PREFACE

This *Undergraduate Student Handbook* is designed to share information, procedures, and policies specific to students enrolled in the College of Nursing. The College of Nursing offers baccalaureate and master programs, which are accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Ohio Board of Nursing (OBN). The information presented here will be helpful as you negotiate your way through the baccalaureate nursing 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.**

It is important that you check the electronic version available through the Student Web Portal at http://studentweb.con.ohio-state.edu/default.aspx. You will receive emails when changes are made.

Another important source of information about student life, events, and resources at the university is available online at www.osu.edu. The staff of the Office of Student Affairs is able to answer your questions, to assist you in planning your academic program, and to advise you as you make postgraduate plans. You can stop by the office in 240 Newton Hall 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 studies.

Sandra Cody  
Assistant Dean for Student Affairs
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREFACE</td>
<td>i</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>ii</td>
</tr>
<tr>
<td>COLLEGE OF NURSING DIRECTORY</td>
<td>iii</td>
</tr>
<tr>
<td>MISSION, VISION, VALUES AND PHILOSOPHY STATEMENTS</td>
<td>1</td>
</tr>
<tr>
<td>THE UNDERGRADUATE STUDIES COMMITTEE</td>
<td>3</td>
</tr>
<tr>
<td>Student Ombudsperson</td>
<td>4</td>
</tr>
<tr>
<td>BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM DESCRIPTION</td>
<td>4</td>
</tr>
<tr>
<td>NURSING COURSE DESCRIPTION</td>
<td>6</td>
</tr>
<tr>
<td>Summary of Degree Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Sample Four-Year Curriculum in Nursing Major</td>
<td>13</td>
</tr>
<tr>
<td>ADDITIONAL PROGRAM OPTIONS</td>
<td>15</td>
</tr>
<tr>
<td>Honors Program in the Nursing Major</td>
<td>16</td>
</tr>
<tr>
<td>Clinical with Distinction Criteria</td>
<td>17</td>
</tr>
<tr>
<td>REQUIREMENTS FOR CLINICAL COURSES</td>
<td>18</td>
</tr>
<tr>
<td>Health Requirements</td>
<td>18</td>
</tr>
<tr>
<td>Criminal Background Check</td>
<td>19</td>
</tr>
<tr>
<td>Mandatory Drug Screening</td>
<td>19</td>
</tr>
<tr>
<td>Insurance</td>
<td>19</td>
</tr>
<tr>
<td>Cardio-Pulmonary Resuscitation (CPR) Certification</td>
<td>19</td>
</tr>
<tr>
<td>HIPAA Training Policy</td>
<td>19</td>
</tr>
<tr>
<td>Statement of Confidentiality</td>
<td>20</td>
</tr>
<tr>
<td>Student Dress Code Policy</td>
<td>20</td>
</tr>
<tr>
<td>Identification Badges</td>
<td>21</td>
</tr>
<tr>
<td>Radiation Badges</td>
<td>21</td>
</tr>
<tr>
<td>Clinical Absence</td>
<td>21</td>
</tr>
<tr>
<td>Incident Policy</td>
<td>21</td>
</tr>
<tr>
<td>ACADEMIC PLANNING AND ADVISING</td>
<td>22</td>
</tr>
<tr>
<td>ACADEMIC POLICIES AND GUIDELINES FOR UNDERGRADUATE STUDENTS</td>
<td>23</td>
</tr>
<tr>
<td>Progression</td>
<td>25</td>
</tr>
<tr>
<td>Grade Grievance</td>
<td>25</td>
</tr>
<tr>
<td>PROFESSIONAL STANDARDS AND MISCONDUCT</td>
<td>27</td>
</tr>
<tr>
<td>Ohio Board of Nursing Requirements</td>
<td>28</td>
</tr>
<tr>
<td>SUBSTANCE ABUSE POLICY</td>
<td>33</td>
</tr>
<tr>
<td>THE PREVENTION AND MANAGEMENT OF INFECTIOUS DISEASE</td>
<td>34</td>
</tr>
<tr>
<td>STUDENT LIFE AND OTHER POLICIES</td>
<td>39</td>
</tr>
<tr>
<td>Computing Resources</td>
<td>39</td>
</tr>
<tr>
<td>University Student Email Policy</td>
<td>41</td>
</tr>
<tr>
<td>Carmen and Online Learning</td>
<td>42</td>
</tr>
<tr>
<td>Career Services</td>
<td>43</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>44</td>
</tr>
<tr>
<td>GRADUATION</td>
<td>46</td>
</tr>
<tr>
<td>APPENDIX</td>
<td>48</td>
</tr>
<tr>
<td>Application to Graduate</td>
<td>49</td>
</tr>
<tr>
<td>Graduation and RN Licensure Process</td>
<td>50</td>
</tr>
<tr>
<td>After You Apply to Graduate</td>
<td>51</td>
</tr>
<tr>
<td>Role</td>
<td>Name</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td><strong>Office of the Dean</strong></td>
<td></td>
</tr>
<tr>
<td>Dean</td>
<td>Elizabeth Lenz, PhD, RN, FAAN</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Michelle Compston</td>
</tr>
<tr>
<td><strong>Associate Dean for Academic Affairs</strong></td>
<td>Karen Ahijevych, PhD, RN, FAAN</td>
</tr>
<tr>
<td><strong>Associate Dean for Research</strong></td>
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</tr>
<tr>
<td><strong>Assistant Dean for Pre-Licensure Programs</strong></td>
<td>Linda Daley, PhD, RN</td>
</tr>
<tr>
<td><strong>Office of Student Affairs</strong></td>
<td></td>
</tr>
<tr>
<td>Assistant Dean for Student Affairs</td>
<td>Sandy Cody, MLS</td>
</tr>
<tr>
<td><strong>Graduate Program Manager</strong></td>
<td>Tamara Dunaeff</td>
</tr>
<tr>
<td><strong>Program Coordinators/Advising Staff</strong></td>
<td></td>
</tr>
<tr>
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<td>292-4041</td>
</tr>
<tr>
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<td>292-4041</td>
</tr>
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<td>Teresa (Teri) Landholt</td>
</tr>
<tr>
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<td>Marie Grady</td>
</tr>
<tr>
<td><strong>Graduate Administrative Associates</strong></td>
<td>Sarah DiRamio, RN, MA</td>
</tr>
<tr>
<td></td>
<td>Christina Douglas</td>
</tr>
<tr>
<td><strong>Undergrad Ombudsperson</strong></td>
<td>Nicole Medsker</td>
</tr>
<tr>
<td><strong>Records Manager</strong></td>
<td>Mary Cull</td>
</tr>
<tr>
<td><strong>Student Data Manager</strong></td>
<td>Daniel Barnes</td>
</tr>
<tr>
<td><strong>Graduate Outreach Coordinator</strong></td>
<td>Jacqueline Min</td>
</tr>
<tr>
<td><strong>Coordinator for Diversity Recruitment and Retention</strong></td>
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</tr>
</tbody>
</table>
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MISSION, VISION, VALUES AND PHILOSOPHY STATEMENTS

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 believe that students are responsible for their own learning. Faculty are responsible for providing a learning environment that will help students reach their potential, develop appropriate professional values and behaviors, and commit themselves to life-long learning. Teaching methods and strategies are chosen with due regard for the level of student, and increasing self-direction is expected. Faculty know and use tested principles of teaching and

\(^1\) From *Nursing's social policy statement* (2\(^{nd}\) ed.)(American Nurses Association, 2003).
learning, and they are committed to continued development in the art and skill of teaching. Evaluation of student performance is an important part of the educational process and faculty use established criteria for these evaluations. Faculty help students meet their educational goals while they adhere to program requirements.

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

THE 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 dean for pre-licensure studies, the college secretary, the coordinator of the RN to BSN program, and an undergraduate program 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 usually twice a month 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 or the student ombudsperson that an item be placed on the committee's agenda for discussion.

Student Ombudsperson

Each year the dean appoints a student ombudsperson to help fellow students identify and resolve issues of concern within the college. This person works as a student advocate, serves as a liaison between students and faculty, serves on the Undergraduate Studies Committee, and assists students with common concerns related to their academic program. The student ombudsperson has an office in 240 Newton and messages may be left in the confidential message box located in the Office of Student Affairs, by email, or by calling the Office of Student Affairs.

BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM DESCRIPTION

The baccalaureate program in nursing prepares students for entry-level professional practice positions in a variety of settings and is the prerequisite for advanced graduate study. Undergraduate professional education in nursing is both a liberal and a professional education designed to prepare students to provide nursing care based on scientific and humanistic principles.

Course requirements are designed to allow students to obtain knowledge needed for care of people of all ages and cultures. The study of professional nursing includes classroom and laboratory instruction in the art and science of nursing and supervised clinical instruction in a variety of hospital and community settings.

Each year of the curriculum builds upon content from the previous one as students are prepared to care for individuals, families, groups and communities with increasingly complex health care needs and problems. In addition, with increasing complexity, students are given opportunities to collaborate and cooperate within a multidisciplinary team approach to health care.
Although the emphasis may be different in each course, each course in the curriculum will include concepts of risk assessment and health promotion; primary, acute and chronic care; psychological and social aspects of care; broad-based cultural aspects of care; ethical issues; and informatics.

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.
NURSING COURSE DESCRIPTIONS

Sophomore Level Courses

Nursing 301  Foundational Nursing Concepts for Health Promotion and Restoration Across Lifespan, Cultures and Settings

A three-course series that introduces the student to the foundations of nursing and the skills required in the provision of nursing care.
Prereq: Sophomore standing in nursing major

301.01  6 credit hours  Autumn Quarter

Introduction to the profession, nursing process, and natural history model for disease as a framework for disease prevention, health promotion and restoration across the lifespan.
Prereq or Concurrent: Nursing 385.01

301.02  6 credit hours  Winter Quarter

Assessment of health and nursing interventions to maintain or restore health or prevent disease using the natural history model. Additional focus on the health care delivery system.
Prereq: Nursing 301.01. Prereq or Concurrent: Nursing 385.02

301.03  6 credit hours  Spring Quarter

Assessment of health and nursing interventions to maintain or restore health or prevent disease using the natural history model. Additional focus on political processes that affect health care delivery.
Prereq: Nursing 301.02. Prereq or Concurrent: Nursing 385.03

Nursing 337  A Nursing Perspective: Life Span Development of Individuals Within A Family Context

3 credit hours  Spring Quarter

Growth and development of individuals within the context of family from the beginning to death with an emphasis on assessment and interventions used by nurses.
Prereq: Sophomore standing in nursing major or permission of instructor

Nursing 360  Introduction to Scientific Inquiry in Nursing Practice

A three-course series that introduces the student to the fundamentals of scientific inquiry in nursing including information literacy, research methods, and evidence-based practice necessary for evaluating evidence of nursing practice.
Prereq: Sophomore standing in nursing major
360.01  Introduction to Scientific Inquiry of Nursing Practice through Information Literacy
1 credit hour  Autumn Quarter

Fundamentals of information literacy for nursing practice; intended to foster an appreciation and understanding of information searching and retrieval using a variety of modalities.
Prereq: Sophomore standing in nursing major

360.02  Introduction to Scientific Inquiry of Nursing Practice through Research Methods
1 credit hour  Winter Quarter

Introduction to nursing research methods; intended to foster an appreciation and understanding of nursing research to enable students to evaluate evidence of nursing practice.
Prereq: Nursing 360.01.

360.03  Introduction to Scientific Inquiry of Nursing Practice through Evidenced-Based Practice
1 credit hour  Spring Quarter

Introduction to the basics of evidenced-based practice intended to foster an appreciation and understanding for utilizing evidenced-based findings in nursing practice.
Prereq: Nursing 360.02.

Nursing 385  Integrated Sciences for Nursing Practice

A study of normal human pathophysiological processes of disease and related pharmacological principles as a scientific foundation for nursing practice.
Prereq: Sophomore standing in nursing major or permission of instructor

385.01  5 credit hours  Autumn Quarter

Normal cellular and systemic homeostatic function and local and systemic responses to cellular structure and function.

385.02  5 credit hours  Winter Quarter

Normal and abnormal renal, musculoskeletal, cardiac and respiratory physiology and principles related to pharmacological management of major diseases of each of these body systems.
Prereq: Nursing 385.01
385.03      5 credit hours    Spring Quarter

Normal and abnormal neurological, endocrine, gastrointestinal, hepatic and reproductive physiology and principles related to pharmacological management of major diseases of each of these body systems.
Prereq: Nursing 385.02

Students should exit the **sophomore year** with the requisite knowledge and skills to provide basic care to adults, older adults, and childbearing and childrearing families. Specifically, students are expected to be able to:

- Describe the meaning of nursing, the roles and responsibilities of professional nurses, including collaborating with others and effecting political change.
- Take responsibility and accountability for one's own actions as a student nurse.
- Describe professional values and value-based behaviors that are important in nursing practice.
- Describe normal human physiology and pathophysiological processes related to disease and injury that are utilized in nursing practice.
- Describe pharmacological principles used in nursing practice.
- Discuss and utilize the natural history model of disease as a framework for disease prevention, health promotion and restoration across the life span.
- Understand and utilize basic health assessment, psychomotor skills and interventions appropriate to maintain or restore health or prevent disease within the framework of the natural history model of disease.
- Describe and begin to use therapeutic relationships and accurate communication in nursing practice settings.
- Describe basic concepts of cultural diversity in nursing practice.
- Explain normal physiological parameters of growth and development throughout the life span.
- Explain theories and concepts of biological, psychosocial and cognitive development of individuals throughout the life span.
- Identify environmental factors that influence the delivery of nursing care.
- Explain and apply the nursing process to the care of individuals in selected health care settings.
- Identify and describe selected legal, ethical and professional issues for nursing.
- Use information and health care technology to obtain information about care delivery.
- Understand the role of critical thinking in solving problems.

**Junior Level Courses**

**Nursing 402    Nursing Care of Adults**

8 credit hours    Autumn, Winter, Spring Quarter

Nursing knowledge essential to caring for adults; emphasis on health promotion, risk assessment, disease prevention and management of common acute and chronic health problems.
Prereq: Junior standing in nursing major, Nursing 301.03, 360.03, 385.03, Human Nutrition 310, Microbiology 509, and Nursing 337 or Psychology 340 or Human Development and Family Science 364 or permission of instructor. Cannot be taken with Nursing 403, 404, or 405.
Nursing 403  Nursing Care of Older Adults
8 credit hours  Autumn, Winter, Spring Quarter

Nursing knowledge essential to caring for older adults; emphasis on health promotion, risk assessment, disease prevention and common acute and chronic health problems.
Prereq: Junior standing in nursing major, Nursing 301.03, 360.03, 385.03, Human Nutrition 310, Microbiology 509, and Nursing 337 or Psychology 340 or Human Development and Family Science 364 or permission of instructor. Cannot be taken with Nursing 402, 404, or 405.

Nursing 404  Nursing Care of Childbearing Families
5 credit hours  Autumn, Winter, Spring Quarter

Nursing knowledge essential to caring for childbearing families; emphasis on health promotion, risk assessment, disease prevention and complications from pregnancy, acute and chronic health problems.
Prereq: Junior standing in nursing major, Nursing 301.03, 360.03, 385.03, Human Nutrition 310, Microbiology 509, and Nursing 337 or Psychology 340 or Human Development and Family Science 364 or permission of instructor. Should be taken with Nursing 405. Cannot be taken with Nursing 402 or Nursing 403.

Nursing 405  Nursing Care of Children and Their Families
5 credit hours  Autumn, Winter, Spring Quarter

Nursing knowledge essential to caring for children and their families; emphasis on health promotion, risk assessment, disease prevention and common acute and chronic health problems.
Prereq: Junior standing in nursing major, Nursing 301.03, 360.03, 385.03, Human Nutrition 310, Microbiology 509, and Nursing 337 or Psychology 340 or Human Development and Family Science 364 or permission of instructor. Should be taken with Nursing 404. Cannot be taken with Nursing 402 or Nursing 403.

Nursing 440  Cultural Competence in Health Care
3 credit hours  Autumn, Winter, Spring 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.
Prereq: Junior standing in nursing major

Students exit the junior year with the requisite knowledge and skills to promote health and provide care to individuals and families in a variety of settings. Specifically, students are expected to be able to:

- Enact the roles and accept responsibilities of professional nurses, including beginning to collaborate with others.
- Take responsibility and accountability for one’s own actions as a student nurse.
- Use professional values and value-based behaviors that are important in nursing practice.
• Use knowledge of normal human physiology and pathophysiological processes related to
disease and injury to plan care and evaluate effectiveness of care for childbearing and
childrearing families, elderly adults and their families, and adults and their families.
• Use pharmacological nursing principles in the care of childbearing and childrearing families,
elderly adults and their families, and adults and their families.
• Promote disease prevention, health promotion and restoration across the life span in
childbearing and childrearing families, elderly adults and their families, and adults and their families.
• Utilize increasingly complex health assessment, psychomotor skills, and interventions
appropriate to maintain or restore health or prevent disease in childbearing and childrearing
families, elderly adults and their families, and adults and their families.
• Analyze and use therapeutic relationships and effective communication in nursing practice
settings.
• Incorporate concepts of cultural diversity in nursing practice.
• Incorporate normal physiological parameters of growth and development throughout the life
span into the plan of care for childbearing and childrearing families, elderly adults and their
families, and adults and their families.
• Apply theories and concepts of biological, psychosocial and cognitive development of
individuals throughout the life span to the care of childbearing and childrearing families,
elderly adults and their families, and adults and their families.
• Manipulate environmental factors that influence the delivery of nursing care.
• Use the nursing process to provide care for childbearing and childrearing families, elderly
adults and their families, and adults and their families across care settings.
• Analyze selected legal, ethical and professional issues for nursing.
• Use information and health care technology to plan and improve care delivery for childbearing
and childrearing families, elderly adults and their families, and adults and their families.
• Use critical thinking to solve problems of childbearing and childrearing families, elderly adults
and their families, and adults and their families.

Senior Level Courses

Nursing 501    High Acuity Nursing
              8 credit hours   Autumn, Winter Quarter

Nursing knowledge essential to management of high acuity patients and their families in a
variety of health care settings.
Prereq: Senior standing in nursing major, Nursing 402, 403, 404, 405, 440 or permission
of instructor

Nursing 503    Leadership in Clinical Nursing Practice
              8 credit hours   Winter, Spring Quarter

Study of leadership principles and refinement of clinical expertise in a focused area of
nursing practice.
Prereq: Senior standing in nursing major, Nursing 501
Nursing 511  Community Care of Vulnerable Populations  
6 credit hours   Autumn, Winter, Spring Quarter

Application of public health and community health theory and principles to the nursing care of vulnerable populations.  
Prereq: Senior standing in nursing major, Nursing 402, 403, 404, 405, 440 or permission of instructor. Concurrent enrollment with Nursing 512 possible.

Nursing 512  Psychiatric Mental-Health Nursing  
6 credit hours   Autumn, Winter, Spring Quarter

Nursing knowledge applied to the promotion of mental health and to the recovery of individuals with psychiatric diagnoses.  
Prereq: Senior standing in nursing major, Nursing 402, 403, 404, 405, 440 or permission of instructor. Concurrent enrollment with Nursing 511 possible.

Meds Publishing Programs
In most of the courses in the baccalaureate nursing curriculum, students are required to complete computer Meds Publishing interactive programs. These are a series of interactive critical thinking exercises and tests designed to help facilitate understanding of nursing content. Completing these assigned exercises and tests are a requirement for passing clinical courses. Students are required to purchase access to these programs.
Summary of Degree Requirements for Students Following the General Education Curriculum (GEC) Requirements
Beginning autumn quarter 2008

<table>
<thead>
<tr>
<th>Foundations (Skills)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 110.01, 110.02 or 110.03</td>
<td>5</td>
</tr>
<tr>
<td>Second Writing Course *</td>
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<tr>
<td>Math 116 or higher</td>
<td>4-5</td>
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<tr>
<td>Data Analysis Course *</td>
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<tr>
<td>Nursing 100</td>
<td>1</td>
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| Breadth |
|----------------------|--------------|

<table>
<thead>
<tr>
<th>Natural Sciences</th>
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<tbody>
<tr>
<td>Biology 101 or 113</td>
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<tr>
<td>Chemistry 101-102 or 121-122</td>
<td>10</td>
</tr>
<tr>
<td>Anatomy 199.03</td>
<td>5</td>
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<table>
<thead>
<tr>
<th>Social Sciences</th>
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<tbody>
<tr>
<td>Psychology 100</td>
<td>5</td>
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<tr>
<td>Sociology 101</td>
<td>5</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Arts and Humanities *</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two courses in arts and humanities chosen from the approved list</td>
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<table>
<thead>
<tr>
<th>Historical Study</th>
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<tbody>
<tr>
<td>Two historical courses</td>
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</table>

<table>
<thead>
<tr>
<th>Other GEC Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Breadth Course</td>
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<table>
<thead>
<tr>
<th>Nursing Requirements</th>
<th>106</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 301.01, 301.02, 301.03, 337, 360.01, 360.02, 360.03, 385.01, 385.02, 385.03</td>
<td></td>
</tr>
<tr>
<td>Microbiology 509, Human Nutrition 310</td>
<td>44</td>
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<tr>
<td>Nursing 402, 403, 404, 405, 440</td>
<td>29</td>
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<tr>
<td>Nursing 501, 503, 511, 512</td>
<td>28</td>
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</table>

<table>
<thead>
<tr>
<th>Elective Course Work</th>
<th>4-5</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total</th>
<th>186</th>
</tr>
</thead>
</table>

* Courses should be selected from the current College of Nursing GEC List which is available on the student web: [Student web > Student Affairs > Undergraduate Documents and Resources](#)

*Be sure to choose the appropriate GEC for your level.*
Sample Four-Year Curriculum in Nursing Major for Students Following the General Education Curriculum (GEC) Requirements 
Beginning autumn quarter 2008

<table>
<thead>
<tr>
<th>First Year (Pre-Nursing)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUTUMN</strong></td>
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</tr>
<tr>
<td>Mathematics 116, 130, or 148</td>
<td>College Algebra</td>
</tr>
<tr>
<td>Chemistry 101 or 121</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>Sociology 101</td>
<td>Introductory Sociology</td>
</tr>
<tr>
<td>Nursing 100</td>
<td>Nursing Survey</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>WINTER</strong></td>
<td></td>
</tr>
<tr>
<td>Psychology 100</td>
<td>General Psychology</td>
</tr>
<tr>
<td>Chemistry 102 or 122</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>Biology 101 or 113</td>
<td>Introductory Biology</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPRING</strong></td>
<td></td>
</tr>
<tr>
<td>English 110</td>
<td>Freshman English Composition</td>
</tr>
<tr>
<td>Anatomy 199.03</td>
<td>Basic Human Anatomy</td>
</tr>
<tr>
<td>Data Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Second Year              |              |
| **AUTUMN**               |              |
| Nursing 301.01           | Foundational Nursing Concepts for Health Promotion and Restoration across Lifespan, Cultures and Settings I | 6 |
| Nursing 360.01           | Introduction to Scientific Inquiry I | 1 |
| Nursing 385.01           | Integrated Sciences for Nursing Practice I | 5 |
| Microbiology 509         | Basic and Practical Microbiology | 5 |
|                          |              | 17 |
| **WINTER**               |              |
| Nursing 301.02           | Foundational Nursing Concepts for Health Promotion and Restoration across Lifespan, Cultures and Settings II | 6 |
| Nursing 360.01           | Introduction to Scientific Inquiry II | 1 |
| Nursing 385.02           | Integrated Sciences for Nursing Practice II | 5 |
| Human Nutrition 310      | Fundamentals of Human Nutrition | 5 |
|                          |              | 17 |
### Third Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>AUTUMN</strong></td>
<td>Nursing 402</td>
<td>Nursing Care of Adults</td>
<td>8</td>
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<tr>
<td></td>
<td>GEC</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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</tr>
<tr>
<td><strong>WINTER</strong></td>
<td>Nursing 403</td>
<td>Nursing of Older Adults</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Nursing 440</td>
<td>Cultural Competence in Health Care</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GEC</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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</table>

### Fourth Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>AUTUMN</strong></td>
<td>Nursing 501</td>
<td>High Acuity Nursing</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>GEC</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td>13</td>
</tr>
<tr>
<td><strong>WINTER</strong></td>
<td>Nursing 511</td>
<td>Community Care of Vulnerable Populations</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Nursing 512</td>
<td>Psychiatric Mental-Health Nursing</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPRING</strong></td>
<td>Nursing 503</td>
<td>Leadership in Clinical Nursing Practice</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>GEC</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>
ADDITIONAL PROGRAM OPTIONS

Minors

In addition to the baccalaureate nursing program, students can minor in over 60 different areas of study. A minor is not required for graduation. Minor registration forms and information on individual minor programs may be obtained from the Office of Student Affairs.

The following are the policy guidelines for minor areas of study:

1. Minor course hours are counted as elective hours toward graduation.
2. Some minors require individual approval by a departmental faculty member; others do not. Sheets describing the individual minor program carry this information. Minor program information for the Colleges of the Arts and Sciences can be found at http://artsandsciences.osu.edu/currofc/gec/minors.cfm.
3. Students must file their minor registration forms with the Office of Student Affairs by the end of the last week of classes of the quarter prior to their quarter of graduation, unless they plan to graduate spring quarter, in which case they must file their minor registration form by the end of the last week of classes of the autumn quarter prior to their graduation. Students must sign their minor registration forms in order for the form to be processed.
4. Once a minor program is on file in the college office, any changes must be discussed with an academic advisor in the College of Nursing.
5. All minors require a minimum of 20 credit hours; no more than 10 hours of transfer credit may be applied to a minor.
6. No grade below a “C-” will be permitted in courses comprising the minor; the minimum overall CPHR of the minor shall be a 2.00.
7. Minor courses may not be taken pass/non-pass.
8. If a student completes more than one minor, each minor must contain a minimum of 20 unique credit hours.

Dual Degree Option with the Colleges of the Arts and Sciences

Undergraduate students in the College of Nursing can be enrolled concurrently in the Colleges of the Arts and Sciences to complete the degree requirements of both colleges. This option typically requires a minimum of 238-248 quarter credit hours to complete the requirements of both colleges. Students interested in this option should contact the Office of Student Affairs.

Enrollment in Graduate Courses as an Undergraduate Student

Two options are available for students with senior standing in the College of Nursing to enroll in graduate course work while completing undergraduate degree requirements. These options are Senior Petition and the BSN to MS Combined Program. Students interested in exploring either of these options should contact the Office of Student Affairs early in their nursing program of study.
SENIOR PETITION

To qualify for a senior petition, a student must have senior standing in the College of Nursing (have completed all junior-level nursing courses), have a 3.0 cumulative point-hour ratio (CPHR) and have completed all General Education Curriculum (GEC) requirements and free electives. The student must meet all the requirements for the graduate course, receive instructor permission, and verification by the college secretary and approval by the Graduate School.

Credit earned by a senior petition does not count toward the undergraduate major. Once a student is admitted to the graduate program at Ohio State, up to 15 hours of graduate course work taken through a senior petition may be used to complete requirements for the Master of Science degree. Fees for these courses are assessed at the undergraduate rate.

BSN TO MS COMBINED PROGRAM

Senior students who have completed a minimum of 135 quarter credit hours, completed all General Education Curriculum (GEC) requirements, and who have a CPHR of 3.5 or higher on all previously attempted academic work may apply for admission to the BSN to MS Combined Program. A student in this program has concurrent enrollment in the College of Nursing and the Graduate School.

Under this option free electives for the BSN program may be met by graduate program core course requirements. No clinical courses can be substituted. The student electing this option must meet all the requirements for admission to the Master of Science program. Graduate tuition is assessed.

Honors Program in the Nursing Major

The Honors Program is designed to challenge the exceptional undergraduate student by offering the opportunity to more fully explore an area of personal academic interest in partnership with faculty. Students apply for admission to the Honors Program during the summer prior to the start of their 300-level nursing courses. Throughout their nursing studies, students participate in seminars and honors-level course work. The culmination of this program is the senior honors thesis that results in the awarding of a baccalaureate degree with honors and distinction in nursing.

The goals of the Honors Program are:
• To foster a passion for in-depth learning in an area of interest;
• To enhance professional development and commitment to the profession;
• To provide an enriched environment for understanding the values of the discipline;
• To nurture the development of student leaders and future leaders in nursing;
• To develop a pool of gifted students for graduate study.

Additional information concerning the Honors Program may be obtained in the Office of Student Affairs.
Clinical with Distinction

The **Clinical with Distinction** designation is awarded to students each quarter who meet the stated criteria. Course faculty will determine if a student meets the criteria. Students are not permitted to contract or negotiate for **Clinical with Distinction**. 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. Approved by the Undergraduate Studies Committee, June 2003.

**SOPHOMORE LEVEL**
To achieve **Clinical with Distinction** recognition, a sophomore level student must consistently meet the following four criteria:

- Organized in his/her nursing care and requires little direction
- Independently seeks and takes advantage of learning opportunities
- Able to think critically and prioritize needs
- Frequently recognized by the staff and/or family members in making a significant contribution to the care of the patient or to the activities of the unit/agency that go above and beyond the student role

**JUNIOR LEVEL**
To achieve the **Clinical with Distinction** recognition, a junior level student must meet four of the following six criteria:

- Consistently incorporates evidenced-based research in the planning and implementation of his/her nursing interventions
- Consistently applies assessment and diagnostic skills in patient care in order to positively affect patient outcomes (ie. Identifying subtle changes in a patient’s condition)
- Consistently demonstrates a high level of critical thinking skills that impacts the quality of patient outcomes
- Contributes to the unit or agency in a manner that positively impacts patient care or nursing practice
- Frequently recognized by the staff and/or family members in making a significant contribution to the care of the patient or to the activities of the unit/agency that go above and beyond the student role
- Actively initiates patient and family education and creatively designs and implements patient teaching activities

**SENIOR LEVEL**
To achieve **Clinical with Distinction** recognition, a senior level student must consistently meet three of the following four criteria:

- Incorporate evidenced-based research in the development and implementation of his/her nursing interventions.
- Contribute to the unit/agency in a manner that positively impacts care/practice.
- Impact the care of patients/families/communities in a way that enhances outcomes.
- Are recognized by the staff as making contributions above and beyond the student role.
REQUIREMENTS FOR CLINICAL COURSES

In order to enroll in any clinical nursing courses, students must meet the following college and clinical agency requirements. **If these requirements are not met, students are not permitted to engage in clinical course work and may need to disenroll from the course.**

**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.

The health requirements include:

1. **Diphtheria/tetanus immunization within the past ten years (Tdap recommended).**
2. **Verification of immune status or vaccine administration for the following infectious diseases:**
   a. **Hepatitis B** – vaccine and titer
   b. **Mumps** – at least one vaccine or positive titer
   c. **Rubella** – at least one vaccine or positive titer
   d. **Rubeola** – two doses of vaccine or positive titer
   e. **Varicella**– positive titer OR two doses of vaccine
3. **Annual** PPD after initial two-step PPD. If there is a history of a positive PPD, then a chest X-ray is required.
4. It is the student’s responsibility to make sure the results of these immunizations are reported to the Student Health Center in order to be in compliance with clinical agency requirements. Failure to maintain all requirements is a violation of the College’s agency contracts and will prohibit a student’s ability to maintain clinical practice.

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  
Phone: 614-292-0146  Fax: 614-292-7042
Criminal Background Check

Students are required by state law to complete a criminal background check. Students will be fingerprinted before they begin their initial clinical experience for the purpose of identifying those who may have a criminal record. Students with a criminal record may be denied the ability to participate in clinical study based on agency and College of Nursing policies. See also the appendix for further information about an additional criminal background check prior to licensure.

Mandatory Drug Screening

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

Insurance

All students are required to have professional liability insurance in the minimum amount of $1,000,000/occurrence and $3,000,000/aggregate. The College of Nursing purchases, on behalf of students, a policy which provides this coverage for students while they are engaged in clinical course work. Students pay a fee every autumn quarter for this coverage (autumn 2006 cost = $13/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 by the assistant to the Associate Dean for Academic Affairs in room 347 Newton Hall. It is up to each student to make sure that each new CPR card is presented to this person so that the database is current.

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 annual 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 is to be worn in the clinical area. A white lab coat can be worn over the scrubs outside the clinical area. Scrubs and lab coat must be clean.
   B. White hose or socks are to be worn with the scrubs.
   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. Shoes
   A. Footwear color must be white.
   B. Shoes must be non-permeable and protective.
   C. Open back shoes and shoes with holes on top are prohibited.

3. Lanyards
   A. Breakaway lanyards must be used to hold ID badges (rather than solid ones).

4. Jewelry
   A. Jewelry must be plain and inconspicuous.
   B. Wedding or engagement rings may be worn.
   C. May wear one pair of small post earrings.
   D. Facial piercing jewelry (i.e., eyebrows, nose, tongue, lip, etc.) is prohibited.

5. 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.

6. Nails
   A. Nails must be neat, cleaned, and support the functional use of hands and fingers.
   B. Artificial fingernails and nail polish are prohibited.
   C. Length of natural nails will be kept at less than ¼-inch long.

7. 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. All identification badges are the property of The Ohio State University and should be returned to the Security Office upon termination of clinical coursework in the College of Nursing. 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.

Clinical Absence

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

Incident Policy

ILLNESS
In the event a student becomes ill during 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. The student may also need to contact their academic advisor if the illness necessitates a change in the student’s current quarter course attendance or future quarter enrollment.

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 in the College of Nursing. Any follow-up testing and treatment expenses that are incurred are the responsibility of the student.
ACADEMIC PLANNING AND ADVISING

Mission of the Student Affairs Office

The mission of The Ohio State University College of Nursing Office of Student Affairs is to:

- Provide one-on-one advising, academic support, and student-centered programming.
- Encourage students’ personal, intellectual, and professional growth.
- Develop innovative recruitment and results-driven programming.
- Respect the diversity of current and prospective nursing students and alumni.
- Achieve recognition as a model student affairs unit.

Through our efforts to help students to achieve their highest potential, we support the mission of the College of Nursing.

The Student Affairs Office is the primary source for academic planning and advising. The office is located in Newton Hall 240.

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 clinical scheduling is monitored by the advising staff. If students should drop out of sequence for nursing clinical course work, they lose their scheduling priority. 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 as soon as possible.

Students are responsible for scheduling course work to meet any remaining degree requirements in the areas of support courses and general education curriculum. 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.

Students are permitted to schedule only one nursing course that has a clinical component per quarter except when scheduling Nursing 404 with Nursing 405 and Nursing 511 with Nursing 512.

No student is permitted to schedule a course with a time conflict with another course.
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.

ACADEMIC POLICIES AND GUIDELINES FOR UNDERGRADUATE STUDENTS

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 (university academic warning or academic probation) 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 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 nursing major.
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, Microbiology 509, Human Nutrition 310, and any of the designated courses in Data Analysis.

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

** When a student withdraws between weeks 3 and 7, the faculty member with responsibility for the course that the student is withdrawing will make a note for the student’s permanent record about the student’s level of achievement in the course at the time of withdrawal and the student’s reasons for withdrawal (if known).

CONDITIONS AND/OR RESTRICTIONS WHILE ON WARNING OR PROBATION

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

REMOVAL FROM WARNING OR PROBATION

Students will be maintained on warning or 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 warning or probation. The Undergraduate Studies Committee reviews the records of students on warning, probation, or probation by special action on a quarterly basis. Students are notified in writing when they are removed from warning or 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 earn a cumulative point-hour ratio above a 2.00 and/or

d. 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 and make a decision on the request for reinstatement.

Progression in the College of Nursing, Nursing Major

Prerequisite Requirements for Students in the Nursing Major:

To progress from sophomore to junior level courses, students must complete the following prerequisites with a grade of “C-” or better:
Nursing 301.01, 301.02, 301.03, 337, 360.01, 360.02, 360.03, 385.01, 385.02, 385.03, Microbiology 509, Human Nutrition 310

To progress from junior to senior level nursing courses, students must complete the following prerequisites with a grade of “C-” or better:
Nursing 402, 403, 404, 405, and 440

Grade Grievance Procedures

If a student believes that a procedural error in grading was made, the student should meet with the course head. If the course head does not agree that a procedural error was made, the student may request a review by the Associate Dean of Academic Affairs. The Associate Dean of Academic Affairs shall respond to the student no later than thirty days after the student has requested a review. Upon receipt of the Associate Dean of Academic Affairs’ response, if the issue is not resolved to the satisfaction of the student, the student may within two weeks request in writing, by duplicate submission to the Dean and the Associate Dean of Academic Affairs, review by a college faculty committee appointed by the Associate Dean of Academic Affairs. The Hearing Committee will report and make recommendations to the Associate Dean of Academic Affairs. The Associate Dean of Academic Affairs will send a written letter to the student notifying him/her of the Hearing Committee’s decision. For more information see rule 3335-8-2.

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 Associate Dean for Academic Affairs to discuss the grade grievance. The Associate Dean for Academic Affairs shall respond to the student no later than thirty days after the student has requested a review by the chair. Upon receipt of the Associate Dean for Academic Affairs' response, if the issue is not resolved to the satisfaction of the student, the student may within two weeks request in writing by duplicate submission to the Dean and the Associate Dean for Academic Affairs according to 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 committee appointed by the Associate Dean for Academic Affairs.

(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 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.

Petitions

Any student wanting to request a modification in the required program of study must submit a petition form to the Undergraduate Studies Committee. Petition forms for various purposes can be obtained through the student web or in the Student Affairs Office. The student may wish to schedule an appointment with an academic advisor prior to submitting the petition. Petitions must be submitted at least one week before meetings of the Undergraduate Studies Committee where petitions are considered. A student will usually be informed in writing of the decision regarding a petition within two weeks after the request has been reviewed by the Undergraduate Studies Committee. This letter will be mailed to the address indicated on the student's petition or to his or her OSU.edu email account.

Classroom Conduct

Honesty, trust, fairness, respect, and responsibility are expected student classroom behavior. Cell phones, pagers, and other types of communication devices are to be turned off and stored out of sight. Any student found to be using a communication device during an exam will be given a grade of zero for the exam. For online exams and quizzes outside of the classroom, it is expected
that students not share test questions, answers or exam related material. Students found to be in violation may be reported to the Committee on Academic Misconduct.

Cell Phone and E-transmission Policy

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

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

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.

Students with permanent or long-term physical disabilities should self-identify at the time of application to the major or as soon as the disability becomes known to the student.

PROFESSIONAL STANDARDS AND MISCONDUCT

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

Students in the College of Nursing are expected to:

- Treat others with respect in all areas of the clinical and academic setting.
- Facilitate an environment in the classroom and clinical setting that promotes learning and allows faculty to educate nursing students.
- Comply with the directives of a college official.
- Comply with requirements in course syllabi and the College of Nursing policies as outlined in the current College of Nursing Handbook.
- Comply with the University’s Code of Student Conduct. *(Please refer to page 31 of the Handbook)*
- 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 (BON 4723-5-12 B 1-23) as outlined below.

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the students for the client, and the client’s response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
(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. This includes, but is not limited to case management documents or reports or time records, reports, and other documents related to billing for nursing services.

(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 practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;

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

(10) 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.

(11) A student shall not:
    (a) Engage in sexual conduct with a client;
    (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
    (c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;
    (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.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
    (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
    (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.
(14) A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

A completed list of all Ohio Board of Nursing laws and rules can be accessed at: http://www.nursing.ohio.gov/Law_and_Rule.htm. Please refer to this website for updated information.

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 five (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 adviser 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 University’s 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 (7) 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 (5) 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.

**Academic and Professional Misconduct**

* Students are subject to the provisions in the “Code of Student Conduct” (copies are located in The College of Nursing Student Affairs Office, 240 Newton Hall or on-line at http://studentaffairs.osu.edu/resource_csc.asp.) and also the Professional Standards. Failure to comply with these policies will be handled as outlined in the respective documents.

**STUDENT POLICY REGARDING IMPAIRED PRACTICE INVOLVING SUBSTANCE ABUSE**

**Overview**

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

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

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

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

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

Evaluation of Student Progress

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

POLICY AND GUIDELINES FOR THE PREVENTION AND MANAGEMENT OF INFECTIOUS DISEASES

Introduction

During the performance of clinical practice or research activities, students may have contact with patients or research participants with infectious diseases. This contact may place the student at risk for exposure to an infectious agent and/or 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 clients from the risk of infectious diseases. The policy is in accordance with recommendations of the American Association of
Colleges of Nursing (AACN) and recognizes individual rights, voluntary testing, and the confidentiality of test results of all involved. 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.

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.

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**: Vaccination with the currently available quadrivalent meningococcal polysaccharide vaccine will decrease the risk for meningococcal disease. 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.

**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.

Responsibilities of the student in the care of infected patients

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

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

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

Management of Student Exposed to Pathogenic Microorganisms

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

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

Treatment areas at the OSU Medical Center include: Employee Health (614-293-8146), Occupational Medicine (614-257-3559), or, after hours and on weekends and holidays, Emergency Department (614-293-8333). Any questions should be directed to the Ohio State University Environmental Health and Safety Office (614-292-1284). Students who are at agencies other than the OSUMC system should follow the guidelines according to the placement agency. Payment for any treatment is the responsibility of the student.

Management of Student who is a Source of Pathogenic Organism

Students who have been diagnosed with infectious diseases should understand that they may pose a risk to patients, particularly highly vulnerable populations like neonates, oncology patients and those immunocompromised from disease or treatment. 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.aacn.nche.edu/Publications/positions/hivhepb.htm

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


Ohio State University Environmental Health and Safety Office. Web site: www.physfac.ohio-state.edu/zaphir/ohs/index.htm

*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: July, 2008
STUDENT LIFE AND OTHER POLICIES

Technology Learning Complex

The Technology Learning Complex (TLC) is located on the second floor of Newton Hall and is equipped with patient beds, virtual technology, patient care supplies, and a variety of patient care equipment. Resources include a video library, interactive video disks, reference materials, and instructional aids.

Computing Resources

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

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

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

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

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

Computing support personnel are available for questions relating to the use of software specific to the College of Nursing. Questions concerning common word processing, spreadsheet, and database packages should be directed to the Microcomputer Consulting Office of University Technology Services at 614-292-2919. Questions concerning statistical software (SAS) should be
directed to Statistical Consulting at 292-0408. Public microcomputer sites, maintained by University Technology Services, are available for personal computing needs. Contact University Technology Services at 614-292-4843 for locations and hours.

Computer Recommendations

The College of Nursing is primarily a Windows-based department. In order to facilitate support, course software planning, and other compatibility issues, we recommend that students use Microsoft Windows-based computers. If a student would like to use an Apple Mac OSX based computer, they may do so, but please understand that there may be points in the program that require the use of a Microsoft Windows-based computer meeting the minimum specifications set forth in this document.

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Recommended</th>
<th>Apple Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>Windows XP</td>
<td>Windows XP or Vista</td>
</tr>
<tr>
<td>Processor</td>
<td>1.5 GHZ</td>
<td>Dual Core</td>
</tr>
<tr>
<td>Memory</td>
<td>512MB</td>
<td>2GB (2048 MB)</td>
</tr>
<tr>
<td>Available Storage</td>
<td>15GB</td>
<td>15GB</td>
</tr>
<tr>
<td>Web browser</td>
<td>Internet Explorer 6</td>
<td>Internet Explorer 7 Firefox 3</td>
</tr>
<tr>
<td>Java Version</td>
<td>1.5</td>
<td>1.5 Latest</td>
</tr>
<tr>
<td>Screen Resolution</td>
<td>1024x768</td>
<td>1024x768</td>
</tr>
<tr>
<td>Other</td>
<td>DVD/CD-RW</td>
<td>DVD/CD-RW</td>
</tr>
<tr>
<td>Connection Speed</td>
<td>56.6kbps</td>
<td>DSL/Cable</td>
</tr>
</tbody>
</table>

Software Requirements

Students should prepare their computer in advance to handle a variety of media and document formats, the list of required software including version follows, if students have any questions about meeting these guidelines, they should contact s-help@con.ohio-state.edu via e-mail for support.

<table>
<thead>
<tr>
<th>Software Name</th>
<th>Recommended Version</th>
<th>Minimum Version</th>
<th>Mac Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>Windows Vista</td>
<td>Windows XP</td>
<td>OS X 10.4</td>
</tr>
<tr>
<td>Web Browser</td>
<td>Internet Explorer 7</td>
<td>Internet Explorer 6</td>
<td>Firefox 3</td>
</tr>
<tr>
<td>Media Players</td>
<td>Windows MediaPlayer 11 Quicktime 7 Real Player 11 Flash Player 9</td>
<td>Windows MediaPlayer 9 Quicktime 6 Real Player 10 Flash Player 8</td>
<td>Quicktime 7 Windows Media Components for Quicktime Real Player 11 Flash Player 9</td>
</tr>
<tr>
<td>Virus Scan²</td>
<td>McAfee v. 8.5</td>
<td>McAfee v. 8.5 VirusScan 8.6 for Mac</td>
<td></td>
</tr>
<tr>
<td>Java Plug-in</td>
<td>Java 6</td>
<td>Java 5 Latest Apple Java</td>
<td></td>
</tr>
</tbody>
</table>
Policy on Food and Drink in the Technical Learning Complex and Computer Lab

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

Eating and drinking in the rooms of the Technical Learning Complex (TLC), or clinical education lab, are prohibited. Designated eating areas include the student lounge on the second floor and the newly redecorated lobby. Please use care when eating in the lobby to keep this area as nice as possible for others.

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

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

University Student Email Policy

The Ohio State University, recognizing the increasing need for electronic communication with students, has established email as the 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 Office of Information Technology (OIT) web site at www.oit.osu.edu.

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

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

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

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

If you change your name, 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’

Carmen and Online Learning

The Ohio State University uses a course management system called Carmen. All online courses are delivered through this University based system. Additionally, instructors of traditional classroom courses use Carmen to post grades, administer quizzes, disseminate course materials, etc. Carmen does not replace the university registrar’s system for student registration.

Carmen can be accessed at http://carmen.osu.edu. The following link provides a user’s guide for Carmen: http://telr.osu.edu/carmen/.

Student Web Portal

The student web site has a variety of resources and frequently used links. The site can be found at http://studentweb.con.ohio-state.edu/default.aspx and contains job postings and financial aid information as well as other valuable resources for students in the College of Nursing. Carmen and the University Registrar’s web site are also available through the student portal.

College of Nursing Non-Smoking and Tobacco Free Policy

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

Where can I smoke?

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

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

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

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

The university’s revised non-smoking policy (Policy #7.20) can be viewed online at: http://hr.osu.edu/policy/policy720.pdf. Contact Human Resources: 293-4988 or 292-2800.

7/13/06

CONnnections

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

Career Resources

The College of Nursing offers a variety of career resources to students, including career advising, job fairs, and job posting information. Jennie Cisar Lawrence, advisor in the Office of Student Affairs, serves as the College’s career advisor and helps all students with all issues and questions relating to career planning. She advises students on career exploration, resumes, cover letters, interviewing tips, as well as any other topic related to the employment search process (full or part time jobs, externships, internships, etc.). Reference materials on selected career topics can be
found in the Office of Student Affairs and online in the Student Affairs section of StudentWeb. In addition, the Office of Student Affairs sponsors the annual RN Job Fair, held in the autumn quarter. Students can also find job information at the College of Nursing job site, http://nursing.osu.edu/student/jobs&aid.asp. The website contains postings from hospitals and health care agencies.

**Locker Assignments**

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

**Enrollment Verification and Transcripts**

The Office of Student Affairs will provide students and alumni with letters verifying enrollment upon request and with syllabi of nursing courses. Forms for enrollment verification can also be sent to the Office of Student Affairs. Such requests will be available for pick-up in 240 Newton Hall unless a self-addressed stamped envelope is provided. If the official OSU raised seal is required, the form must be sent to the Office of the University Registrar. In order for any information to be provided to potential employers, the student must sign a release of information form. Official transcripts are only available through the Office of the University Registrar.

**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, 344 Ohio Union. 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.

**BUCKEYE ASSOCIATION OF MEN IN NURSING**

“BAMN” is open to all male Nursing students. For more information please see the Student Affairs Office in 240 Newton Hall.

**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.

**HONOR CODE COUNCIL**

This is a newly established organization designed to promote the highest standards of academic integrity and professionalism within the College of Nursing and The Ohio State University.

**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.

**Honor Society**

**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. At the end of autumn quarter, junior and senior undergraduate students who meet academic requirements may apply for membership. An induction ceremony is held annually in May, and student members are acknowledged at Convocation when they graduate.
GRADUATION

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

1. have a CPHR 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 196 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 can access their Degree Audit Report at www.buckeyelink.osu.edu. Choose the “Grades and Advising” tab, then “Degree Audit Report.”

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 a petition to graduate may result in not being able to graduate during the quarter degree requirements are completed. See the appendix for further information.

STANDARDS FOR HONORS AT GRADUATION

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.”

STANDARDS FOR GRADUATION WITH DISTINCTION IN NURSING

To graduate with honors distinction, the following conditions must be fulfilled. [Note that honors distinction differs from Latin honors.]

- Admission to the Nursing Honors Program
- Successful completion of the nursing honors courses
  - H320 series (Honors Seminar I, II, & III)
  - H420 series (Honors Seminar IV, V, & VI)
  - H520 series (Honors Seminar VII, VIII, & IX)
  - H541 (Introduction to Nursing Research)
H503 (Leadership in Clinical Nursing Practice)

- Completion of research culminating in a thesis (H783, Honors Research)
- Present research findings at the Denman Research Forum
- Maintain honors status (i.e., maintain minimum cumulative GPA of 3.4 and successful completion of all the above courses and research)

Honors distinction will be given to those students who meet these criteria at the time of graduation.

Licensure Application

During the final quarter of enrollment students will receive information about the process to apply for a license to become a registered nurse in the state of Ohio (or other jurisdiction) if they have applied to graduate two quarters prior. More information on this process is included in the appendix.
APPENDIX
The Ohio State University  
College of Nursing  

Application to Graduate - B.S.N.

This form must be submitted to the Office of Student Affairs, 240 Newton Hall, at least two quarters prior to the quarter you anticipate graduating (or FAX to: 614 247-8618). If you do not graduate the quarter for which you applied, please submit another application.

**Graduation Requirement:** Completion of the AACN/EBI Program Survey which will be distributed during your quarter of graduation.

---

**STUDENT INFORMATION**

(Please list your name as you would like it to appear in the Commencement Program. If this name varies from your name in the OSU student database, you will need to complete a “Change of Records” form in 240/252 Newton Hall).

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Last 4 of SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Quarter and Year of Graduation**  

*Autumn (December); Winter (March); Spring (June); Summer (August)*

**Minor (if applicable)**

---

**Hometown City and State (to be listed in the Commencement Program)**

---

**Name of state in which you initially plan to be licensed as a Registered Nurse**

---

**CONTACT INFORMATION AFTER GRADUATION**

**Email address:**

________________________________________________

**Mailing address:**

Street

City  State  Postal Code

**Alternate address:**

Street

City  State  Postal Code

---

**Office Use Only**

Name in OSU student database: same as above  /  __________________________________________

Entry dates:  RSAP ______________  Access __________________________
APPLICATION TO GRADUATE AND RN LICENSURE PROCESS

BSN students must submit an “Application to Graduate-BSN” AT LEAST 2 quarters prior to the expected quarter of graduation. These applications can be submitted electronically at www.con.ohio-state.edu/StudentServices/index.htm. Paper applications are available outside 252 Newton Hall. Failure to file an “Application to Graduate-BSN” may delay your ability to graduate the quarter that degree requirements are completed.

By completing this application, you will:
1) Inform us of the quarter you intend to graduate
2) Receive PRIORITY scheduling
3) Receive an email notice to access and review your Degree Audit Report
4) Receive information on RN licensure and NCLEX during your final quarter
5) Receive information on graduation during your final quarter

NOTE: Civilian and FBI fingerprints are needed for RN licensure in Ohio and must be done electronically. You should begin this process 5-6 months prior to graduation.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Quarter of Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week of June</td>
<td>WINTER (March)</td>
</tr>
<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>
</tbody>
</table>
After you submit your “Application to Graduate-BSN”....

**Things to do prior to your quarter of graduation** …

Civilian and FBI fingerprinting should be done 5 to 6 months prior to graduation. They can only be submitted electronically to the Bureau of Criminal Identification and Investigation and must be done by an agency that has National Web Check. Please read the following document, *Criminal Records Checks Required for Licensure or Certification by the Ohio Board of Nursing*.

**Graduation Quarter**

During the 1st week of your quarter of graduation, you will receive an e-mail message to pick up a packet of information which will include the items checked below.

Note: Civilian and FBI fingerprinting for Ohio RN licensure should have been completed by now.

If you will **NOT** be applying for licensure in Ohio, you need to contact the appropriate state board of nursing at [www.ncsbn.org](http://www.ncsbn.org) to obtain their licensure application procedures and requirements.

<table>
<thead>
<tr>
<th>Forms</th>
<th>To Do</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio Board of Nursing Licensure Application</td>
<td>Complete ASAP</td>
<td>Mail to: Ohio Board of Nursing with fee &amp; picture</td>
</tr>
<tr>
<td>NCLEX Registration</td>
<td>Complete ASAP</td>
<td>Registration and Payment methods: web / phone / mail</td>
</tr>
<tr>
<td>“Authorization to Disclose Information”</td>
<td>Complete form</td>
<td>Return to Student Affairs-Records Office, 252 Newton</td>
</tr>
</tbody>
</table>

The packet will include a memo with the following information:

- **Name on Diploma** *(obtained from the OSU student database)*
  - Verify for accuracy
  - Changes must be made on a “Change of Records” form in Student Affairs, 240 or 252 Newton Hall

- **Hometown** *(for Commencement Bulletin)*
  - Verify for accuracy
  - If incorrect, notify Mary Cull at cull.4@osu.edu

- **Health Education Systems, Inc. (HESI Test)**
  - Mandatory purchase
  - Make payment at the Barnes & Noble/OSU Bookstore by the 2nd Monday of the quarter

- **Nursing Pin**
  - Each graduate will receive a pin from the College of Nursing.
ELIGIBILITY FOR NCLEX TEST:

(for licensure in Ohio)

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

<table>
<thead>
<tr>
<th>RN Licensure application</th>
<th>NCLEX pre-payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civilian Fingerprint results</td>
<td>FBI Fingerprint results</td>
</tr>
</tbody>
</table>

You should receive an “Authorization To Test” within 5-10 business days. If you provided your e-mail address, the ATT will be e-mailed to you. Otherwise, it will be mailed to the address you listed on your licensure application. The ATT is what you need in order to schedule a date to sit for the licensure exam.

7/5/07

CRIMINAL RECORDS CHECKS REQUIRED FOR LICENSURE OR CERTIFICATION BY THE OHIO BOARD OF NURSING

Ohio Revised Code, Section 4723-09, requires that individuals applying for a license or certificate issued by the Ohio Board of Nursing must obtain a criminal records check that is completed by the Bureau of Criminal Identification and Investigation (BCII), including a check of Federal Bureau of Investigation records. The BCII no longer accepts ink-rolled fingerprints using the traditional cards. **Only electronic fingerprinting will be accepted.**

You will find approximately 80 locations around the state which offer electronic fingerprinting when you access the following website. **The OSU Police Department is included in this listing; service hours are Tuesday through Thursday from 9-11 a.m. and 1-3 p.m.** A fee will be assessed at the time of service.

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

BE CERTAIN:

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

• To identify the Ohio Board of Nursing (OBN) as the agency to receive the results. The results must come directly from the Bureau of Criminal Identification and Investigation to be valid.

You are encouraged to complete your background checks as early as possible; the results are valid for one year. A delay in the OBN receiving the results of background checks is the most common cause for a delay in receiving a nursing license in Ohio.

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