OHIO STATE UNIVERSITY
DIVISION OF HUMAN GENETICS

MS in GENETIC COUNSELING

STUDENT HANDBOOK
2014-2016
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SECTION 1: INTRODUCTION

The Master’s degree of genetic counseling curriculum is planned and administered to provide the student with a range of knowledge, skills, and behaviors that are required for professional success as a genetic counselor. The educational program addresses foundational knowledge and contemporary issues in medical and psychosocial sciences that are significant to health care and its appropriate delivery to the consumer. The content of the total program is governed, reviewed, and revised in response historical, political, and social forces as they relate to health care. The Master’s of Genetic Counseling Program is accredited by the Accreditation Council for Genetic Counseling, PO Box 15632, Lenexa, KS, 66285.

It is each student's responsibility to become familiar with and to comply with the various University and School requirements and regulations outlined in the Handbook. By carefully reading the entire Handbook, you should be able to avoid difficulties related to class scheduling, petitions, disciplinary action, and graduation. The Ohio State University has developed a Code of Student conduct that can be accessed at the following website: the http://studentconduct.osu.edu/. In addition, the Genetic Counseling Program has a "Student Code of Ethics," outlined in this handbook, which defines expectations specific to our students. Each student is responsible for reading and following these expectations. The School' handbook along with that of the division is found on the school’s website: http://medicine.osu.edu/residents/masters_programs/genetic_counseling/pages/index.aspx.

Student questions or concerns which are not responded to in this Handbook should be referred to the Genetic Counseling Program Co- Directors or to the College of Medicine Vice Dean for Education for review, discussion and possible action. Students are encouraged to maintain frequent contact with their faculty advisors for assistance with academic, personal or career matters.
SECTION 2: THE OHIO STATE UNIVERSITY GENETIC COUNSELING PROGRAM

MISSION

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

PROGRAM GOALS

Graduates of The Ohio State Genetic Counseling Program will:

- Have a strong foundation of knowledge in genetics, medicine, and counseling.
- Have a strong professional identify.
- Be thought leaders in their jobs and the profession.
- Approach their work in a scholarly manner and contribute to the scientific literature.
- Have self-awareness and understanding of their professional strengths, weaknesses and limitations.
- Use critical thinking skills.
- Embody the principles of empathy, compassion, respect for diversity, advocacy, and ethics in their professional roles.
- Be life-long learners.

CURRICULAR GOALS

The curriculum for the graduate program in genetic counseling is designed to provide a foundation in integrated genetic medicine through a selection of core courses. It will proceed to emphasize sub-disciplines based on the expertise of the faculty associated with both didactic curriculum and thesis mentorship. The curriculum will seek to educate individuals capable of conducting independent research with in-depth specialized knowledge in one or more areas. The curriculum is designed to provide a solid educational, technical and experiential foundation for graduate students entering their choice of academic, industrial, regulatory, or other work forces. Finally, the curriculum will seek to provide an environment that nurtures and stimulates the research interests and the intellectual advancement of both students and faculty by providing a forum for scientific and professional discourse.

Graduates from this program will possess the following attributes and competencies:

- A thorough knowledge of the principles of human genetics with emphases on Mendelian and non-Mendelian inheritance, population and quantitative genetics, bases of human variation and disease susceptibility, family history taking and pedigree analysis, normal development/abnormal development, human reproduction.

- A unique perspective on the linkage of human genetics to the medical disciplines especially with regard to cytogenetics, biochemical genetics, molecular genetics, embryology/developmental genetics, teratology, and cancer genetics in the identification of the etiology and medical management of disease.
• Mastery of the principles and practice of clinical/medical genetics including clinical features and natural history of a broad range of genetic diseases, complex common disorders and syndromes of unknown etiology, understanding the diagnostic process, understanding genetic testing, utilizing risk assessment skills, and use of genetics literature, databases, and computerized tools.

• A comprehensive understanding of psychosocial content encompassing counseling theory, interviewing techniques, psychosocial development, family dynamics, dynamics of grief and bereavement, ethnocultural sensitivity and competency, and crisis intervention.

• An appreciation of the social, ethical, and legal issues as they pertain to the delivery of genetic services.

• Familiarity with health care delivery systems and principles of public health emphasizing health and social policy, community, regional and national resources, financial/reimbursement issues, and genetics as a component of public health services.

• An ability to develop and deliver appropriate educational materials and lectures to clients, students and colleagues in health and human services.

• A thorough knowledge of planning, organizing and conducting independent research following the norms and standards of the National Institutes of Health and other national research organizations and societies, and of methods to secure support and independent funding from government and private sources to maintain an independent research program.

• An ability to effectively communicate research findings both orally in small groups or seminars, and in written form in peer-reviewed, published papers to scientists both within and outside the field.

• An understanding of the importance of life-long learning.
## SECTION 3: PROGRAM ADMINISTRATION & FACULTY

### GENETIC COUNSELING PROGRAM EXECUTIVE LEADERSHIP

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Telephone Number</th>
<th>E-mail</th>
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</thead>
<tbody>
<tr>
<td>Dawn C. Allain, MS, CGC Co-Director Assistant Professor, Internal Medicine</td>
<td>203-9713</td>
<td><a href="mailto:Dawn.Allain@osumc.edu">Dawn.Allain@osumc.edu</a></td>
</tr>
<tr>
<td>Heather Hampel, MS, CGC Co-director Professor, Internal Medicine</td>
<td>293-7240</td>
<td><a href="mailto:Heather.Hampel@osumc.edu">Heather.Hampel@osumc.edu</a></td>
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<td>Kandamurugu Manickam, MD Medical Director Assistant Professor, Pediatrics &amp; Internal Medicine</td>
<td>293-6694</td>
<td><a href="mailto:Kandamurugu.Manickam@osumc.edu">Kandamurugu.Manickam@osumc.edu</a></td>
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### GENETIC COUNSELING PROGRAM COURSE DIRECTORS

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<th>Name/Title</th>
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<tbody>
<tr>
<td>Shannon Garner MS, CGG Genetic Counselor, Pediatrics</td>
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### GENETIC COUNSELING PROGRAM FACULTY

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<tr>
<td>Doreen Agnese, MD Associate Professor, Internal Medicine</td>
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<td>Dan Kinnamon, PhD Research Assistant Professor, Internal Medicine</td>
<td>688-9340</td>
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<td>Ana Morales, MS, CGC Assistant Professor, Internal Medicine</td>
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<td>Rachel Pearlman, MS, CGC Genetic Counselor, Internal Medicine</td>
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<td>Jennifer Roggenbuck, MS, CGC Assistant Professor, Internal Medicine</td>
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### COLLEGE OF MEDICINE LEADERSHIP

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<tbody>
<tr>
<td>Edmund Funai, MD Interim Dean, College of Medicine</td>
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<td>Daniel Clinchot, MD Vice Dean for Education, College of Medicine</td>
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### GRADUATE SCHOOL LEADERSHIP

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<th>Name/Title</th>
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<tbody>
<tr>
<td>Patrick S. Osmer Vice Provost for Graduate Studies Dean of Graduate School</td>
<td>292-6031</td>
<td><a href="mailto:Osmer.1@osu.edu">Osmer.1@osu.edu</a></td>
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<td>Scott Herness, Associate Dean of the Graduate School</td>
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<tr>
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<tr>
<td>Katherine Eckstrand</td>
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<tr>
<td>Director of Fellowship Services, Graduate School</td>
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<tr>
<td>Samuel Jordan</td>
<td>292-6031</td>
<td><a href="mailto:Jordan.194@osu.edu">Jordan.194@osu.edu</a></td>
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<tr>
<td>Director of Registration Service, Graduate School</td>
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<tr>
<td>Tim Watson</td>
<td>247-7292</td>
<td><a href="mailto:Watson.11@osu.edu">Watson.11@osu.edu</a></td>
</tr>
<tr>
<td>Director, Graduate Services</td>
<td></td>
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</table>
### 2014-2015 Academic Calendar

#### Autumn Semester
- **Graduate Program Orientation**: 8/18/2014 - 8/25/2014
- **First Day of Classes**: 08/27/2014
- **Labor Day (no classes; office closed)**: 09/01/2014
- **Veterans Day (no classes; office closed)**: 11/11/2014
- **Last day of regularly scheduled classes**: 12/09/2014
- **Winter Break**: 12/18/2014-1/11/2015
- **Offices closed**: 12/24/2014 – 12/25/2014

#### Spring Semester
- **First Day of Classes**: 1/12/2015
- **Martin Luther King Day (no classes)**: 1/19/2015
- **Spring Break**: 3/16/2015 – 3/20/2015
- **Last day of regularly scheduled classes**: 4/27/2015
- **Last day of Semester**: 05/05/2015

#### Summer Semester
- **First Day of Summer Term and May Session**: 05/11/2015
- **Memorial Day (no classes; offices closed)**: 05/25/2015
- **Independence Day (no classes; offices closed)**: 07/03/2015
- **Last Day of Summer Session**: 08/14/2015

### 2015-2016 Academic Calendar

#### Autumn Semester
- **Graduate Program Orientation**: 8/17/2014 - 8/24/2014
- **First Day of Classes**: 08/26/2015
- **Labor Day (no classes; office closed)**: 09/07/2015
- **Veterans Day (no classes; office closed)**: 11/11/2015
- **Last day of regularly scheduled classes**: 12/08/2015
- **Winter Break**: 12/17/2015-1/08/2016
- **Offices closed**: 12/24/2016 – 12/25/2016

#### Spring Semester
- **First Day of Classes**: 1/10/2016
- **Martin Luther King Day (no classes)**: 1/118/2016
- **Spring Break**: 3/14/2016 – 3/18/2016
- **Last day of regularly scheduled classes**: 4/25/2016
- **Last day of Semester**: 05/03/2016
### COURSES

#### Autumn Semester - First Year

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<td>INTMED8050</td>
<td>Current Technologies</td>
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<td>Robert Pyatt, PhD</td>
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<tr>
<td>INTMED7000</td>
<td>Foundations in Medicine I</td>
<td>2</td>
<td>Judith Westman, MD</td>
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<tr>
<td>INTMED7020</td>
<td>Foundations in Genetics I</td>
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<td>Kandamurugu Manickam, MD</td>
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<tr>
<td>INTMED7040</td>
<td>Foundations in Genetic Counseling I</td>
<td>2</td>
<td>Heather Hampel, MS</td>
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<td>Leigha Senter, MS</td>
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<tr>
<td>INTMED7780</td>
<td>Research Methods</td>
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<td>Amanda Toland, PhD</td>
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<td>INTMED7189.01</td>
<td>Clinical Practicum 1</td>
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#### Spring Semester - First Year

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<tr>
<td>INTMED7050</td>
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<td>1</td>
<td>Leigha Senter, MS</td>
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<td>Dawn Allain, MS</td>
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<tr>
<td>INTMED7100.01</td>
<td>Advanced Clinical Skills - Reproductive Counseling</td>
<td>1</td>
<td>Katie Ziegler, MS</td>
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<tr>
<td>INTMED7100.02</td>
<td>Advanced Clinical Skills – Adult Counseling</td>
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<td>Amy Sturm, MS</td>
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<tr>
<td>INTMED7100.03</td>
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<td>Shannon Garner, MS</td>
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<td>Rebecca Nagy, MS</td>
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<td>INTMED7999.01</td>
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<td>Heather Hampel, MS</td>
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### May/Summer Semester

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<td>INTMED7999.02</td>
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### Autumn Semester – Second Year

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<td>INTMED7080</td>
<td>Advanced Genetic Counseling I</td>
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<td>Dawn Allain, MS Robert Pilarski, MS</td>
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<tr>
<td>INTMED8010</td>
<td>Business of Genetics</td>
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<td>Devon Lamb-Thrush, MS</td>
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<td>INTMED7189.07</td>
<td>Clinical Practicum VII</td>
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<td>INTMED7999.03</td>
<td>Thesis III</td>
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<td>Heather Hampel, MS</td>
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### Spring Semester – Second Year

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<tr>
<td>INTMED7090</td>
<td>Advanced Genetic Counseling II</td>
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<td>Dawn Allain, MS Robert Pilarski, MS</td>
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<td>INTMED7300</td>
<td>Public Health Genetics</td>
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<td>Allison Daley, MS</td>
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<td>INTMED7189.08</td>
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<td>Heather Hampel, MS</td>
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SECTION 5: STANDARDS FOR ENROLLMENT

The Master’s degree in Genetic Counseling from The Ohio State University indicates that the individual is a genetic counselor who is competent to practice genetic counseling and is capable of genetic counselor licensure. All graduates are required to demonstrate the knowledge, skills and attitudes needed to provide safe and effective genetic services to diverse patients in a wide variety of clinical settings. Thus, each candidate for admission must possess the skills and qualities required to practice direct patient care regardless of his or her ultimate career goals.

In accordance with the Americans with Disabilities Act as amended, the faculty assembly of the OSU Genetic Counseling Program requires that matriculates into the Genetic Counseling Program will assist the student in making reasonable accommodations which include those assistive devices and strategies that do not change the essential requirements of the curriculum and do not change the standards of performance judged to be acceptable. Assistive strategies that use trained intermediaries to obtain and interpret data from patients on behalf of the student will not be accepted as reasonable.

Prior to receiving reasonable accommodations a student must be evaluated at the Ohio State University Office of Disability Services: http://ods.osu.edu/. Students approved through the Office of Disability Services will receive all reasonable accommodations to the study of genetic counseling and for locally administered examinations.

The American Board of Genetic Counseling (ABGC) has an independent approval process for Certification Examination accommodations. For information about the ABGC testing accommodations for the Board Certification Examination, see www.abgc.net.

ORIENTATION

Each year before the first day of Year 1 of the curriculum, the OSU Genetic Counseling Program requires participation in an orientation program for first-year students. The program includes an official welcome, an overview of the curriculum, introduction to members of the administration, faculty and staff, student life and the learning communities. General information about the College of Medicine and The Ohio State University is also covered. Various activities give students opportunities to get to know their classmates.

Prior to orientation, new students receive a variety of information to facilitate their matriculation, including course registration information, online computer system registration, request for medical history and immunizations, electronic medical record training, CITI training, HIPAA (Health Insurance Portability and Accountability Act) and Infection Control training.

REGISTRATION

Students will be registered each semester by the Genetic Counseling Graduate Program Assistant, Praacnaa Colestock.

Students should promptly make changes in their address or telephone number on the Web at http://buckeyelink.osu.edu/https://sis.med.ohio-state.edu. Students are also required to update addresses and phone numbers with the Genetic Counseling Program Assistant. This information must
be accurately maintained not only for University records, but also for the protection and benefit of the student.

**CREDIT HOURS & RESIDENCY REQUIREMENT**

A minimum of 69 graduate credit hours is required to earn a master’s degree in Genetic Counseling at The Ohio State University. All of those required credit hours must be completed at this university over a period of at least two semesters. A student must be registered for at least three graduate credit hours the semester or summer term in which graduation is expected.

**COMMUNICATION & IDENTIFICATION**

**E-Mail**

Each student is required to have an activated e-mail address within The Ohio State University. The Genetic Counseling Program will provide assistance with registration during orientation. 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 lastname.number@osu.edu can be forwarded to the osumc.edu address. This account will be utilized for clinical rotation correspondence, access to the electronic medical system at OSUMC, and completing appropriate regulatory training.

The Genetic Counseling Program, College of Medicine, Graduate School, and Student Life 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 College events, announcements, and policy changes.**

**Cell Phones/Pagers**

Cell phones and pagers should be turned to vibrate when in classes, conferences, or clinics. Please refrain from texting or doing personal emails when in class and clinic.

**Internet Access on Campus**

Virtually everywhere on campus has access to either OSUWMC wireless or OSU wireless. For OSU wireless, students should use their name.# as their username and then their chosen password to connect.

**Buckeye Alert Text Messaging System**

All students are encouraged to register for the Buckeye Alert Text Messaging System run by OSU Emergency Management. Ohio State's text messaging system is designed to provide rapid notification to alert students, faculty and staff of an emergency situation that requires them to take immediate action to help preserve their safety and security such as disasters, crimes, and severe weather alerts. Instructions for student text messaging registration are available at: [http://buckeyealert.osu.edu/sr/](http://buckeyealert.osu.edu/sr/)
Use of the Division Equipment and Facilities

Students are provided with resources such as a shared telephone/voicemail, photocopying accessibility, internet connected computers/printers, clinic stationary and other office supplies that are to be used for clinic and class related uses only. Students found to be abusing these privileges will result in having the privileges revoked for the entire student class. Excessive usage of the departmental printer will result in the students/trainees purchasing any additional cartridges required.

Disaster Plans

In the event of a disaster, natural or otherwise, students located at the Polaris Innovation Centre should assemble in the inner hallway on the first floor. If any student is at another campus location, instructions regarding class meetings and any responses to the disaster will be communicated by email or text message.

Mailboxes

Students have individual mailbox slots in the Division of Human Genetics at 2001 Polaris Parkway, Ste. 1000. It is the student’s responsibility to check their mail slots regularly in order to be informed of Division events or other information.

Student Identification Cards

Hospital photo IDs are obtained as part of the initial orientation process. Photo IDs can be obtained from Hospital Human Resources and Security, S128 Rhodes Hall (7:00 a.m.-12:00 p.m. and 1:00 p.m.-4:15 p.m., Monday through Thursday, Friday by appointment only). This ID allows access to hospital buildings for those students who need it. 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 Polaris Innovation Centre.

All students are also required to carry the BuckID card which can be obtained from the BuckID Office, Room 3040 of the Ohio Union (open 9:00 am to 5:00 pm Monday through Friday). Access to university facilities and use of COTA buses require the BuckID. The Buck ID card overrides all other forms of campus identification.
SECTION 6: STUDENT LIFE

FACILITIES

Genetic Counseling Student Carrels

The second floor of Polaris Innovation Centre has a space where students can study and relax when they have down time. The space is a wireless network environment provided through OSU Guest Services and OSUMC.

Computer Access

Computers are available in the Prior Health Science Library for student use. All students will have access to the wireless network within Polaris Innovation Centre, Graves Halls of the College of Medicine, and the Biomedical Research Tower.

Campus Recreation Facilities

The Recreation and Physical Activity Center (RPAC) is located in the heart of the campus just southeast of the Ohio Stadium at 337 W. 17th Avenue. The center includes over 25,000 square feet of fitness space featuring state-of-the-art cardio and weight equipment. There are also four gyms, four squash courts, 10 racquetball courts, a four-lane jogging/walking track, massage therapy rooms, an aquatic center, and athletic training services. For more information, call (614)292-7671 or visit: http://recsports.osu.edu/facilities/recreation-physical-activity-center-rpac.

The Adventure Recreation Center, located on the west edge of campus at 855 Woody Hayes Drive, boasts four hardwood basketball courts (converts to five volleyball courts), two indoor turf fields, free weights, strength training machines, and cardio equipment. There are also day-use locker and individual shower facilities. The ARC also houses the Outdoor Adventure Center (OAC) and includes climbing walls. For information, call 247-8686 or visit: http://recsports.osu.edu/facilities/adventure-recreation-center-arc.

The Scarlet and Gray Golf Course, located at 3605 Tremont Road, may be used for a minimal charge. For tee times, call 459-4653.

The University has a department of recreational sports that coordinates intramural sports and various facilities on campus. See: http://recsports.osu.edu.

Child Care Center

The Ohio State University Child Care Center, a department of the Office of Human Resources, provides quality child care that allows parents in the university community to participate in and fulfill their responsibilities to the university. Support for academic units is provided by offering opportunities for study and research by students and faculty. The OSU Child Care Center is licensed by the State of Ohio Department/Human Resources.
University students, staff, or faculty who has legal custody and/or is the primary care givers for their children are eligible for child care services. Eligibility is verified at time of enrollment by current pay stubs or paid fee statement. All children are eligible regardless of race, color, national origin, sex, or handicap. A limited number of spaces are available for children identified as needing early intervention service. Children from birth to three years are enrolled through Franklin County MRDD. Children three to six years old are enrolled through Columbus Public Schools. There is no charge for these early intervention services, and wrap-around child care is available for a fee.

For further information or to arrange a visit, go to http://hr.osu.edu/ccc/home.htm or call 614-292-4453. The Child Care Center is located at 725 Ackerman Road, Columbus, OH 43202.

**PARKING**

Parking is handled through the CampusParc, Room 160 Bevis Hall, 1080 Carmack Rd. 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. Additional information is available at www.campusparc.com.

Students may also use remote parking in “C” spaces at the Buckeye and West Campus Lots and arrive at the medical center complex by the CABS shuttle. Contact Transportation and Traffic Management for additional details about shuttles (http://www.tp.osu.edu). The phone number is 292-9341.

**Note:** The Genetic Counseling Program has no control over issues related to Transportation and Parking.

**STUDENT HEALTH & INSURANCE**

**Student Health Insurance**

The Ohio State University requires that all students enrolled at least half-time have continuous health insurance coverage. All students, including regional campus students, are automatically enrolled in the Student Health Insurance plan (SHI) upon registration, unless the student obtains an exemption. All domestic students who have coverage through a non-university health insurance plan and who want to waive SHI coverage can do so by completing the online waiver process as described on the SHI website. Students must submit a waiver by the published deadline of their initial term of enrollment each academic year. Should a student miss a deadline, the student must submit an appeal. The appeal form can be found on the SHI website.

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

Students who are injured or become ill while enrolled in the Genetic Counseling Program are responsible for any expenses not covered by their insurance, including injuries during clinical rotations.

**Dependents and Domestic Partners:** Students may enroll dependent children and domestic partners into the student health insurance plans. Further information about sponsored dependent benefits is available on the Office of Human Resources website.

**Liability Coverage**
Covered in Liability Coverage Section within Section 8: Academic Affairs

**Student Health Services**

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 primary website for information about OSU Student Health Services is: [http://shs.osu.edu/](http://shs.osu.edu/).

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: [http://shs.osu.edu/](http://shs.osu.edu/).

Student Health Services charges fees for most all services performed at the health center. If you purchased the OSU Student Health Insurance or WilceCare 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.

Faculty and others health care professionals who provide sensitive health, psychiatric or psychological care to genetic counseling students will not evaluate student academic performance or participate in decisions regarding student advancement and/or graduation. Faculty are required to attest that they have not provided such care to students when they complete evaluations, participate in course grading or engage in committee academic review or promotion decisions and must recuse themselves from these academic roles if they have provided such care at any time in the past.

**STUDENT COUNSELING SERVICES**

**Academic Counseling**

Academic counseling includes study skill assessment and recommendations for academic improvement, one-on-one and small-group tutoring, and time management evaluations. Students often find the academic challenges of graduate school to be different from undergraduate, and an academic counselor will help them evaluate their challenges and collaborate with the personal counselor on solutions. In addition, academic tutoring is available for students who have experienced significant academic difficulty and referrals. A student-driven resource for academic assistance (TutorNet) is also available on
Carmen. Students are also encouraged to utilize the resources and expertise of the OSU Younkin Success Center on 1640 Neil Avenue (Phone 292-4400) for the assistance of learning specialists.

**Personal Counseling**

Counseling and consultation services are available through the Office of Student Life. This office employs licensed mental health professionals who provide counseling to any student. The Office of Student Life can be reached at 614-292-5766, or by e-mail at ccs@studentlife.osu.edu.

Counselors are available to provide behavioral health-related services and can also refer to other services outside that office. It is stated policy that the counselor shall not be in a position to offer any form of academic evaluation for graduate students. This is to reassure students that no conflict of interest would contaminate the counselor-student relationship. To further protect the privacy of genetic counseling students, it is required that all of their medical treatment comes from physicians who will not be in a position to offer any form of academic evaluation, thus protecting the student-educator relationship.

The Genetic Counseling Program encourages students to take a proactive approach to their own mental health and to seek counseling rather than to deny the existence of problems. Learning how to cope effectively with personal problems and feelings will help students become emotionally balanced clinicians.

Counseling services provided to genetic counseling students are confidential as stipulated under the Family Educational Rights and Privacy Act (FERPA). Information regarding counseling is released only with the written permission of the student. Student mental health issues can often include, but are not limited to: adjustment to graduate school, crisis counseling, relationship counseling, academic crises, interpersonal issues, test anxiety, depression and anxiety, grief counseling, substance use, roommate concerns, health concerns, body image issues, serious mental illness, stress, and relaxation strategies.

**STUDENT FINANCIAL SERVICES**

[http://medicine.osu.edu/students/financial_services/](http://medicine.osu.edu/students/financial_services/)

Student Financial Services provides assistance for a wide variety of financial issues that students are confronted with throughout their education at the College of Medicine as well as immediately upon graduation. Students are encouraged to inquire about any financial issue including buying a house or car, budgeting, eliminating credit card debt, applying for scholarships and loans, and other financial matters. While this office does not provide investment or tax advice, its goal is to educate students about the possible variables involved in any financial decision.

**Loans**

**Federal Government:** The federal government offers loans for graduate education. For more information, please contact Tru Shonda Carmicle at trueshonda.carmicle@osumc.edu.

**Private Bank:** Students may also apply for loans from private banks to help with their graduate 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.
**Graduate School Fellowships**

A Graduate School fellowship is a financial award made by the university directly to a graduate student to provide support during a portion of the graduate degree program. Fellows are selected on the basis of academic merit through a university-wide competition without respect to financial need. Graduate fellows cannot be required to perform a service in return for receiving a stipend.

The Graduate School awards a first-year fellowships (*University and Graduate Enrichment*) for students applying to begin a graduate program at Ohio State on a competitive basis. The purpose of a first-year fellowship is to attract and retain a diverse, high quality graduate student population. Some first-year fellowships include a second and/or dissertation year of support.

**Eligibility:** Eligibility criteria for a Graduate School fellowship vary by kind of fellowship. However, recipients of all fellowships must meet the following minimal eligibility criteria. The student:

1. must be admitted to the Graduate School
2. must be pursuing a graduate degree at this university on a full-time basis
3. must maintain good standing in the Graduate School during the period of appointment
4. must maintain reasonable progress toward a graduate degree as determined by the Graduate Studies Committee
5. must hold no other appointment or outside employment during the term of appointment as a Graduate School fellow, except for approved supplemental appointments or fellowships

**Nomination:** Candidates for the first-year Fellowships are nominated by the Graduate Studies Committee of the local graduate program. Candidates may not apply directly.

Procedures have been established for submitting fellowship nominations to the Graduate School. The dates of each fellowship competition and nomination procedures are communicated to each Graduate Studies Committee prior to each competition and are posted on the Graduate School's website. Questions about nominating procedures, deadlines, and related matters should be directed to the Graduate School.

**Selection:** Selection of students to receive both first-year Fellowships is made by committees of Graduate Faculty appointed by the Dean of the Graduate School for that purpose. The committee establishes detailed procedures and guidelines for the review of nominations

For more information about the first-year fellowship see the [Graduate School Handbook Section X](#).

**Tuition Refund Policy**

The policy for refunding tuition for students at OSU exactly follows the university's policy. A student is eligible for a full 100% refund of tuition if he/she withdraws prior to the first Friday of any given semester. Tuition is refunded at 75% after the first Friday but before the second Friday of the semester. The student is eligible for a 50% refund of tuition between the second and fourth Friday of the semester. If the student withdraws later than the fourth Friday of the semester, no refund of tuition is granted.

The specific refund dates for each semester are published on the University Registrar's website at [www.registrar.osu.edu](http://www.registrar.osu.edu) under the heading of “Important Dates.”
Prior to completing registration each semester, all students are required to complete the Financial Responsibility Statement through their Buckeye Link account. This statement details the specific financial obligation that the student assumes when registering for classes. It discloses to the student that by completing registration, he/she may be responsible for at least a portion of tuition associated with that enrollment even if the student does not complete the semester.

**Funds to Support Student Travel to Professional Meetings**

Students in good academic standing will be provided $1000.00 to travel to the National Society of Genetic Counselors’ Annual Education Conference in the fall of their second year. This money may be used for the following eligible expenses: student registration fees, transportation to and from the meeting, hotel fees and a per diem for food. Students must obtain and complete the OSU Travel Request Form, which can be obtained from and submitted by Praacnaa Colestock, Program Assistant (Praacnaa.colestock@osumc.edu; 293-4347) at least 30 days prior to travel.

**UNIVERSITY RESOURCES & WEBSITES**

**CARMEN**

This is the University's web based system for interaction between faculty and students. All courses are listed on Carmen and faculty post updates, grades, discussions, and can also administer online quizzes using the system. [http://carmen.osu.edu](http://carmen.osu.edu)

**Buckeyelink**

This is the University’s web based administrative system. It is useful for interacting with the university in ways such as: registering each term, letting the university know your official address, checking your grades, etc. [http://buckeyelink.osu.edu](http://buckeyelink.osu.edu)

**The Ohio State University Graduate School’s Graduate School Handbook**

This handbook delineates the rules, policies, and guidelines applicable to the graduate community at OSU. [http://www.gradsch.osu.edu/graduate-school-handbook1.html](http://www.gradsch.osu.edu/graduate-school-handbook1.html)

**OSU Libraries**

There are several libraries on the OSU campus. The main library is located at 1858 Neil Avenue Mall. The Health Sciences Library is the library located on the Medical School Campus at 376 West 10th Avenue. [http://library.osu.edu/](http://library.osu.edu/)

**Student Health Services**

The Wilce Student Health Center at The Ohio State University is a Joint Commission accredited outpatient facility providing a variety of health care services to the student population. All students
enrolled at OSU are eligible to use the health service, regardless of health insurance coverage.  
http://shs.osu.edu/

**Younkin Success Center**

The Younkin Success Center functions as a hub for services related to student success. Within the Younkin you will find success support resources and services such as: Dennis Learning Center (DLC), Career Counseling and Support Services, University Center for the Advancement of Teaching (UCAT), Buckeye Careers, Student-Athlete Support Services Office (SASSO), and Counseling and Consultation Service (CCS).  http://younkinsuccess.osu.edu/

**Campus Map**

This website provides information about getting around the campus, locations of buildings, and student parking facilities. It also provides information about OSU regional campuses, directions to campus, and locations of visitor parking.  http://www.osu.edu/map/

**CABS Bus**

This is the website for the Campus Area Bus Service, which is a free transit service provided by OSU Department of Transportation and Traffic Management.  CABS provide frequent and reliable service between remote parking lots and the Central Campus. The website also provides students with information regarding other modes of transportation in the Campus and Columbus area.  http://ttm.osu.edu/cabs

**COTA Bus**

This is the Columbus Ohio Transit Authority Bus Website. They provide bus service from campus to other regions of Columbus. You can ride using your BuckId.  See https://buckid.osu.edu/about_cota.asp for more information about this program.  http://www.cota.com/

**Off-Campus Resources**

Student Life’s Neighborhood Services and Collaboration and Off-Campus and Commuter Student Engagement provide programs and services to meet the needs of The Ohio State University’s off-campus and commuter students, and to address the needs of persons wishing to live and engage as a resident of the University community.  http://offcampus.osu.edu
SECTION 7: PROGRAM POLICIES

The Genetic Counseling Program adheres to the Graduate School rules and policies, as well the policies of the College of Medicine where the Genetic Counseling Program is housed. As such, students are expected to follow the rules approved by the Graduate Council and presented in the Graduate School Handbook and this handbook.

GRADUATE SCHOOL RULES

A student who believes that circumstances warrant a waiver of a rule may submit a petition to the Graduate School. Petitions about Graduate School rules must be directed to the Dean of the Graduate School, must include a written statement from the student requesting the waiver of a specific rule and describing the circumstances, and must include written statements from the student’s advisor, the course instructor (if appropriate), and the Graduate Studies Committee chair, reacting to the student’s request and providing any additional information pertinent to the waiver request.

Graduate School Council

Purpose and Responsibilities: The Graduate Council is the principal advisory body of the Graduate School and has the following responsibilities:

- to serve as an advisory group to the Vice Provost for Graduate Studies and Dean of the Graduate School
- to participate in the development of rules, policies, and standards pertaining to graduate education and graduate programs and to act upon any question affecting those policies
- to participate in the establishment of rules, policies, and standards governing graduate associates and graduate fellowships, including overseeing eligibility and allocation procedures for Graduate School fellowships
- to review proposals for new or revised graduate degree programs, graduate minors, graduate interdisciplinary specializations, and other curricular matters
- to submit to the Council on Academic Affairs recommendations about adopting or abolishing academic degrees administered by the Graduate School
- to provide oversight for interdisciplinary graduate programs
- to make recommendations about establishing, affiliating, and abolishing academic centers and other comparable organizations that are engaged in research or graduate education and make recommendations for determining the membership and authorities of their boards or governing bodies
- to approve, modify, or reverse actions taken by its standing or ad hoc committees

See Section XIII of the Graduate School Handbook for more details about the membership and committee structure of the Graduate Council.

GRADUATE SCHOOL POLICY ON INVESTIGATION OF ALLEGATIONS OF RESEARCH MISCONDUCT BY A GRADUATE STUDENT
(From the Graduate School Handbook Appendix C)
This document is used by the Graduate School when allegations of research misconduct by a graduate student have been forwarded by the Committee of Inquiry as detailed in the document “University Policy and Procedures Concerning Research Misconduct.”

When a Committee of Inquiry determines that an allegation of research misconduct by a graduate student has substance so as to warrant further investigation, such investigation shall be handled by the Graduate School.

Upon receipt of the final report by the Committee of Inquiry, the Dean of the Graduate School shall appoint an Investigation Committee. The Committee shall be composed of at least five members: two members of the Graduate Council (one of whom shall chair the Committee), one member of the graduate Faculty from the college in which the student is enrolled, one member of the Graduate Faculty with academic expertise relevant to the field of study of the student alleged to have committed research misconduct, and one graduate student selected in consultation with the president of the Council of Graduate Students. If the Dean of the Graduate School determines that the complexity of the case requires that the Committee be larger than five members, additional members may be added at the discretion of the Dean of the Graduate School.

Upon receipt of a referral from the Dean of the Graduate School, the Investigation Committee shall review any documentary evidence submitted by the Committee of Inquiry and shall meet with the graduate student alleged to have committed research misconduct. At its discretion, the Committee shall interview individuals having information relevant to the allegation(s). The student shall be given copies of any documentary evidence submitted by the Committee of Inquiry. However, the student shall not have the right to be present when witnesses are interviewed or to question such witnesses. When the student is interviewed, the student may be accompanied by legal counsel or other advisor, but the role of such person in the process shall be limited to advising the student. The student may submit any relevant evidence for consideration by the Investigation Committee and may request that witnesses with information directly relevant to the allegation of research misconduct be interviewed by the Committee.

Findings of the Committee shall be based on greater weight of the evidence and the decision is reached by simple majority vote of the Investigation Committee. At the conclusion of its investigation, the Committee shall report its findings to the Dean of the Graduate School, including a conclusion concerning the merits of the complaint.

The Investigation Committee shall make every effort to conduct its investigation and submit its report to the Dean of the Graduate School within 45 days. If the Investigation Committee finds that the greater weight of evidence indicates research misconduct, the dean shall forward the Committee’s report to the coordinator of the Committee on Academic Misconduct. The coordinator shall schedule a hearing of the Committee on Academic Misconduct for the determination of sanctions. This hearing shall be held within a reasonable time, not to exceed 30 days. The rules of the Committee on Academic Misconduct will serve to inform this hearing and any appeal which may be filed.

**NON-DISCRIMINATION POLICY**

The OSU Genetic Counseling Program 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 OSU 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 standards of the genetic counseling program.

SELF-DISCLOSURE & CRIMINAL BACKGROUND CHECK POLICY

All students are required to complete a criminal background check and self-disclosure form. This
rationale for these policies, as well as the procedures related to these processes, are described in
detail in Section 10: Disclosure, Background Checks, and Toxicology Testing, of this handbook.

SUBSTANCE ABUSE POLICY

Background

The Genetic Counseling Program adheres to the College of Medicine Substance Abuse Policy which
states the following:

The College of Medicine is committed to the health and well-being of patients and of its students. As
part of this commitment, The COM 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 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.

Policy (adapted from the College of Medicine 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 hospitals in which genetic
counseling students’ work. Students are prohibited from engaging in substance abuse.

Testing for designated substances will occur on a scheduled basis during first-year orientation. The
Genetic Counseling Program administration 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) as outlined in Section 9 of this
handbook. Prior to testing, students are asked to disclose any substance use and prescription
medications to the College administration, who will keep this information confidential.

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 Co-Director(s) to discuss the issue further. In the absence of the Co-Director(s), 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. The Genetic Counseling Program Executive Leadership 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 a leave of absence and will be unable to participate in any clinical activities involving patients or patient care. Additional information regarding procedures and consequences for self-disclosure of substance abuse is delineated in Section 10.

IMMUNIZATIONS & ASSESSMENT OF IMMUNITY

Immunizations & Immunity

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

- **Adult diphtheria/tetanus (Tdap):** An adult booster 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.

- **Hepatitis B vaccine:** All students must provide titer evidence of immunity for Hepatitis B or demonstrate no seroconversion after 2 complete series of vaccine and 2 titer results. If no vaccine was previously given, at least one dose of the 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.

- **Chicken pox titer:** All students must provide titer evidence or immunity for varicella or document two doses of varicella vaccine before patient contact. If a titer result is equivocal or negative, a student will be required to complete two doses of varicella vaccine even if they had vaccine previously.

- **Primary DPT series.** Documentation is mandatory for all students.

- **Polio series.** Documentation is recommended.

- **Influenza Vaccination:** Vaccination is required annually for influenza.

- **Additional requirements may be added as required by college mandate.**
Students are encouraged to enroll with My BuckMD at the Wilce Student Health Center in order to have access to their immunization records at any time. This is particularly useful when applying for away electives and gathering information for residencies. Instructions on how to do this are found at [http://shs.osu.edu/mybuckmd/](http://shs.osu.edu/mybuckmd/).

**Note:** Students without appropriate immunizations will not be permitted to proceed to patient contact situations, such as the Clinical Practicum. Some clinical 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.

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

Students who contract a serious or infectious disease during graduate school 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 keeping with the policy of the College of Medicine regarding patient care, genetic counseling 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.

Genetic counseling students must use universal precautions when in contact with infected patients. Genetic counseling students must also comply with specific clinical departmental guidelines regarding contact with patients who have infectious diseases. Precautions and appropriate safeguards are expected to be used in the treatment of all patients.

**UNIVERSAL BLOOD & BODY 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 clinical 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 to Genetic Counseling Program guidelines.

Students are assigned to several affiliated hospitals as well as University Hospitals. The protocols at each institution are slightly different. The following, however, are common to all facilities:

- Decontaminate (wash with disinfectant) the exposed or contaminated site immediately.
- Make a note of the patient’s name, hospital number, attending physician, and location.
- Report to your immediate supervisor (attending or resident physician).
- Have the injury inspected and an incident report filled out by a supervisor (e.g., resident or head nurse).
• Report the injury as soon as possible to Hospital Epidemiology or Student Health. Notify the attending physician of the patient. Usually, this is done by Hospital Epidemiology or OSU Wilce Student Health Center, since it is the hospital’s responsibility to have the patient’s blood drawn and tests done. The attending physician, though, may order the appropriate testing.
• Go to OSU Wilce Student Health Center or the Emergency Department immediately.
• The injured student’s blood may be drawn for baseline serologies at OSU Wilce Student Health Center, an OSU Emergency room or, if the student is out of Franklin County at the nearest emergency room.
• In the event of a needle stick, the student should call the OSU Wilce Student Health Center Appointment Line at 614-292-4321. They should identify themselves as a student who has had a needle stick injury, and they should be routed to the Triage Nurse for an ASAP appointment. Dr. Mary Lynn Kiacz can also be contacted if there are any questions or difficulties. Reports of tests should be sent to the Wilce Student Health Center for follow-up and appropriate medical recording.
• Notify the Director of Clinical Supervision (Leigha.senter@osumc.edu)
• Regardless of where the initial urgent care is received, all follow-up care of a BBFE should be obtained through the Wilce Student Health Center.
• Bills for blood tests and assessment should be submitted to the student’s health insurance. Any uncovered costs and bills should be brought to the Co-Directors of the Genetic Counseling Program.

OCCUPATIONAL INJURIES

Occasionally, students will be injured in 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.

HAND HYGIENE POLICY

Proper hand hygiene is an essential tool in reducing the risk of transmitting organisms from one person to another or from one body site to another in the same person. In an effort to reduce the transmission of infectious agents the Medical Center has a detailed hand hygiene policy with specific instructions for students available at:

It is a detailed policy that genetic counseling students should review prior to patient contact. It includes watching hands upon entering and exiting a patient room. The Genetic Counseling Student Hand Hygiene Non-Compliance Policy is in direct alignment with similar policies created for faculty and staff and will be applied to reports received from OSU Medical Center and/or reports received from any other medical center at which the student may be rotating.

Consequences of Non-Compliance:
First Occurrence: A written warning regarding the consequences of non-compliance will be sent. Students will be required to complete a remedial module on infection control and hand-washing in order to satisfactorily complete their clinical assignment. Students will have one week to complete this before being pulled from the clinical setting. Successful completion of the module will be documented in the student’s file.

Second Occurrence: A written warning regarding the consequences of non-compliance will be sent. Students will be required to meet with the Director of Clinical Supervision (or designee) to discuss the importance of hand-washing. Medical Center policy will be reviewed with the student. This meeting will be documented in the student’s file.

Third Occurrence: A written warning regarding the consequences of non-compliance will be sent. The student will be referred to the Academic & Behavioral Review Committee to further explore the issue. Consideration will be given to removing the student from the clinical setting with any future occurrence.

Fourth Occurrence: A written warning regarding the non-compliance will be sent and student will be referred to Academic & Behavioral Review Committee for consideration of LOA, withdrawal, or dismissal.

CONSCIENTIOUS OBJECTION POLICY
(Adapted from University of Manitoba)

The Genetic Counseling Program 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. Out of respect for such beliefs, the Genetic Counseling Program will respect conscientious objection by students if all of the following criteria are met:

1. A conscientious objection does not relieve a genetic counseling student from a duty to meet the current standard of timely and acceptable medical care, to engage in full and nonselective disclosure for Informed Consent, to inform patients of their conditions, and referral prognoses, and risks of receiving care services for their illness, condition or health-related request.
2. Patients cannot be abandoned. Any student who wishes to excuse him or herself must find another qualified individual to provide service to patients.
3. A genetic counseling student cannot object to provide a service if the patient’s condition, in the judgment of an attending physician, requires immediate action and that student’s assistance is required to provide that service.
4. A genetic counseling student shall not object to participate in the care of a specified classification or group of people, or on the basis of particular diseases or states of health or illness.
5. A genetic counseling student shall not object to provide or participate in a health care service if this objection amounts to discrimination.
6. A conscientious objection must not be so broad as to limit a student’s general medical education. If a conscientious objection constrains a student’s ability to provide the current standard of medical care, the Genetic Counseling Program may require that student to withdraw from graduate school.
7. An objection to participate in any service or delivery of care does not exempt the student from the responsibility to learn about its indications, contraindications, benefits, and risks. A student will not be exempted to demonstrate this knowledge on any examination.

8. All curricular or clinical time missed through an excused exemption must be made up otherwise.

9. When a conscientious objection might compromise completion of the curriculum, this matter will be discussed by the appropriate evaluation committees, and if necessary, by the appropriate Executive Leadership Committee. Students can represent themselves at these meetings in accordance with College of Medicine policies.

10. If, in the course of a conscientious objection, a student engages in behavior which the Genetic Counseling Program considers unacceptable for a genetic counselor, the Genetic Counseling Program may require that student to withdraw from graduate school on the basis of improper professionalism.

11. A student wishing to make a Conscientious Objection Declaration should complete the Conscientious Objection request and declaration form (See Appendix) and submit to the Genetic Counseling Program office. This form will be reviewed by the Academic & Behavioral Review Committee, which will make final decisions regarding acceptance or rejection of the student declaration. Any appeals to the decision of the Academic & Behavioral Review Committee will be submitted to the College of Medicine Vice Dean for Education.

**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.

**Sick days**

Students are not allotted a certain number of “sick days.” The Genetic Counseling Graduate program is relatively short and absences will affect a student’s ability to learn the material. If a student is sick, it is their responsibility to directly inform the office of the reason for their absence and they will be held accountable for any missed material. Students should email the relevant course directors and/or clinical supervisors as soon as possible. If a student does not alert the program immediately to an illness, it will be considered an unexcused absence.

**Weather Emergencies**

The Genetic Counseling Program has a general policy that classes and clinical rotations are cancelled when the OSU Main Campus is closed. In addition, students often have questions about whether to attend classes and rotations when the OSU Main Campus remains open but a **Snow Emergency** is declared. The first guideline is that student safety is an important priority and students must at all times use their best judgment about personal safety when travel conditions are compromised by poor weather.

**Snow Emergency Guidelines:**

- **Level 1 Snow Emergency:** Students should plan to attend class/clinical rotations.
- **Level 2 Snow Emergency:** Classes and clinical rotations will be held as scheduled. A student should use their best judgment about personal safety to get to class or their rotation and notify the appropriate course or rotation office if they are unable to get to class safely.
Level 3 Snow Emergency: All roadways are closed to non-emergency personnel. No one else should be out during these conditions unless it is absolutely necessary to travel. Students should not come to class or clinical rotations when a Level 3 Snow Emergency is declared since they are non-emergency personnel.

Scheduled Absences
Busy health professionals sometimes find it difficult to balance work and personal responsibilities and needs. However, the OSU COM directs that faculty, staff and trainees be permitted and enabled to attend to important medical and personal needs to maintain health and well-being. While genetic counseling students are encouraged to use unscheduled time for personal needs when possible, some medical, dental, and other personal issues cannot be resolved except during regular business hours. Students may request time off from educational classroom or clinical rotation responsibilities within the days specifically allotted for various rotations. Prior notification and approval of the clinical supervisor is required except in emergent situations.

In addition, students may miss days for previously planned events (weddings, special events, etc.). In these cases, students must authorize the absence at least 1 month prior to the event with the Program Co-Directors, and then notify any clinical supervisors and course directors individually. The student needs to complete an Absence Form indicating the reason for absence (Appendix D). Failure to do so will result in deductions in participation grades. For schedules absences, the student must make up any missed material. The Genetic Counseling Program will set up a distance learning option, via a WebEx Meeting, only in the following circumstances:

1. The class is being taught in a room with WebEx capabilities and is not an experiential class (i.e. PBL, Clinical Skills Laboratory, Laboratory rotation, clinical rotation).
2. The student has provided the necessary one month advanced notice.
3. The student is physically out-of-state or more than 2 hours away from the OSU Campus, and thus unable to attend the class in person.

A scheduled absence is allowed a maximum of 1 time per Academic Year, unless there is an emergent extenuating circumstance.

Interviews and other absences that are scheduled on short notice will be given latitude at the discretion of the Program Co-Directors, Course Directors, and Clinical Supervisors.

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 professional motivation and dependability. Each class will have their own attendance policy but repeated tardiness and absence may be reflected in course grades. Tardiness to any required courses, clinical rotations or program events/meetings, and unexcused absences will not be tolerated and will result in a warning. Students who are late for exams will not be allowed additional time.

Conflicts between Clinical Work 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 meeting per rotation without penalty; advance notification of the Program Co-Directors is required. With regards to 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 must contact the course director and advisor in advance for this to be considered an excused absence.

**Emergent Absences**

In cases of absence for serious injury, illness, or personal emergency such as a death in the family, the student must call the appropriate faculty person or coordinator in charge of student assignments within two hours of the start of the session that will be missed. They should also contact the Program Co-Director(s), or e-mail at OhioStateGCProgram@osumc.edu when the emergency permits. Upon return, the student needs to complete an Absence Form indicating the reason for absence (Appendix E). Again, students may be required to make up missed work at a later time.

Students are strongly encouraged to attend:

- Occasional seminars sponsored by the OSU-GCP
- A national genetics meeting in their second year of training. The NSGC meeting is recommended, but other options include ASHG (fall) or ACMG (spring). The program will contribute up to $1000.00 for travel and registration for this meeting.

**RELIGIOUS OBSERVATION POLICY**

The Genetic Counseling Program follows the OSU College of Medicine policy on religious observations. This policy 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 course or clerkship director at least four weeks in advance of the anticipated absence to request accommodations.

Although the Genetic Counseling Program makes every effort to accommodate participation in religious holidays and other religious observations, genetic counseling students should recognize that the requirements of patient care and required clinical education are significantly different from standard classroom education. If a course director or clinical supervisor 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 Genetic Counseling Program Co-Directors for further consideration.

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

**LEAVE OF ABSENCE POLICY**

The Genetic Counseling Program follows the Leaves of Absence (LOA) Policy of the Graduate School (see [http://www.gradsch.osu.edu/appendix-e.html](http://www.gradsch.osu.edu/appendix-e.html)). However, extended LOAs during graduate training are
discouraged as there is no easy method of rejoining the 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.

**STUDENT MISTREATMENT POLICY**

**Standards of Conduct in the Teacher-Learner Relationship and Abuses of this Relationship**

The Genetic Counseling Program adheres to the College of Medicine guidelines regarding the teaching and learning environment. Following is the College of Medicine’s philosophy, policies, and mechanisms for handling issues related teacher-learner relationships.

**A Climate of Mutual Respect**

The OSU College of Medicine has as a core value a climate of mutual respect in the teaching and learning environment. It is committed to promoting a mistreatment free environment for all students, staff, volunteers, and physicians. The College maintains its commitment to prevent student mistreatment through education, by providing support for victims, and by responding with corrective action. In this way, the College assures an educational environment in which students, staff, volunteers, and physicians may raise and resolve issues without fear of intimidation or retaliation. The College is committed to investigating all cases of mistreatment in a prompt, sensitive, confidential, and objective manner.

Mistreatment may be defined as “treatment of a person that is either emotionally or physically damaging; is from someone with power over the recipient of the damage; is not required or not desirable for proper training; could be reasonably expected to cause damage; and may be ongoing.” This includes verbal (swearing, humiliation), emotional (neglect, a hostile environment), sexual (physical or verbal advances, discomforting humor), and physical harassment or assault (threats, harm). To determine if something is mistreatment, one should consider if the activity or action is damaging, unnecessary, undesirable, or ongoing or could reasonably be expected to cause damage.

The following are examples only and are not meant to be inclusive of all types of mistreatment. Furthermore, these examples may not always constitute mistreatment given a specific situation. For example, while “unwanted sexual advances” are clearly an example of sexual harassment, “being stared at” does not always constitute sexual harassment.

**Verbal:**
- Yelling or shouting at a student
- Humiliation or putdown (e.g., disparaging remarks about being in medicine)
- Racial, ethnic, or sexual orientation discrimination (e.g., slurs, jokes, prejudiced remarks)
- Non-constructive criticism
- Threatening to hit or to cause harm to others

**Emotional:**
• Being assigned work duties for the purpose of punishment rather than education
  Having others take credit for your work (e.g., papers, projects, clinical work, or research)
• Creation of a hostile environment
• Exclusion from formal or informal learning settings
• Threats to one’s academic standing (e.g., threatening to fail, to lower grades, or to give a poor evaluation)
• Being requested to perform personal duties for supervisors (Examples: getting refreshments such as coffee or picking up cleaning)

Sexual:
• Being stared at or leered at
• Unwelcome sexual comments, jokes, innuendoes, or taunting remarks about one’s body, attire, age, gender, sexual orientation, or marital status
• Malicious gossip pertaining to sexual habits
• Display of pornographic, sexually offensive, or degrading pictures
• Unwanted sexual advances, including unnecessary physical contact by touching, pinching, or patting
• Nonconsensual sexual intimacy with or without actual intercourse

Physical:
• Being pushed, shoved, shaken, or tripped
• Being slapped, hit, punched, or kicked
• Assault with a weapon (e.g., needle or surgical instrument)
• Aggressive violation of one’s personal space (e.g. “getting in one’s face”)

Mistreatment is to treat in a harmful, injurious, or offensive way; to attack in words; to speak insultingly, harshly, and unjustly to or about a person; and to revile by name calling or speaking unkindly to an individual in a contentious manner. Mistreatment is further defined to be particularly unnecessary or avoidable acts or words of a negative nature inflicted by one person on another person or persons.

Harassment is verbal or physical conduct that creates an intimidating and/or hostile work or learning environment in which submission to such conduct is a condition of one’s professional training.

Discrimination is a behavior, action, interaction, and/or policy that adversely affects one’s work because of disparate treatment, disparate impact, or the creation of a hostile or intimidating work or learning environment.

Mechanism for Prompt Handling of Complaints

Staff-to-Student Abuse: Faculty, clinical supervisors, committees, and staff work to create a learning environment that is mistreatment-free and a climate that has at its core mutual respect among students and all personnel. Problems may be reported at any support staff level based on the specific issue and the student’s comfort level. Students may report to:

• Course directors(faculty)
• Program Co-Director(s) (faculty)
• Any member of the dean’s staff
Clinical placements have their own internal structure, based on mutual respect and a dedication to resolve issues of mistreatment at the most effective level, in the timeliest manner. Often the clinical placement personnel are the most effective at resolving mistreatment situations that occur at the rotation sites. Specifically, students should contact the appropriate clinical placement personnel based on the issue and the student’s comfort level including:

- Clinical Placement Coordinator
- Clinical Supervisor

Students may report an incident that occurred in a clinical placement to the Genetic Counseling Program’s Director of Clinical Supervision if they feel more comfortable doing so.

Student-to-Student Mistreatment: If a student feels that the mistreatment involves a breach of ethical behavior by another student, they can report it to a the Genetic Counseling Program Executive Leadership (Co-Director(s), Medical Director, Director of Clinical Supervision) or a member of the Academic and Behavioral Review Committee. These types of mistreatment include student-to-student interactions, cheating, plagiarism, or misrepresentation of student work. Other acts of student-to-student mistreatment, such as sexual harassment or racial or ethnic discrimination, may be reported directly to the College of Medicine’s Vice Dean for Education, any faculty member, clinical supervisor, or other staff based on the issue and the student’s level of comfort. (See Appendix)

Mechanisms for Resolution of Reports of Student Mistreatment

Whenever an incident of mistreatment is reported, the College shall attempt to resolve the issue in a rapid and efficient manner, thereby maintaining a healthy teaching and learning environment. Depending on the incident, a variety of pathways to resolution may be chosen. The majority of the complaints against faculty or students can be dealt with on a departmental basis, with feedback to the faculty member or student from the Genetic Counseling Program Co-Director(s) or Director of Clinical Supervision. More complex issues involving hospital personnel, community hospitals, or non-faculty mistreatment incidents may require interaction with departmental or divisional education committees, hospital educational offices, hospital ethics committees, directors of nursing, hospital administrators, or section/division heads.

The Academic & Behavioral Review Committee, through the Mistreatment Incident Report Form, will monitor the resolution of these incidents to assure that appropriate procedures are followed at all times and, where necessary, refer them to the appropriate University resources.

Staff Education

Hospital Staff: Since residents and nurses do not work directly for the College, but work for University Hospitals, the College will suggest to the hospital, and to the individual residency programs, activities that they may wish to undertake to sensitize their staff to student abuse. Staff should be educated as to the prevalence and types of mistreatment that have been reported specific to the College of Medicine. A copy of the current policy will be available to all department offices and attending OSU faculty.

Attendings, Course Directors, and Clinical Supervisors: The Genetic Counseling Program Faculty Handbook contains sections on the learning environment and student mistreatment. The College policy
on mistreatment is provided to all faculty of the Genetic Counseling Program via Web-based information and hard copy. The Genetic Counseling Program Co-Directors review the College of Medicine and Graduate School policies on student mistreatment and harassment with each faculty member during the faculty trainings that occur yearly.

Specific actions that faculty can take to ensure a professional and mistreatment free environment include:

1. Be certain that all members of the health care team know their roles and expectations, that incidences of mistreatment are discussed, and that students know the appropriate mechanisms by which they can report unprofessional behavior.
2. When a faculty member hears racial, sexist, or gender jokes and comments, they are directed to tell the person making such comments that they consider them inappropriate and unprofessional.
3. Be certain to welcome students of all genders and ethnicity to a given service and to create a comfortable environment for them, and assure them that they have the same opportunities and responsibilities as others on the service.
4. Welcome students as learners and realize that learners are nervous and vulnerable when they are beginning to learn something new. Help break the cycle of “acculturation” that has persisted in the past, which is exemplified by such statements as, “When I was in graduate school, I was treated poorly and you should expect the same.”
5. All health care team members should speak respectfully and honestly so that students are not shocked or disappointed in the way they talk about patients in private.
6. Work professionally with gay, lesbian, and bisexual students and avoid remarks that would make them uncomfortable.
7. Treat students kindly and professionally so that they will treat students in the same way.
8. During monthly or other regularly called meetings, include opportunities for students to communicate and exchange information on their working environment and their educational programs.
9. When designing or redesigning clinical supervisor or faculty evaluation processes, be sure to include items on mistreatment and use the results of these evaluations for constructive criticism as well as praise for student’s behavior.

**Student Life Office:** In addition, the Office of Student Life will report major College policy changes designed to address abusive situations to the hospitals and departments.

All reports of sexual harassment will be forwarded to the College of Medicine and University office responsible for investigation. Other reports of alleged abuse will be handled on a case-by-case basis. Investigation of anonymous complaints are not possible, but the complaints will be collected, filed in the College of Medicine Vice Dean for Education’s office, and reviewed as new complaints are received to determine if a pattern is present.

**ROMANTIC AND/OR SEXUAL RELATIONSHIPS 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 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 assistants, or graduate students are prohibited from engaging in romantic and/or sexual relationships with individuals with whom they are engaged in counseling relationships, as is specified by counseling codes of ethics.

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 graduate school representatives (exam, dissertation defense) for students with whom they are engaged in a romantic and/or sexual relationship.

Supervisors (faculty, staff, or students) are prohibited from engaging in romantic or sexual relationships with employees that they supervise (direct reports).

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-nontenured 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. (See Report
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 candidacy exam or dissertation 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 supervisor, chair/director, or dean/vice president. 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, chair/director, or dean/vice president 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, chair/director, or dean/vice president who becomes aware of a prohibited relationship for which alternative acceptable arrangements have not been made must report the relationship to the Office of Human Resources. 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 Office of Human Resources (OHR), Organization and Human Resource Consulting, 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 (June 1, 2006), 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 who 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 faculty members, corrective measures may be imposed in accordance with chair/dean administrative authority and/or Faculty Rules and Procedures 3335-5-04. For unclassified and classified civil service employees, refer to Human Resources Policy 8.15, Corrective Action. For bargaining unit employees, refer to the appropriate collective bargaining agreement. 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.

**What if I am the only professor who teaches a required class, and I want to initiate a relationship with a student who will have to take the class?**

If there is no feasible way to alleviate the conflict of interest, it is not possible to engage in the relationship. You might consider other alternatives:

- Delay the initiation of a relationship until after the student has completed your class.
- Identify a comparable class taught in another department (e.g., a research methods course taught in FAES that is comparable to one taught in Education) and allow the student to apply for permission to substitute the course.
- Arrange an independent study with another qualified professor or practitioner from Ohio State, the immediate community, or another university.
- Arrange for the individual to be graded and guided by an equally qualified colleague at another university.

The conflict of interest must be removed by whatever reasonable means can be identified, without denying or degrading the student’s experience, and creativity is invited. Although we encourage departments to be supportive in making alternative acceptable arrangements, they are not required to invest additional resources to do so. Such arrangements are not an entitlement. If acceptable alternative arrangements cannot be made, the relationship must cease.

**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.

**What options are there for corrective action with tenured faculty?**

There are a range of options when addressing violations of policy with faculty, depending on the nature of the violation and the specific fact pattern. Some actions that may be taken are: letters of reprimand placed in the personnel file; loss of salary increase or increases; removal of administrative responsibilities and compensation; removal of privilege of advising graduate students; removal of supervisory privilege over students, faculty, and staff; title change (e.g., removal of named chair); resignation in lieu of detenurization; and initiating the 504 (detenurization) process.
How should this be communicated to faculty, staff, and students?

Deans and department chairs should cover this policy directly with faculty at the first faculty meeting of the year each year. Faculty and staff leaders should review this policy with supervisors and employees on an annual basis.

How can I talk with students/staff who are upset that they cannot be in a relationship with someone who has supervisory responsibility over them?

Listen for understanding and be sensitive. Explain the policy. Read the final report of the Task Force and talk with the individual about all the potential repercussions of such relationships, to the individual, her/his peers, the person in the position of power, the department, and the institution. Refer students to additional resources such as the Student Advocacy Center, Student Life, and Counseling and Consultation Service:

Younkin Success Center (4th Floor)
1640 Neil Avenue (Just South of 11th Avenue)
Phone: 614-292-5766 ccs@studentlife.osu.edu

Refer faculty and staff to the Office of Academic Affairs (614-292-5881), the Employee Assistance Program (1-800-678-6265) and OHR Organization and Human Resource Consulting.

SEXUAL HARASSMENT POLICY

The Genetic Counseling Program adheres to the OSU Sexual Harassment Policy 1.15 The policy in its entirety is available on the following website:
http://hr.osu.edu/public/documents/policy/policy115.pdf?t=201489102538

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: 1-800678-6265).
• 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.

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/en/report_custom.asp?clientid=7689.

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. Management, the department chair/unit director, and dean/vice president 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 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 Office of Student Life after you have contacted the police.
SECTION 8: ACADEMIC AFFAIRS

CURRICULUM DEVELOPMENT & ASSESSMENT ADVISORY BOARD

The overarching responsibility of the OSU Genetic Counseling Graduate Program’s Curriculum Development and Assessment Advisory Board is to assist in the development and ongoing assessment of the graduate program’s curriculum. The advisory board will be responsible for ensuring that the curriculum is in line with the Graduate Program’s mission, the University’s mission, and with the ACGC accreditation standards for the genetic counseling profession.

Functions of the Advisory Board

Responsibilities include, but are not be limited to:

- Development and maintenance of an ability-based curriculum map, that documents and assesses appropriate learning of ability-based outcomes and the curriculum sequence to develop critical thinking skills.
- Description of learning objectives and competencies to be achieved in didactic, problem-based, and clinical/laboratory/advocacy placements.
- Establishment of objective measures and assessment tools for evaluating students, both academically and clinically.
- Development of an ongoing system utilizing internal and external validations to review and subsequently enhance the effectiveness of the curriculum.

Composition of the Advisory Board

- The Advisory Board will be chaired by the Genetic Counseling Program’s Co-Directors.
- The Advisory Board will be comprised of a minimum of 7 members, with a maximum of 13 members.
- Members of the committee will be appointed by the Co-Directors of the Genetic Counseling Program.
- Representation on the committee must encompass experience in medical genetics, teaching, clinical supervision, and other related subjects. In addition, the overall expertise of the committee should represent a cross-section of the genetic counseling profession, advocacy community, and the student/alumni population.
- Members must also have appropriate knowledge of the ABGC practiced-based competencies, ACGC accreditation standards, as well as the missions of The Ohio State University, The Ohio State University College of Medicine, and the OSU Genetic Counseling Program mission.
- The founding committee will have terms of either 3 or 5 years. After the initial stagger of the founding committee members, committee members will have three (3) year terms with options for reappointment.

GRADUATE STUDIES COMMITTEE

The Graduate Studies Committee is responsible for the conduct and administration of its graduate programs, although some duties may be delegated to other faculty members. Actions taken by the
committee are subject to approval, modification, or reversal by the Graduate Faculty members in the graduate program. Decisions made by Graduate Studies Committees must comply with Graduate School rules. The Graduate Studies Committee assumes other responsibilities as assigned to it by the Graduate School, the Graduate Faculty members in the graduate program, the head of the academic unit, or the committee members. The committee reports on its actions taken during the year to Graduate Faculty members in the graduate program.

Functions of the Committee

The following list summarizes the responsibilities of the Graduate Studies Committee. This list is not exhaustive.

Rules: Formulates rules and procedures relevant to the genetic counseling programs within the policies established by the Curriculum Assessment Advisory Board, the Graduate Council and the Graduate Faculty members in the graduate program.

- Publishes and makes available to students and faculty in the graduate program a graduate program handbook containing the policies, rules, and procedures relevant to its own graduate programs.
- Establishes procedures for assigning and changing advisors.
- Considers and acts on student petitions that pertain to its rules.
- Considers and recommends action to the Graduate Council on student petitions that pertain to the policies and rules of the Graduate Council or the university faculty.
- Establishes rules respecting thesis master’s degree programs.

Curricula, Program Changes, and Graduate Courses: Considers and recommends action on curricula, program changes, and graduate courses proposed for graduate credit to Graduate Council.

- Considers and acts on requests for non-Graduate Faculty members to teach courses for graduate credit (5000-8000-level courses)
- May propose other plan options for tagged master’s degrees to the Graduate Council

Graduate Faculty: Appoints faculty for Category M membership on the Graduate Faculty and nominates faculty for Category P membership to the Graduate School. Also, approves emeritus faculty members to continue specified Graduate Faculty functions and reviews Graduate Faculty membership.

Admission: Specifies admission criteria and admission credentials in addition to those required by the Graduate School.

- Specifies and monitors the conditions that must be satisfied by students admitted in the conditional classification.
- Approves provisional classification extensions and may withdraw the provisional offer of admission or recommend denial of further registration.
- Approves changes in a student’s admission classification.
- Approves extensions of the English as a Second Language time limit.

Other: In addition to enforcing Graduate School rules regarding master’s degree programs, the Graduate Studies Committee
• Establishes rules and procedures for the conduct of the master’s thesis dissertation and examination, including attendance by graduate students and faculty members other than the master’s examination committee members
• Reviews student records to ensure that master’s degree requirements are met

Committee Composition: The chair(s) of the Graduate Studies Committee are the Genetic Counseling Program Co-Directors. The other members of the committee are the Director of Clinical Supervision and the Medical Director of the Genetic Counseling Program.

ACADEMIC ADVISORS

Each student will be assigned an Academic Advisor at the beginning of their first year of study. Students are expected to meet with their advisor twice a semester throughout their tenure at OSU. Advisors will also be available at other times if students or faculty have issues to discuss. At the end of the first year and the beginning of the second year, all students will meet with the Program Co-Directors in addition to their academic advisor, to discuss general issues regarding progress towards their degree.

Being a relatively small program, our student to faculty ratio will be low. This will allow each student a great deal of individualized teaching, advising, and guidance. Program faculty, course directors, and other instructional faculty are encouraged to maintain open door policies by which students who need additional assistance can obtain guidance. In addition, clinical supervisors are available at site-specific rotations to provide personalized attention to the student.

Students who are experiencing academic or personal concerns can make an appointment at the OSU Counseling and Consultation Service, which offers confidential counseling and therapy to help address personal, mental health, academic and career concerns (http://ccs.osu.edu).

Beyond the formal academic advisement system described above, the Genetic Counseling Program also encourages participation in the NSGC mentoring program. Additionally, we expect that students will develop informal mentors over the course of their training. These mentors may be clinical supervisors and/or program faculty members. The University also provides extensive seminars for graduate students on a range of areas, including courses on public speaking and scientific writing.

Graduate Advisor/Student Relationship

Graduate advising is best understood as a relationship between graduate student and faculty advisor where both parties can expect that the other party will follow best practices in fulfilling his or her responsibilities as graduate student or advisor.

The relationship between a graduate student and advisor is one that can have a great impact on the academic achievements and life of a graduate student. This relationship can greatly encourage the academic pursuits of the graduate student, proving to be one of the most influential interactions of the scholar’s life. A relationship in which mutual expectations are not understood, however, may diminish a graduate student’s potential.

The Graduate Advising Best Practices section of the Graduate School Handbook outlines the minimum expectations for best practices in graduate advising at The Ohio State University. It is meant to be a
spring board for each graduate program to discuss, develop, or reevaluate its local advising expectations and practices. This document was created in 2012 by the Council of Graduate Students in consultation with the Graduate School and approved by the Graduate Council. Following are excerpts from the Graduate Advising Best Practices Section of the Graduate School Handbook.

**Communication and Graduate Advising**

Regular and clear communication is essential to good graduate advising. It is recommended that as much communication as possible occur in person or over the phone to enhance clarity, reduce ambiguity and misunderstanding, and to resolve conflict. Written communication, e.g. via mail and e-mail, is appropriate, especially to document situations and potentially contentious issues. Problems that arise should be addressed immediately and clearly so that both parties can work to remedy issues in an expedient manner. Graduate students and advisors should recognize that social media can blur the line between professional and personal lives and should be used only if deemed appropriate by both parties.

**Graduate Program’s Responsibilities**

- Establish graduate advising best practices that pertain specifically to the local graduate program and its graduate degrees.
- Maintain a graduate program handbook, including the steps and processes for students to complete degree requirements and grievance procedures for graduate students and advisors.
- Create and maintain an easily accessible online list of information for graduate students that contains links to the *Graduate School Handbook* and other relevant university resources.
- Provide yearly written review of performance for graduate students and advisors.
- Maintain clear communication with students and advisors.
- Hold a yearly orientation to familiarize new students and faculty with the graduate program and the university.

**Graduate Student Responsibilities**

Conduct academic pursuits in an ethical manner and develop professionally.
- Uphold Ohio State’s [Code of Student Conduct](#).
- Pursue opportunities that advance career as a graduate student and beyond.

Take ownership of academic progress
- Devote significant and productive time toward degree completion.
- Stay abreast of requirements for degree completion through active and regular discussions with advisor.
- Communicate career goals and concerns related to academic progress clearly.
- Initiate communication with the advisor.

Respect the responsibilities of the advisor
- maintain open communication with advisor.
- allow sufficient time for the advisor to provide feedback in advance of deadlines.
- maintain professionalism by keeping up with graduate student responsibilities even when advisor is not present.
GRADING

Didactic Courses
To be in good standing in the Graduate School, a student must maintain a graduate cumulative point-hour ratio (CPHR) of 3.0 or better in all graduate credit courses and must maintain reasonable progress toward Graduate School or graduate program requirements.

The Genetic Counseling Program courses are graded A through E with a required minimum grade average of B present in all work. Any student receiving a grade lower than B- in any course or clinical rotation may be required to complete remedial work as assigned by the program. A student whose overall grade average is below B, or who has more than one incomplete grade or who fails to make progress towards the degree in accordance with the requirements adopted by the Graduate Faculty, is not meeting academic standards and can be placed on probation.

All students receiving financial aid must maintain a B average (3.0/4.0).

Probation: A student whose graduate CPHR falls below 3.0 after nine graduate credit hours have been attempted is placed on probation by the Dean of the Graduate School.

Clinical Placements
The Genetic Counseling Program uses a pass/fail system for clinical placements. These grades consist of:

- S = Satisfactory
- U = Unsatisfactory
- I = Incomplete
- P = Progress (issued when grading is required for University purposes, progress is satisfactory, but the curricular component has not been completed.)

Assessments/Evaluations
A combination of standard examinations, papers, standardized patients, and class discussions will be used to determine grades. Course syllabi will outline the course expectations for students. In clinic, supervisors and students will be provided with a grading rubric and learning objectives at the beginning of each clinical rotation.

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. See Section 6 of Genetic Counseling Program Handbook for specific information on sick days, weather emergencies, religious observation policies, scheduled and unscheduled absences.

CLINICAL PLACEMENTS

The goal of the clinical training component of the OSU-GCP will be to provide students with a strong and balanced exposure to a range of clinical genetic counseling areas, both traditional (e.g. prenatal and general pediatric and adult genetic counseling) and new and evolving specialty roles (e.g. management of individuals with metabolic disease, expanded newborn screening, clinical research coordinators,
laboratory liaisons, adult predictive testing). To achieve this, during the clinical practicum, students will rotate through clinical settings in which patients with disorders having genetic implications are diagnosed, treated and/or discussed so they appreciate the medical needs and implications a genetic disorder can have on an individual or family. Students will be required to participate as the primary genetic counselor under the supervision of ABGC- or American Board of Medical Genetics (ABMG)-certified genetic counselor or AN ABMG certified-medical geneticist in order to compile a portfolio with a minimum of 50 cases representing a broad spectrum of genetic counseling situations. Students will also rotate through clinical genetic service laboratories.

A list of rotation sites is provided on the OSU-GCP website (http://medicine.osu.edu/residents/masters_programs/genetic_counseling/pages/index.aspx).

The Genetic Counseling Program Director of Clinical Supervision is responsible for the assignment of clinical training sites which is based upon a variety of factors:

**Determination of Clinical Placement Sites**

The student’s clinical placement assignments will be determined by the Genetic Counseling Program Director of Clinical Supervision. Each student will be assigned a variety of placements to ensure comprehensive training in clinical genetics. All students will also observe clinical laboratory operations during their first semesters. The Director of Clinical Supervision may alter a student’s planned assignment if necessary based on the student’s performance in didactic courses and other activities such as seminars and case conferences, as well as evaluations by the supervisors at previous clinical rotations. Students who receive satisfactory yet concerning evaluations from their clinical rotation supervisor(s) are required to complete an additional brief clinical rotation at an OSU-based clinic for closer observation (e.g. Division of Human Genetics Medical Genetics or Cancer Genetics clinic). If a student does not satisfy requirements for passing a rotation, he or she is required to enroll for the additional summer semester and complete a fourth 12 week rotation which is coordinated by the Genetic Counseling Program Director of Clinical Supervision. This student is not eligible for graduation until all program requirements are fulfilled.

**Student Preference:** 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 Genetic Counseling Program Director of Clinical Supervision may decide another training site better suits the student’s needs. Students may also arrange, with approval, to attend an ad hoc clinical rotation outside of the Columbus area during the summer semester or winter break of the second year. The Genetic Counseling Program Director of Clinical Supervision has the right to refuse to approve an outside clinical rotation if they feel that it will not be in the best interest of the student’s training.

**Logistics:** Greater than ninety percent of clinical rotation sites are within one hour driving distance. All sites are within 1½ hours driving distance from Columbus. Where the student lives, and their access to a car, will be taken into consideration in determining site placements.

**Computer Accessed Patient Information Training**

- **Ohio State University:** The OSU Medical Center uses an electronic medical record (IHIS). Training on the use of the electronic medical record is mandatory for all genetic
counseling students prior to the start of clinical rotations. Scheduling for these sessions is coordinated in the Genetic Counseling Program during the Program Orientation. All genetic counseling students must also meet Human Resources requirements for the Medical Center. Students are required to complete be up to date on immunization requirements, complete all required CBLS, complete a background check, get a new ID, and do toxicology screen before beginning clinical rotations.

- **Off-site clinical placements**: Each individual clinical rotation will have additional requirements that will need to be met in order to complete the clinical rotation. These requirements will be arranged by the Genetic Counseling Program Director of Clinical Supervision and the placement clinical supervisors as necessary.

**Supervision: Feedback Regarding Student Progress**

Clinical supervisors will be encouraged to review cases with the students immediately after each session and to meet approximately weekly with each student, in addition to formally meeting at the middle and at the end of the placement. This allows for continuous feedback and progression of the student skills, and lessens the possibility of the student not being aware of a deficiency until the end of the placement. While this may not be feasible in all clinics at all times given busy schedules, at a minimum it serves as a desired goal. The clinical supervisors are required to review the mid-rotation and final evaluation with the student in person.

The OSU-GCP has developed a student evaluation form based upon instruments that are used by currently established genetic counseling training programs. Evaluations may be submitted to the programs via email with electronic signatures, fax or mail. Students will receive copies of all written evaluations that are submitted regarding their clinical training which will be uploaded into their electronic portfolios.

Composite summaries of each student’s performance are entered by the Genetic Counseling Program Director of Clinical Supervision in the CARMEN system. These summaries are part of the official student record in the Genetic Counseling Program office. Evaluations from individual clinical supervisors are kept on file in the respective departments, as well as in the Genetic Counseling Program. Any questions regarding departmental grades should be directed to the Director of Clinical Supervision.

**Grades:**

The Genetic Counseling Program uses a pass/fail system for clinical placements. These grades consist of:

- S = Satisfactory
- U = Unsatisfactory
- I = Incomplete
- P = Progress (issued when grading is required for University purposes, progress is satisfactory, but the curricular component has not been completed.)

**Unsatisfactory**: An **Unsatisfactory** grade indicates academic (knowledge, skills and/or behavior) performance is not at an appropriate level upon completion of the rotation. Additional work is required to bring the performance level to appropriate standards. Required remediation is the decision of the Genetic Counseling Program Director of Clinical Supervision and/or the Co-Directors in collaboration.
with the Clinical Supervisor/Clinical Placement site submitting the unsatisfactory evaluation. Examples of unsatisfactory performance are:

- Clinical skills do not meet expected level.
- Clinical application of knowledge base is inadequate.
- Interpersonal relations need improvement.
- Initiative and self-motivation need improvement.
- Performance standards impaired or not met due to professional, health, mental, psychosocial, and/or emotional problems.

College rules mandate that an unsatisfactory grade must be made up within 12 months from the conclusion of the rotation for which that grade has been assigned. If a Satisfactory grade has not been recorded in the allotted time, the student will not be permitted to pursue any other clinical rotations until the remediation is completed. The student will be required to meet with the Genetic Counseling Program Director of Clinical Supervision and Co-Director, and the failure to remediate may be considered cause for dismissal. A leave of absence will not count into the 12-month timeframe.

Incomplete: An incomplete grade indicates specific requirements of the rotation are not yet met. Examples of requirements not met are:

- Documentation (letters, papers) due.
- Evaluations not completed.
- Deficiencies in diagnosis and counseling experiences.
- Cases not signed off on.
- Significant clinical time missed.

Clinical placement sites are expected to notify a student of an incomplete grade within two weeks of the conclusion of the rotation. College rules mandate that all clinical placement requirements must be completed within six months of the end of the rotation, or the grade will be changed to Unsatisfactory. A leave of absence will not count into that time. The Clinical Supervisor/Placement site submitting the changed grade will determine in collaboration with the Genetic Counseling Program Director of Clinical Supervision the remediation required.

Any grade that has been changed to Unsatisfactory must be properly resolved according to the policy described above under “Unsatisfactory” (i.e., within 12 months from the conclusion of the rotation, not 12 months from the assignment of the Unsatisfactory grade). No deviation from this policy will be allowed without prior written approval from the Genetic Counseling Program Director of Clinical Supervision. Any such approval must be received before the 6-month period has expired.

It is the student’s responsibility to arrange make up of incomplete grades through the respective clinical placement sites in a timely manner. The clinical placement site is responsible for issuing an unsatisfactory grade as soon as an incomplete grade has been changed to an Unsatisfactory. The clinical placement site will also notify the students, but they should maintain a keen awareness of such deadlines. The clinical placement site substituting an unsatisfactory grade for an incomplete grade is responsible for determining with the Genetic Counseling Program Director of Clinical Supervision the requirements for remediation of the unsatisfactory grade. These requirements will be communicated to both the student and the Med 3-4 Office.
Evaluation of the Clinical Training Site and Supervisor

OSU-GCP graduate students will complete an evaluation form for each placement regarding their experience and supervision. This evaluation instrument, developed based upon published clinical supervisor competencies and similar instruments used in medical education. Our goal is to provide feedback to supervisors on a yearly or bi-yearly basis. This ensures that supervisors receive feedback in a semi-regular manner, but also protects confidentiality of students allowing them to provide honest evaluations. It will also assist in the development of annual clinical supervisor training.

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. See Section 6 of Genetic Counseling Program Handbook for specific information on sick days, weather emergencies, religious observation policies, scheduled and unscheduled absences.

Liability Coverage

Students in the Genetic Counseling Program are covered by the University Hospitals self-insurance program in amounts of at least $1 million per occurrence and $3 million annual aggregate for acts or omissions performed in the scope of their assigned academic course work at OSU Hospitals and Clinics and all OSU owned or operated facilities. Acts or omissions that are intentional or are so careless to be wanton or reckless are not covered.

Genetic Counseling students are covered while participating in any required or elective course work at OSU hospitals, affiliates, or institutions within the state of Ohio approved by the Dean for The College of Medicine. They are covered for electives approved by the Vice Dean for Medical Education and outside the state of Ohio through a separate malpractice policy. Proof of coverage is obtained through the office of the Vice Deans. Students are not covered for electives outside of the United States. Check with the Office of Global Health Education at 247-8968 for more information.

In no case will Ohio State provide coverage for nonacademic activities. This includes non-approved volunteer services to non-OSU owned or sponsored groups. No coverage is provided where medical students are performing work for hire, that is, receiving compensation as salary or other benefits.

CLINICAL SKILLS EDUCATION & ASSESSMENT CENTER
http://medicine.osu.edu/orgs/clinicalskills/Pages/index.aspx

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. The CSEAC plays an essential role in the implementation of innovative curricula for genetic counseling students, medical students, residents, and other healthcare providers. A major objective has been to ensure that all our graduates have been exposed to an extensive range of skills and procedures, from basic to complex.

The CSEAC simulates actual patient care, both ambulatory and in-patient, and gives medical trainees hands-on clinical skills experience in a safe, controlled environment. With the health care setting’s
limited hospital stays, diversity of physician faculty, and multiple training sites, the CSEAC provides a means of assuring consistency in education. Genetic counseling students hone their interpersonal skills by conducting histories and physical exams on standardized patients (— individuals trained to simulate specific case scenarios) and enhance their technical skills by practicing on task trainers and human patient stimulators.

Genetic counseling students are encouraged to initiate individual or group procedure practices to gain exposure to a variety of procedures as well as explore different specialties.

To contact the Clinical Skills Center, please call (614) 688-7988.

**ACADEMIC ASSISTANCE PROGRAMS**

The Genetic Counseling Program provides academic assistance to students experiencing difficulties. The type of assistance varies depending on the content, student needs, and resources available. For tutoring assistance that is subject related, students should contact the Genetic Counseling Program Director(s) at 614-293-4347 to obtain assistance. Once contacted, the student will be assigned to a specific faculty member on the Tutor Team for help.

For a study skills assessment which can include skills coaching, time management and tips for note-taking and test-taking, we also encourage students to contact

*The Younkin Success Center*
1640 Neil Avenue
Phone: 614-688-4011

If a student has been identified or self-identified for a learning issue and wants to proceed with diagnostic psychometric testing, their own physician can make a referral to their choice of provider or the lab of:

*Robert Bornstein, PhD*
Ph # (614) 293-4774 (Lab)
FAX# (614) 293 – 6058 (Lab)
130N Harding Hospital, 1670 Upham Dr.

If a student has a learning or another disability, it is recommended that he/she set up a meeting with a counselor at:

*The OSU Office of Disability Services*
150 Pomerene Hall
1760 Neil Ave.
614-292-3307
Hours: 7:30 am – 8:30 P (M – Th ), 7:30 – 5:00 (Friday)
SECTION 9: PROFESSIONALISM STANDARDS

OSU GRADUATE SCHOOL PROFESSIONAL STANDARDS

Graduate students are required to observe professional ethical standards in their graduate studies and research. Graduate students should talk with the Genetic Counseling Program Executive Leadership, their faculty advisors or their Graduate Studies Committee chair if they have questions about the specific expectations of the Genetic Counseling Graduate Program. The Graduate Student Code of Research and Scholarly Conduct (Appendix C in the Graduate School Handbook) describes the Graduate School’s general expectations for ethics and conduct in graduate research and scholarship. University processes exist to address allegations of research misconduct by graduate students. Graduate students have the responsibility to be aware of and to follow these standards.

Research and Scholarly Misconduct

As a recipient of federal funding, the Ohio State University is obligated to have an administrative process for reviewing, investigating, and reporting allegations of research misconduct. The University Policy and Procedures Concerning Research Misconduct is available on the Office of Research website.

When a Committee of Inquiry, as defined in the University Policy and Procedures Concerning Research Misconduct, forwards allegations of research misconduct by a graduate student to the Graduate School, the Graduate School follows the “Graduate School Policy on the Investigation of Allegations of Research Misconduct by a Graduate Student” (Appendix C in the Graduate School Handbook).

Academic Misconduct

The university’s Committee on Academic Misconduct is responsible for reviewing charges of academic misconduct against students, including graduate students. The Code of Student Conduct defines the expectations of students in the area of academic honesty. A copy of the code is available on the website of the University’s Office of Student Life.

MEDICAL PROFESSIONAL STANDARDS

The public expects that those in the medical profession will adhere to a set of values that reflect their commitment to excellence, responsibility, respect for all, integrity, prudence and trustworthiness. The Genetic Counseling Program considers any student enrolled in the Program for the purpose of seeking the MS degree to be an active member of the profession at all times. Commitment to integrity in espousing the values of the profession means that members of the profession (including genetic counseling 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 medical profession may be subject to adverse actions from the College of Medicine, up to and including dismissal.

Unprofessional behavior includes but is not limited to:

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

GRADUATE STUDENT CODE OF RESEARCH AND SCHOLARLY MISCONDUCT
Approved by the Council on Research and Graduate Studies, May 2004

Graduate students and Graduate Faculty aspire to professional behavior that is consistent with the highest ethical and moral standards. The Graduate School at The Ohio State University expects that graduate students will demonstrate responsibility and integrity in pursuing their creative and scholarly interests. The academic enterprise is dependent upon such behavior. 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.

When graduate students join the Ohio State community, they become members of disciplinary, scholarly, and professional communities that extend beyond the university. Graduate students are expected to learn, respect, and abide by the professional codes of ethics and responsibilities that are commonly accepted in their field of study or area of research. These codes include but are not limited to the following: a responsibility to contribute an original body of work to one’s chosen discipline and the recognition that one’s work is based on the work of others which must be respected and properly acknowledged. Graduate students also have the responsibility to treat university faculty, staff, and other students respectfully and professionally.

Graduate Faculty, advisors, and graduate programs should actively encourage their students to participate as members of their chosen disciplinary, scholarly, and professional communities. Graduate students should be encouraged to seek and share knowledge wherever and whenever possible. Academic advisors and other faculty members should educate graduate students through example and discussion, addressing such issues as academic honesty, research, publication, recruitment, and hiring practices, and applicable fellowship and graduate associateship responsibilities. Disciplinary codes of ethics and norms should be discussed among graduate students and faculty. Such communication is a means of setting high standards of behavior in graduate study and beyond.

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.

Students who fail to adhere to these academic standards will be referred to the Academic & Behavioral Review Committee for determination of adverse actions up to and including dismissal from the College of Medicine.

**PROFESSIONALISM & SOCIAL NETWORKING**

**Policy on Social Networking: The Ohio State University College of Medicine**

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, 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 Genetic Counseling Program adheres to the policy of the OSUCOM regarding student and faculty use of social networking sites. This policy is delineated below.

Students and Faculty of the College of Medicine:
• 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 states that the expressed opinions belong to the writer alone and do not necessarily reflect the views of the College of Medicine.

• 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 standards of professionalism regarding social networking will be referred to the Academic & Behavioral Review Committee. The same sanctions for social networking transgressions exist as for other professionalism breaches up to and including dismissal from the College of Medicine.

**APPEARANCE REQUIREMENTS & GUIDELINES**

**General Expectations of Appearance**

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. 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 Genetic Counseling Program outside of the campus while giving presentations, performing service work, etc.

**Identification:** Always display IDs in a visible location above the waist.
Clothing: All employees 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. Following are

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.

Shoes:
- Shoes should be clean and in good condition.
- 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 (no flip flops, beach sandals or slippers)

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.
- 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.
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.
- 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, attending physicians, and genetic counselor 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 department standards. Failure of any student to adhere to the standards will result in corrective action by his/her supervisor. If the issue cannot be resolved at that level, the student will be referred to the Academic & Behavioral Review Committee. Repeated infractions will also result in referral to the Academic & Behavioral Review Committee.

Note: Exceptions to these requirements for religious preference require prior approval of the supervising Co-Director’s/Dean’s Staff.
SECTION 10: DISCLOSURE, BACKGROUND CHECKS & TOXICOLOGY TESTING

RATIONALE

Many hospitals, child care facilities, and nursing homes now require criminal background checks and toxicology screening of individuals working in their settings due to state legislation and accreditation requirements. These institutions also require healthcare professional students, such as genetic counseling students, to undergo a toxicology screening and criminal background check before participating in any educational activities at their sites.

The Ohio State University Genetic Counseling Program is committed to providing high-quality education in the foundational and clinical sciences. An integral part of this commitment requires that students function in a professional manner. Professional behavior dictates that an individual will not function when their judgment is altered by the use of legal and/or illegal substances. A drug-free and safe environment is an expectation for the delivery of both educational experiences and patient care. For Students with impairment due to active substance abuse or a record of activity unsuitable for patient contact should not be placed in a patient care environment for the protection of our patients.

The American Board of Genetic Counseling Certification Examination and state genetic counselor licensing board applications require self-disclosure of arrests, convictions, and/or court appearances; psychiatric diagnosis, treatment, or hospitalization; medical conditions including drug addiction and alcoholism; use of any chemical substance, including prescribed medications, which may impair the ability to practice; and illegal use of controlled substances.

Any criminal conviction or guilty plea which is related to substance use may be deemed by the state licensing board or the American Board of Genetic Counseling as an indication of substance abuse. These types of convictions are likely to appear on a criminal background check. Evidence of substance abuse often times will prevent an applicant from getting a license to practice, even a temporary one, unless it is also accompanied by evidence of rehabilitation and ongoing sobriety through monitoring in a formal aftercare program.

Based on the requirements of affiliated health care institutions and The Ohio State University Genetic Counseling Program’s desire to facilitate the ability of our graduates to ultimately become licensed providers, a system of self-disclosure, criminal background checks and toxicology screening is in effect.

SELF-DISCLOSURE FORMS AND CRIMINAL BACKGROUND CHECKS

During orientation all students will be fingerprinted and undergo a criminal background check. They will also complete a self-disclosure form annually. **Students are required to disclose reportable events within 1-5 days of their occurrence and must not wait until the annual disclosure to do this.**

The Genetic Counseling Program shall maintain the criminal records check and self-disclosure reports in a manner that ensures the confidentiality of the results, prevents disclosure pursuant to a public records request, and complies with applicable state and federal requirements.
Consequences

One of the intents of the self-disclosure is to provide assistance to students or applicants who may have a criminal record due to substance use or abuse and who will need appropriate documentation to become licensed. An affirmative response to a self-disclosure item or the existence of a criminal record will not constitute an automatic bar to admission or patient care placement. Students and applicants with a positive background check or self-disclosure will be forwarded to the Academic and Behavioral Committee. The student will be required to provide documentation with court records, physician letters, treatment facility records, and other pertinent records so that an individualized assessment can be performed and recommendations made. The student will be barred from any patient contact until the committee has made a recommendation.

In line with policies of the State Medical Board of Ohio, the Academic and Behavioral Committee will consider the following when considering the aspects of criminal activity:

- The nature and seriousness of the crime.
- The extent of the student’s past criminal activity.
- The age of the student when the crime was committed.
- The amount of time that has elapsed since the student’s last criminal activity.
- The student conduct and scholastic performance before and after the criminal activity.
- Whether the student has completed the terms of any probation or deferred adjudication.
- Evidence of the student’s rehabilitation.
- Whether the student fully disclosed the arrest or conviction to the College of Medicine.
- Any other factors the College of Medicine considers relevant.

Refusal to comply with the recommendations of the Academic and Behavioral Committee may result in dismissal from the College. Relapse while in substance abuse/use treatment or aftercare may result in dismissal from the College.

Refusal to complete the self-disclosure or to sign consent to conduct a background check will prevent the student from participating in any patient care activities. Inability to participate in patient care activities does not permit the successful completion of the curriculum at any stage. As such, students will not be eligible for admission, for continuation in the curriculum, or for graduation. These students will be reviewed by the violations committee and will be sent to the College of Medicine Vice Dean for Education for dismissal.

Another intent of this policy is to assist those institutions who provide an educational venue for our students. Some arrests or criminal offenses make it impossible for a student or applicant to participate in patient care activities. These activities/arrests include, but are not limited to, sexual offenses, homicide or murder, abuse of at-risk populations (children, elderly, prisoners, and patients), possession of child pornography, and possession of illegal substances with intent to sell. Inability to participate in patient care activities does not permit the successful completion of the curriculum at any stage. As such, students will not be eligible for admission, continuation in the curriculum, or graduation.

Students and applicants will be asked to self-disclose any arrests or criminal convictions, followed by a criminal background that includes fingerprinting. If the student does not disclose an item subsequently found on a background check, the student will be reviewed by the Academic and Behavioral Committee and will likely be sent to the Vice Dean for Education for dismissal. The cost of the background checks will be borne by the Genetic Counseling Program.
TOXICOLOGY TESTING

Scheduled Toxicology Testing

1. A toxicology screen is required for all students as they enter into the Genetic Counseling Program.

2. Students must undergo the required toxicology screening through urine toxicology testing prior to being allowed to interact in the clinical setting.

3. General Issues:
   a. All testing will be done at the OSU Student Health Center (SHC) according to the SHC testing protocols.
   b. Costs for scheduled drug testing are the responsibility of the genetic counseling student.
   c. When performing scheduled screening of genetic counseling students, the substances listed below will be tested through urine toxicology screening:
      i. Benzodiazipine
      ii. Barbiturates
      iii. Cocaine
      iv. Marijuana
      v. Methamphetamine
      vi. Opiates/Morphine
      vii. Methadone
      viii. Tricyclic Antidepressants
      ix. Oxycodone
      x. Ecstasy
      xi. Phencyclidine
      xii. Amphetamine
   d. Prior to any screening, the individual being tested will be asked by the SHC to declare any medications or other substances that they are actively using. The record of any prescribed medications being used by an individual being tested will remain confidential.
   e. If an initial positive result is obtained for any of the substances noted above, a confirmatory test will be conducted.

“For Cause” drug and alcohol toxicology testing for genetic counseling students

1. The Genetic Counseling Program Co-Director(s) or his/her designee may act to order testing “for cause” when concerns are raised regarding the performance, behavior or actions of a genetic counseling student that indicate a reasonable suspicion for impairment with drugs and/or alcohol.

2. “For cause” drug and/or alcohol testing may be ordered when concerns are raised and/or recommendation for drug and/or alcohol testing is made to the Co-Director(s) or his/her designee by any of the following individuals and/or committees: Academic & Behavioral Review
Committee, any faculty member or attending physician, any COM staff member, any fellow genetic counseling student, hospital administrator, other healthcare professional, patient, and/or family member.

3. There will be no opportunity to appeal the order to be tested “for cause.”

4. General Issues
   a. Once testing is ordered, it should be completed immediately and must be completed within two hours. Failure to complete testing in a timely manner may result in summary suspension or other disciplinary action.

   b. Testing “for cause” will be done under the direct supervision of SHC staff during normal working hours or through the Emergency Department (OSU Main or OSU East) at times when SHC staff is not available.

   c. Prior to “for cause” testing, the individual being tested will be asked by the SHC to declare any medications or other substances that they are actively using. The record of any prescribed medications being used by an individual being tested will remain confidential.

   d. When testing “for cause”, the following substances will be tested through urine toxicology, blood toxicology, or “breathalyzer” testing as appropriate for the substance/s of concern:
      i. THC
      ii. Cocaine and metabolites
      iii. Amphetamine/methamphetamine
      iv. Benzodiazepine
      v. Opiates/Morphine
      vi. Methadone
      vii. Barbituates
      viii. PCP
      ix. Alcohol
      x. Any other related substance suspected to be used by the individual

   e. If an initial positive result is obtained for any of the substances noted above, a confirmatory test will be conducted.

   f. Costs of “for cause” testing will be handled through the Genetic Counseling Program Office.

   g. The student may request to have independent testing done at a different lab. SHC staff will send a portion of the original sample to the independent lab in order to preserve the chain of custody. If independent testing is requested by the individual being tested, the individual will be responsible for any and all costs of the independent testing.

**Test Results**
1. Results of toxicology testing for genetic counseling students under this policy will not be posted on the clinical information system and will be handled within the Genetic Counseling Program administrative structure.

2. Results of all toxicology testing (both screening and “for cause”) will be forwarded to the office of the Genetic Counseling Program.

3. Final results will be stored in a confidential manner in the individual’s student file.

The Genetic Counseling Program shall maintain the toxicology reports in a manner that ensures the confidentiality of the results, prevents disclosure pursuant to a public records request, and complies with applicable state and federal requirements.

**Consequences**

A student with a positive Toxicology Screen:

1. Will be placed on immediate Leave of Absence (LOA) and all educational and clinical activities will be discontinued.

2. The student’s information will be sent to the Academic & Behavioral Review Committee for action. The Academic & Behavioral Review Committee does not have to meet with individual students. If the Academic & Behavioral Review Committee chooses not to meet with the student, a letter outlining any additional information which the student would like the committee to consider may be submitted. Refusal to comply with the recommendations of the Academic & Behavioral Review Committee may result in dismissal from the College.

3. If this evaluation reveals no evidence of a substance use issue, the Academic & Behavioral Review Committee will determine the appropriate course of action.

4. If the evaluation reveals a substance use issue, the student will be required at his/her expense to:
   - Make an appointment with the Counseling and Consultation Services (CCS) at The Ohio State University Younkin Success Center.
   - Attend three one-hour assessment sessions.
   - Sign a release notifying the Vice Dean for Education of the disposition of the visits.
   - Re-test, at the student’s expense, prior to returning to a clinical placement.

5. If the student tests positive a second time:
   - The student will be dismissed from the program and will need to petition to re-enter the program.
   - Upon petition to re-enter the program, the student will provide the Vice Dean for Education with documentation for a certified drug and alcohol counselor indicating readiness to return to the program and prognosis for full recovery.

6. Upon returning to the program:
   - The student may be required to appear before the appropriate Academic and Behavioral Committee in order to determine an appropriate academic plan. This plan may require a student to repeat/remediate curriculum.
   - Random drug testing will occur periodically until the student graduates from the program. The Vice Dean for Education will notify students of the required random drug screening which will be completed within five days of notification, at the student’s expense.
o If a positive drug screen occurs, the student will be placed on LOA and will need to petition to re-enter as indicated above.

ACADEMIC & BEHAVIORAL REVIEW COMMITTEE

The Academic & Behavioral Review Committee is responsible for the oversight of self-disclosure forms, background checks and toxicology screens. The Academic & Behavioral Review Committee will make recommendations to the College of Medicine’s Vice Dean for Education in regards to positive findings on student background checks and toxicology screening. The composition of the Academic & Behavioral Review Committee is outlined in Section 11.
SECTION 11: ACADEMIC REVIEW PROCESS

PRE-REVIEW ASSESSMENT

The policy as outlined below describes the necessary steps when reviewing students for concerns about knowledge, skills and behavior. There are pre-review assessment steps that must occur prior to making a decision as to whether or not a formal review is necessary or appropriate. The pre-review assessment is a data-gathering, fact-finding step to assure that there is sufficient information to send the concern on for formal review.

If a knowledge, skill or behavior concern is brought to the attention of anyone in the Medical Center and if the concern cannot be resolved with the individual or individuals involved, then the concern should be discussed with the Genetic Counseling Program Executive Leadership, a member of the Academic & Behavioral Review Committee, a member of the Curriculum Development and Assessment Committee or member of the Dean’s staff for guidance to assure that the pre-review assessment has occurred and sufficient information has been collected to warrant referral for formal review and to determine to which review body it should be referred.

Pre-review assessment should include talking with all parties involved and review of pertinent materials. If, through this assessment process, it is determined that there has been a failure to meet the standards, a formal Level I or Level I/II referral is required.

Academic reviews are typically triggered by course or clinical placement performance data that do not meet stated requirements. With course or clinical placement failures resulting from failure to meet academic standards, the pre-review involves the review of pertinent data but may not require a meeting with the student. Prior to referral, the student would have received performance data, feedback, and stated standards.

FORMAL REVIEW LEVEL ASSESSMENT

Below are the formal levels of review, with the higher levels used in cases of recommendations for repetition of a major portion of the curriculum or dismissal for knowledge, skills or behavior issues.

Level I: Course Director/Clinical Supervisor Review

Each Course Director and Clinical Supervisor is charged with initial and ongoing review of students in that course or clinical placement. When a student fails to meet an academic, noncognitive, or professionalism standard, the student is subject to review. The process designed to be timely and fair, is a review by faculty, not a legal proceeding. Unless there is a recommendation for repetition of a significant portion of the curriculum or dismissal, the review process may end here. However, depending on the severity of the difficulties, the review may proceed to other levels.

Level II: Academic & Behavioral Review Committee

This Genetic Counseling Program’s Academic & Behavioral Review Committee review all recommendations for repetition of a significant portion of the curriculum or dismissal.
Recommendation for repetition or dismissal may come from a Clinical Supervisor, Course Director or the Dean’s staff. Recommendations may be for failure to meet knowledge, skills and behavior standards. If the student is recommended for dismissal, the review process is forwarded to College of Medicine’s Vice Dean for Education.

The Academic & Behavioral Review Committee is also responsible for the oversight of the student’s ability to meet the background checks and toxicology screens. The Academic & Behavioral Review Committee will make recommendations to the College of Medicine’s Vice Dean for Education in regards to positive findings of background checks and toxicology screening.

**Level III: College of Medicine Vice Dean for Education**

The College of Medicine’s Vice Dean for Education reviews all dismissal recommendations to ensure completeness of significant information available to the Academic & Behavioral Review Committee. The Vice Dean for Education also ensures that the College’s policies and procedures have been followed. The College of Medicine’s Vice Dean for Education either forwards the recommendation to the Graduate School or returns the decision to the Academic & Behavioral Review Committee for re-evaluation.

**Level IV: Graduate School**

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.

Should the Vice Dean for Medical Education concur on the decision by the Academic & Behavioral Review Committee to dismiss a student, the decision will be sent to the Graduate School for consideration. The Graduate School dismisses the student or returns the decision to the College of Medicine’s Vice Dean for Education. In the event that a student demonstrates behavior felt to be significantly harmful to patients, students, staff, or faculty, the Graduate School may suspend or dismiss a student without Level I, II, or III review process.

**REVIEW COMMITTEE STRUCTURE & MANDATES**

**Academic & Behavioral Review Committee (ABRC)**

*Functions of the Committee:* The Genetic Counseling Program Executive Leadership Team has assigned the Academic & and Behavioral Review Committee the following responsibilities:

- Review and make recommendations regarding all students who have been considered for dismissal or repetition of a year for academic, behavioral, or other intervention by Course Directors or Clinical Supervisors.
- Determine curricular recommendations for students who are reinstated;
- Make recommendations for a repetition of a substantial portion of the curriculum;
• Make recommendations of dismissal
• Make recommendations for action because of any combination of lapses in academic or professional behavior; and

The Academic & Behavioral Review Committee does not overturn or change grades given by a Course Director or Clinical Placement Site. In considering recommendations for repetition of a year, dismissal, or interruption of progress, the committee is responsible for reviewing all information related to the student’s progress in graduate school, including all basic science and clinical performance and admissions information.

Committee Composition: The chair of the Academic & Behavioral Review Committee is appointed annually by the Genetic Counseling Program Directors in consultation with the other members of the Executive Leadership Committee. Members should not be concurrent members of the Executive Leadership Committee.

A quorum is five members. Decisions are made by a majority of members voting. An abstention does not count as a vote. The chair of the committee does vote. Any member can designate an alternate with the approval of the committee chair. Voting is open ballot unless a member requests a closed ballot.

The 7 members of the committee are as follows:

• Two Genetic Counseling Program Course Directors
• Two Ohio State University Faculty or Staff Member
• Three Genetic Counseling Program Clinical Supervisors

Review Procedures: A Course Director, Clinical Supervisor, or a student can inform the Academic & Behavioral Review Committee of a recommendation for repetition of a year, dismissal, or other interruption of a student’s progress. If possible, the Academic & Behavioral Review Committee should complete the process no less than two weeks and no more than three weeks following the referral. Under extenuating circumstances or spring vacation periods, the meeting may be delayed by the chair or upon request of the student. The review, however, must proceed in a timely manner.

The student will be informed of the review meeting at least seven calendar days before the scheduled meeting. Written notification will be sent to the student’s current home address by e-mail. Notification includes the time and place of the meeting, the review procedures, and the rights of the student. In addition, the student will have the opportunity to meet with the Genetic Counseling Co-Director(s) or designee who will discuss the procedures, provide advice on selection of an advocate and presentation of information, and answer questions. Prior to the review, the student may inspect his or her College records in accordance with the procedures established by the University.

Review Meeting: A review scheduled with the Academic & Behavioral Review Committee is considered an administration function of the Genetic Counseling Graduate Program. Attendance is limited to the committee members, student, one advocate, and participants as indicated below. The student, advocate, and any other invited participants are excused from the meeting before deliberations.

The review meeting by the Academic & Behavioral Review Committee will be conducted according to the following procedures:
The student will be afforded the opportunity to meet with the Academic & Behavioral Review Committee. The student may select one advocate from the College faculty to accompany him or her to the review.

At the meeting, the student may present any written or oral information pertaining to his or her standing in graduate school.

The student may invite up to two faculty, clinical supervisors, or health care professionals who can provide relevant information on the student’s academic performance.

The committee may request additional information or invite other individuals as needed.

The chair has the authority to control the conduct of the proceedings.

A decision is made by a majority vote of the members voting.

Minutes of the meeting will be taken.

A summary of the proceedings will be made by the chair.

**Recommendations:** Within five business days, the chair will send a written report of the recommendations to the student and the College of Medicine’s Vice Dean for Education. In addition, the chair or designee will attempt to contact the student by phone regarding the outcome. A report of the recommendations will be included in the student’s permanent file.

If the recommendation is for dismissal, the student may be placed on an immediate administrative leave of absence at the discretion of the Genetic Counseling Program Executive Committee until the Vice Dean for Medical Education concludes the review.

If the recommendation is for dismissal, the College of Medicine’s Vice Dean for Education is informed in writing and, if possible, by phone. Information to be forwarded to College of Medicine’s Vice Dean for Education includes, but is not limited to: written conclusion of the Academic & Behavioral Review Committee; minutes of review meetings; records of the student’s academic performance; documentation of problems, including the resolution; if available, written statements from faculty, including the student’s academic advisor and advocate; and correspondence with the student regarding the review process.

**College of Medicine’s Vice Dean for Education**

**Functions of the Vice Dean for Education:** The College of Medicine’s Vice Dean for Education has the following responsibilities in the Academic Review Process:

- To review all recommendations for dismissal for completeness of significant information available to the Academic & Behavioral Review Committee making the decision and to ensure that the College’s and the Genetic Counseling Program’s policies and procedures have been followed; and
- To recommend to the Graduate School whether or not a student should be dismissed or reinstated.

**Procedure for Dismissal Review:** A recommendation for dismissal is automatically reviewed by the Vice Dean for Education. The Vice Dean is responsible for reviewing the determinations of the Academic & Behavioral Review Committee, and to ensure that they had access to all significant information and to determine if the College’s policies and procedures have been followed.
A recommendation for dismissal should come before the Vice Dean no less than two weeks and no more than three weeks following receipt of the Academic & Behavioral Review Committee’s written recommendation for dismissal and supporting documentation. Under extenuating circumstances, the review meeting may be delayed by the Vice Dean and upon request of the student. The review, however, must proceed in a timely manner. Copies of all materials in the dismissal recommendation are to be forwarded immediately to the Vice Dean.

The student and the chair of the Academic & Behavioral Review Committee are invited to make a presentation or answer questions to the Vice Dean. They only provide information and are not present for the Vice Dean’s deliberations. The student’s advocate can write a letter but is not invited to present to the Vice Dean. The Vice Dean determines if the prior committees had access to significant information that might influence its decision. General information reviewed includes, but is not limited to:

- Written conclusions of the Academic & Behavioral Review Committee;
- The student’s academic performance;
- Documentation of problems, including their resolution; and
- Written statements from faculty, including the student’s advisor and advocate, if available.

In general, guidelines for the College’s policies and procedures include the following:

- The student’s difficulties and attempts to address them were documented. Documentation indicates that the student was informed of his or her difficulties and the consequences of their continuation. Such paperwork also indicates that requirements for improved performance to meet standards were explained to the student and preferably provided in writing.
- The student had opportunities to address and eliminate these difficulties. Regular or standard methods for support (e.g., tutoring or counseling) were made available. The student was referred to other support services if College resources were not available.
- Once the dismissal process with the Academic & Behavioral Review Committee began, the student received written notice of the review meetings and dismissal procedures at least seven calendar days before the scheduled meeting.
- Prior to the Academic & Behavioral Review Committee meetings, the student had the opportunity to discuss the dismissal process with the Genetic Counseling Program Co-Directors.
- Prior to the Academic & Behavioral Review Committee consideration, the student was informed that a College faculty advocate can present information on his or her behalf either in person or in writing.
- The student had the opportunity to present in person and in writing any significant information related to his or her difficulties to the Academic & Behavioral Review Committee.

If the Vice Dean is concerned about completeness of information or whether the College’s procedures were followed, the recommendation is returned to the Academic & Behavioral Review Committee. Returning a decision for reconsideration means that there is significant new information or a step in the process may have been overlooked.

If the Vice Dean determines that there was access to all significant information and the College’s policies and procedures were followed, the recommendation for dismissal is forwarded by the Graduate School within 24 hours. With the Graduate School’s concurrence, the notification process is initiated. If the
Graduate School does not concur, the decision is returned to the Vice Dean and the Academic Review Board for re-evaluation.

The Genetic Counseling Program Co-Director(s) will inform the student of the Vice Dean’s conclusions by phone within 24 hours. The Vice Dean will inform the student by letter.

Procedures for Reinstatement Review: The Vice Dean considers all requests for reinstatement by students who have withdrawn from or been dismissed by the College. In general, the Vice Dean will not consider petitions for reinstatement sooner than six months following the student’s dismissal or withdrawal from the College.

Following a denial of reinstatement, the Vice Dean will consider a subsequent petition no sooner than six months, except under the most unusual circumstances. In addition, it will not review more than two petitions for an individual.

The Academic Review Board may choose to:
- Recommend reinstatement;
- Deny reinstatement; or
- Recommend that the student reapply for admission.

The board recommends to the Dean whether the student should be reinstated. With the Dean’s concurrence, the Associate Dean for Medical Education will inform the student in writing of the decision. If the decision is to reinstate the student, the appropriate Academic Standing Sub-Committees will determine specific curricular requirements, including performance requirements for remaining in good standing. The Dean or his/her designee, may also construct an individual educational contract that takes into consideration the student’s previous performance and may include different requirements for satisfactory completion for the educational program than are in place for students without a history of academic difficulty.

The procedures for determining reinstatement after dismissal and withdrawal are similar.

DISMISSAL

A student who has been dismissed from the university may petition the Graduate Studies Committee for reinstatement to the Graduate School. If the petition is approved, the Graduate Studies Committee must submit the student’s petition to the Graduate School for review.

Such a request must be supported by compelling evidence indicating that the student has made substantial changes in his or her ability to meet the College’s current cognitive standards, professionalism standards, and graduation requirements. This is in addition to the ones in place when the student was originally admitted.

The process of reinstatement is initiated by the student scheduling a meeting (in person or by phone) with the Associate Dean for Student Life or designee. At that meeting, the Associate Dean will review the reasons for dismissal and discuss information needed to be provided to support a request for reinstatement. If the student chooses to pursue this action, a formal reinstatement request is prepared which includes:
• A letter from the student that:
  o Requests reinstatement;
  o Summarizes recent activities that might have an impact on performance; and
  o States how his or her ability to perform has changed since the dismissal, including
    specific performance problems identified during the dismissal process.

• Documentation to support the above (e.g., letters from therapists, proof of completion and
  grades in courses taken since dismissal).

WITHDRAWAL

A student may elect to withdraw from the Genetic Counseling Program for academic or personal
reasons. **Unlike a leave of absence, a specific return date is not arranged or guaranteed for a student
who withdraws from the Genetic Counseling Program.**

Withdrawal from the university during a semester entails withdrawal from all courses in which a student
is enrolled during that semester.
  1. Withdrawal from any or all courses requires the approval of the student’s advisor
  2. Withdrawal requests must be submitted to the Graduate School

Until closing on the fourth Friday of a semester a student may withdraw from any or all courses that
began in the same semester with no mark entered on the official permanent record.

After closing on the fourth Friday of a semester and until closing on the tenth Friday of a semester, if a
student withdraws from any or all courses that began in the same semester, the Registrar enters the
mark “W” on the official permanent record for the courses withdrawn. A dated notation “withdrew” is
entered on the official permanent record when the student withdraws from the university.

After closing on the tenth Friday of the semester, students who, because of circumstances beyond their
control, find it necessary to withdraw from any or all courses; must file a petition with the Graduate
School. Reasons not acceptable for withdrawal include, but are not limited to, the student’s
performance in the course(s), lack of preparation for the course(s), or dissatisfaction with the subject
matter offered in the course(s).

The petition form is available on the Graduate School website. Petitions must be approved by the
instructor, advisor, and department chair. Petitions are reviewed in the Graduate School. If the
Graduate School approves the petition, a copy is filed with the Registrar, who is then authorized to enter
the mark “W” on the student’s official permanent record, and the instructor(s) of the course(s) is/are so
notified. If the petition is denied by the Graduate School, the student continues to be enrolled in the
course(s), and a final grade(s) must be reported by the instructor(s).

A student who stops attending a course and does not officially withdraw from it has the final grade of
“EN” as reported by the instructor entered on the official permanent record. Such a grade is based on
the Rules of the University Faculty.

Military Leave Course Withdrawal: A graduate student who is involuntarily called to active-duty military
service should contact the Graduate School for assistance with course withdrawal.
Re-Enrollment

Should a student petition to return to academic studies after withdrawal, he or she must first schedule a meeting with the Genetic Counseling Program Co-Director(s) or designee. At that meeting, the Executive Leadership Team will review information to support the request, including a letter from the student that requests reinstatement and documentation of how any medical, personal, or academic problems that led to the withdrawal have been resolved. The request is sent to the Academic & Behavioral Review Committee for consideration.

AVOIDANCE OF CONFLICT IN FACULTY ROLES

Faculty and other healthcare professionals who provide sensitive health, psychiatric, or psychological care to genetic counseling students will not evaluate student academic performance or participate in decisions regarding student advancement and/or graduation. Faculty are required to attest that they have not provided such care to students when they complete evaluations, participate in course grading, or engage in committee academic review or promotion decisions and must recuse themselves from these academic roles if they have provided such care at any time in the past.
SECTION 12: GRADUATION REQUIREMENTS & COMMENCEMENT CEREMONY

THESIS REQUIREMENTS
(From the Graduate School Handbook Section VI)

Draft

A student pursuing the thesis option must submit a complete, word processed thesis draft to the master’s examination committee. The thesis draft must be approved by the master’s examination committee before the student takes the examination. The thesis must conform to Graduate School format requirements as described in the “Graduate School Guidelines for Formatting Theses, Dissertations, and D.M.A. Documents” available on the Graduate School website.

Approval

If the student satisfactorily completes the master’s examination and if the student presents an acceptable thesis, the master’s examination committee members indicate approval of the thesis by signing the Thesis Approval form. The Thesis Approval form must be submitted to the Graduate School by the published deadline for the semester or summer term of graduation.

Restricted Material

Theses must not include material restricted from publication.

Submission

The thesis must be submitted to the Graduate School by the published deadline for the semester or summer session of graduation. The final thesis must be submitted electronically as a PDF document to OhioLink, the Ohio Library and Information Network.

MASTER’S EXAMINATION
(From the Graduate School Handbook Section VI)

The master’s examination is a test of the student’s knowledge of the field. It is the final validation of performance for that degree. The master’s examination is taken after submitting the Application to Graduate form and during the semester or summer session in which the student plans to graduate. A student must be registered for at least three graduate credit hours during the semester or summer session this examination is taken.

The master’s examination is administered under the auspices of the Graduate Studies Committee. The responsibility for the examination rests with the student’s master’s examination committee.

Master’s Examination Committee
The master’s examination committee is composed of at least two Graduate Faculty members including the student’s advisor. Other Graduate Faculty members may participate in generating, administering, or scoring parts of the examination, but the master’s examination committee is finally responsible for the conduct and evaluation of the entire examination. The advisor of a master’s student must hold membership at the category M level or higher in the student’s graduate program. Non-Graduate Faculty members may be appointed to the master’s examination committee by approval of the Graduate Studies Committee in the student’s home program and by petition to the Graduate School. Non-Graduate Faculty members are in addition to the required two current Ohio State Graduate Faculty members.

**Attendance**

If the master’s examination includes an oral portion, the advisor serves as chair. Except when video conferencing is involved, all members of the master’s examination committee must be present during the entire examination and are expected to participate fully in questioning during the course of the examination and in the discussion and decision on the result. Other faculty members and graduate students may attend the examination, subject to the rules of the Graduate Studies Committee.

**Video Conferencing**

With the prior approval of the Graduate School, one remote examination site may be linked through video conferencing. All master’s examinations involving video conferencing must adhere to the Graduate School’s guidelines for video conferencing (see Appendix A).

**Thesis**

The master’s examination for a student pursuing the thesis option must include an oral portion and may include a written portion. The master’s examination need not be confined to the thesis topic. The oral portion of the master’s examination must take place during announced university business hours, Monday through Friday.

**Halting an Oral Examination in Progress**

If for reasons of illness, fire, or other emergency, the committee members agree that it is necessary to halt the oral portion of the master’s examination, then the examination shall be rescheduled without prejudice to the student. If, however, the committee members unanimously decide that the examination has been sufficient to reach a decision to pass the student, then they shall consider the examination concluded and report the result to the Graduate School.

**Results of the Master’s Examination**

**Decision:** Only the master’s examination committee members are to be present for discussion of the student’s performance and the decision about the outcome. Each examiner indicates judgment by signing the Master’s Examination Report form that must be submitted to the Graduate School by the published deadline for the semester or summer term of graduation. The advisor notifies the student and the Graduate Studies Committee of the master’s examination committee’s decision.
• **Satisfactory:** The student is considered to have completed the master’s examination successfully only when the decision of the master’s examination committee is unanimously affirmative.

• **Unsatisfactory:** If the examination is judged unsatisfactory, the master’s examination committee must decide whether the student will be permitted to take a second master’s examination in that graduate program and must record that decision on the Master’s Examination Report form.

**Second Master’s Examination:** If a second examination is held, the master’s examination committee must be the same as the original one, unless a substitution is approved by the Dean of the Graduate School. A student who has failed the master’s examination twice in one graduate program is not permitted to take another master’s examination in that program.

**Review:** On written appeal by the student or a member of the master’s examination committee, the Graduate School Grievance Committee reviews the master’s examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student. The Graduate Council has established review procedures called “Graduate Student Grievance Review Guidelines” (Appendix D of the Graduate School Handbook).

**GRADUATION**

*(from the Graduate School Handbook Section VI)*

It is the dual responsibility of the Graduate Studies Committee and the Dean of the Graduate School to review the student’s record and ensure that all degree requirements are completed at the end of the expected semester or summer term of graduation.

**Requirements**

In addition to the master’s degree requirements described in this section, the student:

1. Successful completion of all clinical rotations at ACGC-approved sites with satisfactory reviews from the clinical supervisor, along with a completed and signed ACGC logbook with 50 cases.
2. Completion of a minimum of 69 graduate credit hours. Eighty (80) percent of those required credit hours must be completed at this university over a period of at least two semesters.
3. Graduate cumulative point-hour ratio of at least 3.0 with receipt of final grades in the University Registrar’s Office by the published deadline.
4. Registration for at least three graduate credit hours during the semester in which graduation is expected.
5. Satisfactory completion of the master’s examination and submission of the Master’s Examination Report form to the Graduate School by the published deadline for the semester or summer term of graduation.
6. Submission of the Thesis Approval form to the Graduate School and electronic submission of the approved thesis to OhioLink by the published deadline for the semester or summer term of graduation.
7. Submission of the Application to Graduate form to the Graduate School no later than the third Friday of the semester (or third Friday of May session for summer term commencement) in which graduation is expected.
8. Completion of the master’s degree requirements established by the Graduate Studies Committee.

**Application to Graduate**

A student must submit an Application to Graduate form to the Graduate School no later than the third Friday of the semester (or third Friday of May session for summer term commencement) in which graduation is expected. The application is valid for that semester or summer term only.

Submitting this application indicates that the student is expected to complete all degree requirements that semester or summer term. The form must be signed by the student, the advisor, and the Graduate Studies Committee chair. The degree plan the student is pursuing and the proposed master’s examination committee members must be listed on the form.

**RESEARCH COLLOQUIUM**

The Genetic Counseling Program will have a Research Colloquium one day prior to the Genetic Counseling Program Commencement Ceremony. Students will be required to present brief synopsis of their thesis projects. Parents, friends, and relatives are invited to attend.

**COMMENCEMENT CEREMONY**

The Genetic Counseling Program will hold an annual private graduation ceremony for the graduating class. This commencement ceremony will occur the day prior to the University Graduation Ceremony, barring unforeseen circumstances, so that the graduates can attend both ceremonies.
**APPENDIX A: SELF-DISCLOSURE FORM**

**Student Name:**

---

If you answer "YES" to any of the following questions*, you are **required** to furnish complete details, including date, place, reason and disposition of the matter. All affirmative answers must be thoroughly explained on a separate sheet of paper. Please note that some questions require very specific and detailed information. Make sure all responses are complete.

*These questions have been modified from the application for genetic counselor licensure from the State Medical Board of Ohio.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you ever been convicted or found guilty of a violation of any law, regardless of the legal jurisdiction in which the act was committed, other than a minor traffic violation? [Note: DUI is not considered a minor traffic violation]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please be advised that you are required to submit copies of all relevant documentation, such as police reports, <strong>certified</strong> court records and any institutional correspondence and orders.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Have you ever forfeited collateral, bail, or bond for breach or violation of any law, police regulation, or ordinance other than for a minor traffic violation; been summoned into court as a defendant or had any lawsuit (other than a malpractice suit) filed against you?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please be advised that you are required to submit copies of all relevant documentation, such as police reports, <strong>certified</strong> court records and any institutional correspondence and orders.</td>
<td></td>
<td></td>
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<tr>
<td>3. Have you ever been diagnosed as having, or have you been treated for, pedophilia, exhibitionism, or voyeurism? If yes, please explain.</td>
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</table>

*If you answer "YES" to either question 4 or 5, please provide details on a separate sheet, including date(s) of diagnosis or treatment, and a description of your present condition. Include the name, current mailing address, and telephone number of each person who treated you, as well as each facility where you received treatment, diagnosis and prognosis.*

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Within the last ten years, have you been diagnosed with or have you been treated for, bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?</td>
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<tr>
<td>5. Have you, since attaining the age of eighteen or within the last ten years, whichever period is shorter, been admitted to a hospital or any other facility for the treatment of bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?</td>
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</table>
For the purposes of questions 6 - 9, the "ability to practice as a Genetic Counselor" is to be construed to include all of the following:

1. The cognitive capacity to make appropriate clinical assessments and exercise reasoned judgments and to learn and keep abreast of developments in the field of Genetic Counseling; and
2. The ability to communicate those judgments and information to patients and other health care providers, with or without the use of aids or devices, such as voice amplifiers; and
3. The physical capability to perform tasks such as the performance of Genetic Counseling, with or without the use of aids or devices, such as corrective lenses or hearing aids.

"Medical condition" includes physiological, mental, or psychological conditions or disorders, such as but not limited to orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional or mental illness, specific learning disabilities, HIV disease, tuberculosis, drug addiction, and alcoholism.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>6. Do you have, or have you been diagnosed as having, a medical condition which in any way impairs or limits your ability to practice as a Genetic Counselor with reasonable skill and safety? If yes, please explain.</td>
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<tr>
<td>7. Are the limitations or impairment caused by your medical condition reduced or ameliorated because you receive ongoing treatment (with or without medication) or participate in a monitoring program? If yes, please explain.</td>
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<tr>
<td>If you receive such ongoing treatment or participate in such monitoring program the board will make an individualized assessment of the nature, severity, and duration of the risk associated with an ongoing medical condition so as to determine whether an unrestricted license should be issued, whether conditions should be imposed, or whether you are not eligible for licensure. Have each treating physician submit a letter detailing the dates of treatment, diagnosis and prognosis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Are the limitations or impairments caused by your medical condition reduced or ameliorated because of the field of practice, the setting, or the manner in which you have chosen to practice? If yes, please explain.</td>
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“Chemical substances” is to be construed to include alcohol, drugs, or medications including those taken pursuant to a valid prescription for legitimate medical purposes and in accordance with the prescriber’s direction, as well as those used illegally.

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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>9a. Do you use chemical substance(s) which in any way impair or limit your ability to practice as a Genetic Counselor with reasonable skill and safety? If yes, please explain.</td>
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<tr>
<td>9b. Are the limitations or impairment caused by your use of chemical substances reduced or ameliorated because you receive ongoing treatment (with or without medication) or participate in a monitoring program? If yes, please explain.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you receive such ongoing treatment or participate in such monitoring</td>
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</tbody>
</table>
The board will make an individualized assessment of the nature, severity, and duration of the risk associated with an ongoing medical condition so as to determine whether an unrestricted license should be issued, whether conditions should be imposed, or whether you are not eligible for licensure. Have each treating physician submit a letter detailing the dates of treatment, diagnosis and prognosis.

9c. Are the limitations or impairments caused by your use of chemical substances reduced or ameliorated because of the field of practice, the setting, or the manner in which you have chosen to practice? If yes, please explain.

For purposes of question 10, the following phrases or words have the following meaning:

“Currently” does not mean on the day of, or even in the weeks or months preceding the completion of this application. Rather it means recently enough so that the use of drugs may have an ongoing impact on one’s functioning as a licensee, or within the past two years.

“Illegal use of controlled substances” means the use of controlled substances obtained illegally (e.g. heroin or cocaine) as well as the use of controlled substances which are not obtained pursuant to a valid prescription or not taken in accordance with the direction of a licensed health care practitioner.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>10a. Are you currently engaged in the illegal use of controlled substances?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10b. If “YES,” are you currently participating in a supervised rehabilitation program or professional assistance program which monitors you in order to assure that you are not using illegal controlled substances? If yes, please explain.</td>
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</table>
APPENDIX B:

CONSCIENTIOUS OBJECTION POLICY

The Genetic Counseling Program 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. Out of respect for such beliefs, the Genetic Counseling Program will respect conscientious objection by students if all of the following criteria are met:

1. A conscientious objection does not relieve a genetic counseling student from a duty to meet the current standard of timely and acceptable medical care, to engage in full and nonselective disclosure for Informed Consent, to inform patients of their conditions, and referral prognoses, and risks of receiving care services for their illness, condition or health-related request.
2. Patients cannot be abandoned. Any student who wishes to excuse him or herself must find another qualified individual to provide service to patients.
3. A genetic counseling student cannot object to provide a service if the patient’s condition, in the judgment of an attending physician, requires immediate action and that student’s assistance is required to provide that service.
4. A genetic counseling student shall not object to participate in the care of a specified classification or group of people, or on the basis of particular diseases or states of health or illness.
5. A genetic counseling student shall not object to provide or participate in a health care service if this objection amounts to discrimination.
6. A conscientious objection must not be so broad as to limit a student’s general medical education. If a conscientious objection constrains a student’s ability to provide the current standard of medical care, the Genetic Counseling Program may require that student to withdraw from graduate school.
7. An objection to participate in any service or delivery of care does not exempt the student from the responsibility to learn about its indications, contraindications, benefits, and risks. A student will not be exempted to demonstrate this knowledge on any examination.
8. All curricular or clinical time missed through an excused exemption must be made up otherwise.
9. When a conscientious objection might compromise completion of the curriculum, this matter will be discussed by the appropriate evaluation committees, and if necessary, by the appropriate Executive Leadership Committee. Students can represent themselves at these meetings in accordance with College of Medicine policies.
10. If, in the course of a conscientious objection, a student engages in behavior which the Genetic Counseling Program considers unacceptable for a genetic counselor, the Genetic Counseling Program may require that student to withdraw from graduate school on the basis of improper professionalism.
11. A student wishing to make a Conscientious Objection Declaration should complete the Conscientious Objection request and declaration form (available in the Genetic Counseling Program Office at 2001 Polaris Parkway). Any appeals to the decision of the Genetic Counseling Program Executive Leadership Team will be submitted to the College of Medicine Vice Dean for Education.
Conscientious Objection Request and Declaration

Student Name: ________________________________________________________________

Activity/Service Objected: _______________________________________________________

Date of Activity/Service: _______________________________________________________

Student’s Declaration of Objection:

In assertion and practice of this Conscientious Objection:

• I will meet the current standard of medical care, including full and nonselective informed consent and referral.
• I will not abandon any patient, especially in a life threatening situation.
• I will not refuse to assist during a public health emergency.
• I will not discriminate against any selected group(s) of people/patients.
• I will not contravene any code that governs my behavior as a genetic counseling student.
• I remain responsible for cognitive knowledge about the indications, contraindications, benefits and risks of the activity/service to which I object.
• Any curricular time missed due to this objection will be otherwise made up.

Signature:  Adam Ballew  

Date:  04/29/2016

Co-Director(s)' Remarks:

YES  NO

This Conscientious Objection meets all policy criteria:  
This Conscientious Objection is to be honored during graduate education at The Ohio State University  
Co-Director(s) Signature:  

Date:  04/29/2016
APPENDIX C:

Teaching and Learning Environment Incident Report Form

Please complete and forward this form marked CONFIDENTIAL to:

Chair, Academic & Behavioral Review Committee
Genetic Counseling Program
2001 Polaris Parkway, Ste. 1000
Columbus, OH 43240

1. When and where did the incident occur?

   Date:

   Location:

2. Who was involved in the incident? Please provide names and positions.

3. Who witnessed the incident?

4. What occurred in the incident?

Continued on next page
5. What was done to resolve the incident?

6. Was the incident resolved to all parties’ satisfaction? ___ Yes ___ No

7. If No, what further action do you recommend?
Appendix D: Request for Scheduled Absence Form

Please complete and forward this form to:
Genetic Counseling Program
2001 Polaris Parkway, Ste. 1000
Columbus, OH 43240

Name: ___________________________________

1. What dates are you requesting an excused scheduled absence?

2. What event is prompting your requested scheduled absence?
   a. Event:
   b. Location of event:

3. Which classes are you missing due to this scheduled absence? Please provide name of course(s),
time(s) of course, and name of course director(s).

4. Are you requesting a WebEx Meeting be scheduled so you can participate in the class via distance?
   Yes    No

To be completed by Genetic Counseling Program Co-Director(s):

Scheduled Absence Approved: Yes    No
If No: Why?

__________________________________________________________________________

_______________________________________   _________________________
Signature of Co-Director(s)     Date

Student is responsible for notifying Course Directors and Clinical Placement Supervisors of the Scheduled Absence,
once approved by the Co-Director(s). Student is also responsible for determine how the class material they miss will
be made up.
Appendix E: Emergent Absence Form

Please complete and forward this form within one week of return from emergent absence to:

Genetic Counseling Program
2001 Polaris Parkway, Ste. 1000
Columbus, OH 43240

Name: ___________________________________

5. Please provide a summary of the emergency that lead to your absence from classes/clinical placement?

6. On what date(s) did this emergence absence occur?

7. Which classes did you miss due to this unscheduled emergency absence? Please provide name of course(s), time(s) of course, and name of course director(s).

________________________________     __________________
Student Signature        Date

Student is responsible for following up with Course Directors and Clinical Placement Supervisors to determine how the class material they miss will be made up.

To Be Reviewed and Signed by Genetic Counseling Program Co-Director(s):

________________________________     _________________
Signature of Co-Director(s)       Date