PREFACE

This College of Nursing Graduate Student Handbook is designed to share information, procedures and policies specific to students enrolled in the College of Nursing. The information presented here will be helpful as you negotiate your way through your graduate studies. Our expectation is that you will use this Handbook as your first point of reference when you have questions concerning your program of study or academic policies within the college. Students enrolled in the MS/PhD program should also consult the PhD Student Handbook for information specific to the doctoral program.

The primary reference for rules, policies and procedures concerning graduate education at The Ohio State University is the Graduate School Handbook published by the Graduate School. You may access it via the Graduate School web site: www.gradsch.ohio-state.edu. It is expected that all graduate students become familiar with the policies and rules contained in this document.

While the primary responsibility for your success lies with each of you, many individuals stand ready to assist you in your efforts. On behalf of the dean, the faculty and the staff of the College of Nursing, I wish you continued success with your academic studies.

Sandy Cody
Graduate Program Manager
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**COLLEGE OF NURSING DIRECTORY**

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<tr>
<td>Dean</td>
<td>Elizabeth Lenz, PhD, RN, FAAN</td>
<td>292-8900</td>
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<tr>
<td>Executive Assistant</td>
<td>Michelle Compston</td>
<td>247-5026</td>
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**Associate Dean for Academic Affairs**
Karen Ahijevych, PhD, RN 292-4699

**Associate Dean for Research (interim)**
Pamela Salsberry, PhD, RN 292-4907

**Assistant Dean for Pre-Licensure Programs**
Linda Daley, PhD, RN 292-4928

**Office of Graduate Outreach and Admissions**

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<th>Graduate Program</th>
<th>Name</th>
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<tr>
<td>Manager</td>
<td>Sandy Cody, MLS</td>
<td>292-4945</td>
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<tr>
<td>Student Records Associate</td>
<td>Daniel Barnes</td>
<td>292-8962</td>
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<td>Jessica Marple, RRT, RCP</td>
<td>688-8633</td>
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**Graduate Studies Committee**

| Chair | Nancy Reynolds, PhD, RN, FAAN | 292-4449 |

**Student Representatives**

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| MS Program Director | Elizabeth Barker, PhD, RN, FAANP | 292-5684 |

**Professional Misconduct Committee**

| Chair | Barbara Warren, PhD, RN | 292-4847 |

**Technology Learning Complex**

<p>| Director | Sherry Beckman, RN, MBA | 292-4889 |</p>
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<tr>
<td>Director of Information Technology</td>
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<td>Systems Specialists</td>
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<td>Byron Rous</td>
<td>292-6804</td>
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<tr>
<td>Network Administrator</td>
<td>Erik Yarberry</td>
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<th>Alumni Society</th>
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<tr>
<td>President</td>
<td>Eric Yap, MS, MHA, RN</td>
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Graduate Specialty Program Directors

Adult Health and Illness and Clinical Nurse Leader
Linda Bernhard, PhD, RN 292-8336

Family Nurse Practitioner
Elizabeth Barker, PhD, RN, FAANP, BC, CHE 292-5684

Women’s Health Nurse Practitioner
Marsha Atkins, DNP, RN, CNM, ND 688-0394

Nursing & Health Systems Management
Barbara Polivka, PhD, RN 292-4902

Certified Nurse-Midwifery
Marsha Atkins, DNP, RN, CNM, ND 688-0394

Neonatal Nurse Practitioner
Deborah Steward, PhD, RN 292-4978

Pediatric Nurse Practitioner
Mary Margaret Gottesman, PhD, RN 292-4989

Psychiatric Mental Health
Jeanne Clement, EdD, RN, FAAN 292-4878

School Nurse Practitioner
Nancy Ryan-Wenger, PhD, RN, FAAN 292-4078

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Elizabeth Barker, PhD, RN, FAANP
Gerene Bauldoff, PhD, RN
Sherry Beckman, MS, RN
Linda Bernhard, PhD, RN
Wendy Blakely, PhD, RN
Susan Bowman Burpee, MS, RN
Lori Cabbage, MSN, FNP, CNM
Gloria Caldwell, MSN, RN
Rosemary Chaudry, PhD, MHA, RN
Karen Clancy, MS, RN
Jeanne Clement, EdD, RN, FAAN
Kathleen Lane, MSN, RN
Kathleen Lane, MSN, RN
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Cynthia Long, MS, RN
Valerie Marburger, MS, RN
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David McFadden, PhD
Rosalie McGinnis, MS, RN
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Jami Nininger, MS, RN
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Barbara Polivka, PhD, RN
Betsy Pitts, MS, RN
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Diane Sheets, MS, RN
Gwenneth Simmonds, MS, RN, CN
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Laureen Smith, PhD, RN
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Kathleen Stone, PhD, RN

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Victoria von Sadovszky, PhD, RN
Susan Voorhees-Murphy, MS, RN
Barbara Warner, MS, RN
Barbara Warren, PhD, RN
Ann Whitlatch, PhD, RN
Janice Wilcox, MSN, RN
Anita Zehala, MS, RN
Useful Links

College of Nursing StudentWeb Home Page (Sharepoint)
http://studentweb.con.ohio-state.edu/default.aspx

College of Nursing Student Affairs Home Page (Sharepoint)
http://studentweb.con.ohio-state.edu/sites/sa/default.aspx
Information and links concerning:
- CARMEN
- Commencement
- Deadlines
- Financial Aid
- Forms
- Graduate School
- Graduation
- Licensure/NCLEX
- Name changes
- Ohio Board of Nursing
- Petitions
- Professional Traineeships
- Registration
- Student handbooks
- University Directory

College of Nursing IT Home Page (Sharepoint)
http://studentweb.con.ohio-state.edu/sites/it/default.aspx
Information on CON information technology, resources, and support.

Graduate School Home Page
http://www.gradsch.ohio-state.edu/

Graduate School Handbook

Graduate School Policies & Procedures
http://www.gradsch.ohio-state.edu/Category.aspx?Category=1&itemid=1

Graduate School Forms and Publications
http://www.gradsch.ohio-state.edu/Category.aspx?Category=7&itemid=11

Office of Information Technology (University)
http://www.oit.osu.edu/
Includes the University IT Help Desk, webmail, software downloads and system status.

Registrar/BuckeyeLink
http://buckeyelink.osu.edu/
Access to registration, grades, course information, statement of account, etc.

Student Financial Aid
http://www.sfa.osu.edu/
MISSION, VALUES, AND PHILOSOPHY STATEMENTS

Mission

The mission of The Ohio State University College of Nursing is to enhance health through the discovery and communication of knowledge and to enhance the art and science of nursing through excellence in education, research, scholarship and service.

Values

The Ohio State University College of Nursing will carry out its mission by committing to the following:

**Collaboration**  
Collaboration is a partnership between individuals and organizations who bring diverse skills and perspectives to a task.

**Diversity**  
Diversity is the acceptance and appreciation of differences in culture, thought and experience, and the integration of them into everything we do.

**Excellence**  
Excellence will be achieved when the reputation of the college facilitates the recruitment and retention of high quality students, faculty and staff, and when the college is highly ranked.

**Innovation**  
Innovation is the generation and discovery of new ideas and ways of doing things through creative inquiry.

**Integrity**  
Integrity is the maintenance of high and consistent standards that hold up under scrutiny.

**Respect**  
Respect is the acknowledgement, consideration and regard for the ideas and unique contributions of others.

Philosophy

The philosophy of the College of Nursing reflects the faculty’s beliefs about the nature of nursing and nursing education, people and their environment, and health and illness. As autonomous professionals who know and value the necessity of interdisciplinary collaboration, nurses work with other health care professionals to provide comprehensive care to individuals, families, and communities. Nursing is assessing, diagnosing, and treating human responses to actual or potential health problems and the planning, implementing, and evaluating of nursing care.\(^1\) The practice of nursing is based on nursing science, which includes knowledge of principles that govern life processes, the patterning of human behavior, the nature of human beings, and human interaction. The health care needs of individuals, families, and communities are defined within the context of personal, cultural and ethnic values, and social systems that influence function and

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\(^1\) From *Nursing’s social policy statement*, American Nurses Association, 1995.
resources. Therefore, a sound liberal and professional education is required to understand the complexity of responses. The need to improve human health and patient care is the stimulus for research into nursing practice.

Professional nurses are committed to the overall goal of health promotion, assisting persons of all ages to attain, maintain, and regain their health, and enhancing the quality of their lives. Dedicated to the care and nurturing of the sick and well in order to help them achieve maximum human functioning, nurses help people achieve and maintain a healthy state, meet their basic needs, adapt to changes in their health status, recover from illness, and die with dignity. Humanistic, ethical, and scientific principles drawn from nursing science and other fields form the theoretical base of nursing care for individuals, families, and groups. All people have the right to access to health care. Individuals, families, and communities retain responsibility for their own health and the right to make decisions regarding health care.

People are complex organisms and human behavior and biological functioning are a result of the interaction between individuals and their environment. Humans are endowed with hereditary qualities that may be influenced in temporary or permanent ways by the interaction with others and the environment. Each person possesses strengths and limitations as a result of the interaction of hereditary and environmental factors and these, in turn, create the biological and behavioral potential.

Scientific principles related to the interplay of the mind, body and spirit form the basis of our understanding of health and illness. Health is a dynamic state in which a person’s developmental and behavioral potential is realized to the fullest extent possible. Illness is the alteration of normal biophysical and social-psychological mechanisms.

Educational Philosophy

The ideal climate for learning is characterized by a sense of purpose, dedication to excellence, models of exemplary scholarship, and collaborative faculty-student relationships. Optimal learning occurs when faculty and students share a defined purpose within an environment that encourages questioning, exploration, and innovation. The faculty of the College of Nursing believe that students are responsible for their own learning. Faculty are responsible for providing a learning environment that will help students reach their potential, develop appropriate professional values and behaviors, and commit themselves to life-long learning.

Teaching methods and strategies are chosen with due regard for the level of student, and increasing self-direction is expected. Faculty know and use tested principles of teaching and learning, and they are committed to continued development in the art and skill of teaching. Evaluation of student performance is an important part of the educational process and faculty use established criteria for these evaluations. Faculty help students meet their educational goals while they adhere to program requirements.

Faculty carry out the interrelated mission of the university--teaching, research, and service--and through these activities ultimately contribute to the improvement of nursing. In response to changing societal and professional trends and needs, the particular focus of these activities will change as the faculty stay at the forefront of the discipline.
THE GRADUATE STUDIES COMMITTEE

Purpose

Each academic unit which offers a graduate degree has a Graduate Studies Committee to oversee and administer the graduate programs offered by that academic unit and to serve as a liaison between the Graduate School and the graduate faculty. The Graduate Studies Committee is one of the standing committees of The Ohio State University College of Nursing.

Membership

The committee in the College of Nursing consists of nine members: the chair; five elected faculty members, at least three of whom are tenured and one of whom is certified as an advanced practice nurse; and one master’s, one Graduate Entry and one PhD student. The associate dean for academic affairs, the assistant deans, the MS program director, the college secretary, and the graduate program manager serve as ex officio members of the committee.

Functions

1. Carries out specific functions required by the Graduate School and the dean of the College of Nursing (see Graduate School Handbook, Section IV.2).

2. Reviews faculty for Graduate School appointment.

3. Reviews and recommends to the faculty for approval or modification the aims, objectives, philosophy, conceptual framework, and offerings of the graduate programs.

4. Reviews and approves revisions in existing courses, changes in course content, and changes in course titles or credits, and forwards to the faculty for approval.

5. Initiates and/or reviews proposals for new courses and/or any reorganization of the curriculum, and makes recommendations to the faculty for approval.

6. Evaluates outcomes of the graduate programs.

7. Recommends to the faculty criteria consistent with the Graduate School for admissions, progression, and graduation.

8. Reviews and selects candidates for admission to the graduate program.

9. Monitors progression of students in the graduate program.

10. Acts upon student petitions for exceptions to or modifications of policies or procedures for progress in (including reinstatements) and graduation from the graduate programs.

11. Selects candidates for fellowships, grants and honors.
12. Communicates with graduate student recruiters regarding design, implementation, and outcomes of graduate student recruitment strategies.

13. Appoints one member to serve on the Professional Misconduct Committee.

**Frequency of Meetings**

The Graduate Studies Committee meets every other week during the academic year, with specific meeting dates arranged around the academic calendar.

**Student Input**

The Graduate Studies Committee is the formal channel whereby students can be involved in the policy- and decision-making of the graduate program. Students are, therefore, encouraged to familiarize themselves with the responsibilities of the Graduate Studies Committee and to provide input to this committee for its tasks. When students would like the committee to discuss policy, they may request through their representative that an item be placed on the committee’s agenda for discussion.
THE MASTER OF SCIENCE PROGRAM

Master of Science (MS) Program Description

Graduate study in nursing at the master’s level prepares students for advanced nursing practice and provides the foundation for doctoral study. Study at the master’s level builds upon and expands the knowledge and skills acquired in a baccalaureate degree program in nursing or the prelicensure courses of the Graduate Entry Program. The primary goal of the master’s program is to prepare graduates who function in specialized roles.

Research is an integral part of the program. Students learn about the research process, theory for advanced practice, role theory and function, and ways to validate and use research findings in their practice.

Students and faculty participate in planning learning experiences that help students continue to grow as professionals. The focus of the program is on the acquisition of knowledge, values and skills used in advanced practice roles.

Characteristics of the Graduate

Graduates of the Master of Science program are prepared to:

1. Assume an advanced practice role in a selected specialty area.
2. Synthesize theory and research from nursing and related disciplines to provide advanced nursing care to individuals, families, groups and communities.
3. Evaluate nursing actions to assure quality care.
4. Utilize leadership strategies and ethical principles to promote change in health care and health policy within health care institutions and at local, regional, and/or national levels.
5. Expand nursing knowledge by identifying nursing research problems that lend themselves to empirical investigations, participate in conducting research, and promote the use of research findings.
6. Facilitate the advancement of nursing as a profession and discipline.

Thesis/Non-thesis Options

The master’s student selects, in consultation with and approval of the advisor, a program of study which shows reasonable concentration in a single area or in related academic areas. The student should make an early decision to follow the thesis or non-thesis option. The thesis option requires a research study and follows guidelines set by the Graduate School. The non-thesis option requires a comprehensive examination the quarter the student expects to graduate.
THESIS OPTION

The student following the thesis option must complete the required number of hours in the program of study in a specialty track and write a thesis. The format of the thesis must conform to requirements described in the Graduate School Guidelines for Preparing Theses, Dissertations, and D.M.A. Documents (Part III of the Graduate School Handbook), and students should consult the publication “Human Subject Program Guidelines” published by the university. For further information concerning the thesis, students should contact Graduation Services in the Graduate School at 292-6031.

The student should gain approval from the advisor at all stages of the thesis. The thesis is designed, implemented, and written by the student; it is approved by the advisor and the Master’s Examination Committee. After the thesis is written, the student must submit copies of the complete, typed draft of the thesis and abstract to each member of his or her Master’s Examination Committee. The draft of the thesis must be approved by the committee members before the student may schedule the oral defense of the thesis.

The oral defense is scheduled after all Master’s Examination Committee members have read the thesis. The advisor is responsible for coordinating the oral defense according to the following guidelines:

1. Only the Master’s Examination Committee members and the student attend the defense.
2. The defense must be scheduled to meet the examination deadline set by the Graduate School.
3. The defense is not to exceed two hours in length.
4. The final decision is made in the absence of the student.
5. If the student receives one dissenting vote, the student fails the defense and must work to improve the thesis in compliance with the guidelines and recommendations of the Master’s Examination Committee.
6. The advisor informs the student and the Graduate Studies Committee of the Master’s Examination Committee decision.

NON-THESIS OPTION

The student pursuing the non-thesis option must complete at least 45 credit hours and complete a four-hour comprehensive examination. The purpose of the comprehensive Master’s Examination is to test the ability of students to synthesize knowledge acquired throughout the course of graduate study.

1. Students consult with their advisors to determine their readiness for the examination, areas to be included, and preparation.
2. Students must take the exam the quarter they are graduating.
3. Examinations are scheduled by the chair of Graduate Studies who notifies students of the time and place of the examination.
4. Areas for the examination generally include theories relevant to nursing research methods and research utilization, and advanced clinical knowledge and practice.

5. Students are expected to cite appropriate authors of major works in nursing and in students’ areas of specialization; however, exact dates for the citations are not necessary.

6. All students must complete their examination by computer.

7. The student’s advisor serves as the first reader of the examination. The student and the advisor select at least one other faculty member in the specialty to serve on the Master’s Examination Committee as the second reader. This should be done prior to the last 15 credit hours of the program.

The advisor is responsible for coordinating the Master’s Examination according to the following guidelines:

1. The examination must be completed no later than the sixth week of the quarter of candidacy, according to the schedule published quarterly by the Graduate School.

2. The examination is to be completed in four hours and is comprised of questions developed by graduate faculty.

3. The student records associate is responsible for distributing the copy of the student’s examination to the Master’s Examination Committee members for their evaluation.

4. The final decision is made in the absence of the student.

5. If the student receives one dissenting vote, the student fails the examination.

6. The advisor informs the student and the Graduate Studies Committee of the decision of the Master’s Examination Committee.

Notification

The advisor is responsible for certifying a student for graduation and the student is responsible for submitting the Thesis Approval form (thesis option students) or the Master’s Examination Report form (non-thesis option students) to the Graduate School according to published deadlines.

Review

A student who does not pass the oral defense or the Master’s Examination may schedule a second examination or appeal the decision. More detail is found in the Graduate School Handbook (Section II.5.10.7).
Application to Graduate

A student must submit to the Graduate School a completed Application to Graduate form no later than the second Friday of the quarter in which graduation is expected. The application must be signed by the student, the advisor and the chair of Graduate Studies. A summary of graduation requirements can be found in the Graduate School Handbook.

Students must complete at least 45 credit hours to be eligible for graduation. For transfer students, up to 9 transfer credit hours may be approved and applied to the minimum credit hour requirement. At least 36 credit hours must be earned at The Ohio State University. To learn more about transferring credit hours see Request to Transfer a Graduate Course into the College of Nursing on page 66.
DEGREE OPTIONS

Dual Degrees

The complex administrative environment of health care agencies has produced a demand for nurse executives trained in administrative management skills and techniques as well as in nursing science. The Master of Science/Master of Health Administration and the Master of Science/Master of Public Health dual degree programs are offered to address these needs and to meet the challenges of the future. The MS program emphasizes knowledge and skills for advanced clinical practice. The MHA component provides an understanding of the basic tools and techniques of management and a working knowledge of the various functional areas of administration while the MPH provides an understanding of health planning and epidemiological methods. Advantages of the dual degree options include a more efficient integration of course work and enhanced syntheses of knowledge from both academic areas.

ADMISSION

Application requirements for the two programs that comprise the dual degree remain the same and students must apply and meet the admission criteria for each program. Admission to one of the two programs does not guarantee admission to the other.

An interview with representatives from both programs must be arranged.

GENERAL INFORMATION

Students must satisfy the credit hour requirements for each degree program. A minimum of 50 percent of the hours counted toward the credit hour requirement for each degree must be unique to that degree and cannot be used for dual credit. A Program Plan for Dual Degree Students form must be completed and submitted to the Graduate School within one quarter of planning the integrated course of study with advisors from both degree programs.

Students interested in the dual degree options should contact:

Dr. Nancy Reynolds, College of Nursing, Chair of Graduate Studies, 292-4449, and

Dr. Jeffrey Caswell, School of Public Health, Associate Dean for Graduate and Professional Studies, 292-6459.
CURRICULUM

The curriculum consists of six core courses required of all students in the master’s program. These courses provide a foundation in nursing science and research and the theoretical base for advanced nursing practice. The remainder of the curriculum is specific to the area of clinical specialization, and provides the opportunity for elective course work.

Specialty tracks include Adult Health and Illness Nursing, Certified Nurse-Midwifery, Clinical Nurse Leader, Family Nurse Practitioner, Neonatal Nurse Practitioner, Nursing and Health Systems Management, Pediatric Nurse Practitioner, Psychiatric Mental Health Nursing, School Nurse Practitioner, and Women’s Health Nurse Practitioner. In addition, dual degree programs in Nursing and Health Administration and Nursing and Public Health are available.

CORE COURSES

Nursing 601  Scientific Thought in Nursing (3)

Study of the nature of scientific thought, critical thinking and moral reasoning in the discipline of nursing. Prerequisites: Admission to master’s program in nursing or permission of instructor

Nursing 602  Theoretical Foundations for Advanced Practice Roles in Nursing (not required for Clinical Nurse Leader) (3)

The study of theoretical foundations for advanced practice nursing. Prerequisites: Admission to master’s program in nursing or permission of instructor

Nursing 603  Nursing Within the American Health Care System (3)

Analysis of American health care delivery system and policy making process, with an emphasis on social, political, and economic factors affecting delivery of nursing services. Prerequisites: Admission to master’s program in nursing or permission of instructor

Nursing 702  Research for Evidence-Based Clinical Practice (4)

Prepares students to use extant research and existing data bases to provide quality care, initiate change, and plan and evaluate programs of care. Prerequisites: Undergraduate research course and completion of an intermediate statistics course, or permission of instructor

Nursing 707  Reimbursement and Cost Methods for Advanced Practice Nurses (3)

An examination of reimbursement methods for health care services and the concepts of cost analysis necessary for program development and monitoring and the management of an independent nursing practice. Prerequisites: Admission to master’s program in nursing or permission of instructor; basic skill in spreadsheet development and editing
Graduate level statistics course(s)

Agricultural Education 887 Analysis and Interpretation of Data (3)
  Application and interpretation of descriptive and inferential statistics for research in vocational-technical and extension education. Including the use of the computer.

Agricultural Education 795.05 Research and Evaluation strongly recommended (2)
  
  or

Educational Policy and Leadership 786 Introduction to Inquiry: Quantitative Methods (5)
  An introduction to quantitative techniques, with emphasis on application in education settings.

Nursing courses which may be required in some specialties:

Nursing 703  Pathophysiology of Altered Health States I (5)
  Analysis of theories and research regarding alterations of health states across the life span, with an emphasis on pathophysiological processes. Prerequisites: Admission to master’s program in nursing or permission of instructor

Nursing 704  Pathophysiology of Altered Health States II (5)
  Analysis of theories and research regarding alterations of health states across the life span, with an emphasis on pathophysiological processes. Prerequisites: Nursing 703 or permission of instructor

Nursing 706  Pharmacology for Advanced Nursing Practice (5)
  Pharmacologic management for the advanced practice nurse of well persons and patients through the life span with selected chronic diseases and acute short-term illnesses. Includes seminar time for application to practice experience. Prerequisites: Enrollment in nursing graduate program or permission of instructor

Graduate Interdisciplinary Specialization in Aging

Any graduate student may enroll in the Graduate Interdisciplinary Specialization in Aging. Students must apply to enroll in this program and must complete at least 21 hours of graduate course work from the master list of courses, with the following specific requirements:

- The required core curriculum, an integrated series of four courses;
- Courses from two or more graduate programs outside the student’s major program;
- Up to six credit hours in approved independent study.

At the time of graduation, students may seek to have the specialization designation appear on their transcript. Students interested in this Specialization should discuss this option with their faculty
advisor. Additional information and applications are available from the Office of Geriatrics and Gerontology, 293-4815, or email Mauger.10@osu.edu.

**Interdisciplinary Specialization in Early Intervention/Early Childhood**

The purpose of this graduate interdisciplinary specialization is to prepare students for professional roles in early childhood programs (those serving infants 0 to three years of age and their families). Students must complete 15 credit hours in five content areas, plus participate in a practicum experience. Students must apply to enroll in this specialization. Additional information is available from Dr. Mary Margaret Gottesman, 356 Newton Hall, 292-4989.

**Elective Graduate Courses in Nursing**

**Nursing 694 Clinical Management for the Healthcare Professional (3)**

This course will provide theories, concepts, and issues needed to provide leadership, management, and oversight for strategic, operational, clinical, and administrative aspects for healthcare setting. **Autumn**

**Nursing 694 Issues in Men’s Health (3)**

The purpose of this course is to raise awareness of men’s health issues through the life span among nursing students, university students and others. The course will focus on strategies to increase involvement of men in their health care. **Spring**

**Nursing 718 Instructional Strategies in Clinical Teaching (3)**

This course is designed to prepare health professionals to assume the role of clinical educator. The primary focus of this course is the examination of best pedagogical practices in the classroom, clinical and virtual learning environments. **Autumn**

**Nursing 793 Individual Studies in Nursing (1-5)**

Reading, conferences and minor investigation by an individual student who wishes to study a particular nursing problem intensively.

**Nursing 797 Interdepartmental Seminars (1-5)**

Two or more departments may collaborate in presenting seminars in subjects of mutual interest; topics to be announced.

1 Quarter credit hours
Elective Courses in Other Academic Units

Students are encouraged to take courses in other disciplines. Some suggested disciplines are anthropology, biological sciences, business administration, economics, education, exercise physiology, human development and family science, health administration, preventive medicine, psychology, sociology, and women’s studies. The following is only a sampling of other course work; for additional information, students should check the Course Offerings Bulletin and speak with their advisor.

Allied Medicine 650 Health Care Information Systems (3)¹
Anatomy 710 Human Embryology (3)
EDU: P&L 851² College Teaching (3)
EDU: PAES 604³ Education for Human Sexuality (3)
EDU: PAES 605 Health Counseling (3)

HSMP 800⁴ Health Care Organization I (4)
HSMP 811 Legal Environment of Health Care (4)
HSMP 815 Health Services Organizational Management (4)
HSMP 840 Long-Term Care Policy (4)
HSMP 841 Long-Term Care Management (4)
HSMP 845 Managed Health Care Programs (3)

HDFS 660⁵ Children and Their Families Under Stress (3)
HDFS 665 Parenting (3)
HDFS 695.01 Special Topics in Child Development (3)
HDFS 695.02 Special Topics in Family Development (3)

Psychology 627 Developmental Psychobiology (4)
Psychology 836.01 Developmental Psychology: Adolescence (3)
Psychology 836.02 Developmental Psychology: Maturity and Aging (3)

Sociology 630 Medical Sociology (5)

¹ Quarter credit hours
² Education: Educational Policy and Leadership
³ Education: Physical Activity and Educational Services
⁴ Health Services Management and Policy
⁵ Human Development and Family Science
GRADUATE ENTRY COURSES

The following courses must be completed by all students enrolled in the Graduate Entry Program. The clinical courses (Nursing 611, 622, 623, 625, 633, 634, and 635) must be completed in sequence and are offered only once each year. Students who do not complete a clinical course must wait until the following year to repeat the course and continue in the program.

Nursing 611 Professional Nursing Practice (9)¹ Autumn

Introduction to professional nursing practice; emphasis on knowledge and skills required for disease prevention, health promotion and restoration across the life span. Graduate standing and enrollment in the Graduate Entry Program.

Nursing 622 Nursing Care of Adults and Older Adults (9) Winter

Nursing knowledge essential to caring for adults and older adults; emphasis on health promotion, risk assessment, disease prevention and management of common acute and chronic health problems. Prerequisites: Nursing 611 and Nursing 703 or permission of instructor

Nursing 623 Nursing Care of the Childbearing Family (5) Spring

Theory and clinical practice essential to nursing care of childbearing and childrearing families with emphasis on health promotion, risk assessment, disease prevention and common acute/chronic health problems. Prerequisites: Nursing 622

Nursing 625 Nursing Care of Children and Their Family (5) Spring

Theory and clinical practice essential to nursing care of children and their families with emphasis on health promotion, risk assessment, disease prevention and common acute/chronic health problems. Prerequisite: Nursing 622, 637, Nursing 623 (or concurrent)

Nursing 631 Nursing Care of High Acuity Patients (8) Summer

Nursing knowledge essential to management of high acuity patients and their families in a variety of health care settings. Prerequisites: Nursing 623 and 625

Nursing 633.01 Transition into Advanced Practice Nursing (3) Winter

Analysis of complex issues in clinical decision-making, ethical dilemmas and interprofessional dynamics as applied to contemporary health care and the transition into advanced practice nursing. Prerequisites: Nursing 634 and 635; Nursing 633.02 (or concurrent)

¹ Quarter credit hours
Nursing 633.02  Practicum in Transitions into Advanced Practice Nursing (3-6) Winter

Practicum involving complex issues in clinical decision-making, ethical dilemmas and interprofessional dynamics applied to contemporary health care and the transition into advanced practice nursing. Prerequisites: Nursing 634 and 635; Nursing 633.01 (or concurrent)

Nursing 634  Community Care of Vulnerable Populations (6) Autumn

Application of public health and community health theory and principles to the nursing care of vulnerable populations. Prerequisites: Nursing 631; Nursing 635 (or concurrent)

Nursing 635  Psychiatric Mental Health Nursing (6) Autumn

Nursing knowledge applied to the promotion of mental health and to the recovery of individuals with psychiatric diagnoses. Prerequisites: Nursing 631; Nursing 634 (or concurrent)

Nursing 637  A Nursing Perspective: Growth and Development Through the Life Span (3) Winter

Growth and development of individuals within the context of the family from the beginning to death with an emphasis on assessment and interventions used by nurses. Prerequisites: Enrollment in the graduate program of the College of Nursing

Nursing 640  Issues of Culture and Diversity in Health Care (3) Spring

Concepts and techniques used by nurses in cultural assessment of individuals, families and communities. Prerequisites: Enrollment in the graduate program of the College of Nursing
National Council Licensing Examination for RN (NCLEX-RN) Application

Grad Entry students may take the NCLEX to become a registered nurse when all required pre-licensure nursing courses have been completed at the end of the sixth quarter of full-time study. Passing the exam results in licensure in Ohio. Applications for endorsement licensure in other states can be made to those states’ Boards of Nursing; however, some states may not endorse the license until MS requirements are completed.

NCLEX CHECKLIST FOR GRADUATE ENTRY STUDENTS

The following checklist will assist you as you plan your program of study. It specifies the course work that must be completed before you are permitted to take the NCLEX, the RN licensure examination.

Expected quarter/year of NCLEX____________________________________________________

<table>
<thead>
<tr>
<th>Course</th>
<th>Projected Quarter of Enrollment</th>
<th>Quarter Taken</th>
<th>Final Grade</th>
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</thead>
<tbody>
<tr>
<td>Human Nutrition 310</td>
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<td>Graduate Statistics</td>
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<tr>
<td>Nursing 611</td>
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<td>Nursing 622</td>
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<td>Nursing 623</td>
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<td>Nursing 625</td>
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<td>Nursing 631</td>
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<tr>
<td>Nursing 633.01</td>
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<td>Nursing 633.02</td>
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<td>Nursing 702*</td>
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<td>Nursing 703</td>
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<tr>
<td>Nursing 704</td>
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</tbody>
</table>

*Must be completed prior to NCLEX unless you completed an undergraduate research course.

If a student wishes to request a waiver for any of the courses required before the NCLEX, a petition must be submitted to the Graduate Studies Chair. This request should be discussed with your advisor prior to submission. The petition should include a statement of the rationale for the waiver, a transcript from the institution where the course was completed and a syllabus or equivalent document so that the Graduate Studies Chair can certify that the required elements of the course are present. See Request to Waive a Course on page 65.
RN Licensure and NCLEX Processes

Graduate Entry students must submit an “Application to Verify Completion of Pre-Licensure Requirements” at least two quarters prior to the expected quarter of pre-licensure coursework completion (refer to deadlines below). This application may be submitted electronically at www.con.ohio-state.edu/StudentServices/index.htm. Paper application forms are also available outside 252 Newton Hall.

<table>
<thead>
<tr>
<th>Quarter of Pre-licensure Curriculum Completion</th>
<th>Deadline to fill out application to verify curriculum completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRING (June)</td>
<td>1st week of September</td>
</tr>
<tr>
<td>SUMMER (August)</td>
<td>1st week of January</td>
</tr>
<tr>
<td>AUTUMN (December)</td>
<td>1st week of March</td>
</tr>
<tr>
<td>WINTER (March)</td>
<td>1st week of June</td>
</tr>
</tbody>
</table>

**By completing this application, you will:**

- Notify us of the specific quarter you plan to finish your pre-licensure coursework
- Receive notification of the remaining coursework needed to complete pre-licensure requirements
- Receive nursing licensure application and NCLEX registration information during your final pre-licensure quarter

Ohio Revised Code, Section 4723-09, requires that individuals applying for a license or certificate issued by the Ohio Board of Nursing must obtain a CIVILIAN and FEDERAL records check that is completed by the Bureau of Criminal Identification and Investigation (BCII). The BCII only accepts electronic fingerprints. You will find approximately 80 locations around the state which offer electronic fingerprinting (see website below). **The OSU Police Department is included in this listing; service hours are Tuesday through Thursday from 9-11 a.m. and 1-3 p.m.** A fee will be assessed at the time of service.

www.webcheck.ag.state.oh.us/webcheckcommunity.htm

It is recommended that you begin this process at least 6 months prior to pre-licensure coursework completion. The results are valid for one year.

**BE CERTAIN:**

- To choose a location on the website that has (NWC) listed after the name. These are the only locations that offer BOTH the civilian (BCI) and the federal (FBI) check.

- To identify the Ohio Board of Nursing (OBN) as the agency to receive the results. The results must come directly from the Bureau of Criminal Identification and Investigation to be valid.
After you submit your “Application for Verification of Pre-licensure Requirements”, what’s next?

You will receive an email notice during the 1st week of your final pre-licensure quarter to pick up a packet of information which will include the items below.

<table>
<thead>
<tr>
<th>Forms</th>
<th>Grad Entry</th>
<th>To Do</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio Board of Nursing</td>
<td>Complete</td>
<td>Mail to: Ohio Board of Nursing with fee</td>
<td></td>
</tr>
<tr>
<td>Licensure Application *</td>
<td>ASAP</td>
<td>&amp; picture</td>
<td></td>
</tr>
<tr>
<td>NCLEX Registration</td>
<td>Complete</td>
<td>Registration/Payment methods: web,</td>
<td></td>
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<tr>
<td></td>
<td>ASAP</td>
<td>telephone, or mail</td>
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</tbody>
</table>

**Memo in packet includes:**

<table>
<thead>
<tr>
<th>Name on Certificate</th>
<th>Verify for accuracy</th>
<th>Name Changes must be made on a “Change of Records” form in Student Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Pin</td>
<td>A pinning ceremony will be scheduled during Spring Quarter.</td>
<td></td>
</tr>
<tr>
<td>HESI Test</td>
<td>Mandatory purchase for all pre-licensure students during your final pre-licensure quarter</td>
<td>Purchase at Barnes &amp; Noble/OSU Bookstore</td>
</tr>
<tr>
<td>Fingerprinting</td>
<td>Complete 6 months prior to pre-licensure program completion</td>
<td>Must be submitted electronically to the Bureau of Criminal Identification and Investigation</td>
</tr>
</tbody>
</table>

*The name you put on your “Application to Verify Completion of Pre-licensure Requirements” will be used on your Certificate and in your Program Completion letter to the Ohio Board of Nursing. This name must exactly match the name you put on your “RN Application for Licensure.”

**ELIGIBILITY FOR NCLEX TEST:**

A Program Completion letter, signed by the Dean of the College of Nursing, will be hand delivered to the Ohio Board of Nursing on Friday of finals week. This letter will verify your successful completion of the nursing program; you do not need to provide a transcript. The Board of Nursing will then verify that all the items below have been received in order to issue you an “Authorization to Test.”

- RN Licensure application
- NCLEX pre-payment
- Civilian Fingerprint results
- FBI Fingerprint results

You should receive an “Authorization To Test” within 5-10 business days via email or U.S. mail. The ATT is what you need in order to schedule a date to sit for the licensure exam.
ADULT HEALTH AND ILLNESS NURSING
Adult Nurse Practitioner (ANP)
and/or
Clinical Nurse Specialist (CNS)

The primary goal of the Adult Health and Illness Nursing program’s Adult Nurse Practitioner (ANP) and Clinical Nurse Specialist (CNS) specialties is to prepare graduates for advanced practice nursing in a variety of clinical settings ranging from private practices, clinics, hospitals and businesses to managed care organizations and governmental agencies. Graduates of the program are eligible for certification as adult nurse practitioners in primary care and/or as medical-surgical clinical nurse specialists (CNS) depending on the courses completed.

Core Courses (see pages 10-11 for course descriptions)

Nursing 601 Scientific Thought in Nursing (3)
Nursing 602 Theoretical Foundations for Advanced Practice Roles in Nursing (3)
Nursing 603 Nursing within the American Health Care System (3)
Nursing 702 Research for Evidence Based Clinical Practice (4)
Nursing 707 Reimbursement and Cost Methods for Advanced Practice Nurses (3)

Graduate statistics (5)

Other Required Courses (see page 11 for course descriptions)

Nursing 703 Pathophysiology of Altered Health States I (5)
Nursing 704 Pathophysiology of Altered Health States II (5)
Nursing 705 Advanced Health Assessment (5)
Nursing 706 Pharmacology for Advanced Nursing Practice (5)
Nursing 711 Theoretical Foundations of Clinical Decision-Making (4)

Advanced assessment, using a systematic process of diagnostic thinking and clinical reasoning within a research utilization framework via symptom exemplars from nursing practice. Prerequisite: Nursing 704; Prerequisite or concurrent: Nursing 705

Nursing 862.07 Administration and Case Management for Clinical Nurse Specialists (3)

Seminar focusing on the understanding and analysis of current trends, challenges, practice and research related to case management and administration by clinical nurse specialists.
Prerequisites or concurrent: Nursing 602

Nursing 859 Advanced Practice Nursing (2-10)

Application of theories, research findings, skills and interventions including pharmacological management for advanced practice nursing in primary, acute and chronic care. Prerequisites: All core courses and other specialty required courses or permission of instructor. Also, must meet health, CPR, and background check requirements and have a current license to practice as an RN in Ohio.
All NP students must take Nursing 859 in three consecutive quarters, as the focus of the course varies each quarter.

Students electing the ANP/CNS option will be required to complete additional clinical hours in a specialty CNS area.

### SAMPLE PROGRAM FOR FULL-TIME STUDY
**ADULT CLINICAL NURSE SPECIALIST**

#### YEAR 1

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<tr>
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<th>Summer Quarter</th>
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<tbody>
<tr>
<td>Nursing 601 (3)</td>
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<td>Nursing 702 (4)</td>
<td>Nursing 859 (10)</td>
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<td>Nursing 704 (5)</td>
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#### YEAR 2

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<tr>
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### SAMPLE PROGRAM FOR FULL-TIME STUDY
**ADULT NURSE PRACTITIONER**

#### YEAR 1

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**SAMPLE PROGRAM FOR FULL-TIME STUDY**

**DUAL ADULT NURSE PRACTITIONER / CLINICAL NURSE SPECIALIST**

### YEAR 1

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<td>Nursing 707 (3)</td>
<td>Graduate statistics (5)</td>
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**SAMPLE PROGRAM FOR PART-TIME STUDY**

**ADULT NURSE PRACTITIONER and ANP / CLINICAL NURSE SPECIALIST**

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<tbody>
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### YEAR 2

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### YEAR 3

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[ ] Required for students in dual ANP/CNS and CNS; courses subject to adequate enrollment

{ } Required for students in dual ANP/CNS and ANP

This is a sample curriculum only. Your specific program plan must be confirmed by your advisor and entered into the college data base.
GRADUATE ENTRY SAMPLE PROGRAM
ADULT NURSE PRACTITIONER AND ANP/CLINICAL NURSE SPECIALIST

YEAR 1

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<th>Summer Quarter</th>
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<tbody>
<tr>
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<td>Nursing 622 (9)</td>
<td>Nursing 623 (5)</td>
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<tr>
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<td>Nursing 637 (3)</td>
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<td>Nutrition 310 (5)</td>
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YEAR 2

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<tbody>
<tr>
<td>Nursing 601 (3)</td>
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YEAR 3

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</table>

¹ See Graduate Entry course descriptions on pages 14-15.

² Nursing 633.02 is repeatable up to 9 hours.

³ Students need not take N702 prior to NCLEX if they have had an undergraduate research course.

[ ] Required for students in dual ANP/CNS and CNS; courses subject to adequate enrollment

{ } Required for students in dual ANP/CNS and ANP

This is a sample curriculum only. Your specific program plan must be confirmed by your advisor and entered into the college data base.
CERTIFIED NURSE-MIDWIFERY

This master’s specialty program prepares students for advanced practice nursing and certification as certified nurse-midwives. The curriculum has three components: core courses required of all students in the Master of Science curriculum in Nursing; courses required of all students in the specialty track; and courses specific to nurse-midwifery, including clinical courses taken over five quarters. In addition, students have the opportunity to take electives in nursing or other disciplines.

Core Courses (see pages 10-11 for course descriptions)

Nursing 601 Scientific Thought in Nursing (3)
Nursing 602 Theoretical Foundations for Advanced Practice Roles in Nursing (3)
Nursing 603 Nursing within the American Health Care System (3)
Nursing 702 Research for Evidence Based Clinical Practice (4)
Nursing 707 Reimbursement and Cost Methods for Advanced Practice Nurses (3)
Graduate statistics (5)

Other Required Courses (see page 11 for course descriptions)

Nursing 703 Pathophysiology of Altered Health States I (5)
Nursing 705 Advanced Health Assessment (5)
Nursing 706 Pharmacology for Advanced Nursing Practice (5)
Nursing 721 Theories, Concepts and Issues in Advanced Family Nursing (3)

Theories, concepts and issues from nursing and related sciences relevant to the development and care of women, children and families in various states of health and illness.

Nursing 722 Advanced Reproductive Dynamics (4)

Analysis and synthesis of principles of reproductive physiology, genetics, fetal development, menarche, pregnancy, parturition, puerperium, and menopause in relationship to advanced nursing practice in women’s health care. Prerequisites: Nursing 703

Nursing 724 Conceptual Frameworks for Nurse-Midwifery Practice (3)

Introduction to the program and theoretical foundations of nurse-midwifery: health, wellness, health behavior, health promotion, communication. Perinatal epidemiology and the nurse-midwifery management process are introduced. Prerequisites: Admission to the nurse-midwifery area of study or permission of instructor
Nursing 859  Advanced Practice Nursing (7-10 quarterly for a total of 44 credit hours)

Application of theories, research findings, skills and interventions including pharmacological management for advanced practice nursing in primary, acute and chronic care. Prerequisites: All core and required specialty courses or permission of instructor. Also, must meet health, CPR, background check and liability insurance requirements, and have a current license to practice as an RN in Ohio.

All students must take Nursing 859 as indicated.

Nurse-Midwifery I
Summer Quarter  7 credit hours

Application of theories, research findings, skills and interventions for nurse-midwifery care of women and their families, with emphasis on primary care and antepartal care.

Nurse-Midwifery II
Autumn Quarter  9 credit hours

Application of theories, research findings, skills and interventions for nurse-midwifery care of women and their families, with emphasis on well-woman care, family planning and the childbearing cycle, including the intrapartum and postpartum periods and care of the healthy neonate.

Nurse-Midwifery III
Winter Quarter  9 credit hours

Application of theories, research findings, skills and interventions for nurse-midwifery care of women and their families, with emphasis on more complex women’s health problems throughout the lifespan and during childbearing.

Nurse-Midwifery IV
Spring Quarter  9 credit hours

Application of theories, research findings, skills and interventions for nurse-midwifery care of women and their families, with emphasis on complications of the antepartum, intrapartum and neonatal periods.

Nurse-Midwifery V
Summer Quarter  10 credit hours

Application of theories, research findings, skills and interventions for nurse-midwifery care of women and their families, with emphasis on full scope care, professional issues, and the sociopolitical context of nurse-midwifery care across the lifespan.
### SAMPLE PROGRAM FOR FULL-TIME STUDY
#### CERTIFIED NURSE-MIDWIFERY

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### SAMPLE PROGRAM FOR PART-TIME STUDY
#### CERTIFIED NURSE-MIDWIFERY

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# GRADUATE ENTRY SAMPLE PROGRAM
## CERTIFIED NURSE-MIDWIFERY

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¹ See Graduate Entry course descriptions on pages 14-15.

² Nursing 633.02 is repeatable up to 9 hours.

³ Students need not take N702 prior to NCLEX if they have had an undergraduate research course.

This is a sample curriculum only. Your specific program plan must be confirmed by your advisor and entered into the college data base.
The primary goal of the clinical nurse leader (CNL) program is to prepare graduates to function as generalists providing and managing comprehensive client care in front-line units in hospitals. Students select acute care clinical specialties in either medical-surgical nursing, pediatric nursing, obstetric nursing, or neonatal nursing. Graduates of the program will be eligible for certification as clinical nurse leaders.

Core Courses (see pages 10-11 for course descriptions)

Nursing 601 Scientific Thought in Nursing (3)
Nursing 603 Nursing within the American Health Care System (3)
Nursing 702 Research for Evidence Based Clinical Practice (4)
Nursing 707 Reimbursement and Cost Methods for Advanced Practice Nurses (3)
Graduate statistics (5)

Other Required Courses

Nursing 606 Pharmacology for Clinical Nurse Leaders (3)
Pharmacology related to acutely ill, hospitalized clients. Emphasis on pharmacotherapeutics for CNL practice in a microsystem (client group within a clinical unit). Prerequisites: Undergraduate pharmacology course or the equivalent and Nursing 703

Nursing 703 Pathophysiology of Altered Health States I (5)
Analysis of theories and research regarding alterations of health states across the life span, with an emphasis on pathophysiological processes. Prerequisites: Admission to master’s program in nursing or permission of instructor

Nursing 713 Health Promotion and Disease Prevention across the Life Span in the Acute Care Setting (3)
Analyze strategies to encourage change in both individual’s and population’s health behaviors that influence risk reduction in acute care settings. Prerequisites: Nursing 702 and Nursing 707

Nursing 733 Introduction to Clinical Nurse Leader Practice (10)
This course is designed to introduce the graduate student to the role of the Clinical Nurse Leader. There will be classroom content and clinical experiences relative to the learning of the role. Prerequisites: Nursing 606 or Nursing 633.01 and Nursing 633.02
Nursing 735  Comprehensive Health Assessment (3)

Comprehensive health assessment of acutely and chronically ill clients across the life span. Emphasis on specific skills for practice in a microsystem (client group within a clinical unit). Prerequisites: Undergraduate health assessment course or the equivalent and Nursing 703.

Nursing 833  Transition to Clinical Nurse Leader Practice (10)

This is the final course in the CNL program. Emphasis is on clinical experience and application of theoretical material learned throughout the program. Prerequisites: Nursing 733 and RN licensure

SAMPLE PROGRAM FOR FULL-TIME STUDY
CLINICAL NURSE LEADER

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SAMPLE PROGRAM FOR PART-TIME STUDY
CLINICAL NURSE LEADER

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These are sample curriculum only. Your specific program plan must be confirmed by your faculty advisor and entered into the college database.
# GRADUATE ENTRY SAMPLE PROGRAM
## CLINICAL NURSE LEADER

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\(^1\) See Graduate Entry course descriptions on pages 14-15.

\(^2\) Nursing 633.02 is repeatable up to 9 hours.

\(^3\) Students need not take N702 prior to NCLEX if they have had an undergraduate research course.

This is a sample curriculum only. Your specific program plan must be confirmed by your advisor and entered into the college data base.
FAMILY NURSE PRACTITIONER

The Family Nurse Practitioner program prepares graduates for advanced practice nursing in a variety of clinical settings. The curriculum has three components: core courses required of all students in the Master of Science curriculum in Nursing; courses required of all students in the Family Nurse Practitioner program; and clinical courses taken over four quarters. In addition, students have the opportunity to take electives in nursing or other disciplines.

Core Courses (see pages 10-11 for course descriptions)

Nursing 601 Scientific Thought in Nursing (3)
Nursing 602 Theoretical Foundations for Advanced Practice Roles in Nursing (3)
Nursing 603 Nursing within the American Health Care System (3)
Nursing 702 Research for Evidence Based Clinical Practice (4)
Nursing 707 Reimbursement and Cost Methods for Advanced Practice Nurses (3)
Graduate statistics (5)

Other Required Courses (see page 11 for course descriptions)

Nursing 703 Pathophysiology of Altered Health States I (5)
Nursing 704 Pathophysiology of Altered Health States II (5) is strongly recommended, but is not a requirement.
Nursing 705 Advanced Health Assessment (5)
Nursing 706 Pharmacology for Advanced Nursing Practice (5)
Nursing 721 Theories, Concepts, and Issues in Advanced Family Nursing (3)

Theories, concepts and issues from nursing and related sciences relevant to the development and care of women, children and families in various states of health and illness.

Nursing 859 Advanced Practice Nursing (7-10)

Application of theories, research findings, skills and interventions including pharmacological management for advanced practice nursing in primary, acute and chronic care.
Prerequisites: All core courses and other required courses or permission of instructor. Also, must meet health, CPR, and background check requirements and have a current license to practice as an RN in Ohio.

Students are expected to have a cardiology-grade stethoscope and a combination oto/ophthalmoscope prior to the beginning of this course.

All students must take Nursing 859 as indicated, as the focus of the course varies each quarter.

859 I Summer Quarter (9)
859 II Autumn Quarter (10)
859 III Winter Quarter (9)
895 IV Spring Quarter (7)
SAMPLE PROGRAM FOR FULL-TIME STUDY
FAMILY NURSE PRACTITIONER

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¹ Strongly recommended
² Nursing 705 must be taken the quarter before beginning the 859 series.
³ The 859 series is taken in sequence beginning in the summer quarter. The faculty strongly recommends that the student does not hold another position during this series.
# GRADUATE ENTRYSAMPLE PROGRAM

## FAMILY NURSE PRACTITIONER

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¹ See Graduate Entry course descriptions on pages 14-15.

² Nursing 633.02 is repeatable up to 9 hours.

³ Students need not take N702 prior to NCLEX if they have had an undergraduate research course.

⁴ Nursing 705 Advanced Health Assessment is required the quarter before starting Nursing 859.

If possible, FNP faculty strongly suggest that N602 be taken before the beginning of the N859 series, as the first clinical course is quite challenging.

This is a sample curriculum only. Your specific program plan must be confirmed by your advisor and entered into the college data base.
NEONATAL NURSE PRACTITIONER

This program prepares graduates for advanced practice nursing and certification as neonatal nurse practitioners (NNP).

Core Courses (see pages 10-11 for course descriptions)

Nursing 601 Scientific Thought in Nursing (3)
Nursing 602 Theoretical Foundations for Advanced Practice Roles in Nursing (3)
Nursing 603 Nursing within the American Health Care System (3)
Nursing 702 Research for Evidence Based Clinical Practice (4)
Nursing 707 Reimbursement and Cost Methods for Advanced Practice Nurses (3)
Graduate statistics (5)

Other Required Courses

The following courses must be completed prior to enrolling in Nursing 859:

**Nursing 708 Advanced Newborn/Infant Pharmacology (5)**

Pharmacotherapeutics of high-risk neonates and infants with applications to newborn/infant physiology, and special considerations of drug therapy and advanced nursing management. Prerequisites: Nursing 727 and co-requisites Nursing 728 and Nursing 729, or permission of instructor. Distance learning course.

**Nursing 721 Theories, Concepts and Issues in Advanced Family Nursing (3)**

Theories, concepts and issues from nursing and related sciences relevant to the development and care of women, children and families in various states of health and illness.

**Nursing 727 Developmental Physiology, Pathophysiology and Pharmacology of the High-Risk Neonate I (6)**

Biological basis of case management of the high-risk neonate, incorporating analysis and synthesis of principles of embryology, developmental physiology, pathophysiology, and pharmacology.

**Nursing 728 Developmental Physiology, Pathophysiology and Pharmacology of the High-Risk Neonate II (6)**

Biological basis of case management of the high-risk neonate, incorporating analysis and synthesis of principles of embryology, developmental physiology, pathophysiology, and pharmacology. Continuation of Nursing 727. Prerequisites: Nursing 727 or permission of instructor
Nursing 729 Advanced Health Assessment of the Neonate (4)

Development of advanced health assessment skills to comprehensively assess full-term and pre-term neonatal clients. Prerequisites: Knowledge of health assessment skills, Nursing 727 and concurrent enrollment in Nursing 728.

An advanced child development course selected from courses offered in the Department of Human Development and Family Science or the Department of Psychology. A list of approved courses is provided below. Additional information on individual courses is available from faculty advisors and from the Course Offerings Bulletin.

Nursing Course

NUR 653 Nursing Assessment of Early Parent-Child Interaction: Theory and Measurement (3)

Department of Human Development and Family Science Courses
(all courses require instructor permission to register)

HDFS 660 Children and Their Families Under Stress (3)
HDFS 663 Infant Development (3)
HDFS 665 Parenting (3)
HDFS 764 Foundations and Issues in Family Science (4)
HDFS 765 Advanced Child Development (4)
HDFS 820 Family Theory (3)
HDFS 840.01 Seminar in Adolescence: Adolescents and Their Families (3)
HDFS 840.02 Seminar in Adolescence: The Differentiation Process and the Social Context (3)
HDFS 840.03 Seminar in Adolescence: The Individuation Process in the Context of the Family (3)
HDFS 865 Play and Development (3)

Department of Psychology Courses
(all courses require instructor permission to register)

PSYCH 550 Psychology of Childhood (4)
PSYCH 551 Adolescence (5)
PSYCH 600 Psychology of Learning (5)
PSYCH 832 Sociomoral Development (4)
PSYCH 834 Psychology of Infancy (3)
PSYCH 835 Child Development (3)
PSYCH 836.01 Developmental Psychology: Adolescence (3)
Nursing 859  Advanced Practice Nursing (6)

Application of theories, research findings, skills and interventions including pharmacological management for advanced practice nursing in primary, acute and chronic care. Prerequisites: All core and specialty courses or permission of instructor. Also, must meet health, CPR, and background check requirements and have a current license to practice as an RN in Ohio.

All students must take Nursing 859 as indicated, as the focus of the course varies each quarter.
### SAMPLE PROGRAM FOR FULL-TIME STUDY
#### NEONATAL NURSE PRACTITIONER

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### SAMPLE PROGRAM FOR PART-TIME STUDY
#### NEONATAL NURSE PRACTITIONER

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# GRADUATE ENTRY SAMPLE PROGRAM
## NEONATAL NURSE PRACTITIONER

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*Nursing 633.02 is repeatable up to 9 hours

**Students need not take N702 prior to NCLEX if they have had an undergraduate research course

***During years 3 and 4, Graduate Entry students must work full-time in a Neonatal Intensive Care Unit.

This is a sample curriculum only. Your specific program plan must be confirmed by your advisor and entered into the college data base.
The Master of Science program in Nursing and Health Systems Management prepares graduates for many challenging career opportunities. Graduates meet the demands for today’s health care marketplace in hospitals, clinics, public health departments, and other community-based settings. This program includes two subspecialties: Public Health/Community Health Nursing and Nursing Administration. The specific student competencies developed for these subspecialties build upon the generic competencies of the college’s master’s program.

Core Courses (see pages 10-11 for course descriptions)

Nursing 601 Scientific Thought in Nursing (3)
Nursing 602 Theoretical Foundations for Advanced Practice Roles in Nursing (3)
Nursing 603 Nursing within the American Health Care System (3)
Nursing 702 Research for Evidence Based Clinical Practice (4)
Nursing 707 Reimbursement and Cost Methods for Advanced Practice Nurses (3)
Graduate statistics (5)

Courses Common to Both Subspecialties

Nursing 807 Foundational Knowledge for Nursing and Health Systems Management (7)
Autumn

Study of the theoretical knowledge that provides the foundation for nursing leadership in program and health systems management across the continuum of care. Prerequisites: Admission to the Nursing and Health Systems Management specialty or permission of instructor.

Nursing 808 Skills for Nursing and Health Systems Management (7)
Winter

Study of the skill sets necessary for program and health systems management across the continuum of care. Prerequisites: Nursing 807 or permission of instructor.

Nursing 809 Practicum for Nursing and Health Systems Management (7)
Spring

An in-depth guided clinical experience for the application of theoretical and skill-based knowledge. Strategies and techniques for evaluation of outcomes are included. Prerequisites: Nursing 808 or permission of instructor.
Students in both subspecialties should select one of the following five courses:

**Business Administration: Management and Human Resources 660**
- **Introduction to Human Resources Management** (4)  
  Summer, Autumn, Winter, and Spring

  Principles and practices of recruiting, selecting, developing, compensating, and utilizing effective human resources. Prerequisites: Economics 200 or equivalent

**Business Administration: Management and Human Resources 806**
- **Management and Individual Behavior** (4)  
  Winter

  A focus on the manager’s role in dealing with individuals and work teams. Other topics include: work design, communications, leadership and motivation.

**Business Administration: Management and Human Resources 860**
- **Management of Human Resources** (4)  
  Winter

  Analysis of human resources practice and policies, value configurations, leadership, job design, motivation, and reward systems as these relate to individual performance and organizational effectiveness.

**Public Health: Health Services Management and Policy 815**
- **Health Services Organizational Management** (4)  
  Autumn

  Principles of organizational behavior and management applied to health services organizations; emphasis on professionalism, leadership, and unique problems of health care settings.

**Public Policy and Management 811**
- **Public Management and Human Relations** (4)  
  Spring

  Development of management skills essential for beginning and mid-level managers and supervisors in public sector agencies.

Students in Community/Public Health Nursing subspecialty should select one of the following two courses:

**Public Health 710**  
- **Principles of Epidemiology** (4)  
  Autumn

  Introduction to the nature and scope of epidemiology; survey of basic epidemiological methods and their application to selected acute and chronic health problems.

**Public Health 711**  
- **Epidemiology I** (4)  
  Winter

  Principles of epidemiology with special emphasis on methods employed in current epidemiologic studies.
The following course is recommended for students in the Community/Public Health Nursing subspecialty:

Public Health 731  Principles of Environmental Health (4)  Autumn

Survey of major environmental factors affecting human health, including air, water, and land pollution, occupational hazards, trace metals, chemical carcinogens, radiation, and noise.

Courses for Nursing Administration Subspecialty

Students should choose one of the following two management law courses:

Health Services Management and Policy 811
Legal Environment of Health Care (4)  Autumn

Law as it affects health care, including malpractice, licensure, professional and business relationships, and legal-ethical decisions.

Business Administration: Management and Human Resources 868
Contemporary Employment Practices and the Law (4)  Winter

Title VII of the 1964 Civil Rights Act, the Equal Pay Act, the Age Discrimination in Employment Act, the Civil Rights Act of 1967, and federal affirmative action program are discussed.

Students should choose one of the following two Operations Management courses:

Health Services Management and Policy 880
Operations Management for Health Service Organizations (4)  Winter

Concepts and techniques for managing operations in health service organizations; emphasis on management perspective and decision making.

Business Administration: Management Sciences 630
Introduction to Operations Management: Improving Competitiveness in Organizations (4)  Summer, Autumn, Winter, and Spring

Key operating issues in service and manufacturing organizations that have strategic and tactical implications.
### SAMPLE PROGRAM FOR FULL-TIME STUDY
**NURSING AND HEALTH SYSTEMS MANAGEMENT**
**COMMUNITY / PUBLIC HEALTH NURSING**

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### SAMPLE PROGRAM FOR PART-TIME STUDY
**NURSING AND HEALTH SYSTEMS MANAGEMENT**
**COMMUNITY / PUBLIC HEALTH NURSING**

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### SAMPLE PROGRAM FOR FULL-TIME STUDY
**NURSING AND HEALTH SYSTEMS MANAGEMENT**
**NURSING ADMINISTRATION**

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SAMPLE PROGRAM FOR PART-TIME STUDY  
NURSING AND HEALTH SYSTEM MANAGEMENT  
NURSING ADMINISTRATION

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### GRADUATE ENTRY SAMPLE PROGRAM

#### NURSING AND HEALTH SYSTEMS MANAGEMENT

#### COMMUNITY / PUBLIC HEALTH NURSING

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¹ See Graduate Entry course descriptions on pages 14-15.

² Nursing 633.02 is repeatable up to 9 hours.

³ Students need not take N702 prior to NCLEX if they have had an undergraduate research course.

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**NURSING AND HEALTH SYSTEMS MANAGEMENT**
**NURSING ADMINISTRATION**

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These master’s specialty programs prepare students for advanced practice nursing and certification as nurse practitioners in pediatrics and school health. The curriculum has three components: core courses required of all students in the Master of Science curriculum in Nursing; courses required of all students in these specialty tracks; and courses specific to pediatrics or school health, including clinical courses taken over four quarters. In addition, students have the opportunity to take electives in nursing or other disciplines.

**Core Courses (see pages 10-11 for course descriptions)**

- Nursing 601 Scientific Thought in Nursing (3)
- Nursing 602 Theoretical Foundations for Advanced Practice Roles in Nursing (3)
- Nursing 603 Nursing within the American Health Care System (3)
- Nursing 702 Research for Evidence Based Clinical Practice (4)
- Nursing 707 Reimbursement and Cost Methods for Advanced Practice Nurses (3)
- Graduate statistics (5)

**Other Required Courses (see page 11 for course descriptions)**

- Nursing 703  Pathophysiology of Altered Health States I (3)
- Nursing 706  Pharmacology for Advanced Nursing Practice (5)
- Nursing 715  Advanced Pediatric Health Assessment (5)

  Development of advanced pediatric health assessment skills; emphasis on the acquisition of normal and abnormal assessment data relevant to clinical reasoning in advanced pediatric nursing practice. Prerequisites: Nursing 703 and knowledge of basic physical assessment or permission of instructor

- Nursing 721  Theories, Concepts and Issues in Advanced Family Nursing (3)

  Theories, concepts and issues from nursing and related sciences relevant to the development and care of women, children and families in various states of health and illness.

**An advanced child development course** selected from courses offered in the Department of Human Development and Family Science or the Department of Psychology. A list of approved courses is provided below. Additional information on individual courses is available from faculty advisors and from the Course Offerings Bulletin.

**Nursing Course**

- NUR 653  Nursing Assessment of Early Parent-Child Interaction: Theory and Measurement (3)
Department of Human Development and Family Science Courses
(all courses require instructor permission to register)

HDFS 660  Children and Their Families Under Stress  (3)
HDFS 663  Infant Development  (3)
HDFS 665  Parenting  (3)
HDFS 764  Foundations and Issues in Family Science  (4)
HDFS 765  Advanced Child Development  (4)
HDFS 820  Family Theory  (3)
HDFS 840.01  Seminar in Adolescence: Adolescents and Their Families  (3)
HDFS 840.02  Seminar in Adolescence: The Differentiation Process and the Social Context  (3)
HDFS 840.03  Seminar in Adolescence: The Individuation Process in the Context of the Family  (3)
HDFS 865  Play and Development  (3)

Department of Psychology Courses
(all courses require instructor permission to register)

PSYCH 550  Psychology of Childhood  (4)
PSYCH 551  Adolescence  (5)
PSYCH 600  Psychology of Learning  (5)
PSYCH 832  Sociomoral Development  (4)
PSYCH 834  Psychology of Infancy  (3)
PSYCH 835  Child Development  (3)
PSYCH 836.01  Developmental Psychology: Adolescence  (3)

Nursing 859  Advanced Practice Nursing  (6-7)

Application of theories, research findings, skills and interventions including pharmacological management for advanced practice nursing in primary, acute and chronic care. Prerequisites: All core and specialty courses or permission of instructor. Also, must meet health, CPR, and background check requirements, and have a current license to practice as an RN in Ohio.

All students must take Nursing 859 as indicated and complete the total clinical hours within six quarters of enrollment.

I. Health Promotion and Wellness Care  (6-7) Summer

Primary care of infants and children, with an emphasis on well-child care and physical and psychosocial health and well-being.

II. Management of Common Pediatric Illnesses  (6-7) Autumn

Nursing management of common illnesses of children seen in primary care settings; emphasis on clinical reasoning, including assessment, differential diagnosis, treatment or referral, and follow-up.
III. Care of the Child with Behavioral and Developmental Problems (6-7) Winter

Diagnosis and management of common behavioral and developmental conditions in childhood with an emphasis on the ‘new morbidities’ and family-centered care.

IV. Chronic Childhood Illnesses (6-7) Spring

Diagnosis and management of chronic illnesses in children with emphasis on care of the child throughout the illness episode, including out-patient care, hospitalization, and home/clinic follow-up, as well as cross-setting implementation of the advanced practice role.

School Nurse Practitioner Program

The SNP program is a collaboration between the College of Nursing and the College of Education, School of Physical Activity and Educational Services (PAES). Students take the same courses as the Pediatric Nurse Practitioner students (see above), but clinical experiences will focus on elementary and high school populations. In addition, SNP students will integrate a series of school health courses that meet the standards for school nursing established by the national organization and the state of Ohio.

Students select one of the following two courses:

PAES 650 Introduction to Exceptional Children (3)

PAES 712 Early Intervention for Children with Disabilities (3)

Students must enroll in each of the following courses:

PAES 612 Alcohol and Drug Education (3)

PAES 635 School Health Services (3)

PAES 637 Health Agencies (3)

All preceding courses are prerequisite to the practicum:

PAES 788 Practicum for School Nurses (8 credit hours, divided over two quarters)
SAMPLE PROGRAM FOR FULL-TIME STUDY
PEDIATRIC NURSE PRACTITIONER

YEAR 1

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YEAR 2

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### SAMPLE PROGRAM FOR FULL-TIME STUDY
#### SCHOOL NURSE PRACTITIONER

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### SAMPLE PROGRAM FOR PART-TIME STUDY
#### SCHOOL NURSE PRACTITIONER

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Nursing 859 and PAES 788 have separate theory components but some overlapping clinical hours. Students will have a total of 660 hours of clinical practice which will meet the requirement of 400 hours for the School Nurse Licensure and 500 hours for the School Nurse Practitioner or Pediatric Nurse Practitioner Certification.
# GRADUATE ENTRY SAMPLE PROGRAM
## PEDIATRIC NURSE PRACTITIONER

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¹ See Graduate Entry course descriptions on pages 14-15.

² Nursing 633.02 is repeatable up to 9 hours.

³ Students need not take N702 prior to NCLEX if they have had an undergraduate research course.

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PSYCHIATRIC MENTAL HEALTH NURSING

The master’s specialty program in Psychiatric Mental Health Nursing prepares students for advanced practice nursing with the opportunity to specialize in the care of adults, children, and adolescents with serious mental illness and with chemical dependencies. The curriculum has three components: core courses required of all students in the Master of Science curriculum in Nursing; courses required of all students in the Psychiatric Mental Health Nursing Specialty Track; and clinical courses taken over three quarters (autumn, winter, and spring). In addition, students have the opportunity to take electives in nursing or other disciplines.

Students may also pursue a dual degree program to be prepared both as a Psychiatric Mental Health Clinical Nurse Specialist and a Nurse Practitioner in another specialty area (i.e. Adult Health, Family Nurse Practitioner, Women’s Health Nurse Practitioner). In addition to the courses described below, students pursuing a dual degree will take additional credits in the second specialty and at least an additional three quarters of clinical course work. The dual degree program will extend the program by at least three quarters.

Core Courses (see pages 10-11 for course descriptions)

- Nursing 601 Scientific Thought in Nursing (3)
- Nursing 602 Theoretical Foundations for Advanced Practice Roles in Nursing (3)
- Nursing 603 Nursing within the American Health Care System (3)
- Nursing 702 Research for Evidence Based Clinical Practice (4)
- Nursing 707 Reimbursement and Cost Methods for Advanced Practice Nurses (3)
- Graduate statistics (5)

Other Required Courses (see page 11 for course descriptions)

- Nursing 703 Pathophysiology of Altered Health States I (5)
- Nursing 705 Advanced Health Assessment (5)
- Nursing 706 Pharmacology for Advanced Nursing Practice (5)
- Nursing 740 Neuroscience Principles and Concepts Relevant to Psychiatric Mental Health Nursing (3)

Neurobiological bases of brain-mind-behavior relationships in mental health and illness, including chemical dependence. Emphasis on promotion, maintenance, and restoration of central nervous system homeostasis. Prerequisites: Admission to master’s program in nursing or permission of instructor

- Nursing 745 Advanced Psychiatric Mental Health Nursing: Individuals and Families (3)

Advanced clinical therapeutic nursing interventions with persons who have severe and persistent mental illness and/or chemical dependence and their families. Prerequisites: Admission to master’s program in nursing or permission of instructor
Nursing 777  Group Process for the Health Professional (3)

Theoretical approaches to group work in the professions. Focus on group process, approaches to group therapy and approaches to groups in health care treatment. Prerequisites: Graduate standing or permission of instructor.

Interprofessional Course

The advisor assists each student in selecting an appropriate course.

Nursing 859  Advanced Practice Nursing (8)

Application of theories, research findings, skills, and interventions including pharmacological management for advanced practice nursing in primary, acute and chronic care. All students must take N859 in three consecutive quarters. Each quarter students enroll for a minimum of eight credit hours and complete a minimum of 160 hours of clinical practice. Also, must meet health, CPR, and background check requirements and have a current license to practice as an RN in Ohio. Prerequisites: All core and specialty courses or permission of instructor. Also, must meet health, CPR, and background check requirements, and have a current license to practice as an RN in Ohio.
## SAMPLE PROGRAM FOR FULL-TIME STUDY
**PSYCHIATRIC MENTAL HEALTH NURSING**

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### YEAR 3

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## SAMPLE PROGRAM FOR PART-TIME STUDY IN **PSYCHIATRIC MENTAL HEALTH SPECIALTY TRACK**

### YEAR 1

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### PSYCHIATRIC MENTAL HEALTH NURSING

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¹ See Graduate Entry course descriptions on pages 14-15.

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**WOMEN’S HEALTH NURSE PRACTITIONER**

This master’s specialty program prepares students for advanced practice nursing and certification as women’s health nurse practitioners. The curriculum has three components: core courses required of all students in the Master of Science curriculum in Nursing; courses required of all students in the specialty track; and courses specific to women’s health, including clinical courses taken over four quarters. In addition, students have the opportunity to take electives in nursing or other disciplines.

**Core Courses (see pages 10-11 for course descriptions)**

- Nursing 601 Scientific Thought in Nursing (3)
- Nursing 602 Theoretical Foundations for Advanced Practice Roles in Nursing (3)
- Nursing 603 Nursing within the American Health Care System (3)
- Nursing 702 Research for Evidence Based Clinical Practice (4)
- Nursing 707 Reimbursement and Cost Methods for Advanced Practice Nurses (3)
- Graduate statistics (5)

**Other Required Courses (see page 11 for course descriptions)**

- Nursing 703 Pathophysiology of Altered Health States I (5)
- Nursing 705 Advanced Health Assessment (5)
- Nursing 706 Pharmacology for Advanced Nursing Practice (5)
- Nursing 721 Theories, Concepts and Issues in Advanced Family Nursing (3)

Theories, concepts and issues from nursing and related sciences relevant to the development and care of women, children and families in various states of health and illness.

**Nursing 722 Advanced Reproductive Dynamics (4)**

Analysis and synthesis of principles of reproductive physiology, genetics, fetal development, menarche, pregnancy, parturition, puerperium, and menopause in relationship to advanced nursing practice in women’s health care. Prerequisites: Nursing 703

**Nursing 859 Advanced Practice Nursing (7-8 quarterly for a total of 31 credit hours)**

Application of theories, research findings, skills, and interventions including pharmacological management for advanced practice nursing in primary, acute and chronic care. Prerequisites: All core and specialty courses or permission of instructor. Also, must meet health, CPR, and background check requirements and have a current license to practice as an RN in Ohio. Prerequisites: All core and specialty courses or permission of instructor. Also, must meet health, CPR, and background check requirements, and have a current license to practice as an RN in Ohio.

Nursing 859 includes the 600 precepted clinical hours required for certification as a Women’s Health Nurse Practitioner.

All students must take Nursing 859 as indicated.
**Women’s Health I (7)**
Summer Quarter

Application of theories, research findings, skills and interventions in the care of women, with focus on primary care.

**Women’s Health II (8)**
Autumn Quarter

Application of theories, research findings, skills and interventions for advanced practice nursing in the care of women, with emphasis on well-woman care, family planning and the childbearing cycle.

**Women’s Health III (8)**
Winter Quarter

Application of theories, research findings, skills and interventions for advanced practice nursing in the care of women with emphasis on more complex women’s health problems throughout the lifespan and during childbearing.

**Women’s Health IV (8)**
Spring Quarter

Application of theories, research findings, skills and interventions for advanced practice nursing in the care of women with emphasis on complications of pregnancy and the sociopolitical context of women’s health care across the lifespan for women’s health nurse practitioners.
### SAMPLE PROGRAM FOR FULL-TIME STUDY
#### WOMEN’S HEALTH NURSE PRACTITIONER

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### SAMPLE PROGRAM FOR PART-TIME STUDY
#### WOMEN’S HEALTH NURSE PRACTITIONER

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GRADUATE ENTRY SAMPLE PROGRAM  
WOMEN'S HEALTH NURSE PRACTITIONER

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YEAR 2

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YEAR 3

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¹ See Graduate Entry course descriptions on pages 14-16.

² Nursing 633.02 is repeatable up to 9 hours.

³ Students need not take N702 prior to NCLEX if they have had an undergraduate research course.

This is a sample curriculum only. Your specific program plan must be confirmed by your advisor and entered into the college data base.
ACADEMIC POLICIES FOR GRADUATE STUDENTS

Academic Standards

To be in good standing in the Graduate School, a student must maintain a cumulative point-hour ratio (CPHR) of 3.0 or better in all graduate credit courses and must maintain reasonable progress toward graduate program requirements. The Graduate School rules concerning probation and dismissal apply to students:

a) Whose CPHR drops below a 3.0 (see Graduate School Handbook, sections II.4.1 to II.4.5), or
b) Are determined to not be making reasonable progress toward graduate program requirements (see Graduate School Handbook, sections II.4.6 to II.4.9). Reasonable progress is defined below.

In addition, the College of Nursing stipulates that:

c) A grade of C+ or below in a required course in the nursing graduate program will not contribute to credit for graduation.

Any student receiving a C+ or below shall be reviewed for progression by the Graduate Studies Committee (GSC). A student who earns a grade of C+ or below in a required course will be issued a lack of progression warning stipulating that:

i. The student is required to repeat the course earning a grade of B- or better,
ii. Earning a second grade of C+ or below in a required course may result in dismissal from the program.

Progression in the Program

A student is making reasonable progress in the program if he or she receives a B- or better in all required courses and the student’s overall GPA is 3.0 or above. All course prerequisites must be met in order to progress in the program (e.g., Clinical courses must be taken in consecutive order; the previous clinical course is a prerequisite for the next consecutive clinical course). Many of the required courses in the College of Nursing are only offered once per year. If it becomes necessary for a student to repeat a course, this may require waiting a full year before the course can be repeated.

A student in the master’s program is expected to complete a minimum of one course during autumn, winter, and spring quarters. A student in the doctoral program is expected to complete a minimum of one course each of the four quarters. Students who require an exception to these expectations may request a leave of absence by petition submitted to the chair of Graduate Studies.

Grade Changes

A change of grade is made only when an error has been discovered in the evaluation or recording of a grade. In no case will a grade be revised in accordance with criteria other than those applied to all students in the class (e.g., extra credits cannot be granted to one student but not offered to all in the
class). Action to change a grade must be initiated before the end of the second succeeding quarter. For more information, see rule 3335-8-23 http://trustees.osu.edu/rules8/ru8-22-231.html.

Grade Grievance Procedures

If a student believes that a procedural error in grading was made, the student should meet with the instructor. If the instructor does not agree that a procedural error was made, the student may request a review by the Associate Dean of Academic Affairs. The Associate Dean of Academic Affairs shall respond to the student no later than thirty days after the student has requested a review. Upon receipt of the Associate Dean of Academic Affairs’ response, if the issue is not resolved to the satisfaction of the student, the student may within two weeks request in writing, by duplicate submission to the Dean and the Associate Dean of Academic Affairs, review by a college faculty committee appointed by the Associate Dean of Academic Affairs. The Hearing Committee will report and make recommendations to the Associate Dean of Academic Affairs. The Associate Dean of Academic Affairs will send a written letter to the student notifying him/her of the Hearing Committee’s decision. For more information see rule 3335-8-23 http://trustees.osu.edu/rules8/ru8-22-231.html.

Other Grievances

Other student grievances (see grade grievance procedure above) should be discussed with the student’s instructor, advisor, the graduate student representative to the Graduate Studies Committee, or the Graduate Studies Committee Chair. The student's concern may be forwarded to the Graduate Studies Committee. If the problem remains unresolved, the student may discuss the problem with the Assistance Dean for Prelicensure Studies or the Associate Dean of Academic Affairs. In instances when local processes do not lead to the resolution of a grievance, the Graduate School is available to offer advice, and in certain situations, to provide a formal hearing and adjudication. The Graduate School is specifically authorized by the rules of the Graduate Faculty to review grievances related to graduate examinations and Graduate Associate appointments. Graduate Student Grievance Review Guidelines are provided in Appendix C in the University’s Graduate School Handbook. In accordance with University policy, complaints of harassment and allegations of scholarly misconduct are directed to the appropriate offices authorized to address them.

Code of Student Conduct and Academic Integrity

While enrolled at The Ohio State University, graduate students are expected to abide by the Code of Student Conduct (see http://studentaffairs.osu.edu/resource_csc.asp). This Code prohibits certain types of student behavior such as inflicting emotional or bodily harm, dishonest conduct, failure to comply with University officials, and academic misconduct. Cases of alleged academic misconduct are adjudicated through a formal hearing process by the Committee on Academic Misconduct (COAM), a standing committee of the University Senate.

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University’s Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct may constitute “Academic
Misconduct. The Ohio State University’s Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.” Ignorance of the University’s Code of Student Conduct is never considered an “excuse” for academic misconduct. While many people associate academic misconduct with “cheating,” academic misconduct actually includes a wider scope of student behaviors. Examples of academic misconduct include (but are not limited to):

- Violation of course rules;
- Violation of program regulations;
- Knowingly providing or receiving information during a course exam or program assignment;
- Possession and/or use of unauthorized materials during a course exam or program assignment;
- Knowingly providing or using assistance in the laboratory, on field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor or, where appropriate, a project/research supervisor;
- Submission of work not performed in a course: This includes (but is not limited to) instances where a student fabricates and/or falsifies data or information for a laboratory experiment (i.e., a "dry lab") or other academic assignment. It also includes instances where a student submits data or information (such as a lab report or term paper) from one course to satisfy the requirements of another course, unless submission of such work is permitted by the instructor of the course or supervisor of the research for which the work is being submitted;
- Submitting plagiarized work for a course/program assignment;
- Falsification, fabrication, or dishonesty in conducting or reporting laboratory (research) results;
- Serving as or asking another student to serve as a substitute (a 'ringer') while taking an exam;
- Alteration of grades in an effort to change earned credit or a grade;
- Alteration and/or unauthorized use of University forms or records.

If a faculty member suspects that a student has committed academic misconduct, s/he is obligated by University Rules to report his/her suspicions to the Committee on Academic Misconduct. If COAM determines a student has violated the University’s Code of Student Conduct (i.e., committed academic misconduct), sanctions for the misconduct could include a failing grade and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in a course, please contact the Chair of the Graduate Studies Committee. Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages (oaa.osu.edu/coam/home.html)
- Ten Suggestions for Preserving Academic Integrity (oaa.osu.edu/coam/ten-suggestions.html)
- Eight Cardinal Rules of Academic Integrity (www.northwestern.edu/uacc/8cards.html)

Cell Phone and E-transmission Policy

The use of cell phones is prohibited during class/seminar/clinical with the exception of break times. Students who need to have a cell phone on for emergency purposes should discuss the issue with the designated faculty course head. Students found in violation of this policy should be aware that faculty have the option of lowering the course grade and/or reporting the violation to the academic/professional misconduct committee chair. Taking pictures of the College of Nursing/College
of Nursing property, clinical sites, and patients using ANY device are prohibited without the written consent of the institution and all parties involved.

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

Length of Program

A student must complete the requirements of the master’s program within five years from the first quarter of enrollment.

A student may petition for an extension of the five-year time period. A student must submit with the petition the plans for completion of the requirements and a letter of support from the advisor. The petition should be submitted to the chair of the Graduate Studies Committee.

Reactivation

A student who has not been enrolled for eight consecutive quarters may petition to reactivate a program of study. This petition should be submitted in writing to the Graduate Studies Committee. The petition must include the rationale for wanting to reactivate and tentative plans for completing the program of study.

Petition Policies

Students may petition the Graduate Studies Committee for an exception to standard curriculum requirements and policies with the signature of his/her advisor. All student petitions must be submitted by the student at least two full weeks prior to the Graduate Studies Committee meeting. Within one week following the meeting, the student will be notified by the Student Records Associate that a hardcopy of the committee’s decision is available for pick-up in room 252. Students are encouraged to speak to their advisor regarding curriculum plan changes and/or considerations that may arise following the committee’s decision.

If there is not satisfaction with the outcome of the Committee’s decision regarding the petition, the student should discuss the matter with his/her faculty advisor or the Graduate Studies Committee Chair. If the student is able to provide additional information that may have bearing on the committee’s decision, the student may appeal the original decision and resubmit the petition with the inclusion of the additional information. Following a second review, the Graduate Studies Committee will render a decision that is final.

The Graduate Studies Committee has developed procedures for the following requests:

- Request for transfer credit
- Request for course waiver
- Request to transfer specialty track
- Request for leave of absence
- Request for out-of-state clinical placements
Petition Submission Guidelines

- **Petition forms** (including specific directions) are available in the Student Affairs area of the StudentWeb sharepoint at [http://studentweb.con.ohio-state.edu/sites(sa/default.aspx](http://studentweb.con.ohio-state.edu/sites(sa/default.aspx)

- **Petition submission.** All student petitions must be submitted by the student at least 2 full weeks prior to the Graduate Studies Committee (GSC) meeting. The list of dates for the GSC meetings are also available at the website listed above. Any petitions submitted after this submission deadline will be placed on the agenda of the following GSC meeting.

- **Student notification.** Within 1 week following the GSC meeting, the student will be notified by the Student Records Associate that a hardcopy of the Graduate Studies Committee decision is available for pick-up in Rm 252. Students are encouraged to speak to their advisor regarding curriculum plan changes and/or other considerations that may arise following the GSC decision.

- **Faculty notification.** A hard copy of the petition decision will be sent by the Student Records Associate to the student’s advisor (or Specialty Program Director if a new advisor must be assigned) as a prompt to update curriculum plans and/or perform any other advising related functions.

- **Record keeping.** A hard copy of the petition and all supporting documentation will be placed in the student’s file.

- **Appeal.** Student’s are permitted 1 appeal. Decisions rendered by the Graduate Studies Committee following a second review are final.

Copies of each of the petition forms follow. If you wish to make such a request, please follow the directions on the appropriate form.
The Ohio State University College of Nursing Graduate Program

Request to Transfer/Add (circle one) Specialty Within the Graduate Program

Students may request a transfer of specialty or add a specialty. The request requires review by the College of Nursing graduate faculty members in the “new” specialty track. Track recommendations must be approved by the Graduate Studies Committee. Students must be in good standing to initiate such a request.

The process is detailed below:

1. Request the transfer/add in a formal cover letter addressed to the Graduate Studies Committee Chair. In the letter, identify the current specialty area and the requested change/addition of specialty.

2. Enclose a revised personal statement detailing the reasons for the change and a new set of professional goals reflecting the requested specialty area.

3. Enclose your current plan of study, list courses completed, and earned grade.

4. This form should also be completed and accompany your request.

Two copies of ALL materials should be submitted to Graduate Records in Room 252 Newton Hall at least two quarters prior to anticipated enrollment in any clinical course.

Name__________________________

Current Track and Advisor__________________________

Current Advisor Signature:__________________________

“New” requested track__________________________

Date__________________________

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Notify: student, former SPD, former advisor, future SPD, Records Office
The Ohio State University
College of Nursing Graduate Program

Request to Waive a Course in the Graduate Program

Please note: The Graduate Studies Committee will not accept undergraduate coursework in place of required graduate courses.

To request a course waiver, please provide the following:

1. This form (including student’s name, course # to be waived, and advisor’s name/signature).

2. A cover letter detailing relevant information when applicable:
   a. Course(s) title and number which you are requesting to have waived
   b. Course(s) title, description and number related to the requested “waived” course
   c. Institution from which the course(s) was taken.
   d. Earned grade(s)
   e. Other pertinent prior experiences related to the course content
   f. Explanation of how your prior experiences/coursework meet each of the objectives of the current course in CON program
   g. Credit Hours (please indicate if the hours are quarter or semester)

3. Course syllabus

Three copies of ALL materials should be submitted to Graduate Records in Room 252 Newton Hall

Course Number __________ Advisor Name ______________________________

Advisor Signature* ______________________________

* A curriculum plan must be on file for the student.

Advisor recommendation:

☐ Petition recommended     ☐ Petition not recommended

Student name ______________________________
The Ohio State University College of Nursing Graduate Program

Request to Transfer a Course Into the CON Graduate Program
(The Ohio State University Graduate School form entitled Request for Transfer of Graduate Credit should be included with this petition.)

Transfer Credit is governed by the rules of The Ohio State University Graduate School, found in the Graduate School Handbook, Sections II.3.2.3. Graduate credit earned at another university may be transferred to this university. The following conditions must be satisfied in order to transfer graduate credit:

1. The graduate credit was earned as a graduate student at an accredited university; and,
2. The student earned at least a grade of “B” or satisfactory in each course for which credit is to be transferred; and,
3. The Graduate Studies Committee approves the transfer.

Please note the following Graduate School requirement: Credits should be transferred at the time the student is admitted but no later than the end of the second quarter of enrollment in the Graduate School.

To have a transfer request reviewed for a decision by the Graduate Studies Committee, the following must be received:

A. This form including student's name, advisor's name and the course number to be waived

B. A cover letter detailing the following information:
   - Course title and number
   - Course description.
   - Institution from which the course was taken.
   - Earned grade

Also, is this course to count for a required course in your program? If so, what course? How does this course (the transferring course) meet the objectives of the current course in CON program? Credit Hours (please indicate if the hours are quarter or semester)

C. Previously completed course syllabus

Three copies of ALL Materials should be submitted to Graduate Records in Room 252 Newton

OSU Course Number __________________________ Advisor______________________________

Faculty Advisor Signature________________________________________________________________________

Student name ____________________________________________________________________________________

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Graduate Studies Committee Chair __________________________ Date __________

Grad School Approval Date __________________________

66
The Ohio State University College of Nursing Graduate Program

Request for Leave of Absence (LOA) From the Program of Study

A student who needs a LOA must notify his or her advisor and the Graduate Studies Committee (Chair). The Ohio State University Graduate School student status is automatically deactivated if students have not registered for classes during the preceding two years. Also, taking an LOA may alter the availability of clinical placement sites.

To have Request for Leave of Absence reviewed, the Graduate Studies Committee Chair must be in receipt of this form (with student’s name, advisor, advisor’s signature and effective dates of LOA) and a letter detailing the following information:

- Earned grade(s) to-date, listed on an Advising Report
- How many more credit hours do you need to satisfy your degree requirements?
- Course title(s) and course number that must be revised in your program of study.
- How will your proposed program of study meet your degree objectives? And when do you propose to graduate?

ALL Materials should be submitted to Graduate Records in Room 252 Newton Hall at least one month prior to the desired decision.

Student Name_____________________________________________________

Advisor _________________________________________________________

Advisor Signature _______________________________________________________________________

Last quarter of enrollment ______________________________

Returning quarter _________________________________

Office Use Only

Date _________________________________________________________________________________

Graduate Studies Chair _________________________________________________________________
The Ohio State University College of Nursing Graduate Program

Petition Process Regarding Out-of-State Clinical Placement for
N.859 Clinical Experiences

Students who request an out-of-state clinical placement for the Nursing 859 Advanced Practice Practicum must submit a written request to the College of Nursing Graduate Studies Committee for approval. This request should be received prior to beginning any clinical work out of state. Only students who are making reasonable progress as defined in the progression guidelines as described in the College of Nursing Graduate Handbook will be considered for this clinical placement petition. (See page 69 of the Graduate Student Handbook for criteria for out-of-state clinical placements.)

This request must include:

- A rationale for the placement in a formal letter addressed to Graduate Studies; and
- A supporting letter from the academic advisor that first, states the specialty track approval; also, describes, in detail, the supervisory arrangements.

The student must identify potential preceptors or clinical sites meeting NONPF (National Organization of Nurse Practitioner Faculty) criteria in the proposed geographical area. This information should be submitted to the student’s advisor as part of the process.

Submit complete petition documents to the Graduate Program Manager, Sandy Cody.

During regularly scheduled meetings, the Graduate Studies Committee will review these documents and make final decisions.

Advisor Signature __________________________________________________________

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<td>Complete documents including preceptor contacts?__________________________</td>
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<td>Graduate Studies Committee approval ___________________________  Graduate Studies Committee Chair</td>
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<tr>
<td>Date _____________________________</td>
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Criteria for Out-of-State Clinical Placement of Students

Out of state clinical placements must meet the following criteria:

1. Placement of a student in an out-of-state site may be arranged:
   (a) to enable the student to develop his/her practice network in a geographic area of particular interest, or,
   (b) because the experience required for completion of the student’s program is not available in Ohio.

2. Out-of-state placement generally will not be assigned in the first quarter of placement, but that will depend on the need for the placement as determined by the specialty program faculty group.

3. The program director and the specialty program faculty will determine (using past performance and interview as necessary) that the student is adequately prepared to function in a remote area. The student must be in good academic standing.

4. Regular communication with preceptors via visit, written communication or teleconference is essential and will be established and documented on a regular basis by the specialty program faculty.

5. As with any precepted experience, the student may not begin clinical placement until the student is in compliance with clinical requirements and until a formal contract is established prior to the beginning of the experience. This contract will be arranged in consultation with the specialty program faculty and the Preceptor Coordinator. The formalization of the contract is a lengthy process (can take as much as 1 year) so the initiation of the contract should be started as soon as possible after the preceptor/site is identified.

6. The requirements for out-of-state preceptors is the same as for in-state preceptors. These criteria include:
   a. Meeting the preceptor requirements of the national specialty certification organization
   b. Active in clinical practice
   c. The practice or agency must generate enough cases to provide a rich learning experience for the student
   d. Experience must meet accreditation requirements of the program's accreditation agency (e.g. if the American College of Nurse Midwives has additional requirements that supersede those stated above, those requirements must be met before the experience is negotiated).

7. All out-of-state preceptors must be interviewed by the program director to assure the practice/agency meets the requirements of the College of Nursing

8. No monetary remuneration will be negotiated for the preceptor's contribution to the educational experience for the student.
YOUR FACULTY ADVISOR

Academic advising is an interactive process whose aim is to develop a plan that helps the student move smoothly through the academic endeavor s/he has chosen. This process works best when both parties (the advisor and the advisee) partner to achieve a mutually agreed upon outcome. Both parties have areas of accountability to assure that this process proceeds in a smooth and beneficial manner. Below are listed some elements of the responsibility the student has in the process:

1. **Contact your advisor first.**
   The student must contact the advisor of record immediately after acceptance of admission in order to develop the course plan.

2. **Contact your advisor at least once per quarter to discuss your progress.**
   Additionally, the student should contact the advisor at any time during the quarter to inform him/her of any proposed changes in the course plan that the student wishes to make to assure that the overall plan is still sound and meets progression requirements.

3. **Contact the advisor if there are academic or other life issues that interfere with successful completion of a course or courses.**
   Although dialogue with the course instructors is essential, it is also essential that the student’s advisor be informed of any problems. Often, the advisor can help to plan strategies, give suggestions about appropriate petitions, and be a sounding board to recognize consequences of actions the student might think about implementing.

4. **Discuss decisions to change specialty programs, take a leave of absence, waive a course, or other decisions that affect completion of an academic program.**
   Advisors recognize that goals, objectives and commitments may change. Your advisor is the first line academic official with whom these changes should be discussed. Procedures, consequences, and suggestions for appropriate strategies are resources that advisors may use to help. The advisee usually is the one who initiates these discussions.

5. **Discuss decisions about thesis, comprehensive examination procedural clarification, thesis committee member selection and other projects.**
   The advisor can often serve as the first line for recommendations for decisions about a thesis option or comprehensive exam option. The advisor is the person who can make initial and informed suggestions about the best people to have on the student’s committee should the thesis option be selected. In most cases, the advisor would serve as the student’s committee chair.

6. **Request, as needed, the advisor to serve as a professional reference after graduation.**
   The advisor is a person who, in most cases, has known the student since the beginning of the student's program. Advisors are often the best persons to complete a professional reference when the new graduate is applying for a position or entry into an advanced or terminal degree program.
NON-ACADEMIC POLICIES FOR GRADUATE STUDENTS

College of Nursing Non-Smoking and Tobacco Free Policy

To protect the health and safety of our faculty, staff, students, and guests, the College of Nursing joined The Ohio State University Medical Center and became smoking and tobacco free July 10, 2006. This means that smoking or use of other tobacco products will be prohibited inside the building, outside the building, or in the loading dock and parking areas. This policy is in line with the College of Nursing’s mission and values.

Where can I smoke?
You are permitted to smoke in any other area outside of the College or Medical Center grounds that is designated as a smoking area or permissible by law. The Medical Center, Health Sciences Colleges contiguous to the Medical Center including Fry, Newton, Parks and Postle halls, as well as all Biological Sciences buildings (Aronoff Lab, Biological Sciences Building, Biological Sciences Greenhouse, General Biology Annex, Jennings Hall, and Riffe Building) are now tobacco-free. The ban on all smoking and tobacco products will be observed in all indoor and outdoor areas and parking areas on the main medical center campus, University Hospital East, all other OSU Medical Center properties, and the buildings listed above. Signage will notify individuals where they can or cannot smoke or use tobacco products.

What is considered a tobacco product and therefore prohibited?
Tobacco products include, but are not limited to cigarettes, cigars, chewing tobacco and pipe smoking.

How will the new policy be enforced?
The College of Nursing will encourage faculty, staff, and students to take the lead in helping to make the College a healthy environment by being courteous and informing others of the tobacco-free policy. Corrective action will be taken with employees who do not follow this policy. Students who are not employees will be referred to the Office of Student Judicial Affairs.

Are there resources to help students with smoking cessation?
All students, faculty, and staff are encouraged to refrain from smoking and using tobacco products while attending classes, working or visiting the College of Nursing and the Medical Center. The OSU James Cancer Hospital provides smoking cessation opportunities through the Kick-It program. Go to www.jamesline.com or call 1-800-293-5066 for more information. The OSU College of Dentistry Tobacco Cessation Clinic is located at 305 West 12th Avenue. More information is available by calling 614-292-1140 or at http://dent.osu.edu/outreach/Tobacco_Cessation.htm. Students can contact the Ohio Tobacco Quit Line at 1-800-QUIT-NOW. Programs are also available online at www.quitnet.com. The Student Wellness Center has quit kits that can be picked up in B130 in the Recreation and Physical Activity Center (RPAC) with a valid BuckID. MyStudentBody.com also has a resource for successful smoking cessation. Go to www.mystudentbody.com and use the school code “Buckeyes” to enter the site.

The university’s revised non-smoking policy (Policy #7.20) can be viewed online at: http://hr.osu.edu/policy/policy720.pdf. Contact Human Resources: 293-4988 or 292-2800.
Food and Drink in the Technical Learning Complex and Computer Lab Policy

Eating and drinking in the rooms of the Technical Learning Complex (TLC), or clinical education lab, are prohibited.

The TLC is being updated at a cost of over $1.5 million to create a setting that simulates the clinical environment as closely as possible. Food and drink are not permitted on hospital units except in designated areas (break rooms or lounges). To have food or drink on the clinical unit otherwise is an OSHA violation resulting in fines and violates a Joint Commission requirement. Just as food and drink are strictly prohibited in science laboratories on campus and universally as a matter of Federal and state good laboratory practices and as an accreditation/certification requirement, it is appropriate that the College of Nursing adhere to the same standards for our clinical education lab.

Designated eating areas include the student lounge on the second floor, the basement canteen, and the newly redecorated lobby. Please use care when eating in the lobby to keep this area as nice as possible for others.

The following guidelines apply to eating and drinking in the computer lab (220 Newton Hall) and the computer classroom (260):

- Snacks are permitted.
- Beverages are permitted in covered, preferably spill-resistant, containers.
- Be considerate of others and avoid messy or smelly foods. Hot foods or fast foods are discouraged.
- “Group/party foods” are not appropriate (pizzas, cakes, etc.).
- Food deliveries will be turned away.
- Properly dispose of leftovers, empty containers and wrappers.
PROFESSIONAL STANDARDS

The American Nurses Association (ANA) and the National Student Nurses Association provide guidance regarding what constitutes professional conduct in documents such as the ANA Code for Nurses, the ANA Standards of Clinical Nursing Practice, and the Student Nurse Association Code of Academic and Clinical Professional Conduct. Nursing students are responsible for conducting themselves in accordance with these professional standards. Professional conduct is manifest by behaviors that embody the values of Nursing including integrity, regard for self and others, respect, and responsibility. Professional misconduct includes activities that undermine the values of Nursing. Professional standards augment the behavioral expectations for all students at The Ohio State University as stated in the University Code of Student Conduct. The professional standards to which students are expected to adhere include the following adapted from the Student Nurse Association Code of Academic and Clinical Professional Conduct, the rules promulgated from the law regulating the practice of nursing (Ohio Board of Nursing), and The Ohio State University College of Nursing Professional Standards.

Students in the College of Nursing are expected to:

- Treat others with respect in all areas of the clinical and academic setting.

- Facilitate an environment in the classroom and clinical setting that promotes learning and allows faculty to educate nursing students.

- Comply with the directives of a college official.

- Comply with requirements in course syllabi and the College of Nursing policies as outlined in the current College of Nursing Handbook.

- Comply with the Code of Student Conduct.

- Arrive punctually and prepared for clinical and other academic experiences or inform appropriate individuals in a timely fashion if unable to attend.

- Refrain from performing any technique or procedure, including medication administration, for which they are unprepared by education or experience and/or without faculty or preceptor approval.

- Accurately identify and represent self as a nursing student in all professional and clinical settings.

- Communicate academic and clinical information in a truthful, timely and accurate manner.

- Abstain from the use of alcoholic beverages, illicit substances and/or any substance that may impair judgment while in the academic and clinical setting.

- Identify variables in own health state that would impair clinical performance and arrange for substitute clinical experiences as needed.
• Accept the moral, ethical and legal responsibility for own actions.

• Maintain patient/client confidentiality in all written, verbal and non-verbal communication.

• Serve all patient/clients impartially and accept no personal compensation from those entrusted to their care.

• Strive for excellence by maintaining and promoting integrity, truthfulness and honor in all aspects of academic and clinical responsibilities.

• Uphold school policies and regulations related to academic and clinical performance.

• Refrain from any deliberate action or omission of care in the clinical setting that creates risk of injury to the client, self, or others.

• Refrain from any deliberate action in the academic setting that creates risk of injury to self or others.

• Provide care for the client in a timely, compassionate, and professional manner.

• Promptly report known violations of any professional standard by other nursing students to a College of Nursing official.

Students in the College of Nursing are also expected to follow the Ohio Board of Nursing requirements (4732-5-12(J) as outlined below.

1. A nurse shall report and document nursing assessments or observations, the care provided by the nurse for the client, and the clients response to that care;

2. A nurse shall accurately and timely report to the appropriate practitioner errors in or deviations from the prescribed regimen of care;

3. A nurse shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice;

4. A nurse shall implement measures to promote a safe environment for each client;

5. A nurse shall delineate, establish, and maintain professional boundaries with each client;

6. At all times when a nurse is providing direct nursing care to a client the nurse shall:
   a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   b. Treat each client with courtesy, respect, and with full recognition of dignity and individuality

7. A nurse shall not:
   a. Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client; or
   b. Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental or emotional abuse;

8. A nurse shall not misappropriate a client’s property or:
   a. Engage in behavior to seek or obtain personal gain at the client’s expense;
   b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain
personal gain at the client’s expense;
(c) Engage in behavior that constitutes inappropriate involvement in the client’s personal relationships; or
(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client’s personal relationships.
For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the nurse set forth in this paragraph.

(9) A nurse shall not:
(a) Engage in sexual conduct with a client;
(b) Engage in conduct that may reasonably be interpreted as sexual;
(c) Engage in any verbal behavior that is seductive or sexually demeaning to a client; or
(d) Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a client.
For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the nurse.

The College of Nursing Professional Misconduct Committee (PMC) conducts hearings in accordance with the procedures outlined in the Undergraduate or Graduate College of Nursing Handbook for suspected incidences of professional misconduct by nurses enrolled in the College of Nursing. The committee is comprised of the chair, representatives from Undergraduate and Graduate Studies committees, clinical instructors, and nursing nurses. Nurses who are suspected and accused of committing professional misconduct are subject to a hearing in the College of Nursing according to the following procedure.

PROCEDURE FOR ALLEGED MISCONDUCT

All College of Nursing personnel are obligated to report suspected incidences of professional misconduct to the chair of the Professional Misconduct Committee (PMC). The following will apply for cases of alleged violation of the professional standards of the College of Nursing.

Following is a description of the process for reporting an alleged professional misconduct.

- Any person (including students) may report an incident of professional misconduct to any faculty member.

- If the allegation is made by a student, the initial report, along with a witness statement from the student making the allegation, is submitted by the faculty member receiving the report to a college official who forwards a written description of the alleged incident to the chair of the PMC promptly. College official is defined as faculty, staff, clinical instructor, teaching associate, or college administrator.

- If a college official observes an alleged professional misconduct, the college official forwards a written description of the alleged incident to the chair of PMC promptly after the allegation comes to his/her attention.

- Upon receipt of the written report of an alleged incident, the PMC chair will notify the student in writing about receipt of the written allegation.
Within 30 days of receiving notification of the alleged incident, the PMC chair or her/his designee will investigate the alleged incident to determine if the incident meets the criteria for professional misconduct. The PMC chair may consult with others to determine if there are other sites of adjudication in addition to the College of Nursing. If the adjudication body is not the PMC, then the university procedures outlined in the Student Code will be followed. However, behavior may constitute both professional and academic misconduct and thus, could be adjudicated in more than one place.

If the PMC chair determines that the severity of the alleged incident does not merit a hearing for professional misconduct but does represent behavior that is not in accordance with College of Nursing policies or professional standards, the PMC chair will meet with the student to issue an informal admonition. An informal admonition is not considered a disciplinary sanction, but may be considered in any future hearings. Following the issuance of an informal admonition, the student can request a hearing of the incident. A written request for a hearing must be filed with the PMC chair within 5 working days of the student’s receipt of the informal admonition.

If the PMC chair determines that there is probable cause to believe professional misconduct has occurred he/she submits a report of the incident to the appropriate associate dean for informational purposes and initiates the hearing procedure. The PMC chair will also give the accused student prompt written notice of the allegation.

**Hearing Procedure**

After the PMC chair has notified the student(s) involved of the specific charges of alleged professional misconduct, the chair will:

- Inform the student(s) of the procedures for the hearing process.
- Make all materials received pertaining to the incident available to the student(s).
- Notify the student(s) of the hearing date at least seven (7) days in advance of the hearing. The student may request a continuance for just cause.
- Appoint a hearing panel from among the members of the standing Professional Misconduct Committee within 14 days of notifying the student of the disposition of the allegation. The panel will consist of one representative from both Undergraduate and Graduate Studies committees or an appropriate alternate, two students at the level of the student who is charged with misconduct, and one clinical instructor or clinical faculty, all of whom can hear the case without prejudice. The PMC chair serves as chair of this panel. The PMC chair and college secretary serve as ex-officio members without vote. If the PMC chair cannot hear the case without prejudice, then the PMC chair will appoint an alternate panel chair.
- Instruct the hearing panel that all hearing proceedings are confidential.
- Make a tape recording of the hearing.
The student against whom the alleged incident is charged is initially presumed to be “not in violation” of the professional standards of the College of Nursing. Those present at the hearing include individuals directly involved in the alleged incident and witnesses requested by the PMC chair or the accused student. The accused student may have a person present to provide advice and/or support. The advisor may only counsel the student and may not actively participate in the hearing. If a student reported the incident to a college official, the official making the report will be present in the hearing.

During the hearing, both student(s) and college official (person forwarding the allegation) will be given the opportunity to describe the alleged incident without interruption. Following their presentations, panel members will ask questions of all parties until they are satisfied that their understanding of the incident is clear. After the information has been gathered and clarified, the college official and the student(s) leave the hearing room so the panel can go into closed (untaped) session to discuss the evidence and render a decision. An outcome of “in violation” is based on the greater weight of the evidence. An outcome of “in violation” is reported to the Office of Judicial Affairs.

- The proceedings are kept confidential and not shared with anyone outside of the committee except the dean when the student is found in violation.

**Sanctions**

If found in violation, the letter from the Office of Judicial Affairs is opened by the College Secretary to determine if there have been previous violations. The committee then determines the sanction based on current and previous findings. The range of sanctions imposed by the College of Nursing hearing panel is the same as used by other university adjudicatory bodies. Sanctions are listed below. Educational sanctions can accompany any of the listed sanctions. These sanctions follow Faculty Rule 3335-29.

- Formal Reprimand
- Disciplinary probation
- Disenrollment from the College of Nursing for a specified term
- Other sanctions

**Appeal**

The student has the right to appeal the decision made by the hearing panel. Appeals must be filed with the appeals officer (college dean) within 14 days of the date on the sanction letter. Appeals are based on any of the following:

- Procedural error
- Finding of “in violation” not supported by the greater weight of the evidence
- Substantial new evidence not available at the time of the hearing
- Sanction grossly disproportionate to the violation

The dean will review all pertinent materials. After reviewing the materials, the dean may uphold the original sanction, dismiss the original sanction, impose a lesser sanction, or order a new hearing. The dean’s disposition is final.
Notification

The student(s) and the college official(s) reporting the incident are notified in writing of the panel’s decision within seven days following the hearing.

If the student is found in violation, the PMC chair notifies the dean of the hearing and the panel’s decision.

Records

All records pertaining to the incident are given to the College of Nursing secretary at the end of the hearing. These records are confidential and retained for five years in a file separate from the student’s record.

Evaluation

The PMC chair will prepare an annual report of hearing actions that is submitted to the dean.
STUDENT POLICY REGARDING IMPAIRED PRACTICE INVOLVING SUBSTANCE ABUSE

Overview

Substance abuse is a universal health problem affecting all segments of society, including the profession of Nursing. According to the American Association of Colleges of Nursing (1999) and the Substance Abuse and Mental Health Services Administration (1997), college students are one of the segments of the population at highest risk for substance use and abuse problems. Students’ use and abuse of substances not only compromises their educational process but also their ability to provide patient care.

The College of Nursing has the responsibility to educate students who will be responsible professional, knowledgeable nurses who provide quality health care. Students with impaired practice involving substance abuse are incapable of providing this care. Therefore, it is imperative that students with impaired practice be identified and referred for evaluation and treatment of their substance use/abuse problems. Specific criteria for identification of a student with impaired practice are listed in the identification and documentation section of this policy. The purpose of this policy is to establish a process to facilitate the identification and management of nursing student substance abuse problems within the College of Nursing. The policy was developed based upon the recommendations and guidelines from AACN, SAMHSA, and The Ohio State University Student Health Services.

Identification and Documentation of Student With Impaired Practice

Faculty in the College of Nursing have a professional and ethical responsibility for the identification, documentation and referral of students who are suspected of having an impaired practice to the Professional Misconduct Committee. Confidentiality for every student is to be maintained throughout the entire process. Identification of a student with possible impaired practice is based on a pattern of observed and/or objective behaviors that may indicate substance use and/or abuse. This pattern of behaviors includes the violation of professional standards policy, alcohol on the breath, cognitive impairment, slurred speech, motor incapacity, absenteeism, tardiness, and inconsistent performance.

Specific information based on behaviors arising from impaired practice must be documented in the student’s academic and/or clinical record. Faculty involved in the identification of a possible substance use/abuse problem must initially meet with the student. A subsequent meeting will then occur between the student, faculty involved in the identification of the problem, and a member of the Professional Misconduct Committee. After this meeting, it is the responsibility of the Professional Misconduct Committee to review written materials regarding a student who is suspected and/or identified as having an impaired practice.

The committee is also responsible for any additional or continued action necessary for each student case. In addition, this committee has the responsibility for the referral of a student who is identified as having impaired practice to The Ohio State University Student Health Services for evaluation, intervention, and treatment of their substance use and/or abuse problems. Any student who is identified and verified as having a substance use/abuse problem will not be allowed in any clinical area.
as long as the use/abuse continues. Finally, this committee also has the responsibility to determine whether the re-entry of the student into clinical and/or academic settings can occur.

Evaluation of Student Progress

A student may be granted re-entrance into the clinical area, one time only, upon completion of his or her treatment programs as defined in accordance with The Ohio State University Student Health Services. The Undergraduate Studies and/or Graduate Studies Committee is responsible for the review and maintenance of documentation of all materials regarding re-entry of any student into clinical and/or academic areas. Any student who is identified as having impaired practice more than once will be disenrolled from the College of Nursing. Re-admission to the College of Nursing will be determined using standard re-enrollment procedures.
POLICY AND GUIDELINES FOR THE PREVENTION AND MANAGEMENT OF INFECTIOUS DISEASES

Introduction

During the performance of clinical practice or research activities, students may have contact with patients or research participants with infectious diseases. This contact may place the student at risk for exposure to an infectious agent and may result in an infectious disease being transmitted to others. This policy has been established to address The Ohio State University, College of Nursing’s concern for protecting students and those with whom they care from the risk of infectious diseases. The policy is in accordance recommendations of the American Association of Colleges of Nursing (AACN) and recognizes individual rights, voluntary testing, and the confidentiality of test results of students and those for whom they care. The document is organized in relation to: (1) Prevention, (2) Responsibilities of the student in the care of infected patients, and (3) Post-exposure safety measures.

Prevention

Students can be reasonably protected from the risk of contracting and transmitting an infectious disease in the course of nursing practice with appropriate education, skills training, and immunizations.

Education

Students will receive printed materials and oral instruction on potential infectious hazards, risk behaviors, and preventive measures as part of prerequisite clinical and laboratory preparation. Faculty are responsible for ensuring that the curriculum is in accordance with the current guidelines of the Centers for Disease Control (CDC). In addition, students are expected to have the necessary basic science content (anatomy/physiology of the immune system), pathophysiology, epidemiology, and standard precaution information necessary to provide safe care to patients and protection for themselves.

Vaccinations and Testing

- Mandatory Vaccination/Testing

Undergraduate and Graduate students must meet The Ohio State University College of Nursing Health Requirements prerequisite to contact with a clinical setting. See Master’s Student Handbook, p. 63.

[NOTE: Students who are pregnant or think they are pregnant should report their condition to the nurse in Preventive Medicine at the Student Health Clinic. Some health requirements may be waived for pregnant students or for individual students whose situations may warrant such action. In general, pregnant women should be advised to avoid live vaccines and to avoid becoming pregnant within 28 days of having received one (no harm to the fetus has been reported from the accidental administration of these vaccines during pregnancy) http://www.cdc.gov/nip/publications/preg_guide.htm].

- Discretionary Vaccination/Testing
INFLUENZA: Influenza vaccination is strongly recommended to all undergraduate and graduate students annually.

MENINGOCCOCAL MENINGITIS: College freshmen, particularly those who live in dormitories, are at a small increased risk for meningococcal disease relative to other persons their age. Vaccination with the currently available quadrivalent meningococcal polysaccharide vaccine will decrease the risk for meningococcal disease among such persons. Vaccination does not eliminate risk because a) the vaccine confers no protection against serogroup B disease and b) although the vaccine is highly effective against serogroups C, Y, W-135, and A, efficacy is <100%. The risk for meningococcal disease among college students is low; therefore, vaccination of all college students, all freshmen, or only freshmen who live in dormitories or residence halls is not recommended, but is available to students who desire to reduce their risk.

HEPATITIS A VIRUS (HAV): The risk of acquiring HAV is considered low in Ohio. Hepatitis A vaccination is not required of nursing students, but recommended to students traveling to areas where hepatitis A is prevalent (primarily west coast and developing countries). Groups at greatest risk for HAV are travelers, children ages 5-14, injecting and noninjecting drug users, persons who have clotting factors disorders, MSM (men who have sex with men), persons working with primates, and persons who have liver disease.

HIV TESTING: Nursing students who are at risk for HIV and who have a desire to be tested can avail themselves of testing and pre and post testing counseling through the Columbus Health Department or The Ohio State University Student Health Services.

SMALLPOX: Routine smallpox vaccination is currently only recommended for persons who are designated by the appropriate federal, state, and local bioterrorism and public health authorities to conduct investigation and follow-up of initial smallpox cases that might necessitate direct patient contact (CDC, 2003). Additionally, vaccination is recommended to persons responsible for administering smallpox vaccine in a pre-event smallpox vaccination program.

ANTHRAX: Routine Anthrax vaccination is currently only recommended by the CDC for military personnel.

Adherence to Standard Precautions

Students are expected to understand and strictly adhere to Standard Precaution guidelines and infection control practices as established by the CDC and the Occupational Safety and Health Administration (OSHA) to reduce the risk of contact, droplet and airborne transmission of pathogenic microorganisms.

Responsibilities of the student in the care of infected patients

Nurses are front-line providers of health care, and the delivery of nursing care is not without safety hazards. All nursing personnel are professionally and ethically obligated to provide client/patient care with compassion and respect for human dignity and the uniqueness of the persons for whom they care, unrestricted by considerations of social and economic status, personal attributes, or the nature of health problems (ANA, 2001). Students who follow the recommendations developed by the Centers for
Disease Control have minimal danger of contracting any infection in the course of their clinical practice/research activities.

Refusal to care for an infected patient is contrary to the ethics of the nursing profession. Students who express apprehension or concern over personal safety and health because of a clinical assignment that brings him/her in contact with individuals who are at risk for or who are infected with an infectious disease will be counseled by his/her clinical instructor and directed to specific information concerning the pathogenic organism and recommended precautions. Students who refuse to care for an infected individual because of the belief that it will place him/her at risk of exposure, when reasonable risk cannot be demonstrated (e.g., the student is immunosuppressed), will be advised that such action is not in accordance with satisfactory clinical performance. Such cases will be handled as individual instances in which students have not met the course requirements. Career counseling may be recommended to determine if the student should continue a career in nursing. Students who are pregnant will be considered on a case to case basis with consideration of CDC and institutional policy.

When caring for persons with infectious diseases, students and faculty are expected to understand and follow current HIPAA rules of privacy and confidentiality.

Post-exposure safety measures

Management of Student Exposed to Pathogenic Microorganisms

Any incident that exposes a student or a patient to the risk of a pathogenic microorganism by needle puncture or contact with secretions/body fluids while in the clinical setting should be reported to the student’s clinical instructor and clinical nursing supervisor (preceptor and/or charge nurse) immediately. Specific agency/institution procedures for such contact should be adhered to. Immediate actions should include:

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants
- Immediately seek medical treatment.

Treatment areas at the OSU Medical Center include: Employee Health (293-8146), Occupational Medicine (257-3559), or, after hours and on weekends and holidays, Emergency Department (293-8333). Any questions should be directed to the Ohio State University Environmental Health and Safety Office (292-1284).

Management of Student who is a Source of Pathogenic Organism

Students have an ethical duty to be aware of their immunity status or chronic infectious disease (e.g., Hepatitis B, HIV) status to ensure they do not place others at risk of infection. Students who know they are infected are encouraged to voluntarily inform the Academic Associate Dean in the college who will refer the students to the Office of Disability Services for modifications or accommodations in clinical education. Such modifications will be made on a case by case basis considering compliance with CDC recommendations and University policy.
It is the desire of the College of Nursing to prevent discrimination against students who may have an infectious disease. Qualified individuals cannot and will not be denied admission to the nursing program solely on the basis of his/her infectious disease status. Screening of potential candidates or inquiry into infectious disease status should not be part of the student application processes.

References


Centers for Disease Control (CDC) Web site: www.cdc.gov/niosh/topics/bbp/.


*Note: This policy is based on currently available information. It will be updated as new information is forthcoming from the Centers for Disease Control (CDC). In the absence of new CDC directives, the policy will be reviewed annually in accordance with the University Infection Control guidelines/requirements. Policy review will be initiated by the Assistant Dean and approved by the faculty of the College of Nursing. A copy of the policy will be included in student handbooks given to entering students. It is the responsibility of faculty members and students to familiarize themselves with this policy.

LAST REVIEW/REVISION DATE: June, 2003
REQUIREMENTS FOR CLINICAL COURSES

Health Requirements

Health requirements are necessary for students for the protection of their own health as well as for that of the patients and clients for whom they will be caring in the nursing program. The health requirements in place for students are requirements set by the health care agencies where students are assigned for clinical study. As agency health requirements change, health requirements for students enrolled in the College of Nursing may also change. Some health requirements require a YEARLY update and it is the student’s responsibility to assure that the tests are completed and the report submitted to Nancy Hill at the Wilce Student Health Center, as indicated below.

If health requirements are not met, students will not be permitted to engage in clinical course work.

The health requirements include:
1. Diphtheria/tetanus immunization within the past ten years;
2. Verification of immune status or vaccine administration for the following infectious diseases:
   a. Hepatitis B
   b. Mumps
   c. Rubella
   d. Rubeola
   e. Varicella
3. Annual PPD after initial two-step PPD. If there is a history of a positive PPD, then a chest X-ray is required.

Students who are pregnant or think they are pregnant should report their condition to the nurse in Preventive Medicine at the Student Health Center in order to update their record. Some health requirements may be waived for pregnant students or for individual students whose situations may warrant such action.

All health records are retained at the Student Health Center. Students who meet their health requirements somewhere other than the Student Health Center need to have their record of meeting these health requirements forwarded to:

Nancy Hill, RN
Preventive Medicine
Wilce Student Health Center
1875 Millikin Road
Columbus, OH  43210
Criminal Background Check

Students are required by state law to complete a criminal background check. Students will be fingerprinted before they begin their initial clinical experience for the purpose of identifying those who may have a criminal record. Students with a criminal record may be denied the ability to participate in clinical study based on agency and College of Nursing policies. Additional information will be provided prior to student enrollment in Nursing 859.

Mandatory Drug Screening

Beginning autumn quarter, 2005, all students enrolled in a clinical course will be required to provide a sample for a urine drug screen. This is a requirement among agencies that accept our students for clinical experience. The College of Nursing has contracted with a laboratory to come to the college to provide the service. No other previous drug screen results will be accepted. Students who have not completed a drug screen will NOT be permitted in any clinical setting. All course heads will be notified of students who are non-compliant. Students will be responsible for the cost of subsequent screening for just cause.

Insurance

All students are required to have professional liability insurance in the minimum amount of $1,000,000/occurrence and $3,000,000/aggregate. The College of Nursing purchases, on behalf of students, a policy which provides this coverage for students while they are engaged in clinical course work. Students pay a fee every autumn quarter for this coverage (autumn 2005 cost = $12/student). (Please note that nurse-midwifery students in their final four quarters of N859 are not covered by this policy.) In addition, the College of Nursing requires that all students carry health insurance through a family, employment, or student policy comparable to The Ohio State University Student Health Insurance Plan. Verification must be completed on the Registrar’s web site at the time of course registration.

Cardio-Pulmonary Resuscitation (CPR) Certification

Students need to be certified in CPR before they can participate in clinical course work. The only certifications that are acceptable are:

* American Heart Association, BLS for the Healthcare Provider (good for two years)
* American Red Cross, CPR for the Professional Rescuer (good for one year)

HIPAA Training Policy

Every student in the College of Nursing is required to complete training regarding the Health Insurance Portability and Accountability Act, including viewing a training videotape and passage of a post-test, prior to any clinical experience.
Identification Badges

The Security Office of The Ohio State University Hospitals issues identification badges to all its faculty, staff and students. The identification badge is to be worn in all clinical areas as well as other designated areas in the College of Nursing and the Health Center; failure to wear the identification badge may result in being denied access to these areas. This identification badge does not replace the university identification card which needs to be used to access university services and facilities. Validation stickers will be issued upon initial receipt of the identification badge and annually thereafter. All identification badges are the property of The Ohio State University. A form to secure an identification badge can be obtained from the Office of Student Affairs.

NURSING 859 CLINICAL REQUIREMENTS

This form is provided as a checklist for student use.

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CPR Certification Expiration Date ___/___/

Ohio RN Licensure Number:_________________________ Expiration Date:_________

Malpractice Insurance (Minimum of $1,000,000/occurrence AND $3,000,000/aggregate)
(Nurse-midwifery students in their final four quarters of N859 must provide their own malpractice insurance coverage.)

_____Yes _____No

Fingerprint/Background Check Completed _____Yes _____No

Drug Screening Completed _____Yes _____No

OSU Student Identification Badge _____Yes _____No

Health insurance verified on Registrar’s Web site _____Yes _____No
RESOURCES AVAILABLE TO GRADUATE STUDENTS

Computing Resources

The Nursing Computer Lab, located in room 220 Newton Hall, is provided for the use of nursing students to complete nursing-related tasks. Resources available in the computer lab include CD-ROMs on a variety of topics, instructional programs, and a clinical reference library. Access to the Internet and the World Wide Web is also available.

Students may wish to review the university’s “Policy on Responsible Use of University Computing Resources” at www.oit.ohio-state.edu/responsible.html. This policy states in part:

“As a part of the physical and social learning infrastructure, The Ohio State University acquires, develops, and maintains computers, computer systems, and networks. These computing resources are intended for university-related purposes, including direct and indirect support of the university's instruction, research, and service missions; of university administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the university community and between the university community and the wider local, national, and world communities.

The rights of academic freedom and freedom of expression apply to the use of university computing resources. So, too, however, do the responsibilities and limitations associated with those rights. The use of university computing resources, like the use of any other university-provided resource and like any other university-related activity, is subject to the normal requirements of legal and ethical behavior within the university community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.”

Modification, deletion, or copying of installed software is prohibited as is the installation of new software unless approved by computing personnel. All work should be saved to students’ diskettes which are available for purchase at the OSU Bookstore. Food, beverages, and chewing gum are not permitted in the lab. Students who do not obey Computer Lab rules and regulations are subject to charges of professional misconduct.

Computing support personnel are available for questions relating to the use of software specific to the College of Nursing. Questions concerning common word processing, spreadsheet, and database packages should be directed to the Microcomputer Consulting Office of University Technology Services at 292-2919. Questions concerning statistical software (SAS) should be directed to Statistical Consulting at 292-0408. Public microcomputer sites, maintained by University Technology Services, are available for personal computing needs. Contact University Technology Services at 292-4843 for locations and hours.
University Student E-mail Policy

The Ohio State University, recognizing the increasing need for electronic communication with students, has established email as an official means of communication with students. An official Ohio State University (OSU) email address is issued to each student upon admission to Ohio State, or upon initial enrollment, whichever occurs first. Students are responsible for activating their email account by going to the OIT web site at www.oit.osu.edu.

The university will routinely send official communications to the university email address.

Since email has been adopted as a primary mechanism for sending official communications to students at OSU, students must check email regularly in order to read important messages and notifications. Certain communications may be time-sensitive. Failure to read official university communications sent to the students’ official OSU email addresses does not absolve students from knowing and complying with the content of those official communications. Students must also ensure that there is sufficient space in their e-mail postboxes to allow for email to be delivered and received.

Students who choose to have their email forwarded to a private email address outside the official university network address will be doing so at their own risk. The university is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any third-party email address. Any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students’ official Ohio State University email addresses.

All use of email will be consistent with other Ohio State University policies including the Policy on Abuse of Computers and Networks.

Has your name changed? Go to http://www.oit.osu.edu/. This site authorizes you to create a new OSU Internet Username following a name change. It requires that you already have an OSU Internet Username and password. Your new OSU Internet Username will be your (new) name. Your password will not change.

Under Quick Links…
Click on ‘Account Management’
Under ‘OSU Internet Username’
select ‘Rename Account’

CONnections

During the academic year, the Office of Student Affairs posts to student email accounts a monthly newsletter to help students stay informed about academic issues, activities occurring in the college, and career opportunities. Students may submit items for inclusion in CONnections. Printed copies of CONnections are posted on bulletin boards throughout Newton Hall and are available in the Office of Student Affairs.
Locker Assignments

There are a limited number of lockers available to students in the basement of Newton Hall. They are assigned on a first-come, first-served basis. Please contact the Office of Student Affairs for a locker assignment. Students are responsible for providing their own lock; all items and the lock must be removed from lockers by the end of spring quarter of each year. Items kept in lockers must be limited to non-perishable items that are in compliance with The Ohio State University’s Code of Student Conduct.
APPENDIX
I. Introduction

A. Purpose

1. These guidelines are used by the Graduate School when reviewing and investigating allegations of scholarly misconduct made against a person while a graduate student. They are to be used in conjunction with guidelines published by a funding agency if the allegations involve research sponsored by that agency.

2. These guidelines are intended to

   a. establish and insure a fair and complete process through which to adjudicate allegations of scholarly misconduct;

   b. insure, as far as possible, that a graduate student's career is not jeopardized when allegations of scholarly misconduct cannot be substantiated;

   c. protect those making allegations against repercussions when the allegations are made in good faith;

   d. maintain confidentiality of all involved parties to the maximum extent permitted by law;

   e. comply with requirements of extramural funding agencies, such as the Public Health Service and the National Science Foundation.

B. Definitions

1. “Scholarly misconduct” is not the same as “academic misconduct.” They are differentiated chiefly by the context in which each occurs.

   a. Graduate students, as professional apprentices, are expected to uphold the standards of scholarship, research and creative activity of the academic community. Scholarly misconduct is the deviation from these standards and is generally understood to include but not be limited to intentional falsification, fabrication, plagiarism, or other practices that seriously depart from those that are commonly accepted within the relevant scholarly community for proposing, conducting, reviewing, or reporting research. The context for scholarly misconduct by graduate students in understood to include but not be limited to dissertation research, thesis research, research pursued under a fellowship, employment as a Graduate Research Associate, and research funded through any grant. It does not include honest error or honest differences in interpretation or judgment about data or its meaning.
b. “Academic misconduct” is generally understood as: cheating in courses or examinations, plagiarism, violation of course rules, and in the altering of course grades within the context of classroom and course work activities. The context for academic misconduct by graduate students is understood to include but not be limited to taking classes as a student and completing the written sections of both the Comprehensive Masters Examination and the Candidacy Examination for the Ph.D.

2. The process described in these guidelines envisions three stages: a review by the Dean of the Graduate School, an inquiry by the Policy and Standards Committee of the Council on Research and Graduate Studies, and a formal investigation with determination of sanctions by an ad hoc Committee of Investigation.

3. Throughout this document reference is made to the graduate student. This will be taken as equivalent to the person or persons under investigation for scholarly misconduct. It may refer to both current and former graduate students.

4. A case may involve allegations against more than one graduate student. In such a case, it may be practical to apply the process in parallel, with some sharing of interview and hearing events. Decisions are nevertheless to be made with respect to individuals as such and not as a class.

5. Reference is made in this document to the necessity for avoiding a conflict of interest or its appearance on the part of those involved in deciding the matter on all stages. Possible conflicts of interest include co-authorship of a work within the recent past with any individuals involved with the alleged misconduct, or a professional or personal relationship with the accused beyond that of mere acquaintance. Such a relationship might be that of current or former student or mentor, direct supervisor or subordinate, or marriage, among others. If such a relationship is present, the individual should excuse himself or herself from any investigative or decisional role in the case.

C. Oversight Authority

1. Allegations of scholarly misconduct made against graduate students will be governed by this document. Allegations of academic misconduct made against graduate students will be governed by the rules of the Committee on Academic Misconduct (3335-31-02).

2. In those cases not fitting the definitions and practical interests above, and where there is a question of jurisdiction, the Dean of the Graduate School and the Chairperson of the Committee on Academic Misconduct shall consult to determine the appropriate body to hear the case. In cases of jurisdictional disagreement, the Policy and Standards Committee shall be consulted for an opinion. The final decision will be made by the Dean of the Graduate School.

3. Violation of governmental regulations dealing with the conduct of research may be, but is not necessarily, classified as scholarly misconduct; allegations involving such regulations will be referred to the Vice President for Research. The Office of Research will consult with the Dean of the Graduate School regarding the disposition of these allegations.
D. Records

1. The written records of the Deans Review, the Committee of Inquiry, and the Committee of Investigation shall be kept safely and securely in the Graduate School for at least three years.

E. Deadlines

1. Each stage of the process is associated with a deadline for the protection of the student. In the event that a deadline cannot be met, an interim progress report and request for extension will be submitted in writing to the Dean of the Graduate School.

II. Process of Review, Inquiry and Investigation Concerning Scholarly Misconduct

A. Stage One: Dean’s Review

1. Upon receipt of information indicating the possibility of scholarly misconduct by a graduate student, the Dean of the Graduate School shall immediately initiate a review. The dean or one or more persons designated by the dean may conduct the review.

2. The reviewer will inform the graduate student in writing that an allegation of scholarly misconduct has been made against that student.

3. At the point of their first involvement in the process, all parties shall receive copies of these guidelines.

4. Once the review has begun, the case will proceed until a decision is reached regarding the allegation of misconduct, even if the graduate student has left the university.

5. The review will determine if the allegation is 1) substantial, 2) made in good faith, 3) fits the definition of scholarly misconduct, and 4) involves only graduate students.
   
   a. The reviewer may interview the graduate student, the advisor, and the individual(s) raising the allegations, among others.
   
   b. The Dean of the Graduate School may take interim administrative action to protect the health and safety of others, to preserve research data, or to protect the interests of The Ohio State University.

6. Normally within 10 days, the reviewer, when not the Dean of the Graduate School, will make a written report to the dean. The dean shall communicate in writing the findings of the review to the graduate student and to any individual bringing an allegation.

   The review may 1) find that there was insufficient evidence of scholarly misconduct and recommend the closing of the case; 2) find that the alleged misconduct is more appropriately handled by the Committee on Academic Misconduct is more appropriately handled by the Committee on Academic Misconduct.
handled by the Committee on Academic Misconduct or the Office of Research; or 3) find that further inquiry is warranted and refer the matter to the Committee of Inquiry.

B. Stage Two: The Committee of Inquiry

1. The Policy and Standards Committee of the Council of Research and Graduate Study shall serve as the Committee of Inquiry. Policy and Standards may refer the matter to a subcommittee, which shall have at least three members, one of whom is a graduate student. If a conflict of interest may exist, an alternate shall be chosen from among the members and alternative members of the Council of Research and Graduate Studies.

   a. The committee of Inquiry shall receive and review the report completed in the stage-one review. The Committee of Inquiry may hold interviews and gather additional evidence.

   b. The Committee of Inquiry shall submit a written report to the Dean of the Graduate School within 30 days of receipt of the review. The report of the Committee of Inquiry shall recommend to the Dean of the Graduate School 1) that there was insufficient evidence of scholarly misconduct and advise the dean to close the case, or 2) that the alleged misconduct is more appropriately handled by the Committee on Academic Misconduct or the Office of Research, or 3) that scholarly misconduct may have occurred.

      (1) If the Committee of Inquiry finds that scholarly misconduct by persons other than a graduate student may have occurred, the Dean of the Graduate School shall notify the appropriate university officials, in writing, of the findings of the Committee of Inquiry.

      (2) If the Committee of Inquiry finds that scholarly misconduct by a graduate student may be have occurred, the Dean of the Graduate School shall form a Committee of Investigation to investigate the allegations and render a decision.

      (3) If it appears that an extramural funding agency was involved, the Committee of Inquiry shall notify the Vice President for Research that an investigation is to be conducted. All contact with extramural funding agencies shall be handled by the Office of Research.

C. Stage Three: The Committee of Investigation

1. The Committee of Investigation consists of 6 persons appointed by the Dean of the Graduate School. They shall take care to avoid a conflict of interest or its appearance. If the accused or another individual involved in the case perceives a conflict of interest, that individual may raise an objection to the appointment. The Dean of the Graduate School makes the final decision in such a case. Members of the Policy and Standards Committee shall not serve on the Committee of Investigation. The membership of the Committee of
Investigation may be altered to conform to guidelines of an extramural funding agency. If an extramural funding agency is not involved, the committee shall consist of:

a. one member of the Senate Committee on Academic Freedom and Responsibility,

b. one member of the Research and Graduate Council,

c. one member of the Council of Graduate Students, and either

d. three disinterested members of the graduate faculty who are expert in an area relevant to the case, or

e. two disinterested members of the graduate faculty and one disinterested person who is not a member of the The Ohio State University each of whom is expert in the area relevant to the case.

2. The dean shall designate one member to serve as chairperson of the committee.

3. The Committee of Investigation shall review and evaluate the information obtained during the first two stages of this process, and may gather additional evidence.

a. The Committee of Investigation shall

(1) decide the case after a formal hearing,

(2) forward a written report of its conclusions and a summary of the investigation process to the Dean of the Graduate School within 60 days after the appointment of the committee, and

(3) recommend appropriate sanctions if it determines that the graduate student committed scholarly misconduct.

b. The Dean of the Graduate School shall review the report of the Committee of Investigation and impose the appropriate sanction based upon the recommendation of the committee. The dean shall notify the individual bringing the allegation, the graduate student, the advisor, the relevant chairperson of the graduate studies committee, all committee members associated with the case, and others as necessary regarding the disposition of the case.

(1) “Others” will not include funding agencies, but may include professional licensing boards, editors of journals and the like.

(2) In the event that an extramural funding agency was involved, the Dean of the Graduate School shall notify the Vice President for Research of the disposition of the case, so that the funding agency may be so advised by the Vice President for Research.
D. Appeals

1. Within 10 days of notification of the outcome of the case, the graduate student may file a written appeal of the decision of the Committee of Investigation to the Dean of the Graduate School.

2. Grounds for appeal are limited to failure to follow appropriate procedures in the review and investigation processes, evidence of an arbitrary or capricious decision, or new information having come to light that was not available before or during the hearing.

3. The decision of the Dean of the Graduate School is final.

E. Allegations Made in Bad Faith

1. If at any time in this process it is determined that the allegation of scholarly misconduct was not made in good faith, appropriate disciplinary action against the person generating the allegation may be recommended to the Dean of the Graduate School.

III. Procedures for Conducting the Stage-Three Investigation

A. Establishment of the hearing

1. The purpose of the formal hearing is to provide the graduate student with the opportunity to respond directly to the allegation of scholarly misconduct.

2. At least two weeks prior to the hearing, the Chairperson of the Committee of Investigation shall send a letter to the committee members, the graduate student, and the person(s) making the allegation; the letter shall detail the nature of the allegation and establish the time, location, and expected duration of the hearing. The various reports and written records made to this point will also be provided to the accused.

3. Additional persons who may attend the hearing include the resource personnel from the Graduate School and counsel, including legal counsel representing the accused, and relevant witnesses. Notice must be given to the Graduate School at least one week in advance of the hearing if the accused is to be accompanied by legal counsel or is to invite witnesses to appear.

B. Conduct of the hearing

1. At the beginning of the hearing, the chairperson shall review the charges and evidence presented, and outline the procedures to be followed.

2. The chairperson shall allocate a specific amount of time for the statement of the case of the accused.

3. The members of the Committee of Investigation shall be present during the entire testimony portion of the hearing.
4. The accused is expected to be present to hear and participate in the entire testimony portion of the hearing.

5. Involvement of counsel in the hearing is controlled by the chairperson, and shall normally be limited to the advising of the party.

6. The testimony presented at the hearing shall be recorded on audio tape. Any party to the case may request a copy of the tape.

7. Committee members may ask questions to obtain the full understanding of the case.

8. At the conclusion of the testimony, all persons attending the hearing are excused, except for the Committee of Investigation and Graduate School personnel.

C. Committee decision and action

1. The decision of the Committee of Investigation is reached in closed session with only the committee members and relevant university and Graduate School personnel present.

2. All members of the committee shall vote on the outcome. The Graduate School personnel may participate in the discussion but do not vote.

3. The Committee shall decide on the basis of a simple majority vote whether:
   
   a. the graduate student committed scholarly misconduct; or
   
   b. the allegations of scholarly misconduct were not substantiated; or
   
   c. The allegations or scholarly misconduct were not substantiated, but errors in scholarship were discovered.

4. If the graduate student committed scholarly misconduct, the committee shall recommend appropriate sanctions. Possible sanctions are:
   
   a. **Warning.** The student is given a warning letter detailing the nature of the violation. A copy of the letter is sent to the advisor and to the chairperson of the students graduate studies committee.

   b. **Suspension.** The student is separated from the university for a period not to exceed three full academic quarters. The student is eligible for re-enrollment after the expiration of the term.

   c. **Dismissal.** The student is separated from the university for four full quarters or more. Re-enrollment of the student at the university after dismissal requires formal petition for reinstatement.
d. **Recission.** If the graduate student has already been awarded the degree, it may be withdrawn from the university.

e. **Other sanctions.** The Committee of Investigation may recommend other sanctions, such as research assignments, counseling, or additional course work, as appropriate to the offense and the circumstances of the particular case.

5. If the committee discovers errors in scholarship, appropriate remediation may be recommended.

6. The Chairperson of the Committee of Investigation shall file a written report to the Dean of the Graduate School detailing the committee’s findings and recommendations.