconduct Policy](#).”

## 8.3 The Civil Rights Compliance Office

The Civil Rights Compliance Office exists to help the Ohio State community prevent and respond to all forms of [protected class](#) harassment, discrimination and sexual misconduct. This centralized office houses the university’s Americans with Disabilities Act (ADA), Affirmative Action and Equal Employment Opportunity (EEO), Youth Activities and Programs, and Title IX functions. University policies and changes to the Student Code of Conduct were updated effective Aug. 1, 2019, to reflect the Civil Rights Compliance Office. The Civil Rights Compliance Office’s duties and activities align with Ohio State’s [Shared Values Initiative](#), which reflects essential components of Ohio State’s culture and excellence. The following areas are part of the Civil Rights Compliance Office:

- Accessibility
- Affirmative Action and Equal Employment Opportunity
- Youth Activities and Programs
- Sexual Misconduct/Title IX
- Harassment and Discrimination Response

## 8.4 Complaint and Grievance Systems at Ohio State

In the academic context, graduate students are advised to resolve any dispute or grievance with the person or persons most closely involved, starting with the course instructor. If that step does not produce an acceptable result, the student is advised to work with the department and then the college.

The Graduate School is occasionally called upon to address a complaint by a graduate student related to other academic matters. The Graduate School becomes involved in such matters only after all reasonable local efforts to resolve the problem have failed. In accordance with university policy, complaints of harassment, sexual or otherwise, and allegations of scholarly misconduct are directed to the appropriate offices authorized to address them. Complaints involving discrimination, harassment or sexual misconduct are reported to the [Civil Rights Compliance Office](#), while allegations of scholarly misconduct are reported to the [Committee on Academic Misconduct](#) or the [Office of Research Compliance](#). Workplace complaints may be reported to [Employee and Labor Relations](#) or via the university’s [Anonymous Reporting Line](#).



## 8.5 College of Medicine Student Mistreatment Policy and Reporting

To review the College of Medicine's standards of conduct in the teacher-learner relationship and abuses of this relationship, please refer to [Section 13](#) of the College of Medicine Student Handbook.

## 8.6 College of Medicine Policy on Disclosure, Background Checks, and Toxicology Testing

Please refer to [Section 14](#) of the College of Medicine Student Handbook.

## 8.7 College of Medicine Policy on Immunizations

All students matriculating in the OSU GCGP are required to submit a physician-supervised history and physical and to document the following immunizations:

- **Adult diphtheria/tetanus/pertussis (Tdap):** An adult booster given after age 10 and administered within the last ten years. All new boosters should be Tdap.
- **MMR (measles, mumps, rubella):** Two doses of vaccine after the first birthday with a recommendation that one of the doses be after 1980 (many vaccination failures have occurred in those immunized before this date) **or** evidence of immunity by serological titers of antibodies to these three viruses. If a titer result is equivocal or negative, a student will be required to complete two doses of the MMR vaccine even if they had the vaccine previously.
- **Hepatitis B:** All students must provide **BOTH** the 3-dose vaccine series **AND** titer evidence of immunity for Hepatitis B. If the titer result is equivocal or negative, a student will be required to repeat three doses of the Hepatitis B vaccine and re-titer to confirm immunity. At least one dose of the repeated series must be completed prior to matriculation. The second dose must be completed prior to patient contact.
- **PPD intradermal skin test:** Upon entry, a two-step PPD is required of all students except those who have a previous positive reading. All students must update their PPD status annually. An IGRA blood test may be substituted for the PPD and must also be updated annually.
  - Students with a previous positive PD must present chest x-ray results that verify no active disease. Students will complete an annual symptoms questionnaire in subsequent years.
  - Students with a previous negative PPD must have an annual one-step PPD or an IGRA blood test in subsequent years.
- **Varicella (chickenpox):** Two doses of the vaccine given after the first birthday **OR** evidence of immunity by antibody titer to the virus. Past disease incidences are not acceptable for

compliance. If a titer result is equivocal or negative, a student will be required to complete two doses of varicella vaccine even if they had the vaccines previously.

- **Polio series:** Documentation is recommended.
- **Influenza Vaccination:** Vaccination is **required annually** for influenza.
- **Additional requirements may be added as required by college mandate.**

**Note:** Some fieldwork placement sites may also require additional immunizations and health documentation. Students will be notified of these requirements prior to starting a rotation at the site. Students without appropriate immunizations will not be permitted to proceed to patient contact situations, such as the fieldwork placements. As such, this could delay or prevent graduation.

## 8.8 College of Medicine Universal Blood & Bodily Fluid Precautions

Universal blood and body fluid precautions lessen the risk of exposure to such fluids, and these precautions must be used routinely. While genetic counseling students are not typically in many situations during fieldwork placements where they are performing procedures that increase their risk to exposure of such fluids, they need to be aware of universal precautions and when exposed act in accordance with The College of Medicine guidelines. The complete policy can be found in [Section 5 of the College of Medicine Student Handbook](#).

# SECTION IX: ACADEMIC STANDARDS

The Genetic Counseling Graduate Program and Graduate School share responsibility for monitoring graduate student academic performance and degree completion. This section describes the minimum academic and professional standards of the Graduate School and Genetic Counseling Graduate Program, and policies surrounding review, remediation, dismissal, or denial of further registration.

## 9.1 Good Standing vs. Reasonable Progress

To be in [Good Academic Standing](#) with the Graduate School, a student must maintain a graduate cumulative GPA of 3.0 or better in all graduate credit courses at The Ohio State University and must maintain reasonable progress toward graduate program requirements.

**Reasonable Progress** is different than good academic standing, and is measured by the standards set forth by the Genetic Counseling Graduate Program and include but are not limited to:

- Successfully completing the written, oral, and standardized patient Comprehensive Examinations.
- Making appropriate progress toward the acquisition of practice-based competencies outlined by the American Council for Genetic Counseling (ACGC) in didactic courses, thesis, and fieldwork rotations. In courses, progress is monitored based upon student performance on key assignments. Thesis progress is monitored through an advisor's final

semester evaluations, and in fieldwork placements, progress is monitored through supervisor mid- and final evaluations.

- Making timely progress through the “milestones” of their thesis project, including but not limited to the following:
  - selecting and advisor and committee
  - writing a proposal
  - meeting regularly with their thesis advisor
  - submitting drafts to their committee by requested deadlines
- Meeting with their program coach according to the designated schedule and submit self-reflections related to program coaching portfolio.
- Participating in program volunteer and recruitment activities

## 9.2 Departmental Guidance, Mentorship, and Evaluation

Students in the Genetic Counseling Graduate Program have many opportunities to receive advising, guidance, mentorship and feedback on their academic performance and overall progress towards graduation. Those opportunities include but are not limited to:

- Required meetings with their assigned program leadership advisor each semester to review overall academic progress and address any concerns.
- Required mid- and final evaluations of student performance and acquisition of practice-based competencies for each fieldwork rotation.
- Meetings with their thesis advisor.
- Regular (required) meetings with their Program Coach.
- Upon request, feedback meetings with course directors, fieldwork supervisors, and thesis advisors

**Program Coaching:** Each student will be assigned a Program Coach by the OSU GCGP Leadership at the beginning of their first year of study. The program coach is responsible for providing the graduate student with instruction and knowledge to help students improve their performance and skills. Program coaches also provide students with advice about general issues regarding progress towards their degrees and advising students as they work toward achieving their short-term graduate school goals and their long-term professional goals. A program coach is there to give feedback and suggestions to improve their practice. They act as mentors and guides throughout the graduate school program. They can also be there to assist students in academic misconduct, grading disputes, or other programmatic issues.

**Chromie Homies:** To enhance student cohort relationships the OSU GCGP has developed a student mentoring system. All first-year students are assigned a 2<sup>nd</sup> year student “chromie homie”. How often students meet with their chromie homie and what activities they do is completely student driven. However, there may be times when the OSU GCGP develops activities that are drawn upon the chromie homie pairs.

**Success & Beyond:** The purpose of this group will be to provide additional support and guidance for both first year and second year students of the OSU GCGP throughout the course of their two

years of study. The group is facilitated by former OSU GCGP alumni who are fieldwork supervisors for the graduate program. Depending on the topic being covered, meetings can involve individual classes or both classes. Topics covered in the group will include, but are not limited to self-care, interviewing skills, resume and cover letter writing, new clinic responsibilities, utilizing risk models, preparing for comprehensive exams, etc.

## 9.3 Remediation

A student may be placed on a remediation program if one or more of the following issues arise that may include but are not limited to:

- Student receives a B- or lower or an unsatisfactory in a didactic course, or an unsatisfactory in a fieldwork or thesis course
- Student is not making reasonable progress in their thesis project
- Student is not making reasonable progress in the acquisition of practice-based competencies in their fieldwork rotations
- Student is not meeting the professional standards of the graduate program, including but not limited to the following:
  - Regular meetings with their thesis advisor
  - Completion of self-reflections
  - Completion of all fieldwork self-evaluations
  - Completion of program coach meetings
  - Timely response to emails.

Remediation plans will vary based on the needs of the student and may include additional coursework, repeating an assignment or exam, or weekly meetings with an advisor and/or GCGP Leadership.

Program leadership will notify the student and meet with them to discuss their concerns and recommendations for remediation. An educational contract will be created that clearly outlines the expectations and timeline of the remediation, including next steps if the remediation is unsuccessful. The contract will be signed by the student and program leadership and will be saved in the student's academic files.

In some cases, the student will be required to repeat a course or other component of the program which may delay graduation. This decision is at the discretion of the course director/fieldwork supervisor/thesis advisor with input and final approval from OSU GCGP Leadership.

A student who does not successfully complete all aspects of their remediation plan or fails to maintain reasonable progress toward graduate program requirements may be denied further registration by the Graduate School at the recommendation of GCGP Leadership and the College of Medicine. ***Denial of further registration will be recommended in any one or combination of the following situations:***

- Student receives an Unsatisfactory in more than one fieldwork rotation.
- Student receives an Unsatisfactory in more than one thesis course.
- Student receives a B- or less in more than one didactic course.

## 9.4. Academic Standing or Reasonable Progress Review Process

- **Level 1: Course Director/Fieldwork Supervisor/Thesis Advisor:** Each Course Director, Fieldwork Supervisor, and Thesis Advisor is charged with initial and ongoing review of students in that course or fieldwork placement. When a student fails to meet an academic, noncognitive, technical, or competency standard, the student is subject to review. While OSU GCGP Leadership will be notified, they may or may not be directly involved at this point depending on the severity of the concern. In many cases, the course director/fieldwork supervisor/thesis advisor will work with the student to bring about resolution and the review process ends there. If, however, there are serious concerns or a recommendation for a repetition of a significant portion of the course, the issue will be escalated to program leadership and remediation will likely be initiated.
- **Level 2: OSU GCGP Leadership:** The OSU GCGP Leadership reviews recommendations for repetition of a course or serious concerns brought forth by a course director, fieldwork supervisor, or thesis advisor. Some examples of concerns may be a failure to meet knowledge, skills and behavior standards or failure to progress in acquisition of practice-based competencies. Program leadership will notify the student and meet with them to discuss the concerns and, if needed, initiate the remediation process. If the remediation attempt is unsuccessful, GCGP leadership will send a warning letter to the student – with the Graduate School copied – that identifies the program’s concerns, expectations for the student for the next term or semester, deadlines, and potential consequences for failure to abide by the terms of the letter (e.g., request that the Graduate School deny further registration in the program).
- **Level 3: The Graduate School:** The Graduate School sends a progress warning letter to the student referencing the content of the OSU GCGP’s warning letter and noting that failure to abide by the terms of the program’s letter may result in denial of further registration in the program. Typically, students are allowed one semester/term to resume satisfactory progress and meet the expectations outlined in the warning letter. At the conclusion of the semester/term, the program determines if the student has met all expectations and deadlines.
  - If the student has met all expectations and deadlines, the terms of the letter are considered complete, and the student resumes satisfactory progress to degree completion.
  - If the program determines that the student has not met all expectations and deadlines, the program will send a letter to the student that states this and what associated consequences will be enacted.

## SECTION X: PROFESSIONAL STANDARDS

### 10.1 College of Medicine Professional Standards

The OSU GCGP expects its students to adhere to the College of Medicine’s Professionalism Standards, which can be found in Section 8 of The Ohio State University’s [College of Medicine Student Handbook](#).

## 10.2 National Society of Genetic Counselors Code of Ethics

The National Society of Genetic Counselors (NSGC) Code of Ethics (<https://www.nsgc.org/Policy-Research-and-Publications/Code-of-Ethics-Conflict-of-Interest/Code-of-Ethics>) provides genetic counselors with professional conduct guidance. The document, based upon the distinct relationships genetic counselors have with themselves, their clients, their colleagues, and society draws from the four biomedical ethical principles (Autonomy, Beneficence, Nonmaleficence and Justice). The OSU GCGP students are expected to be aware of the ethical implications of their actions during their graduate training and to uphold and adhere to the guidelines and principles set forth in this code.

## 10.3 Appearance Requirements & Guidelines Policy

The Department of Internal Medicine and Division of Human Genetics is committed to presenting a professional, neat, and clean image for our patients, their families, and visitors. 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*. These guidelines for professional attire should also be followed anytime a student represents the OSU GCGP outside of the campus (e.g., while giving presentations, performing service work, or attending OSU-sponsored events).

***Additional guidelines of affiliated hospitals or fieldwork sites shall be observed. Students are expected to inquire about site-specific dress codes prior to each rotation.***

- **Identification:** Always display IDs in a visible location above the waist.
- **Clothing:** All employees and students are expected to exercise good judgment in their dress and grooming habits. Clothing should be clean, non-revealing (not excessively tight- or loose-fitting clothes) and in good repair.
  - Tank tops, halter tops, tops exposing midriff, and spaghetti-strap or shoulder-less dresses or tops are not allowed.
  - Proper undergarments should always be worn.
  - Skirt/dress short/jumper length shall be no shorter than three inches above the top of the knee.
  - Denim pants of any color, spandex, leggings, athletic wear, and sweat suits shall not be worn.
  - Socks and hosiery should be worn at all times in the hospital or clinic.
- **Shoes:**
  - Per OSHA regulations, for safety and protection purposes, open toed shoes/sandals are prohibited in any patient care area.
  - Casual sandals and canvas sneakers shall not be worn.
  - Heels should not be taller than three inches.
  - Open-toed dress shoes may be worn in non-patient areas

- **Accessories:**

- Hats are not to be worn inside unless they are required parts of a uniform.
- While representing the College of Medicine, students should not display accessories such as pins, buttons, bracelets, etc. that could potentially make patients feel ill at ease such as those advocating a political party or commenting on a sensitive controversial issue.

## 10.4 Substance Abuse Policy

The College of Medicine policy appropriately establishes substance abuse guidelines and procedures that are similar to those already in place for all other employees of the OSUWMC in which genetic counseling students work. Students are prohibited from engaging in substance abuse. The OSU GCGP complies with all federal, state, and local laws that regulate or prohibit the possession, use, or distribution of alcohol, illicit drugs and/or prescription medications.

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, any legal drug, or other substance in such a way that the user's performance as a professional student is impaired.

The COM 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.

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 OSU GCGP Director to discuss the issue further. In the absence of the OSU GCGP Director, the College of Medicine Vice Dean for Medical Education will be available. The student will then be referred to an addictionologist for assessment of the problem, who will suggest what treatment and rehabilitation options are appropriate for the student. Single episodes of substance abuse including alcohol while involved in the curriculum or associated with unprofessional behavior or legal violations will be handled in the same fashion. The OSU GCGP Leadership with assistance from the Academic and Behavioral Review Committee will mandate the terms of the rehabilitation.

From the moment a substance abuse problem is deemed to be present, the student will be placed on leave of absence and will be unable to participate in any activities involving patients or patient care.



# SECTION XI: PROGRAM POLICIES

## 11.1 Attendance Policy

Genetic Counseling Students are expected to attend all scheduled academic activities. An unapproved absence from clinical activities or examinations may result in failure of the course or one of the course components.

- **Scheduled Absences:** In the case of a planned absence, students may request time off from educational classroom or fieldwork placement. Notification and approval by the student's fieldwork supervisor(s) and course director(s) must be obtained prior to taking the scheduled absence, and the student must make up any missed material. The OSU GCGP Leadership *may* also require the student to complete an Absence Form indicating the reason for absence. In this instance, the form will be emailed to the student with a request that it is completed and returned to the Program Manager within 3 days. (Appendix B).
- **Emergent Absences:** In cases of absence for an illness, serious injury, or personal emergency such as a death in the family, the student **must call** the OSU GCGP office or fieldwork placement as soon as the emergency permits. Upon the student's return to classes and/or fieldwork placement, it is the student's responsibility to schedule a meeting with the course director, thesis advisor, or fieldwork supervisor to discuss how missed work will be made up. Failure to discuss make-up work with the course director or fieldwork supervisor will be reflected in the course or fieldwork placement grade.
- **Weather Emergencies:** The OSU GCGP has a general policy that classes and fieldwork placements are cancelled when the OSU Main Campus is closed.
- **Chronic Absences and Tardiness:** Chronic absences and/or tardiness impact learning in the classroom, impact patient care schedules in a clinical setting, and reflect poorly on an individual's motivation and dependability. Each class will have their own attendance policy, but repeated tardiness and absence may be reflected in course grades. Tardiness with any required courses, fieldwork placements or program events/meetings, and unexcused absences will not be tolerated and will result in a warning. If the chronic tardiness or absences continue, the student may be placed on a remediation plan. Students who are late for exams will not be allowed additional time. Please refer to the course syllabus for each course director's policy on tardiness and absences.
- **Conflicts between Fieldwork Activities and Classes/Conferences:** Interesting or unusual patients may arise at times when classes or ancillary meetings (such as grand rounds or case conferences) are scheduled. Students may opt to be excused from scheduled ancillary meetings per rotation without penalty; advance notification of the Program Director is required. Regarding classes, if a supervisor feels strongly that there is significant merit in seeing a case scheduled during class time, up to one class may be



missed with the instructor's permission and without penalty during each rotation. Supervisors and/or the student must contact the course director and advisor in advance for this to be considered an excused absence.

## 11.2 Leave of Absence Policy

A leave of absence (LOA) may be requested to pursue another academic program, such as studies leading to a PhD or MPH degree, fulfilling a fellowship, or conducting research. Other examples include taking care of personal issues or recovering from an illness.

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. A LOA can only be granted by the OSU GCGP Leadership with agreement from the Graduate School and COM Vice Dean of Education.

The LOA will be subject to specific conditions as noted on the Request for Leave of Absence Form (Appendix C). The student usually initiates the LOA request by making an appointment to discuss it with the Program Director. The Program Director helps the student prepare an official request and collaborates with them to gain information from the Graduate School, Program Coach, and Academic Advisor regarding the student's current status and any conditions for return. During the LOA, 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 their return.

The Program Director may require a written statement supporting the LOA from the student's healthcare provider when an LOA is requested for health reasons. Requests for other personal reasons must be justified by a detailed written statement from the student. Additional written documentation will be required to demonstrate resolution or control of the problems prior to reinstatement of the student.

Students on LOA are not eligible for financial aid or Ohio State Student Health Insurance.

## 11.3 Travel Policy

- **Local Professional Meetings:** The OSU GCGP encourages travel to local conferences/meetings for graduate students when it can make accommodations around classes and fieldwork placements. It is important to note that reimbursement by the OSU GCGP for expenses due to local travel to conferences is not guaranteed. All reimbursement for local meetings will be considered on a case-by-case basis if the OSU GCGP office is provided with information about the conference prior to the student's participation at least one month prior to the event.
- **National Society of Genetic Counselors (NSGC) Annual Conference:** Students in good academic standing will be provided a stipend to travel to the National Society of Genetic Counselors' Annual Conference (NSGC AC) in the fall of their second year. The amount of this stipend may vary year by year. This will be applied only to eligible expenses as defined

by OSU's travel and expenditure policies. *Any costs over and above the approved meeting stipend will be incurred by the student.*

## 11.4 NSGC Annual Conference-Specific Travel Policy

Please review [The Ohio State University Travel Policy](#) for detailed information on policies and procedures.

- **Authorization to Travel**

- Approval for travel and its estimated costs must be documented prior to the trip and available for audit and review.
- A student may not approve their own travel.
- An OSU Travel Request Form must be filled out by the traveler to request the ability to travel to the conference **before they go anywhere**. This form can be obtained from and submitted by the OSU GCGP designated approval authority. The form must be completed *at least* 30 days prior to travel and submitted to the division of human genetics business operations analyst for processing.

- **Use of Personal Funds**

- Personal funds used to facilitate travel arrangements must be submitted for reimbursement within 60 days of purchase. Not meeting this deadline will result in the reimbursement being denied. Expenses with proper documentation should be submitted to the DHG business operations analyst as soon as possible.
- All students should incur the lowest reasonable travel expenses and exercise care to avoid impropriety and/or the appearance of impropriety.
- Reimbursable expenses to the NSGC AC are limited to the following:
  - Transportation
  - Per Diem
  - Lodging
  - Conference registration

- **Airfare**

- All flights must be booked through the OSU GCGP office.
- Students who book their own flights will not be reimbursed by the OSU GCGP.

- **Personal Vehicles**

- Mileage will be reimbursed for personal vehicles as a primary mode of transportation if the cost does not exceed the least expensive airfare.
- Mileage will not be reimbursed for travel to local meetings.
- Mileage will be reimbursed after the trip is completed and documentation is submitted *within 60 days* of the completion of the trip.

- **Conference Registration**

- Students should work with program staff to purchase conference registration prior to any conference early-bird deadlines.
- Students who purchase their own conference registration will need to submit documentation to program staff for reimbursement within 60 days of purchase.

- **Lodging & Meals**

- Reimbursement will occur after the event, and documentation must be submitted within 60 days.
- Meal allowances are paid after the trip is completed, and per diem rates are calculated using the U.S. General Services Administration's [Per Diem Rates](#). Alcohol will NOT be covered.
- Also covered:
  - Cab/Uber/Lyft fares for transportation between airport and hotel ONLY.
  - Baggage fee for ONE bag.
  - Parking and tolls if driving to conference.

## 11.5 Conscientious Objection Policy

The OSU GCGP recognizes that for reasons of commonly held ethical and religious beliefs, some students may wish not to involve themselves with certain medical procedures or services. Please review [Section 6 of the College of Medicine Student Handbook](#) for the complete policy.

## 11.6 Social Networking Policy

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 ensure that social networking does not erode the values of the medical profession or damage the reputation of the profession or the medical center.

Students and Faculty of the OSU GCGP:

- Should take steps to ensure 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 states that the expressed opinions belong to the writer alone and do not necessarily reflect the views of the OSU College of Medicine, GCGP, or University at Large.
- 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.
- May not post pictures or descriptions that demonstrate participation of students, faculty, or staff engaging in unprofessional behavior.
- Faculty within the College of Medicine are strongly discouraged from inviting people who are actively enrolled in the College of Medicine or in the Wexner Medical Center education programs to participate in any social networking community that involves their personal lives. Social networking communities limited to professional work are acceptable.

### **Consequences**

Students who fail to adhere to the Social Networking Policy will be referred to the OSU GCGP Leadership. The same sanctions for social networking transgressions exist as for other OSU GCGP policy breaches up to and including dismissal from the College of Medicine.

## **SECTION XII: STUDENT INFORMATION & RESOURCES**

### **12.1 Standards for Enrollment**

In accordance with the Americans with Disabilities Act as amended, the OSU GCGP leadership requires that students in the program meet the technical standards (APPENDIX D), with or without reasonable accommodation, as a condition of participation in the graduate program. If at any point an enrolled student can no longer meet the technical standards for enrollment, OSU GCGP leadership will work in partnership with SLDS and the College of Medicine Vice Dean for Education to determine whether the student can or cannot meet the described standards using reasonable accommodations.

### **12.2 Communication Resources & Policies**

- **E-mail:** Each student is required to have an activated e-mail address within The Ohio State University (name.#@osu.edu). As part of a clinical unit/program, you will also be assigned a medical center email address ([firstname.lastname@osumc.edu](mailto:firstname.lastname@osumc.edu)). Administration, faculty, and staff will use the *firstname.lastname@osumc.edu* address assigned to the student for official communications.
  - Students *may not* forward their emails from the OSUMC address to other email addresses; however, other e-mail address and/or other OSU email addresses such as *name.#@osu.edu* can be forwarded to the osumc.edu address.
  - The osumc.edu account will be utilized for all OSU GCGP communications, fieldwork placement correspondence, access to the electronic medical system at OSUMC, and completing appropriate regulatory training.
  - Students and faculty are expected to allow a 3-5 business day response for all non-urgent e-mails.

- Students' OSUMC email will be deactivated at the end of the month in which they graduate.
- **Cell Phones/Pagers:** Cell phones and pagers should be turned to silent when in classes, conferences, or clinics. Please refrain from texting or attending to personal emails when in class or clinic.
- **Mailboxes:** Students will have individual mailbox slots in the Division of Human Genetics office space.

## 12.3 Identification

- **Med Center IDs** are now merged with **BuckIDs** and are obtained as part of the initial orientation process. Background checks are done at WMC Onboarding Center in N Doan Hall, room N147 (7:30 a.m.- 4:00 p.m., Monday through Friday). The physical ID card must be picked up in room 3040 of the Ohio Union after the background check has cleared. This ID allows access to hospital buildings, certain buildings on campus, and COTA buses. ID cards must be worn at all times when participating in any academic activity involving patient care whether within a hospital or practitioner's office. The hospital ID also allows 24-hour access to student portions of the Division of Human Genetics Office.

## 12.4 Academic Resources

- **Carmen:** [CarmenCanvas](#) is Ohio State's learning management system, used by instructors, staff, and teaching assistants to create and share course materials. Carmen is where all courses, both didactic and experiential, will be administered. Visit the [Teaching & Learning Resource Center](#) for training and instructional materials.
- **Typhon:** [Typhon](#) Group's AHST System is a software used by the OSU GCGP to track clinical encounters, time spent at clinical facilities, evaluations, rotation schedules, portfolios, and much more. Training will take place during orientation, and questions about this software should be directed to the Program Manager.
- **The Ohio State University Libraries:** [University Libraries](#) gives students access to deep research collections, and extensive offering of online resources, and distinctive special collections of exceptional quality. The [Research and Education](#) division provides services to students in direct support of their research, learning, and creative endeavors.

## 12.5 Facilities

- **Student Carrels:** The Division of Human Genetics (2012 Kenny Rd, Columbus, OH, 43221) provides a space where students can work, study and relax.
- **Student Computers:** All students are assigned a student computer, housed in the Division of Human Genetics offices, during orientation. Students can access these computers either in person, or remotely.

- **Clinical Skills Education & Assessment Center:** The College of Medicine’s [Clinical Skills Education and Assessment Center](#) (CSEAC) is an innovative training facility that uses state-of-the-art technology, low- to high-fidelity simulators, as well as highly trained “standardized patients” to mimic actual patient care experiences.

## SECTION XIII: STUDENT LIFE

### 13.1 Parking & Transportation

Parking is managed through **CampusParc**, Gateway Plaza, 1560 N. High St. Columbus, OH 43201. Parking spaces are extremely competitive around campus.

Students are eligible to apply for a yearly parking permit. Forms to apply for a permit can be found at the website for Transportation and Parking Services at <http://osu.campusparc.com/>. Students can sign up for a “WC” sticker for parking in the west campus designated parking areas, or a “C” parking tag and use the remote parking in “C” spaces at the Buckeye and West Campus Lots (shuttle required to reach the medical center complex).

The Campus Area Bus Service (**CABS**) is a free transit service provided by The Ohio State University Transportation and Traffic Management. No ID is required to ride.

The Central Ohio Transit Authority (**COTA**) has partnered with The Ohio State University to provide unlimited access to COTA’s entire bus system. BuckID is required.

### 13.2 Student Health Insurance

- The Ohio State University requires that all students enrolled at least half-time have continuous health insurance coverage as a condition of enrollment.
- All students are automatically enrolled in the [Student Health Insurance](#) plan (SHI) upon registration.
- If a student has coverage outside of the University, they must complete an online waiver by the posted deadline every year.

### 13.3 The Wilce Student Health Center

The [Wilce Student Health Center](#), Student Life Student Health Services (SLSHS), is a Joint Commission accredited outpatient facility providing a variety of health care services to the student population. All students enrolled at the university are eligible to use SLSHS. 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.

### 13.4 Wellness & Counseling Services

There are a variety of resources available to Ohio State graduate students to receive counseling services. Many of these resources are covered during orientation.

- [Counseling and Consultation Services](#) (CCS) provides individual and group mental health services to currently enrolled undergraduate, graduate and professional students. CCS also works with spouses/partners of students who are covered by the Student Health Insurance Benefits Plan.
- OSU GSGP also has two counselors dedicated to currently enrolled students in the College of Medicine and School of Health and Rehabilitation Sciences. Contact information and details about services provided can be found at <https://hrs.osu.edu/academics/academic-resources/counseling-services>.
- OSU GCGP students also have access to a COM learning support specialist. This service can be accessed at <https://medicine.osu.edu/departments/office-of-student-life/learning-support>
- The Office of Life [Student Wellness Center](#) provides services to currently enrolled undergraduate, graduate and professional students while supporting faculty and staff in their efforts to promote and support wellness. Services provided by the Student Wellness Center include relationship education and violence prevention, nutrition coaching, financial coaching, the Buckeye Food Alliance, and one-on-one wellness coaching.

## 13.5 Disability Services

[Student Life Disability Services](#) collaborates with and empowers students who have disabilities in order to coordinate support services and programs that enable equal access to an education and university life. Services include exam accommodations, assistive technology, accessible media, consultation and advocacy, among many others.

## 13.6 Fitness and Recreational Sports

[Recreational Sports](#) offers members of The Ohio State University community an extraordinary experience to live active and meaningful lives while on campus. This unit is enhanced by its award winning indoor and outdoor facilities, including five indoor locations and spacious parks and outdoor space.

## 13.7 Childcare

The Ohio State University [Child Care Program](#) provides quality developmentally appropriate early education for the children of university students, faculty and staff.

# SECTION XIV: GRADUATE STUDENT FUNDING

## 14.1 Fellowships

A limited number of Fellowships are awarded on a competitive basis to applicants who show outstanding scholarly accomplishment and exceptional potential for graduate study. Most fellowships pay a monthly stipend, provide a tuition waiver, and subsidize health insurance for the first three (3) semesters of study. Read about fellowship eligibility criteria [here](#). Fellowships are only available to incoming first year students.

## 14.2 Dr. Judith and David Westman Scholarship Fund

The Dr. Judith and David Westman Genetic Counseling Scholarship Fund, established in 2019, provides scholarships to graduate students who are enrolled in the Genetic Counseling Graduate Program in the College of Medicine. The scholarship is awarded annually to a rising second year student to help fund the autumn and spring semester of the second year of study. Applications are due in January and the recipient is announced in early spring. The Program Manager will notify students when the application is open.

## 14.3 LEND Trainee

The LEND Fellowship is an advanced graduate interdisciplinary leadership program of The Ohio State University [Nisonger Center](#). The program is funded by the [Maternal and Child Health Bureau \(MCHB\)](#), and coordinated with clinics and projects at [Nationwide Children's Hospital](#). One genetic counseling graduate student is eligible to participate as a *paid student trainee* in the LEND Program. However, any student can elect to be an *unpaid* LEND trainee. Trainees should have a primary interest in neurodevelopmental disorders.

- Time commitment is approximately 10 hours per week during the second year of the program.
- Unfunded LEND trainees can develop their own training plan with the Genetics LEND faculty member.
- Applications open in January, and the recipient is announced in early spring.
- For more information, see Appendix E.

## 14.4 Student Financial Services

Information on budgeting, cost of attendance, student loans and other ways to fund your graduate studies can be found by contacting the Office of [Student Financial Services](#) at [medfinaid@osu.edu](mailto:medfinaid@osu.edu).

## 14.5 Scarlet and Gray Financial

[Scarlet and Gray Financial](#) is a nationally recognized peer financial coaching program housed in the Student Wellness Center in the RPAC. The program assists thousands of Ohio State students each year in creating the life they desire through the use of a goal-driven financial process.

## 14.6 Grants and External Funding

Multiple offices provide financial support for graduate students pursuing research, professional development, and career development opportunities.

- [Graduate Student Grants](#)
- [Council of Graduate Students](#)
- [Office of International Affairs](#)
- [Mershon Center For International Security Studies](#)



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