PREFACE

This RN to BSN 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 the RN to BSN program. 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. Please retain this handbook throughout your enrollment in the college.

Another important source of information about student life, events, and resources at the university is available online at www.osu.edu. The RN to BSN advising staff are also prepared to answer your questions, to assist you in planning your academic program, and to advise you as you make postgraduate plans. Advisors are available at Columbus and each of the regional campuses. Please stop by or call to schedule an individual appointment.

You are engaged in an exciting, challenging, and rewarding journey. 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 journey in earning your baccalaureate degree.

Patricia Reid RN, MSN, CNS
Director RN to BSN Program
and Continuing Education
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PURPOSE
ORGANIZATION
AND
ADMINISTRATION
College of Nursing

MISSION

The mission of the College of Nursing is to enhance health and health care through excellence in education, research, scholarship, and service. We advance nursing science and practice in order to improve the health of the people of Ohio and the global community. Our educational programs prepare leaders for roles in health care, research and education.

VISION

Our vision is that the college will be recognized nationally and internationally for the excellence of its graduates and its outstanding contribution to knowledge gained through innovation and high-impact research.

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 that 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 is the state of highest or finest quality. It is a condition of demonstrated superiority.

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 standard that hold up under scrutiny.

Respect: Respect is the acknowledgement, consideration and regard for the ideas and unique contribution 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 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 believes 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.

__________________________

1 From *Nursing’s social policy statement*, American Nurses Association, 1995
BACHELOR OF SCIENCE IN NURSING RN TO BSN PROGRAM
DESCRIPTION

The RN to BSN program provides the opportunity for earning the baccalaureate degree while building on the knowledge and skills that the RN will bring to the educational experience. The program offers a broad-based general education experience that meets the individual learning needs of the RN student. Emphasis is placed on self-directed learning, professional and personal growth, and providing care to individuals, families, and communities. Once students are admitted, all of the required courses in the RN to BSN program are offered as enhanced on-line courses. Recognizing that the student is already an RN, the focus will be on professional development that includes:

- Examining current issues and trends in health care
- Developing writing and communication skills
- Learning to apply research within the context of evidence-based practice
- Expanding critical thinking skills
- Using leadership skills in planning, implementing, and evaluating nursing care.

OUTCOMES FOR GRADUATES OF THE BACCALAUREATE PROGRAM

A graduate of The Ohio State University BSN program:

- is a professional practitioner who embodies the values of the discipline of nursing, which include altruism, autonomy, human dignity, integrity, and social justice.

- demonstrates critical thinking, intellectual curiosity, rational inquiry, problem-solving skills, and creativity in identifying, framing, and solving nursing problems.

- demonstrates effective communication, collaboration and negotiation skills with patients, families, and communities.

- collaborates and negotiates as a member and leader within interdisciplinary health care teams.

- performs comprehensive state-of-the-art assessment of patients, families, communities, and populations using current technologies and data from organizations and health care systems.

- has the technical skills necessary to deliver safe and competent evidence-based nursing care.
has the knowledge and skills to promote health, reduce risk and prevent disease.

demonstrates cultural competence, compassion, and respect in the provision of health care

is a politically aware individual who participates in the profession and the practice of nursing with a global perspective.

delivers quality nursing care that balances human, fiscal and material resources.

uses traditional and developing methods of discovering, retrieving and managing information in nursing practice.

commits to life-long learning and professional career development.

designs, manages, evaluates and coordinates health care in diverse settings.

is able to articulate a morally defensible position related to every day and complex health care issues

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 manifested 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 student shall report and document nursing assessments or observations, the care provided by the student for the client, and the clients response to that care;

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

(3) A student 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 student shall implement measures to promote a safe environment for each client;

(5) A student shall delineate, establish, and maintain professional boundaries with each client;

(6) At all times when a student is providing direct nursing care to a client the student 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 student 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 student 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 student set forth in this paragraph.

(9) A student 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 student.

THE UNDERGRADUATE STUDIES COMMITTEE

PURPOSE AND MEMBERSHIP

The Undergraduate Studies Committee is a standing committee in the College of Nursing that oversees and administers the undergraduate program. The committee consists of eight faculty members (one of whom serves as chair), an adjunct faculty member from University Hospitals, the undergraduate ombudsperson, and one undergraduate student. One alternate attends when the regular student committee member is unable to do so. The assistant deans, the college secretary, the Director of the RN to BSN program, and an undergraduate student academic advisor serve as ex-officio members.

FUNCTIONS

1. Reviews and recommends to the faculty for approval modifications of the aims, objectives, philosophy, conceptual framework, and offerings of the undergraduate program.

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

3. Initiates and/or reviews proposals for new courses and/or any reorganization of the curriculum, and makes recommendations to the faculty for approval.
4. Establishes and implements a process for evaluating outcomes of the undergraduate curriculum.

5. Recommends to the faculty criteria consistent with those of the university to be utilized in selecting, progressing, and graduating students in the undergraduate curriculum.

6. Develops policies, practices, and procedures to expedite progression through the program, subject to faculty or administrative approval.

7. Receives and acts upon student petitions for any exceptions to or modifications of prevailing policies or procedures for progress in and graduation from the undergraduate program.

8. Implements policies to guide decisions about progression, graduation, and requests for reinstatement to the undergraduate program.

9. Appoints one member to serve as voting member and liaison to the Undergraduate Admissions Committee.

10. Appoints one member to serve on the Professional Misconduct Committee.
Frequency of Meetings

The Undergraduate Studies Committee meets at least monthly during the academic year, with specific meeting dates arranged around the academic calendar.

Student Input

The Undergraduate Studies Committee is the formal channel whereby students can be involved in the policy and decision-making of the undergraduate program. Students are, therefore, encouraged to familiarize themselves with the responsibilities of the Undergraduate 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.
CURRICULUM
RN TO BSN CURRICULUM DESCRIPTION

The enhanced on-line RN to BSN program requires 186 credit hours. The university requires that you complete your degree requirement in three major areas. These areas are defined as:

1. **Prerequisite courses** which are required and completed prior to admission

2. **General education courses** (GEC) which provide a broad acquaintance with the basic areas of academic study such as modern science, social science, arts, humanities, and foundation courses. The College of Nursing, like other departments, requires explicit courses to meet this requirement. You can find these approved courses in the pages that follow.

   Many of your general education courses are also part of your prerequisite courses. The remainder of the GEC’s can be taken at any time prior to graduation.

3. **Core nursing courses** are available on-line as part of the RN to BSN program. There are seven (37-quarter hours) required nursing courses. Six of these courses are part of the sequential core curriculum. Core courses begin in the summer and must be taken in sequence. If you are unable to complete the core courses during the year you are admitted, you will need to apply for a leave of absence. In order to reenter, a request must be submitted to the academic advisor. The Undergraduate Admissions Committee will review the request and provide a decision and any recommendations necessary prior to reentry.

   The seventh course is termed a **professional elective**, and can be chosen from a list of approved courses totaling 5 hours of credit. This requirement can be completed any time prior to graduation. The approved courses can be found in the pages that follow.
The Ohio State University College of Nursing

RN to BSN Sample Curriculum

<table>
<thead>
<tr>
<th>PREREQUISITES</th>
<th>COURSE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 101 or 121 ♦</td>
<td>Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>ENGLISH 110 ●</td>
<td>First Year English</td>
<td>5</td>
</tr>
<tr>
<td>SOCIOL 101 ●</td>
<td>Intro to Sociology</td>
<td>5</td>
</tr>
<tr>
<td>BIOLOGY 101/113 ♣</td>
<td>Intro to Biology</td>
<td>5</td>
</tr>
<tr>
<td>ANATOMY 199 □</td>
<td>Basic Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>MICROBIOL 509 ●</td>
<td>Basic and Practical Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>PSYCH 100 ●</td>
<td>General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>DATA ANALYSIS (one)●</td>
<td>Stat 135 or 145/Agr Edu 387/AED Econ 205/Anim Sci 260</td>
<td>5</td>
</tr>
<tr>
<td>HUMN NUTR 310 ●</td>
<td>Human Nutrition (credit or exam)</td>
<td>5</td>
</tr>
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<td>TOTAL</td>
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<td>45</td>
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Year 1

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<tr>
<th>Summer</th>
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<th>Winter</th>
<th>Spring</th>
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<tbody>
<tr>
<td>NUR 302D</td>
<td>4</td>
<td>NUR 508D</td>
<td>8</td>
</tr>
<tr>
<td>NUR 390D</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 440D</td>
<td>3</td>
<td></td>
<td></td>
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</tbody>
</table>

Year 2

<table>
<thead>
<tr>
<th>Summer</th>
<th>Autumn</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 116 or higher ∞</td>
<td>4-5</td>
<td>GEC</td>
<td>5</td>
</tr>
<tr>
<td>GEC</td>
<td>5</td>
<td>GEC</td>
<td>5</td>
</tr>
</tbody>
</table>

General Education Credits (GEC’S) must be chosen from the College of Nursing approved list.

♦ 5 credit hours of general or special transfer credit in Introductory Chemistry may be used.

● Courses for which 3-5 credit hours of general or special transfer credit in this area may be used.

♣ Biology prerequisite is waived with 8-10 credit hours of anatomy and physiology completed

∞ Students are required to complete a course at the Math 116 level or higher. Placement testing is required to determine what Math course you are eligible to enroll in. Some students may need up to three separate Math courses in order to meet the minimum requirements.
RN to BSN Curriculum Requirements

<table>
<thead>
<tr>
<th>Areas/Courses</th>
<th>Hours</th>
<th>Type of Course/Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Foundations</strong></td>
<td>20-21</td>
<td></td>
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<tr>
<td>English 110</td>
<td>5</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>Second Writing</td>
<td>5</td>
<td>GEC</td>
</tr>
<tr>
<td>Math 116 or higher</td>
<td>4-5</td>
<td>GEC</td>
</tr>
<tr>
<td>Data Analysis (Statistics)</td>
<td>5</td>
<td>GEC</td>
</tr>
<tr>
<td><strong>Natural Sciences</strong></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Biology 101 or 113</td>
<td>5</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>Chemistry 101 &amp; 102, 121 &amp; 122</td>
<td></td>
<td>Prerequisite</td>
</tr>
<tr>
<td>Anatomy 199.03</td>
<td>5</td>
<td>Prerequisite</td>
</tr>
<tr>
<td><strong>Social Sciences</strong></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Psychology 100</td>
<td>5</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>Sociology 101</td>
<td>5</td>
<td>Prerequisite</td>
</tr>
<tr>
<td><strong>Arts and Humanities</strong></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Two History courses</td>
<td>10</td>
<td>GEC</td>
</tr>
<tr>
<td>Two courses from among Literature, Visual and/or Performing Arts, and Cultures and Ideas</td>
<td>10</td>
<td>GEC</td>
</tr>
<tr>
<td><strong>Required Supportive Courses</strong></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Microbiology 509</td>
<td>5</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>Human Nutrition 310</td>
<td>5</td>
<td>Prerequisite</td>
</tr>
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<td><strong>Nursing Requirements</strong></td>
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<tr>
<td>Nursing 301.01, 301.02, 301.03</td>
<td>Varies</td>
<td>From previous program</td>
</tr>
<tr>
<td>Nursing 337</td>
<td>Varies</td>
<td>From previous program</td>
</tr>
<tr>
<td>Nursing 385.01, 385.02, 385.03</td>
<td>Varies</td>
<td>From previous program</td>
</tr>
<tr>
<td>Nursing 401, 402, 404, 405</td>
<td>Varies</td>
<td>From previous program</td>
</tr>
<tr>
<td>Nursing 512</td>
<td>Varies</td>
<td>From previous program</td>
</tr>
<tr>
<td>Nursing 302D</td>
<td>4</td>
<td>CORE</td>
</tr>
<tr>
<td>Nursing 440D</td>
<td>3</td>
<td>CORE</td>
</tr>
<tr>
<td>Nursing 390D</td>
<td>3</td>
<td>CORE</td>
</tr>
<tr>
<td>Nursing 508D</td>
<td>8</td>
<td>CORE</td>
</tr>
<tr>
<td>Nursing 509D</td>
<td>6</td>
<td>CORE</td>
</tr>
<tr>
<td>Nursing 510D</td>
<td>8</td>
<td>CORE</td>
</tr>
<tr>
<td>Professional Elective</td>
<td>5</td>
<td>CORE</td>
</tr>
<tr>
<td><strong>Elective Course Work</strong></td>
<td>4-5</td>
<td>Usually from previous work</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>186</td>
<td></td>
</tr>
</tbody>
</table>

Prerequisites must be completed before entering the program.
RN TO BSN COURSE DESCRIPTIONS

Nursing 302D  Transition into Baccalaureate Nursing
4 credit hours  Summer Quarter
Provides a framework for registered nurses pursuing baccalaureate degree.

Prerequisite: Admission to the nursing major, Registered Nurse status.

Nursing 390D  Introduction to Research for Evidence-Based Practice
3 credit hours  Summer Quarter
An introduction to the research process and evidence-based practice.

Prerequisite: For registered nurses admitted to the nursing major and an approved data analysis course.

Nursing 440D  Cultural Competence in Health Care
3 credit hours  Summer Quarter
Development of health care concepts and techniques used by nurses and other health care professionals in providing culturally competent care of individuals, families, and communities.

Prerequisite: For registered nurses admitted to the nursing major or with instructor permission

Nursing 508D  Concepts in High Acuity Nursing
8 credit hours  Autumn Quarter
The study of nursing knowledge for Registered Nurse students essential to management of high acuity patients and their families in a variety of health care settings.

Prerequisite: Nursing 302D, 390D, and 440D or permission of instructor

Nursing 509D  Community Care of Vulnerable Populations
6 credit hours  Winter Quarter
Application of public health and community health theory and principles to the nursing care of vulnerable populations.

Prerequisite: Senior standing in nursing major, Nursing 302D, 390D, 440D or permission of the instructor.
<table>
<thead>
<tr>
<th>Nursing 510D</th>
<th>Concepts in Leadership and Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 credit hours</td>
<td>Spring Quarter</td>
</tr>
<tr>
<td></td>
<td>The study of leadership and management principles as they apply to nursing practice and the health care environment.</td>
</tr>
</tbody>
</table>

Prerequisite: Senior standing in nursing major, Nursing 302D, 390D, 440D, 508D or permission of instructor
RN-BSN Professional Electives
Each RN student is required to complete five hours of professional electives in addition to the specific courses required by this program. Professional Electives are defined as course work that contributes to the professional growth and development of the individual. Non-nursing professional electives can be drawn from many area across campus. If a student wishes to enroll in a course other than those listed below, prior approval must be obtained. Some courses will require prerequisite coursework. It is the responsibility of the student to make sure they are meeting all required prerequisites.

Courses in Allied Medical Professions

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>591</td>
<td>Health Care Organization</td>
<td>3</td>
</tr>
<tr>
<td>601</td>
<td>Death, Loss and Grief from Multiple Perspectives</td>
<td>4</td>
</tr>
<tr>
<td>604</td>
<td>Case Studies in Health Sciences</td>
<td>4</td>
</tr>
<tr>
<td>607</td>
<td>Role of Integrative Medicine in Society</td>
<td>5</td>
</tr>
<tr>
<td>630</td>
<td>Management Principles for Health Principles</td>
<td>3</td>
</tr>
<tr>
<td>641</td>
<td>Medical Communication with Latinos</td>
<td>3</td>
</tr>
<tr>
<td>650</td>
<td>Health Care Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>662</td>
<td>Introduction to Managed Health Care</td>
<td>3</td>
</tr>
<tr>
<td>663</td>
<td>Introduction to the Long Term Health Continuum</td>
<td>3</td>
</tr>
<tr>
<td>664</td>
<td>Care of the Older Adult: Aging in Community Care</td>
<td>3</td>
</tr>
<tr>
<td>665</td>
<td>Understanding the Aging Process</td>
<td>3</td>
</tr>
</tbody>
</table>

Courses in Business Administration: Mgmt. and Human Resources

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>701</td>
<td>Introduction to Organizational Behavior</td>
<td>5</td>
</tr>
</tbody>
</table>

Courses in Comparative Studies

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>305</td>
<td>Medicine and the Humanities</td>
<td>5</td>
</tr>
</tbody>
</table>

Courses in Education: Physical Activity and Educational Services

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>312</td>
<td>Issues in Alcohol/Drug Use and Abuse</td>
<td>3</td>
</tr>
<tr>
<td>314</td>
<td>Aids: What Every College Student Should Know</td>
<td>3</td>
</tr>
<tr>
<td>400</td>
<td>Basic Teaching Skills for Health Professionals</td>
<td>3</td>
</tr>
<tr>
<td>605</td>
<td>Health Counseling</td>
<td>3</td>
</tr>
<tr>
<td>635</td>
<td>School Health Services</td>
<td>3</td>
</tr>
<tr>
<td>703</td>
<td>Health Behavior Change in Adult and Later Years</td>
<td>3</td>
</tr>
</tbody>
</table>

Courses in Human Nutrition

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>504</td>
<td>Nutrition Education</td>
<td>3</td>
</tr>
</tbody>
</table>

Courses in Nursing

Any course in Nursing numbered 520 or above Varies
Courses in Psychology
331  Abnormal Psychology  5
335  Psychology of Adjustment  4
540  Counseling Psychology: An Introduction  4

Courses in Public Health
400  Introduction to Public Health  4

Courses in Sociology
430  Sociology of the Family  5
450  Illness and Social Behavior  5
630  Medical Sociology  5

Courses in Womens Studies
325  Issues in Women's Health  5
326  Women and Addiction: A Feminist Perspective  5
COURSE PROFICIENCY POLICY

It is the policy of The Ohio State University RN to BSN Program to allow students to proficiency one of the two clinical courses (509D, 510D).

If students have significant clinical experience in the required course content, they may request to pursue proficiency exams for 509D and 510D through the petition process.

DEPARTMENTAL PROFICIENCY EXAMS
FOR RN TO BSN STUDENTS

The Ohio State University
College of Nursing

The purpose of a proficiency exam is to provide a student with the opportunity to earn credit by demonstrating their knowledge and expertise in the subject matter.

Proficiency examinations are available for the following courses:

- Nursing 337, A Nursing Perspective: Life Span Development of Individuals within a Family Context (this can be taken prior to being accepted to the nursing program)
- Nursing 385 series, Integrated Sciences for Nursing Practice
- Nursing 509D, Community Care of Vulnerable Populations (need to petition to take)
  Deadline for taking the exam: November 15, 2008 for Winter 2009 quarter.
- Nursing 510D, Concepts in Leadership and Management (need to petition to take)

RN to BSN students must take a minimum of two senior level courses (Nursing 508D, 509D, 510D). Therefore, it is only possible to get examination (EM) credit for one of these courses.

Process for taking a College of Nursing Departmental Proficiency Examination:

- Contact an advisor in the Office of Student Affairs, Newton Hall Room 240, or the regional campus RN to BSN advisor to obtain information about how to
petition to be able to take a proficiency exam and the logistics of the exam process.
  o The advisor can provide a copy of the most recent course syllabus for the course.
  o A student can contact the faculty member on the course syllabus for specific questions about the exam.
  o No copies of previous examinations for the course are available to students.

- The examination will be administered through the Office of Student Affairs or through the RN to BSN advisor at the regional campus
  o A student needs to schedule a date and time to take the exam.
  o A fee of $15 per credit hour for a course must be paid prior to taking a proficiency exam. The check should be made payable to The Ohio State University.
  o A student can only take a test one time and must earn a score of 70% or better to earn EM credit.
  o If a student does not pass the proficiency exam, the student will need to enroll in the course.

The Credit by Examination Program offered at The Ohio State University allows students to earn credit hours towards graduation. The Departmental Exam, administered by individual academic units, is one of four types of exams the University accepts in this program. After successful completion on the test, the designation of “EM” credit will appear on the student’s transcript. Credit earned by examination does not affect the student’s grade point average, but does count towards graduation (Source: Credit by Examination, Office of Testing, The Ohio State University, 2003-2004). The student must earn a minimum of 45 credits through regular course work at Ohio State University for degree conferment (Source: The Ohio State University Course Bulletin Rule 3335-9-30). EM credit does not count towards the 45-hour graduation degree requirement for OSU.  

July 2005
GRADUATION REQUIREMENTS

It is the responsibility of senior students to confirm that they:

1. have a cumulative grade point average of 2.00 or better in both the required courses in the nursing major and in the university.

2. have completed the minimum number of 186 credit hours (excluding remedial course work) necessary for graduation and have met all credit distribution requirements (electives, General Education Curriculum requirements, etc.). Credit for required courses, which were repeated due to an unsatisfactory grade in the first attempt, will only be counted toward graduation upon satisfactory completion. The first attempt credit will not count toward graduation but will be calculated in the CPHR unless the Freshman Forgiveness Rule or the Fresh Start Rule is applied.

3. have met the specific course requirements as identified for obtaining the Bachelor of Science in Nursing degree.

Students are required to file an Application to Graduate-BSN form with the Office of Student Affairs a minimum of six months prior to their intended date of graduation. Failure to file an application to graduate may result in not being able to graduate during the quarter degree requirements are completed.
Graduation Checklist

BSN students need to submit an “Application to Graduate-BSN” AT LEAST 2 quarters prior to the expected quarter of graduation/pre-licensure completion.

<table>
<thead>
<tr>
<th>By submitting an application, you will:</th>
<th>RN to BSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inform us of the quarter you intend to graduate/complete pre-licensure requirements</td>
<td>✅</td>
</tr>
<tr>
<td>Receive <strong>PRIORITY</strong> scheduling</td>
<td>✅</td>
</tr>
<tr>
<td>Receive an email notice to access and review your Degree Audit Report</td>
<td>✅</td>
</tr>
<tr>
<td>Receive information on BSN graduation during your <strong>final</strong> quarter</td>
<td>✅</td>
</tr>
</tbody>
</table>

Paper applications are available outside 252 Newton Hall.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Quarter of Graduation or Pre-licensure Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week of September</td>
<td>SPRING (June)</td>
</tr>
<tr>
<td>1st week of January</td>
<td>SUMMER (August)</td>
</tr>
<tr>
<td>1st week of March</td>
<td>AUTUMN (December)</td>
</tr>
<tr>
<td>1st week of June</td>
<td>WINTER (March)</td>
</tr>
</tbody>
</table>
CONFIRMATION OF GRADUATION PROCEDURE  
RN to BSN  
You will receive an email notice during the 1st week of your graduation quarter to pick up a packet of information, which will include the following:

<table>
<thead>
<tr>
<th>Forms</th>
<th>To Do</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Authorization to Disclose Information” and Program Evaluations</td>
<td>Complete forms</td>
<td>Return to Mary Cull, Student Affairs-Records</td>
</tr>
</tbody>
</table>

**Memo in packet includes:**

- **Name on Diploma**: Verify for accuracy  
  Name Changes must be made on a “Change of Records” form in Student Affairs  
- **Hometown**: Verify for accuracy  
  If incorrect, notify Mary Cull  
- **Nursing pin**: Convocation will be held on Saturday, June 14, 2008. Details will be provided by the Events Coordinator  
- Program Evaluation Forms: Complete Forms  
  Submit to Mary Cull in 252 Newton Hall  

*Your name as listed in the OSU student database will appear on your diploma.*
ACADEMIC ADVISING
RN TO BSN ACADEMIC ADVISORS
REGIONAL ADVISORS

Columbus, Marion, Newark, and Lima campuses provide a nursing advisor for students in the RN to BSN Program. The assigned advisor is based on the clinical location the student selects upon initial application. Please contact the assigned with any questions about the program. It is recommended that students call the location and schedule an appointment to insure prompt service and attention.

CAMPUS CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus</th>
<th>E-Mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Johnson</td>
<td>Columbus</td>
<td><a href="mailto:Johnson.2709@osu.edu">Johnson.2709@osu.edu</a></td>
<td>614-292-4041</td>
</tr>
<tr>
<td>Wendy Hedrick</td>
<td>Lima</td>
<td><a href="mailto:Hedrick.39@osu.edu">Hedrick.39@osu.edu</a></td>
<td>419-995-8674</td>
</tr>
<tr>
<td>Mary Jo Ferda</td>
<td>Lima</td>
<td><a href="mailto:Ferda.1@osu.edu">Ferda.1@osu.edu</a></td>
<td>419-995-8845</td>
</tr>
<tr>
<td>Linda Mathews</td>
<td>Newark</td>
<td><a href="mailto:Mathews.98@osu.edu">Mathews.98@osu.edu</a></td>
<td>614-292-4094</td>
</tr>
<tr>
<td>Lyndsey Anderson</td>
<td>Mansfield</td>
<td><a href="mailto:Anderson.1481@osu.edu">Anderson.1481@osu.edu</a></td>
<td>419-755-4362</td>
</tr>
<tr>
<td>Penny Eyster</td>
<td>Marion</td>
<td><a href="mailto:Eyster.9@osu.edu">Eyster.9@osu.edu</a></td>
<td>740-725-6246</td>
</tr>
</tbody>
</table>

CLASS REGISTRATION

Registration for the summer nursing courses will be completed at the time of orientation. After summer quarter, students can register for the required nursing courses through Buckeye Link at http://buckeyelink.osu.edu/ the University Registrar’s website. Students are strongly encouraged to contact their advisor prior to registration to insure that they are registering for the appropriate classes.

ACADEMIC PLANNING AND ADVISING

Students are responsible for planning their academic program to meet the requirements for graduation. Sample curriculum plans are provided as a guide to how degree requirements can be fulfilled. The Degree Audit Reporting System (DARS) is available to assist students with degree planning. A degree audit is a computer-generated report that shows how students’ course work applies toward graduation requirements. It provides an instant analysis of required, completed, and needed courses. A degree audit is a tool used to monitor students’ progress toward degree requirements and is not intended to replace contact with an academic advisor. Students should check their degree audit each quarter and report any discrepancies to their academic advisor. The web site for DARS is http://www.buckeyelink.osu.edu/advising_degree.html.
Students are assigned appropriate clinical courses by the advising staff and will be notified by email. Students are expected to commit to the one year RN to BSN nursing curriculum. If a student should drop out of sequence during the nursing clinical course work, loss of scheduling priority will occur and the student may be asked to re-apply. Students who find it necessary to modify their nursing course schedule for a given quarter should contact the Office of Student Affairs to schedule an appointment with an academic advisor to revise their academic plan.

Students are responsible for scheduling nursing course work or any other course work to meet any remaining degree requirements in the areas of support courses and general education curriculum or basic education requirements. Students are permitted to enroll in free elective courses on a pass/non-pass basis for a maximum of 30 credit hours.

It is imperative that students read all information that is provided on the web site of the Office of the University Registrar. It is especially important that students pay attention to changing deadlines for adding and dropping courses and for possible related fee increases or reimbursements. This information is available at www.ureg.ohio-state.edu.

Due to the demanding nature of the clinical course work, **students are permitted to schedule only one clinical nursing course a quarter.**

The advising staff in the Office of Student Affairs has walk-in hours the first week of each quarter and for set, published times each week of the quarter. At other times, students may schedule appointments as necessary. Advisors can help students in several ways, including:

1. Assistance with scheduling, including selection of electives.
2. Information regarding pass/non-pass enrollment, course audit and course repeatability.
3. Information about minors, dual degrees, and other majors.
4. Interpretation of college and university rules and policies.
5. Graduate school and career information.
6. Sources of financial aid that are not managed through the Office of Admissions and Financial Aid.
7. Referral to university service areas for assistance with personal or academically related concerns.
8. Withdrawal from the university or transferring to another enrollment unit within the university.
UNDERSTANDING YOUR TRANSFER CREDIT REPORT

As a new student with transfer credit, you may be wondering exactly how your courses fit into your intended degree program, especially if those courses have not been evaluated as Ohio State equivalents.

It is recommended, and required for some majors, that you have necessary evaluations done prior to scheduling classes at orientation. Having this credit evaluated will allow you to take courses for which you are well prepared and will avoid duplicating courses that you have completed elsewhere. Here are some guidelines to assist you:

1. Look at your Transfer Credit Report and identify any "General" (courses numbered G000.xx) and/or "Deferred" credit (appearing in a separate section of the report).
2. Check the "Recommendations for Your Major" section below to see if you need to have this "General", “Special” and/or "Deferred" credit further evaluated.
3. For further credit evaluation, contact the appropriate Transfer Credit Coordinator. You can also find this list at www.ureg.ohio-state.edu/ourweb/Transfer_Credit/TE.html

Please provide the following materials whether you are sending a fax, mailing information, or meeting with a Transfer Credit Coordinator:

1. A copy of your Transfer Credit Report
2. A copy of your transcript
3. A course syllabus and/or other information that is sufficient to determine the content and level of the course, such as a copy of the title page and table of contents from the text book(s) used in the course with the chapters that you covered clearly marked.
4. "General", “Special”, or "Deferred" credits in subject areas not specified in the "Recommendations for Your Major" section usually do not need to be evaluated prior to orientation. Your advisor may be able to apply these courses to your degree requirements. At your orientation program, you can talk with an academic advisor about the need to further evaluate additional courses.

DESCRIPTION OF TRANSFER CREDIT TYPES

If the Transfer Credit Evaluator could not identify exact Ohio State course equivalents for your previous college course work, you will find some or all of the following designations.

**G000.xx:** General credit is awarded when there may be an equivalent course at Ohio State, but the Transfer Credit Evaluator could not make that determination.

**S000.xx:** Special credit is awarded when there is no specific course equivalent at Ohio State.
**T000.xx:** Technical credit is awarded for technical course work that is acceptable as undergraduate credit at Ohio State.

**Und Tech:** Undefined Technical credit is awarded for technical course work that is acceptable as undergraduate credit at Ohio State, but cannot be assigned to an existing Ohio State department.

**D000.xx or Unknown:** Deferred or Unknown credit is designated when the Transfer Credit Evaluator cannot determine if this course work is acceptable as undergraduate credit. It is not included in the total hours awarded, nor is it added to your Ohio State record until a transfer credit coordinator further evaluates the course(s) to determine whether credit can be awarded.

If you have been awarded any of the above types of credit, you will find a Transfer Credit Coordinator list enclosed with your evaluation.

You can also find this list at [www.ureg.ohio-state.edu/ourweb/Transfer_Credit/TE.html](http://www.ureg.ohio-state.edu/ourweb/Transfer_Credit/TE.html).

**CREDITS AWARDED**

Whenever possible, you have been awarded exact Ohio State course equivalents.

In the section of your Transfer Credit Report labeled "These Courses Transfer to Ohio State", your courses are listed by course department, course number or type of credit, and quarter hours of credit. Semester hours are multiplied by 1.5 to calculate equivalent quarter hours. An example follows:

1. Term of course completion
2. Ohio State course name and number G000 = General Credit xx = a unique identifying number assigned to your General, Special, Technical, or Deferred credit
3. Total quarter hours earned for course
4. K is the Ohio State transfer grade designation 2 = combination of two or more grades at previous institution A = grade at previous institution (does not include + or -)
5. Name or abbreviation of previous institution
6. Course name and number(s) taken at previous institution equivalent to Ohio State course
If you attended an institution with a non-traditional credit hour system, the maximum number of transfer credit hours that you can expect to receive per year is 48-quarter hours.

**COURSE APPLICABILITY SYSTEM**

If you have not yet received your transfer credit report, you can still get an idea of what credit you may be receiving at Ohio State for your classes at your previous college or university. Students transferring to Ohio State from a variety of Ohio colleges and universities can check how their incoming credit will transfer into the University using the *Course Applicability System* at CAS:

https://oh.transfer.org/cas/

Using the Guest Login, students can navigate through this site. Please note, however, that this credit evaluation is not official until transcripts have been received by Ohio State from your previous institution and is for educational purposes only.
RESOLVING TRANSFER CREDIT AT THE OHIO STATE UNIVERSITY

When a student is accepted to The Ohio State University as a transfer student, the course credit from his or her previous university or college is reviewed by the transfer credit center. The transfer credit center uses preset guidelines to determine how the courses will be transferred to Ohio State. Sometimes a course has a direct equivalent, that is, the course at the previous university is similar in content, course work and evaluation procedures, and the student is given credit for that particular course at Ohio State. A directly equivalent course can be applied to a degree program for general education or major requirements if it has already been approved by the College of Nursing.

Many times, however, the course does not have a direct equivalent to courses offered at Ohio State. That is, the course from the previous university may be similar to one of the courses offered here, but not exactly the same. These courses are assigned special (S000.00) or general (G000.00) credit which cannot be directly applied to the degree program. Instead, a student must follow the process below to resolve the special or general credits before they can be applied to the degree program.

RESOLVING SPECIAL OR GENERAL TRANSFER CREDITS
1) Obtain the syllabus from your previous university or college for each course that needs to be further evaluated. To do this, you should contact the department and ask to have them send you a copy of the entire syllabus. If you cannot obtain the syllabus, then a copy of the course description may suffice for the evaluation process, but the syllabus is preferred. Many college catalogs can be found at www.collegesource.org.

2) Mail, fax, or drop the syllabus off (make a copy for yourself) to the transfer credit evaluator in the department who teaches the course. For example, if you took a biology course with a microbiology focus at a previous university, you would send the syllabus to the transfer credit evaluator in the microbiology department at Ohio State. A list of the transfer credit coordinators is located at: http://www.ureg.ohio-state.edu/ourweb/Transfer_Credit/TCC_List.html.

3) The transfer credit evaluator may:
   a. determine that the course is directly equivalent to a course here at Ohio State and assign credit for that course. If this course is one that the College of Nursing requires, it can then be applied to the degree requirements. The transfer credit evaluator will assign credit for the course; however, you may need to inform the College of Nursing of the change in credit status.
   b. determine that the course is not directly equivalent to a course here at Ohio State but decide that the course meets the “spirit of” another course offered. The transfer credit evaluator may then write a letter of support, which states that the course meets the spirit of a particular GEC category. You may then use this letter to petition the Undergraduate Studies Committee (UGS) within the College of Nursing. Please note that you may not petition for a GEC until you have been admitted to the College of Nursing as a nursing major. You may petition the UGS, however, if the...
course is a prerequisite for admission to the major (biology, chemistry, psychology, sociology, and English).

4) In order to petition a prerequisite (if you are a pre-nursing major) or a GEC (if you are a nursing major) for approval, you must complete a petition form and write a concise statement that supports your request. You may include any course material or a syllabus that would help support the petition. These materials will be reviewed by the Undergraduate Studies Committee. Please include in the letter the details of the situation, as well as your personal contact information.

Your letter should be addressed to the Undergraduate Studies Committee, Newton Hall Room 240, 1585 Neil Avenue, Columbus, Ohio 43210. The committee meets once per month during the academic year and will inform you of their decision via mail.

RESOLVING TECHNICAL (T000.00) TRANSFER CREDITS
Technical credits, such as those from previous nursing coursework, will be evaluated by nursing faculty members to determine applicability upon admittance to College of Nursing major.
PETITIONS

COLLEGE OF NURSING UNDERGRADUATE GEC OR PREREQUISITE COURSE REQUESTS

What it is: A petition is a brief letter, which states a specific request of the College of Nursing’s Undergraduate Studies Committee (CoN USC).

Why petition?
✓ Applicants: If you want to substitute a course for a prerequisite or to make the USC mindful of a personal issue which impacts your application to the nursing major.
✓ Nursing majors: If you want to substitute a course not previously approved by the CoN for use as a General Education Curriculum (GEC) or Nursing major course.

What to include: Be brief, but specific! Be sure to include demographic information such as your full name, current mailing address and phone number, and E-mail. State the reason for your request and include any supporting documentation. For GEC and prerequisite substitutions, include a syllabus for the course that you would like to take or have taken and clearly indicate the GEC category or prerequisite for which you are requesting the substitution so that the USC may assess the equivalence of the two courses. Please include a sample of your writing from the course if you are requesting a Second Writing GEC substitution.

When to complete it and where to send it: Please submit any letters of petition to the CoN (address below). This will insure their arrival to the USC.

✓ Applicants: Do not enclose petitions with your application, which is to be sent to The Ohio State University Professional Admissions Office and not to the CoN. Applications to the nursing major are due by January 1 each year. All transcripts must be postmarked no later than January 30 in order to be considered for admission. There is no absolute deadline for a letter of petition; however, it is your responsibility to submit the petition in a timely manner so that your request either coincides with or precedes your application submission. The major purpose of the petition letter is to allow the USC to be mindful of your application plans, so that you are still considered as a potential candidate.

✓ Nursing majors: It is at your discretion when you want to petition non-CoN GEC(s), but remember to do this at least two quarters prior to graduation. Late petitions can be considered, but may delay your graduation. Nursing major course requirement requests should also be submitted in a timely manner, i.e., at least one, preferably two, quarters prior to the quarter when the course is needed.
How will I know the decision on my petition? The USC meets regularly every month during the academic year and will send you a letter or E-mail regarding their decision after the appropriate meeting. During the summer, all petitions received are answered at the end of the quarter.

Other information:
✔ Please contact the College of Nursing, Student Affairs Office at 614-292-4041 if you have additional questions.
✔ Address petitions to the UGC: College of Nursing, Student Affairs Office, Newton Hall 240, Columbus, Ohio, 43210-1289

Revised 4/07

ACCOMMODATION OF STUDENTS WITH DISABILITIES

Students requesting accommodation for disability for classroom needs are responsible for notifying the course head by the end of the first week of the quarter to discuss specific needs. Self-identification is the only way to assure that the faculty member can make the appropriate accommodation. Students should provide a letter from the Office for Disability Services (150 Pomerene Hall, 1760 Neil Avenue; (614) 292-3307; TDD: (614) 292-0901) to verify the disability.

Students needing accommodation for temporary physical disabilities or health-related reasons should contact the course head in order to discuss placement options. Students must be able to perform all job functions as required by the clinical placement site. Students may be asked to provide the course head with a letter from their physician indicating physical restrictions or limitations.
GUIDELINES AND POLICIES
ACADEMIC GUIDELINES AND POLICIES

PROGRESSION IN THE COLLEGE OF NURSING

Prerequisite Requirements for Students in the RN to BSN Program:

Students must complete N302D, N390D, and N440D with a grade of “C-” or better in order to progress to the clinical courses (N508D, 509D, and 510D).

At the end of each quarter, the Undergraduate Studies Committee reviews the academic progress of undergraduate students. For students in academic difficulty, the action taken by this committee is governed by two sets of policies—those of the university and those of the College of Nursing. Any academic action is based upon the cumulative point-hour ratio for the entire time a student is enrolled at Ohio State (including pre-nursing and nursing course work). To remain in good standing in the university, a student must maintain a point-hour ratio of at least 2.00. Deficiency points are applied only to the records of students whose point-hour ratio is below 2.00 and are defined as the number of credit points a student would have to earn to bring her or his point-hour ratio up to that level (Faculty Rule 3335-9-23(C)).

ACADEMIC WARNING

Students who have between .01 and 14.9 deficiency points will be warned by the dean of the college that they are in academic difficulty.

ACADEMIC PROBATION (UNIVERSITY)

A student who has accumulated 15 or more deficiency points is placed on probation and is informed of the conditions that must be met in order to continue his or her enrollment.

PLACEMENT ON PROBATION BY SPECIAL ACTION (COLLEGE)

As stated in Faculty Rule 3335-9-25(B), “if at any time the preparation, progress, or success of a student in an academic program is determined to be unsatisfactory, the college or school in which the student is registered shall be empowered to place the student on academic probation.”

Students are notified in writing of being placed on probation by special action. Special action probation alerts the student to the need for improved achievement in the area(s) of deficiency in order to continue in the program.
Students will be placed on probation by special action in the College of Nursing for the following:

1. A cumulative point-hour ratio below a 2.00.

2. A cumulative point-hour ratio below a 2.00 in the required course work in the nursing major.

3. A grade below a “C-” in a required course in the nursing major. If a grade of “D+,” “D,” or “E” is earned, the student will be required to repeat the course or an equivalent course accepted by the college, with a grade of “C-” or better.

4. Two withdrawals from the same required course in the nursing major.

*Required courses: All required courses in Nursing

5. Two withdrawals within one calendar year from required courses in the nursing program with unsatisfactory academic performance.

CONDITIONS AND/OR RESTRICTIONS WHILE ON PROBATION

Students on probation in the College of Nursing are restricted to enrolling for no more than 16 credit hours per quarter during the probationary term. Students on probation may be required to meet with the Chair of the Undergraduate Studies Committee. Additional conditions and/or restrictions may be specified.

REMOVAL FROM PROBATION

Students will be maintained on probation in the College of Nursing for the term specified by the Undergraduate Studies Committee. When students have met the minimum achievement standard as specified by this committee, the student will be removed from probation. The Undergraduate Studies Committee reviews the records of students on probation by special action on a quarterly basis. Students are notified in writing when they are removed from probation.

DISENROLLMENT FROM THE COLLEGE OF NURSING

Students who are on probationary status may be disenrolled from the College of Nursing for any of the following reasons:

1. Lack of progress evidenced by:
   a. two or more grades below “C” (2.00) in required courses and/or
   b. two or more withdrawals from required courses and/or
   c. failure to meet the conditions of probation

2. Earning two “E’s” or a second “E” in required courses.
Students disenrolled from the College of Nursing have the option to transfer to another academic unit if their academic standing in the university is satisfactory. Students may petition for reinstatement to the college after one year (four quarters). A petition is submitted to the Undergraduate Studies Committee and should provide verification that the student has strengthened him/herself in the areas of weakness that led to the disenrollment. The Undergraduate Studies Committee will evaluate a student’s ability to be successful in the program.

WITHDRAWAL

The procedure by which a student withdraws from all courses in which enrolled and that result in resignation (withdrawal) from the University is found in the University Bulletin @ http://www.ureg.ohio-state.edu/ourweb/scheduling/SchedulingContent/withdrawal.html.

Students wishing to withdraw from the College of Nursing should see their advisor at their respective campus about the intent to withdraw. If a student withdraws from the program during their scheduled sequence of nursing courses, they must apply for a Leave of Absence by contacting the Program Director.
PROFESSIONAL MISCONDUCT

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 students enrolled in the College of Nursing. The committee is comprised of the chair, representatives from Undergraduate and Graduate Studies committees, clinical instructors, and nursing students. Students 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.
GRADE GRIEVANCE

If a student believes that there has been a procedural error in determining a course grade, a formal grade grievance procedure, based on Faculty Rule 3335-7-23, can be initiated. Students may receive assistance in familiarizing themselves with this procedure from the Office of Student Affairs. For a complete copy of Faculty Rule 3335-7-23, students may refer to the Board of Trustees’ web site: http://trustees.ohio-state.edu/rules8/ru8-22-231.html.

Faculty Rule 3335-8-23 Alteration of marks.

(A) A mark filed in the office of the university registrar is a part of the official records of the university. It is subject to change only when a procedural error has been discovered in evaluation or recording of a grade. Action to change a grade must be initiated before the end of the second succeeding quarter. In no case will a grade be revised in accordance with criteria other than those applied to all students in the class. If the instructor agrees that an error in the mark was made, the mark will be changed upon written authorization of:

(1) The instructor of the course, and
(2) The instructional unit’s dean, director, or college secretary.

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 meet with the department chair to discuss the grade grievance. The chair shall respond to the student no later than thirty days after the student has requested a review by the chair. Upon receipt of the chair's 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 or director of the instruction unit and the department chair the procedures in paragraph (B) of this rule. Unresolved cases of grade grievance due to grading procedures are subject to paragraph (B) of this rule; unresolved cases of grade grievance due to other causes are not subject to paragraph (B) of this rule.

(B) Unresolved cases of grade grievance due to grading procedures shall be reviewed by a faculty departmental committee appointed by the department chair.

(1) In cases of instructors still affiliated with the university, the review committee shall consult both the student and the instructor and shall determine the validity of the grade grievance due to grading procedures. The review committee shall make its findings known in writing to both the student and the instructor within thirty days of the student's request to the chair.

If the committee finds that a procedural error has occurred and if the instructor declines to accept the findings of the review committee, the committee shall consider the reasons for not authorizing a grade change.
given by the instructor and may, upon consideration of these reasons, authorize in writing a grade change to be instituted by the department chair.
HONORS AND AWARD POLICIES

CLINICAL WITH DISTINCTION CRITERIA
Approved by the Undergraduate Studies Committee, June 2003

The *Clinical with Distinction* designation will be awarded to students each quarter who meet the stated criteria. Course faculty will determine if a student meets the criteria. As with earning Dean’s List, upon being awarded the *Clinical with Distinction* designation the student will receive a congratulatory letter from the Dean of the College. In addition, each quarter, students’ names will be posted on the first floor bulletin board (next to the Dean’s list) and placed in CONnections.

GRADUATION WITH HONORS

Faculty Rule 3335-9-33 states: “Degrees ‘cum laude,’ ‘magna cum laude,’ and ‘summa cum laude’ may be granted for exceptional achievement in the curriculum of each enrollment unit. The designation ‘summa cum laude’ may be granted only for those students who have achieved at least a 3.90 cumulative point-hour ratio at the time of graduation. The designation ‘magna cum laude’ may be granted only for those students who have achieved at least a 3.70 cumulative point-hour ratio at the time of graduation. The designation ‘cum laude’ may be granted only for those students who have achieved at least a 3.50 cumulative point-hour ratio at the time of graduation. Eligibility for these honors shall be based on a minimum of ninety credit hours of course enrollment at this university.”
CLINICAL POLICIES

In order to enroll in any clinical nursing courses, students must meet the following college and clinical agency requirements:

RN LICENSURE

It is the policy of the Ohio State College of Nursing RN to BSN program to require Ohio RN licensure for participation in the upper division clinical courses (N508D, 509D, 510D). Licensure must be obtained no later than September 1 of the year prior to the Autumn clinical course. If the student has not obtained licensure at that time, he/she will not be allowed to continue with the clinical courses.

As a licensed nurse in the State of Ohio, students in the RN to BSN program will be subject to the rules and regulations as defined by the Ohio Nurse Practice Act. In the unlikely event that an infraction occurs in the clinical setting while in the role of a student, the College of Nursing is required to report the incident to the Ohio Board of Nursing.

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 those 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 must 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.

Background checks from current or previous employers will not be accepted due to the contractual agreements the college has with the clinical agencies.

**Mandatory Drug Screening**

Beginning autumn quarter, 2005, all students enrolled in a clinical course are 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.

Drug screenings from current or previous employers will not be accepted due to the contractual agreements the college has with the clinical agencies.

**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). 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. CPR expiration dates are on file in a database maintained in the Clinical Education Lab. It is up to each student to make sure that each new CPR card is sent Courtney Fetter, the OSU Office Administrative Associate so that the database is current.

Copies of CPR cards can be:

Faxed to 614-292-7976
Attn: Courtney Fetter

Scanned and emailed to fetter.46@osu.edu

Or

Mailed to Courtney Fetter
The Ohio State University
College of Nursing
1585 Neil Ave.
Columbus, Ohio 43210

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 (HIPAA), including viewing a training videotape and passing a post-test, prior to any clinical experience.

STATEMENT OF CONFIDENTIALITY

Students in the College of Nursing sign a statement of confidentiality in order to gain access to patient records. In signing this form, students are agreeing that all information made available to them will be held confidential and that they will not divulge any information of a patient-identifiable nature.
STUDENT DRESS CODE POLICY
The dress code policy for students is the policy established by Ohio State University Hospitals for its employees. All students must adhere to the dress code policy when a uniform is needed for clinical study. Further detailed information on the dress code is contained in course syllabi or from clinical instructors. Some highlights of the dress code policy are presented here:

1. Uniforms
   A. Accepted style of red scrubs or white lab coat is to be worn in the clinical area only. A white lab coat is worn over the uniform outside the clinical area. The uniform and lab coat must be clean.
   - RN to BSN students along with their clinical instructor can determine whether red scrubs or a white lab coat should be worn based on their clinical placement.
   B. White hose or socks and clean white leather shoes worn with the uniform.
   C. The crest of the College of Nursing is a part of the uniform. It is worn on the upper left-hand quadrant of the uniform.

2. Jewelry
   Jewelry must be plain and inconspicuous. Jewelry must not interfere with patient care nor present a safety hazard to the employee (i.e., dangling or protruding). Facial piercing jewelry (i.e., eyebrows, nose, tongue, lip, etc.) is prohibited.

3. Hair
   Hair must be clean, neatly groomed and controlled.
   A. Direct patient caregivers must secure long hair away from the face
   B. Hair decorations must be kept plain and simple
   C. Extreme styles are not permitted
   D. Facial hair must be kept neat and well trimmed

4. Nails
   Nails must be neat, cleaned, and support the functional use of hands and fingers.
   A. Artificial fingernails are prohibited for all nursing staff who touch or transport patients
   B. Extreme color or decorative designs are not acceptable
   C. Length of natural nails will be kept at less than ¼-inch long

5. Tattoos must be inconspicuous or covered.

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.

**RADIATION BADGES**

Students who have clinical experience on units where patients are being treated with radiation therapy may obtain a radiation badge. The radiation badge requisition form should be obtained from the nurse manager on the assigned unit. Students should return the completed form to the nurse manager who will forward it to the Radiation Safety Department. It takes approximately one week to receive the badge from the Department of Radiology.
UNDERGRADUATE RN-BSN PROGRAM STUDENT CHECK LIST
FOR PRE-CLINICAL REQUIREMENTS

These requirements must be completed prior to the start of the quarter in which you begin clinical and must be maintained throughout your clinical experiences. Please contact your advisor or the Program Director if you have additional questions.

*The following will have been completed in Spring orientation. In the event you are unable to complete the requirements at orientation, the following can be used as a reference guide to complete or update the requirements prior to the first clinical course.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health Requirements</strong></td>
<td>Mail or hand carry copies of your health requirement records to Nancy Hill, RN, Preventative Medicine Nurse, 320 Wilce Student Health Center. Please contact Nancy Hill by phone at 292-0146 or <a href="mailto:hill.56@osu.edu">hill.56@osu.edu</a> if you have any questions. You are responsible for keeping your immunizations up-to-date. If in question, please contact the Program Director to determine if you are compliant.</td>
</tr>
<tr>
<td><strong>Drug screen</strong></td>
<td>is required by all clinical sites and must be completed prior to your first clinical. The test may be repeated for cause and is conducted by an outside lab facility. A $14*fee is required, check only, payable to OSU. If you do not get your drug screen completed on orientation day, please come to Room 240 Newton Hall for information. Payment must be made in Student Affairs prior to the drug screening. Once paid, you will receive a yellow receipt to take to the University Reference Labs, 1033 North High Street. An appointment is not necessary; however you must go between 8:30 – 3:30 pm M-F. 614-293-9281 **Drug screenings from current or previous employers will not be accepted due to the contractual agreements the college has with the clinical agencies.</td>
</tr>
<tr>
<td><strong>Criminal background check</strong></td>
<td>must be completed before you begin clinical. If you are completing the background check at OSU, please take the form provided at orientation to OSU Public Safety and Police Department, 1200 Blankenship Hall, 901 Woody Hayes Drive, on a Tuesday, Wednesday or Thursday between the hours of 9 – 11 am or 1 – 3 pm. A fee will be collected on site at OSUPD. If you do not use the OSU location, you will be instructed at orientation how to complete this requirement. **Background checks from current or previous employers will not be accepted due to the contractual agreements the college has with the clinical agencies.</td>
</tr>
</tbody>
</table>

Arrangements for the following requirements must be made in person via the Student Affairs office, 240 Newton Hall, Columbus campus. Payment is required and must be by personal check or money order; no cash is accepted. Please contact Student Affairs at 614-292-4041 for current pricing.
**OSU Student Nurse Identification Badge** will be prepared by Hospital Security. Your photo will be taken at your orientation. **A $5 fee is required, check only, payable to OSU.** Your badge will be distributed to you once your background check has cleared per OSUMC policy.

**CPR certification:** Proof of certification must be on record with Courtney Fetter, the OSU Office Administrative Associate located on the 2nd floor of Neil Hall. Acceptable class titles are American Red Cross: “CPR for the Professional Rescuer” or American Heart Association: “CPR for the Health Care Provider”. Copies of current CPR cards will be collected the orientation day. In the event you card expires during the clinical portion of your curriculum, you can send a copy to Courtney Fetter by the following methods:

Copies of CPR cards can be:

1. Faxed to 614-292-7976
   Attn: Courtney Fetter
2. Scanned and emailed to fetter.46@osu.edu
3. Mailed to Courtney Fetter
   The Ohio State University
   College of Nursing
   1585 Neil Ave.
   Columbus, Ohio 43210

You must have been trained in HIPAA laws and pass a test to show your understanding of the laws. If you have not taken the test, please contact the Program Director. **This test will be given in Nursing 302D in the Summer.**

The following items are listed for your information and do not necessarily require you to do anything. If you have questions, contact your advisor.

**Student malpractice insurance** is automatically added to your OSU fee statement. The $12 per year fee covers your student activities in clinical.

Your **Ohio R.N. license** must be current to participate in clinical. We will confirm your licensure via the Ohio Board of Nursing website. Please note that it is your responsibility to notify the College of Nursing if you have restrictions on your license, which may affect your ability to participate in clinical.
_____ **Completed** Nursing 302D, 390D, and 440D with a “C-“, or better.

_____ Have **course credit** for all prerequisite coursework - Nursing 385.03, 337, 402, 403, 404, and 405. This will be evaluated for you and applied as transfer credit before you begin your first clinical course in the autumn.
CLINICAL ABSENCE

Clinical course syllabi will specify the procedure students need to follow regarding any clinical absence.

INCIDENT POLICY

Illness

In the event a student becomes ill during his or her clinical study, the instructional staff member shall refer the student to the Student Health Center or the student’s private physician for treatment. If the student's condition is one that warrants treatment in an Emergency Department, the instructional staff member, or designee, shall assist the student to the Emergency Department.
All medical costs for treatment are the responsibility of the student. If necessary, an incident report shall be filed following the policy of the institution.

NEEDLE STICK OR RELATED INJURY

If a student sustains a “needle stick” or related injury, this incident shall be reported immediately to appropriate agency personnel and to the physician who is responsible for the Preventive Medicine Program at the Student Health Center. The student should be referred for follow-up to Student Health Services, Preventive Medicine Department. The instructional staff member and student should complete any incident report forms required by the agency and inform the Office of the Associate Dean for Academic Affairs. Any follow-up testing and treatment expenses that are incurred are the responsibility of the student.
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 Undergraduate Student Handbook, “Requirements for Clinical Courses.”

[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.

MENINGOCOCCAL 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 non-injecting 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. Immediate actions should include:
- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irritants
- 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**

American Association of Colleges of Nursing. Web site: www.aacen.nche.edu/Publications/ positions/hivhepb.htm


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
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 has 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.
COMPUTING SERVICES

CARMEN
AND
DISTANCE LEARNING

Carmen is the course management system at Ohio State University. All of your online courses will be delivered through this University based system. The Carmen site can be found at: http://carmen.osu.edu

- The following link provides a users guide for CARMEN:
  http://telr.osu.edu/carmen/students/

Below are a few of the important items to consider as a distance learner:

- A dedicated computer or laptop that stores your work
- Microsoft Word processing software
- Adobe Acrobat reader
- Power Point software (recommended)
- Cable or high speed internet connection (highly recommended)
- Supported Browsers:

To ensure satisfaction with your Carmen courses, it is essential that you use a fully supported browser. Browser choice is limited to a few common brands; other browsers may work, but full functionality cannot be guaranteed. If you are using a browser other than the ones listed below, you may discover problems that can neither be confirmed nor supported by the help desk. Should you encounter problems with an unsupported browser, your only recourse is to move to a fully supported browser.

For additional information about browser configuration, see http://8help.osu.edu/2302.html.
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<thead>
<tr>
<th>System</th>
<th>Supported</th>
<th>Recommended</th>
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<tbody>
<tr>
<td>Windows</td>
<td>• Internet Explorer 6.0 [Download];</td>
<td>Internet Explorer 6.0</td>
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<td>pre-support for Internet Explorer 7.0</td>
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<td>• Netscape Navigator 7.2 [Download]</td>
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<td>• FireFox 1.5 [Download]</td>
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<td>Mac</td>
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<td>Linux</td>
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- System Requirements

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<tr>
<td>Operating System</td>
<td>• Windows 98 or higher</td>
<td>• Windows 98 or higher</td>
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<td></td>
<td>• Mac OS X</td>
<td>• Mac OS X</td>
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<tr>
<td>Video Resolution</td>
<td>at least 800x600</td>
<td>1024x768 or greater</td>
</tr>
<tr>
<td>Internet Speed</td>
<td>at least 56K modem</td>
<td>56K, DSL, or cable</td>
</tr>
<tr>
<td>Sun Java Runtime Environment</td>
<td>JRE v 1.4.2.xx (required to run LiveRoom)</td>
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</tr>
<tr>
<td>Java Script</td>
<td>Enabled</td>
<td></td>
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<tr>
<td>Cookies</td>
<td>Enabled</td>
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</table>

Students can also purchase the Microsoft’s most popular desktop software called the “Buckeye Bundle” at a substantially reduced cost. The current rates and locations to purchase are as follows:

Download PDF information sheet @

The Buckeye Bundle Version 2 is $70 for Windows and $53 for Mac and includes all updates and new versions of products that become available during the contract period. Please note: the software may not be installed on more than one computer. Buckeye Bundle purchases are non-refundable -- all sales are final. Please note the MBB Ver 2 License period will end June 30, 2007, at which time you will need to repurchase the License.
The Buckeye Bundle is available for purchase at:

- **Main (Columbus) Campus**: Cop-ez at Tuttle Park Place, 2055 Millikin Way (in the ground floor of the Tuttle Parking Garage) between the hours of 8:00 AM and 4:00 PM, Monday through Friday.
- **Wooster Campus**: in Academic Support
- **Mansfield Campus**: at the Conrad Learning Center

Students must be currently enrolled for at least one credit hour and must be able to provide a valid BuckID or a picture ID and either a class schedule, paid fee slip, or letter of acceptance. Cash, check, credit card, and BuckID are accepted.

For more information about the Buckeye Bundle or other computer needs please visit the Buckeye Bundle website at: [http://buckeyebundle.osu.edu/index.html](http://buckeyebundle.osu.edu/index.html)

**OFFICE OF INFORMATION TECHNOLOGY**

The Office of Information Technology (OIT) provides students with technical support related to computing issues. Their home page is located at: [http://oit.osu.edu](http://oit.osu.edu).

Part of OIT is 8help, the OIT Technology Support Center Help Desk. OIT handles questions, problem reports, service requests, and inquiries from faculty, staff, and students regarding computer hardware and software, Internet connectivity, and related topics. You can call them at 614-688-HELP (4357) (TDD: 614-688-8743) or email them at 8help@osu.edu. To see availability of OIT staff, view the standard hours of operation at [http://8help.osu.edu/1691.html](http://8help.osu.edu/1691.html).

**Webmail**: To check your OSU Internet e-mail from the web, go to OSU Webmail at [webmail.osu.edu](http://webmail.osu.edu).

**UNIVERSITY STUDENT EMAIL 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](http://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 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’

COMPUTING RESOURCES

College Of Nursing Student Web
The College of Nursing provides a student web that can be accessed from any computer on or off campus. The Student Web provides a wealth of information and resources to currently registered students. These include links to the many of OSU’s libraries, email, ask an advisor, clinical scheduling and graduation information.

Accessing the Student Web
In order to access the Student Web, you are assigned a user name and password. Your user name is your last name and number, just like your osu e-mail address only instead of a ‘.’, you have an ‘ _ ’.
Accessing the Student Web in the College of Nursing
If you are in the building and are utilizing a college computer, you will see the start menu, click start -> log off… to log off the person before you. You will then see a screen that says “Windows XP Professional”. Press “CTRL+ALT+DELETE” at the same time. This will bring up the following screen:

![Log On to Windows](image)

Now, simply enter your user name and password in their respective fields and either click “OK” or press enter.

Campus Computer Resources

Columbus campus
The College of Nursing student computer lab, located in room 220 Newton Hall, is provided for the use of nursing students. The lab is open between the hours of 8:00 a.m. and 8:00 p.m. Monday through Friday and is monitored by IT Department staff and student employee. The lab is equipped with 30 Pentium IV computer workstations running Windows XP, Microsoft Office 2003, as well as many other academic software packages. All computers have Internet access. Approximately half of the workstations in the computer lab are equipped with CD-RW drive and there are high quality scanners available at two workstations. Students also receive 500 pages of free printing in the computer lab each quarter, the college also provides staplers, and hole punches for student use. The College of Nursing at Newton Hall also has wireless capabilities throughout most of the building.
Newark campus
OSU-Newark has wireless capabilities and students can find out details of use at: http://www.newark.osu.edu/departmental/its/faculty/wireless/index.htm.

Open computer labs are available in Reese and Founders Halls. 206 Reese Hall is open 8am - 8pm Monday thru Thursday, 8am - 5pm on Friday, and 9am - 2pm on Saturday. 186 Founders Hall is closed to students during the times that computer classes are held on Tuesdays and Thursdays but open other times on those days and on Monday, Wednesday and Friday 8am - 5pm.

Laptops may checked out and used on site in the cafeteria and library. The cafeteria is located in Hopewell Hall and offers this service Monday thru Friday 8am - 11am and Monday thru Thursday 2:30pm to 8pm. The library is in Founders Hall and is open 8am - 10pm Monday thru Thursday, 8am - 5pm on Friday, Saturday 10am - 4pm and Sunday 1pm - 5pm. This is the only on campus service that is available during university breaks. During breaks, hours will be Monday thru Friday 8am - 5pm.

In addition, 174 Founders is the location of the Student Technology Center. For more details about the variety of services available there go to http://www.newark.osu.edu/techconnect/labinfo.htm. Hours are set each quarter. In addition, 106B Founders is the location of the Writing Lab. Hours are Monday thru Thursday 8am - 6pm and Friday 8am - 4pm.

Printing on campus requires the use of your BuckID. Students will have 100 free copies a quarter. After that, the charge is $.06 per page and students must have a deposit on the BuckID through the Office of Fees and Deposits located in Hopewell Hall.

Marion campus
The General Computer Lab is located in library building room LC 220. There are 32 PC and 1 Mac computers in the General Lab and 2 Laptop areas. The General Computer Lab is open to all the OSUM students, faculty, and staff for general computing purpose such as word processing, email, Internet access, and printing. Student lab assistants are available for troubleshooting and help. Students need to show their student ID to use the General Lab. There is no cost for using the equipment and printing.

The Media Lab is located in Morrill Hall room MR281. There are 14 PC and 6 Mac computers in the Media Lab. The Media Lab differs from the General Lab in the following areas:

- Media Lab is open to all faculty, staff, and the students from the College of Education to create or develop multimedia materials for teaching and learning.
- Media Lab is also a teaching lab. A few courses are hosted here each quarter.
- In addition to the computers available for students to use for word processing, Internet, and printing, the Media Lab has other media equipment such as laminator, transparent maker, binder maker, and scanners.
Lab staff is also available for help in The Media Lab. There is no cost for using the equipment and printing.

The hours for the computer labs are as follows:

**General Lab:**
- Open 8:00 am – 9:00 pm (Monday through Thursday)
- Open 8:00 am – 5:00 pm (Friday)

**Media Lab:**
- Open 8:00 am – 5:00 pm (Monday through Friday)

To gain access to the wireless network, fill out a small form in the General Computer Lab (LC220) and you will be able to gain access to the wireless network in any of the OSUM buildings.

**Lima campus**

Students have access to the computer labs in Galvin Hall 336 and 340 free of charge. Hours of operation are 8:00 a.m. to 7:00 p.m. Monday - Friday, but may vary with quarter. Students will need to obtain local access with user name and password through Technology Services, Galvin Hall 335. The phone number for Technology Services is 419-995-8890.

**RESPONSIBLE COMPUTING**

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
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 614-292-2919. Questions concerning statistical software (SAS) should be directed to Statistical Consulting at 614-292-0408. Public microcomputer sites, maintained by University Technology Services, are available for personal computing needs. Contact University Technology Services at 614-292-4843 for locations and hours.

**STUDENT WEB PORTAL**

The student web has a variety of resources and frequently used links. Job resources and financial aid information is also available at the site. It can be located at http://studentweb.con.ohio-state.edu/default.aspx

**TECHNOLOGY LEARNING COMPLEX**

The Technology Learning Complex (TLC) is located on the second floor of Newton Hall at the Columbus campus is equipped with patient beds, patient care supplies, and a variety of patient care equipment. Resources include a video library, interactive video disks, nursing journals, reference materials, and instructional aids. The TLC is staffed by a director and graduate associates.

**CONnections**

During the academic year, the Office of Student Affairs posts to student email accounts a bi-monthly newsletter to help students stay informed about academic issues, student organization activities in the college, and career and graduate school opportunities. Students may submit items for inclusion in **CONnections** by sending an email to studentaffairs@con.ohio-state.edu.
CAREER RESOURCES

The College of Nursing offers a variety of career resources to students. Information on current employment opportunities for students as well as for graduates can be found on the College of Nursing job web site at http://nursing.osu.edu/student/jobs&aid.asp. The web site contains notices from hospitals and health care agencies located in Ohio and many other states. Information on job search skills, including resume preparation and interviewing techniques, can be obtained through the academic advisors and through Career Connection in the Younkin Student Success Center at the Columbus campus. In addition, the Office of Student Affairs presents an annual Job Fair. Please check with the regional campuses for career services available in your area.

ENROLLMENT VERIFICATION AND REFERENCE SERVICES

The Office of Student Affairs will provide students with letters verifying enrollment upon request. Such requests will be available for pick-up in 240 Newton Hall unless a self-addressed stamped envelope is provided. Please see your advisor for further information.

Copies of the College of Nursing student reference form, which may be completed by faculty or instructional staff members, will be copied and provided to potential employers at the student's request. In order for any information to be provided to potential employers, the student must sign a release of information form.
STUDENT ORGANIZATIONS
STUDENT ORGANIZATIONS

Student organizations play a very important role in the life of the College of Nursing. They provide opportunities for growth, friendship, and leadership. All student organizations must be registered with the Office of Student Organization Services in the Department of Student Life. The following organizations are currently active in the college:

ALPHA TAU DELTA

“ATD” is a national professional nursing fraternity and is open to all undergraduates. The purpose of ATD is to promote friendship among all students in the nursing profession and to provide education programs to the College of Nursing community.

CHI ETA PHI

Chi Eta Phi National Sorority, Inc. is a national nursing sorority for minority registered nurses and nursing students. The sorority’s motto is “Service to Humanity.” It is actively involved in the recruitment and retention of minorities into the nursing profession. The sorority also provides an important support system for minorities in nursing. The OSU student chapter was organized in autumn, 1989.

NURSING STUDENT COUNCIL

This is the official student organization in the College of Nursing. Each class has four elected representatives to Nursing Student Council. Representatives serve a variety of roles, including sponsoring yearly student-faculty forums focusing on undergraduate curriculum issues and providing input to faculty in other ways, assisting with college sponsored activities such as career days and open house programs, and providing various programs and services to students. Sophomore representatives are elected early autumn quarter. Elections for officers and junior and senior representatives take place in the spring.

BUCKEYE STUDENT NURSES (BSN)

“BSN” has an outward focus on the profession of nursing. Through this organization, members get involved with other student nurses across the state and country and become knowledgeable about issues affecting the profession of nursing. OSU students attend both the state and national conferences.
TORCH CLUB

Torch Club is a local honorary society and is open to juniors and seniors. Selection of members is based on academic accomplishment and campus activities. The goal of this group is to promote fellowship among the faculty and students of the College of Nursing.

NURSING CHRISTIAN FELLOWSHIP

Nursing Christian Fellowship is a non-denominational professional organization and ministry of nurses and nursing students, both undergraduate and graduate.

SIGMA THETA TAU INTERNATIONAL

Sigma Theta Tau International is the honor society for nursing. Its purposes are to promote leadership and scholarship in nursing. Membership is highly selective, prestigious, and by election only. During winter quarter, junior and senior undergraduate students who meet academic requirements will be offered the opportunity to become members. The induction ceremony is held annually at the end of the academic year, and student members are acknowledged at Convocation.

BUCKEYE ASSEMBLY FOR MEN IN NURSING “BAMN”

The Buckeye Assembly for Men in Nursing “BAMN” is a student-led organization focused on the professional development of male nursing students at Ohio State. As a local affiliate of the American Assembly for Men in Nursing, BAMN seeks to increase the visibility of nursing as a career choice for men by advocating for men’s health issues, developing mentoring networks, and helping recruit men to the profession.
COLLEGE OF NURSING DIRECTORY
Office of the Dean
Dean
Elizabeth Lenz, PhD, RN, FAAN
614-292-8900
Executive Assistant
Michelle Compston
614-247-5026

Associate Dean for Academic Affairs
Karen Ahijevych, PhD, RN
614-292-4699

Assistant Dean for Pre-Licensure Programs
Linda Daley, PhD, RN
614-292-4928

Director RN to BSN Program
Patricia Reid, MSN, RN, CNS
614-292-6744

Office of Student Affairs

Assistant Dean
Sandra Cody, M.S.
614-292-4041
Coordinator of Academic Advising
Chris Johnson, M.Ed.
614-292-4041
Coordinator of Career Services
Jennie Cisar Lawrence, M.S.
614-292-4041
Academic Advisor and Staff Assistant
Nicole Fette, M.Ed.
614-292-4041

Regional Advisors
Mary Jo Ferda    Lima    419-995-8845
Wendy Hedrick    Lima    419-995-8674
Linda Mathews    Newark    614-292-4094
740-366-9333
Penny Eyster    Marion    740-725-6246
Lyndsey Anderson    Mansfield    419-755-4362
Student Affairs Information Associates
Teri Landholt 614-292-4041
Marie Grady 614-292-4041

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