PREFACE

This RN to BSN Handbook is designed to share information, procedures, and policies specific to students enrolled in the College of Nursing. The information presented here will be helpful as you navigate your way through the RN to BSN program. Our expectation is that you will use this handbook as your first point of reference when you have questions concerning your program of study or academic policies. Please retain this handbook throughout your enrollment in the college.

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

You are engaged in an exciting, challenging, and rewarding journey. While the primary responsibility for your success lies with each of you, many individuals stand ready to assist you in your efforts. On behalf of the dean, the faculty, and the staff of the College of Nursing, I wish you continued success with your academic journey in earning your baccalaureate degree.

Beth Cullen

Elizabeth Cullen, MS, RN
Director, RN to BSN Program
College of Nursing, The Ohio State University
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THE OHIO STATE UNIVERSITY BACHELORS DEGREE IN NURSING

NURSING PROGRAM MISSION
We exist to revolutionize healthcare and promote the highest levels of wellness in diverse individuals and communities throughout the nation and globe through innovative and transformational education, research and evidence-based clinical practice.

VISION
The Ohio State University College of Nursing is the world’s preeminent college known for accomplishing what is considered impossible through its transformational leadership and innovation in nursing and health, evidence-based practice and unsurpassed wellness.

CORE GOALS
• Produce the highest caliber of nurses, leaders and health professionals equipped to effectively promote health, impact policy and transform healthcare across culturally diverse individuals, groups and communities.
• Transform healthcare to positively impact and sustain wellness through transdisciplinary and innovative education, research and evidence-based clinical practice.
• Ensure that all students, faculty and staff engage in healthy lifestyle behaviors and promote the highest levels of wellness in diverse individuals, groups and communities.
• Foster collaborative, entrepreneurial initiatives with local, national and international partners to improve healthcare and health outcomes.
• Support faculty, staff and students to achieve their highest career aspirations by sustaining a positive and extraordinary culture of wellness and excellence to the point where everyone wants to come here to teach, conduct research, practice and to learn.

CORE VALUES
Excellence
Curiosity and intellectual rigor
Openness, trust and respect
Empathy and compassion
Transformational and innovation leadership

Collaboration and authenticity
Integrity and personal accountability
Diversity in people and ideas
Personal and professional wellness
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. 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 health care. Individuals, families, and communities retain responsibility for their own health and the right to make decisions regarding health care.

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

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

EDUCATIONAL PHILOSOPHY

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

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

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

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

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

OUTCOMES FOR GRADUATES OF THE BACCALAUREATE PROGRAM

At graduation, BSN graduates are prepared to enter professional nursing practice as a generalist and have the foundation for graduate studies in nursing. They will be prepared to:

1. Integrate knowledge from a liberal education, the sciences, and nursing to address the health care of individuals, families, groups, communities, and populations across the life span in diverse and global health care systems and environments.
2. Apply a systematic process for application and evaluation of scientific evidence related to the principles of health promotion, risk reduction, disease prevention, and illness management across the continuum of dynamic healthcare environments.
3. Apply the knowledge and skills of information management and patient care technologies to deliver high quality nursing care that addresses legal, ethical, historical, and emerging issues.
4. Communicate effectively and work collaboratively with individuals, families, groups, communities, and populations and within nursing and with other health disciplines to design, manage, and deliver high quality and safe patient-centered care.
5. Demonstrate a commitment to leadership and professionalism through the delivery of socially, ethically, and fiscally responsible care while embracing the concept of life-long learning.
RN TO BSN CURRICULUM DESCRIPTION

The enhanced on-line RN to BSN program requires 120 credit hours with a minimum of 30 semester hours to be taken at Ohio State*. The university requires that you complete your degree requirement in three major areas. These areas are defined as:

1. **Prerequisite courses** which are required and completed prior to admission. For the summer 2013 cohort, students who have chosen to complete one or two of their prerequisite courses must complete them by the end of autumn semester in order to progress to spring semester nursing courses.

2. **General Education courses** (GE) which provide a broad acquaintance with the basic areas of academic study such as modern science, social science, arts, humanities, and foundation courses. The College of Nursing, like other departments, requires explicit courses to meet this requirement. Many of your general education courses are also part of your prerequisite courses. The remainder of the GE’s can be taken at any time prior to graduation.

3. **Core nursing courses** are available on-line as part of the RN to BSN program. There are nine (24-semester hours) required nursing courses. Eight of these courses are part of the sequential core curriculum. Core courses begin in the summer and must be taken in sequence. If you are unable to complete the core courses during the year you are admitted, you will need to apply for a leave of absence. In order to reenter, a reactivation petition must be submitted to the academic advisor. The Undergraduate Admissions Committee will review the request and provide a decision and any recommendations necessary prior to reentry.

The ninth course is termed a **Professional Elective**, and can be chosen from a list of approved courses totaling 3 hours of credit. This requirement can be completed any time prior to graduation. The approved courses can be found on the pages that follow. This requirement may have been completed with previous coursework.

*Students who have been earned a degree from OSU will need 30 credit hours in addition to credits awarded from their previous degree.*
## RN TO BSN CURRICULUM REQUIREMENTS

### Summary of Degree Requirements for Students Following General Education curriculum

<table>
<thead>
<tr>
<th>Areas/Courses</th>
<th>Hours</th>
<th>Type of Course/Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Foundation (Skills)</strong></td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>² English 1110</td>
<td>3</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>³ Second Writing course from approved list</td>
<td>3</td>
<td>GE</td>
</tr>
<tr>
<td>³ Math 1116 or higher</td>
<td>3</td>
<td>GE</td>
</tr>
<tr>
<td>² Data Analysis Course</td>
<td>3</td>
<td>GE</td>
</tr>
<tr>
<td><strong>Natural Sciences</strong></td>
<td>12-17</td>
<td></td>
</tr>
<tr>
<td>¹³ Biology 1101 or 1113</td>
<td>3-4</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>³ Chemistry 1101</td>
<td>3-5</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>¹³ Anatomy 2300</td>
<td>3-4</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>³ Microbiology 4000</td>
<td>3-4</td>
<td>Prerequisite</td>
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<tr>
<td><strong>Social Sciences</strong></td>
<td>6</td>
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<tr>
<td>³ Psychology 1100</td>
<td>3</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>³ Sociology 1101</td>
<td>3</td>
<td>Prerequisite</td>
</tr>
<tr>
<td><strong>Arts and Humanities and History</strong></td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>³ Visual and Performing Arts</td>
<td>3</td>
<td>GE</td>
</tr>
<tr>
<td>³ Literature</td>
<td>3</td>
<td>GE</td>
</tr>
<tr>
<td>³ Historical Study</td>
<td>3</td>
<td>GE</td>
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<tr>
<td>³ Culture and Ideas or an additional Historical Study</td>
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<td>GE</td>
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<tr>
<td><strong>Nursing Support Courses</strong></td>
<td>38+</td>
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<tr>
<td>³ Human Nutrition 2210 or 2310</td>
<td>3</td>
<td>Prerequisite</td>
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<tr>
<td>Nursing transfer/exam credit</td>
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<td>Minimum of 35 semester hours needed</td>
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<td>Nursing Advancement 2440</td>
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<td>CORE</td>
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<td>Nursing Advancement 3430</td>
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<td>CORE</td>
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<td>Nursing Advancement 4240</td>
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<td>CORE</td>
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<tr>
<td>Nursing Advancement 4400</td>
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<td>CORE</td>
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<tr>
<td><strong>Elective Course Work</strong></td>
<td>Varies</td>
<td>Usually from previous work</td>
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**Prerequisites must be completed before entering the program.**

1. Completion of 9 required prerequisites with a grade of C- or better required. Prerequisites must be complete by the end of spring quarter/semester prior to admission.

2. Any courses combination of biology, anatomy and physiology will be accepted for the 6 hours of biology and anatomy requirement.

3. Required courses from approved College of Nursing General Education curriculum (GE) list. These may be completed prior to admission to the RN to BSN option.

| Minimum total credit hours for graduation | 120   | (30 hours must be from OSU) |
RN to BSN Sample
Curriculum

<table>
<thead>
<tr>
<th>PREREQUISITES</th>
<th>COURSE</th>
<th>HOURS</th>
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<tr>
<td>ANATOMY 2300</td>
<td>Basic Human Anatomy¹</td>
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</tr>
<tr>
<td>BIOLOGY 1101 or 1113</td>
<td>Intro to Biology or Biological Sciences Energy Transfer and Development³</td>
<td>3-4</td>
</tr>
<tr>
<td>CHEMISTRY 1110</td>
<td>Chemistry²</td>
<td>5</td>
</tr>
<tr>
<td>ENGLISH 1110</td>
<td>First Year English²</td>
<td>3</td>
</tr>
<tr>
<td>HUMN NUTR 2210 OR 2310</td>
<td>Human Nutrition (credit or exam)²</td>
<td>3</td>
</tr>
<tr>
<td>MICROBIOLOGY 4000</td>
<td>Basic and Practical Microbiology³</td>
<td>4</td>
</tr>
<tr>
<td>SOCIOTOLOGY 1101</td>
<td>Intro to Sociology²</td>
<td>3</td>
</tr>
<tr>
<td>PSYCHOLOGY 1100</td>
<td>General Psychology²</td>
<td>3</td>
</tr>
<tr>
<td>DATA ANALYSIS (one)</td>
<td>Stat 1350 or 1450³/Community Leadership 3537³/Animal Science 2260³/Agriculture, Environ. &amp; Develop. Econ 2005 ²</td>
<td>3</td>
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**Year 1**

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<tr>
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<th>SPRING</th>
<th>HR.</th>
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<tr>
<td>NUR ADV 2440 (1st 3 ½ weeks of term)</td>
<td>2</td>
<td>NUR ADV 4780 (1st or 2nd 7 weeks)</td>
<td>3</td>
<td>NUR ADV 4400 (1st 7 weeks)</td>
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</tr>
<tr>
<td>NUR ADV 2780</td>
<td>3</td>
<td>NUR ADV 4240 (1st or 2nd 7 weeks)</td>
<td>4</td>
<td>NUR ADV 4401 (2nd 7 weeks)</td>
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<td>NUR ADV 3430 (2nd 3 ½ weeks of term)</td>
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<td>NUR ADV 4520 (2nd 7 weeks)</td>
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**Year 2**

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<td>GE</td>
<td>3</td>
<td>GE</td>
<td>3</td>
<td>Math 1116 or higher ∞</td>
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<td>GE</td>
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<tr>
<td>GE</td>
<td>3</td>
<td>Prof. Elective</td>
<td>3</td>
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</tr>
</tbody>
</table>

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

¹ General or special transfer credit in introductory Chemistry may be used.

² 3-5 credit hours of general or special transfer credit in this area may be used.

³ A combination of 6 semester hours of biology, anatomy, or physiology will be accepted for biology and anatomy prerequisites.

∞ Students are required to complete a course at the Math 1116 level or higher.

Placement testing is required to determine what Math course you are eligible to enroll in. Some students may need up to three separate Math courses (1050, 1075, 1116) in order to meet the minimum requirements.
RN TO BSN COURSE DESCRIPTIONS

Nursing Advancement 2440
FOUNDATIONS AND CONTEMPORARY ISSUES FOR RNS
2 credit hours
Offered: 1st half of Summer Semester
Format: Online asynchronous
Course Description:
This course provides the framework for exploration of professional issues in contemporary nursing and health care for nurses pursuing a baccalaureate degree
Prerequisite: Admission to RN to BSN Program

Nursing Advancement 2780
RESEARCH FOR EVIDENCE BASED NURSING PRACTICE
3 credit hours
Offered: Summer Semester
Format: Online asynchronous
Course Description:
An introduction to evidence based nursing practice and the research process.
Prerequisite: Admission to RN to BSN Program

Nursing Advancement 3430
CULTURAL COMPETENCE IN HEALTH CARE: US AND GLOBAL CONTEXTS
2 credit hours
Offered: 2nd half of Summer Semester
Format: Online asynchronous
Course Description:
An introduction to concepts and techniques for the provision of culturally competent care within the U.S. and across global contexts.
Prerequisite: Admission to RN to BSN Program

Nursing Advancement 4240
CONCEPTS IN COMMUNITY HEALTH NURSING (THEORY & CLINICAL COURSE)
4 credit hours
Offered: Twice a year in the 1st and 2nd 7 weeks of Autumn Semester
Format: Online asynchronous with a clinical component
Course Description:
Study of community health nursing theory and principles applied to the nursing care of individuals, families, groups, communities, and populations.
Prerequisite: NUR ADV 2440, 3430, 2780 or permission of instructor
Nursing Advancement 4400
EVOLVING CONCEPTS IN NURSING LEADERSHIP AND MANAGEMENT
3 credit hours
Offered: 1st 7 weeks of Spring Semester
Format: Online asynchronous
Course Description:
Exploration of leadership and management concepts as applied to nursing practice and the health care environment.
Prerequisite: NUR ADV 4240, 4780 or permission of instructor

Nursing Advancement 4401
PRACTICUM IN NURSING LEADERSHIP AND MANAGEMENT (CLINICAL COURSE)
2 credit hours
Offered: 2nd 7 weeks of Spring Semester
Format: Online asynchronous
Course Description:
Application of leadership and management concepts in a health care environment.
Prerequisite: NUR ADV 4400

Nursing Advancement 4520
HEALTH CARE INFORMATICS
2 credit hours
Offered: 2nd 7 weeks of Spring Semester
Format: Online asynchronous
Course Description:
Examination of informatics in health care emphasizing clinical information systems and the use of the information technology (IT) applications to support nursing practice.
Prerequisite: Admission to the RN-BSN program

Nursing Advancement 4780
EVIDENCE BASED NURSING: TRANSFORMING CLINICAL PRACTICE
Course Description:
Study of concepts, application and implementation of evidence based nursing for transforming quality health care.
3 credit hours
Offered: Twice yearly in the 1st and 2nd 7 weeks of Autumn Semester
Format: Online asynchronous
Prerequisite: NUR ADV 2440, 3430, 2780 or permission of instructor
**RN-BSN Professional Electives**

Each RN student is required to complete *three* hours of professional electives in addition to the specific courses required by this program. Professional Electives are defined as course work that contributes to the professional growth and development of the individual. Non-nursing professional electives can be drawn from many areas across campus. If a student wishes to enroll in a course other than those listed below, prior approval must be obtained. Some courses will require prerequisite coursework. It is the responsibility of the student to make sure they are meeting all required prerequisites.

<table>
<thead>
<tr>
<th>Courses in Anthropology</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3302 Introduction to Medical Anthropology*</td>
<td>3</td>
</tr>
<tr>
<td>5600 Medical Anthropology: Biosocial Aspects of Health*</td>
<td>3</td>
</tr>
<tr>
<td>5602 Medical Anthropology: Global Perspectives on Women’s Health*</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses in Business Administration: Mgmt. and Human Resources</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3200 Managing Individuals in Organizations: Organizational Behavior &amp; Human Resources</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses in Communication</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3325 Introduction to Organizational Communication</td>
<td>3</td>
</tr>
<tr>
<td>4736 Health Communication in Interpersonal Context</td>
<td>3</td>
</tr>
<tr>
<td>4737 Health Communication in Mass Mediated Contexts</td>
<td>3</td>
</tr>
<tr>
<td>4738 Health Communication &amp; New Media</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses in Comparative Studies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3645 Cultures of Medicine</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses in Educational Studies: Workforce Development and Education (ESWDE)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>5635 School Health Services*</td>
<td>3</td>
</tr>
<tr>
<td>5645 School Health Counseling*</td>
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</table>

<table>
<thead>
<tr>
<th>Courses in School of Health and Rehabilitation Sciences (HTHRHSC)</th>
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<tbody>
<tr>
<td>3400 Health Promotion and Disease Prevention</td>
<td>4</td>
</tr>
<tr>
<td>3500 Critical Phases in Life</td>
<td>3</td>
</tr>
<tr>
<td>4530 Nutrition for Fitness</td>
<td>3</td>
</tr>
<tr>
<td>4570 Role of Integrative Medicine</td>
<td>3</td>
</tr>
<tr>
<td>4600S Health after Mid-Life</td>
<td>2</td>
</tr>
<tr>
<td>5300 Management Principles &amp; Human Resources for Health Care Professionals*</td>
<td>3</td>
</tr>
<tr>
<td>5370E US Health Care Policy &amp; Delivery Systems*</td>
<td>3</td>
</tr>
<tr>
<td>5500 Introduction to Pathophysiology*</td>
<td>4</td>
</tr>
<tr>
<td>5560 Diabetes Care and Management*</td>
<td>3</td>
</tr>
<tr>
<td>5600 Global Aging</td>
<td>3</td>
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<tr>
<td>5610 Death, Loss and Grief in Multiple Perspectives*</td>
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<tr>
<td>5650 Aging &amp; Public Policy Issues*</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>5660</td>
<td>Long Term Care Services Across the Continuum*</td>
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<tr>
<td>5717.02</td>
<td>Interdisciplinary Perspective on Autism Spectrum Disorder*</td>
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<tr>
<td><strong>Courses in Health Information Management and Systems (HIMS)</strong></td>
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<tr>
<td>4350</td>
<td>Introduction to Legal Concepts in Healthcare</td>
</tr>
<tr>
<td>5545E</td>
<td>Fundamentals of Healthcare Law &amp; Ethics in HIMS &amp; Informatics*</td>
</tr>
<tr>
<td>5650</td>
<td>Healthcare Information Systems and Technology*</td>
</tr>
<tr>
<td><strong>Courses in History</strong></td>
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<tr>
<td>3701</td>
<td>History of American Medicine^</td>
</tr>
<tr>
<td><strong>Courses in Human Development and Family Sciences</strong></td>
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<tr>
<td>2200</td>
<td>Family Development</td>
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<tr>
<td>2400</td>
<td>Life Span Human Development</td>
</tr>
<tr>
<td>2410</td>
<td>Child Development</td>
</tr>
<tr>
<td>2420</td>
<td>Adolescent &amp; Emerging Adult Development</td>
</tr>
<tr>
<td><strong>Courses in Human Nutrition</strong></td>
<td></td>
</tr>
<tr>
<td>3415</td>
<td>Global Nutrition Issues^</td>
</tr>
<tr>
<td>4504</td>
<td>Nutrition Education &amp; Behavior Changes^</td>
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<tr>
<td><strong>Courses in Kinesiology: Health and Exercise Science (KNHES)</strong></td>
<td></td>
</tr>
<tr>
<td>5500</td>
<td>Science of Physical Activity for the Healthcare Professionals*</td>
</tr>
<tr>
<td>5651</td>
<td>Health Program Planning</td>
</tr>
<tr>
<td>5703</td>
<td>Health Behavior Theory*</td>
</tr>
<tr>
<td><strong>Courses in Kinesiology: Sport, Fitness, and Health Program (KNSFHP)</strong></td>
<td></td>
</tr>
<tr>
<td>3312</td>
<td>Issues in Alcohol/Drug Use and Abuse</td>
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<tr>
<td>3314</td>
<td>AIDS Awareness</td>
</tr>
<tr>
<td><strong>Courses in Medical Dietetics</strong></td>
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</tr>
<tr>
<td>4200</td>
<td>Management in Medical Dietetics^</td>
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<tr>
<td>4500</td>
<td>Health Promotion and Community Nutrition^</td>
</tr>
<tr>
<td><strong>Courses in Nursing</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any course numbered 5000 and above</td>
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<tr>
<td><strong>Courses in Pharmacology</strong></td>
<td></td>
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<tr>
<td>5600</td>
<td>Introduction to General Pharmacology</td>
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<tr>
<td><strong>Courses in Pharmacy</strong></td>
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<tr>
<td>4510</td>
<td>Introduction of Pharmacy</td>
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<td>Course Title</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3305</td>
<td>Drugs &amp; Behavior</td>
</tr>
<tr>
<td>3331</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>3335</td>
<td>Psychology of Adjustment</td>
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<tr>
<td>3340</td>
<td>Introduction to Life Span Development Psychology</td>
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<tr>
<td>3550</td>
<td>Psychology of Childhood</td>
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<tr>
<td>3551</td>
<td>Psychology of Adolescence</td>
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<tr>
<td>4531</td>
<td>Health Psychology</td>
</tr>
<tr>
<td>4532</td>
<td>Clinical Psychological Science^</td>
</tr>
<tr>
<td>4552</td>
<td>Psychology of the Adult Years</td>
</tr>
<tr>
<td>4597.01</td>
<td>Contemporary World: Aging, Health, and Psychological Functioning in the Modern World</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>2010</td>
<td>Introduction to Global Public Health</td>
<td>3</td>
</tr>
<tr>
<td>2410</td>
<td>(PUBHEPI) Introduction to Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>3510</td>
<td>(PUBHHBP) The Role of Behavior in Public Health</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>5002</td>
<td>AIDS Survey: Facts &amp; Issues*</td>
<td>3</td>
</tr>
<tr>
<td>5003</td>
<td>Psychosocial Aspects of HIV/AIDS*</td>
<td>3</td>
</tr>
<tr>
<td>5009</td>
<td>Family Caregiving: Contemporary Issues, Programs, &amp; Policies*</td>
<td>3</td>
</tr>
<tr>
<td>5010</td>
<td>Women and Aging: International Perspectives*</td>
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</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3430</td>
<td>Sociology of the Family</td>
<td>3</td>
</tr>
<tr>
<td>3630</td>
<td>Medical Sociology</td>
<td>3</td>
</tr>
<tr>
<td>5450</td>
<td>Sociology of Global Health &amp; Illness*</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2325</td>
<td>Issues in Women’s Health</td>
<td>3</td>
</tr>
<tr>
<td>2326</td>
<td>Women and Addiction: A Feminist Perspective</td>
<td>3</td>
</tr>
</tbody>
</table>

(* Denotes instructor permission required
(^ Denotes class has required prerequisite. See course description)
NURSING TRANSFER CREDIT
AND COURSE PROFICIENCY
POLICY

It is the policy of The Ohio State University RN to BSN Program to allow students to receive a total of 4 credits of BSN level nursing credit through transfer credits or by proficiency examination.

Nursing Transfer Credit Policy: Students may petition up to 4 credits of BSN level nursing coursework completed at a previous institution to count toward their RN to BSN coursework.

Proficiency Examination Policy: Students may proficiency one of the two clinical courses.

If students have significant clinical experience in the required course content they may pursue a request to meet the course requirement through a proficiency exam. All requests are handled through the Director of the RN to BSN Program.

Transfer credit and Exam credit do not count toward the minimum 30 credit hour requirement needed for graduation.

DEPARTMENTAL PROFICIENCY EXAMS
FOR RN TO BSN STUDENTS

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

Proficiency examinations are available for the following courses:

- Nursing Advancement 4240, CONCEPTS IN COMMUNITY HEALTH NURSING (August 6th deadline)
- Nursing Advancement 4400 and 4401, EVOLVING CONCEPTS IN LEADERSHIP AND MANAGEMENT AND PRACTICUM IN NURSE LEADERSHIP AND MANAGEMENT (November 15th deadline)

RN to BSN students may test out of one clinical course (NUR ADV 4240 or 4400/4401). It is possible to get examination (EM) credit for only one of these courses. Exam credit does not count toward the minimum 30 credit hour requirement needed for graduation.
Process for taking a College of Nursing Departmental Proficiency Examination:

- Contact the Director of the RN to BSN program by email at Cullen.31@osu.edu and include a current resume for evaluation. Your experience must show considerable work in the area that you choose to proficiency. The resume will allow the Director to determine if you meet the criteria.
- Once approved, you will be sent an email with the syllabus and information to arrange for the exam.
  - Go to: http://nucleus.con.ohio-state.edu/checkout/proficiency.aspx and make the payment as indicated in the email. The fee for the exam is $23 per credit hour ($92 for NURADV 4240; $115 for NURADV 4400/4041)
  - Once you have paid, please contact the Assistant Dean for Student Affairs, Sandy Cody in Student Affairs to arrange a time for the test: Cody.12@osu.edu or 614-292-4041.
  - If you do not live in the Columbus area, your test can be arranged to be taken at one of our regional campuses or other arrangements will be made (additional fees may apply). Please speak with Sandy Cody about the arrangements.
  - The cost of the test is nonrefundable.
  - It must be complete no later than the dates indicated. However, the sooner the better.
    - Nursing Advancement 4240, CONCEPTS IN COMMUNITY HEALTH NURSING (August 6th deadline)
    - Nursing Advancement 4400 and 4401, EVOLVING CONCEPTS IN LEADERSHIP AND MANAGEMENT AND PRACTICUM IN NURSE LEADERSHIP AND MANAGEMENT (November 15th deadline)
  - Exam credit awarded does not count toward the 30 hours of required OSU residency.
  - A 73%, (C) must be achieved to pass the exam.
  - If a student does not pass the proficiency exam, the student will need to enroll in the course to complete the program.
  - No study guides or previous examinations are available to students.

The Credit by Examination Program offered at The Ohio State University allows students to earn credit hours towards graduation. The Departmental Exam, administered by individual academic units, is one of six types of exams the University accepts in this program. After successful completion on the test, the designation of “EM” credit will appear on the student’s transcript. Credit earned by examination does not affect the student’s grade point average, but does count towards graduation. The student must earn a minimum of 30 credits through regular course work at Ohio State University for degree conferment. For more information on the Credit by Examination Program, go to: http://registrar.osu.edu/testing/CurrentEM.pdf. EM credit does not count towards the 30-hour graduation degree requirement for OSU.

Revised March 26, 2013
APPLICATION TO GRADUATE-BSN

RN-BSN students need to submit an “Application to Graduate-BSN” at least 6 months prior to the month of graduation (see table below). It is important to submit this application by the deadline due to internal/external processing needs.

<table>
<thead>
<tr>
<th>Submit “Application to Graduate-BSN” by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1st for Spring semester graduation in May</td>
</tr>
<tr>
<td>February 1st for Summer term graduation in August</td>
</tr>
<tr>
<td>April 1st for Autumn semester graduation in December</td>
</tr>
</tbody>
</table>

By submitting an application, you will:

- Inform us of your intention to graduate
- Receive an email acknowledging receipt of your “Application to Graduate”
- Receive PRIORITY scheduling during your last semester of enrollment
- Receive information on the graduation ceremony during your final semester

You may open this link to complete the application:  http://go.osu.edu/apptograd

You will have the option to submit the completed application directly to us OR you may save the form and send it as an email attachment to cull.4@osu.edu. Forms can also be faxed to 614-247-8618.

Paper applications are also available in the hallway near 252 Newton Hall.

GRADUATION REQUIREMENTS

Students are responsible for confirming that they have:

1. A cumulative Point Hour Ratio (CPHR) of 2.00 or better in both the required courses in the nursing major and in the university.

2. A minimum of 120 credit hours (30 credit hours must be earned at OSU), necessary for graduation excluding remedial coursework, and have met all credit distribution requirements including nursing courses, professional electives, and general education curriculum requirements. 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. Meet 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 “Enrollment and Academic History” tab, then “Degree Audit.”

GRADUATION SEMESTER

By the 1st week of your graduation term, you will receive an email message that contains the following:

1. Your name, as it will appear on your diploma
2. Your hometown, as it will appear in the Commencement Bulletin
3. Cap & Gown purchasing information
4. Your number in the commencement line

HONORS AND AWARD POLICIES

LATIN HONORS AT GRADUATION

Degrees cum laude, magna cum laude, and summa cum laude may be granted for exceptional achievement in the curriculum of each enrollment unit for students who have completed 60 credit hours at The Ohio State University and have achieved the following cumulative point hour ratio.

Summa Cum Laude: 4.00 - 3.90
Magna Cum Laude: 3.89 - 3.70
Cum Laude: 3.69 - 3.50

DEANS LIST

Full-time students who maintain a 3.5 grade point average while taking at least 12 credit hours during the semester will be recognized on the Dean’s list.
RN TO BSN ACADEMIC ADVISORS

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

CAMPUS CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus</th>
<th>E-Mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeanette Russ</td>
<td>Columbus</td>
<td><a href="mailto:Russ.31@osu.edu">Russ.31@osu.edu</a></td>
<td>614-292-4041</td>
</tr>
<tr>
<td>Wendy Hedrick</td>
<td>Lima</td>
<td><a href="mailto:Hedrick.39@osu.edu">Hedrick.39@osu.edu</a></td>
<td>419-995-8674</td>
</tr>
<tr>
<td>Linda Mathews</td>
<td>Newark</td>
<td><a href="mailto:Mathews.98@osu.edu">Mathews.98@osu.edu</a></td>
<td>740-366-9333</td>
</tr>
<tr>
<td>Lyndsey Anderson</td>
<td>Mansfield</td>
<td><a href="mailto:Anderson.1481@osu.edu">Anderson.1481@osu.edu</a></td>
<td>419-755-4362</td>
</tr>
<tr>
<td>Wolali Dedo</td>
<td>Marion</td>
<td><a href="mailto:Dedo.6@osu.edu">Dedo.6@osu.edu</a></td>
<td>740-725-6373</td>
</tr>
</tbody>
</table>

CLASS REGISTRATION

Students can register for the required nursing courses through their Student Center at http://buckeyelink.osu.edu/. Students are strongly encouraged to run their Degree Audit (DARS) prior to registration to ensure that they are registering for the appropriate classes.

ACADEMIC PLANNING AND ADVISING

Students are responsible for planning their academic program to meet the requirements for graduation. Sample curriculum plans are provided as a guide to how degree requirements can be fulfilled. The Degree Audit Reporting System (DARS) is available to assist students with degree planning. A degree audit is a computer-generated report that shows how students’ course work applies toward graduation requirements. It provides an instant analysis of required, completed, and needed courses. A degree audit is a tool used to monitor students’ progress toward degree requirements and is not intended to replace contact with an academic advisor. Students should check their degree audit each semester and report any discrepancies to their academic advisor. The web site for DARS is http://www.buckeyelink.osu.edu/advising_degree.html.

Students are expected to commit to the one year RN to BSN nursing curriculum. If a student should drop out of sequence during the nursing clinical course work, loss of scheduling priority will occur and the student may need to seek reactivation. Students who find it necessary to modify their nursing course schedule for a given semester should contact the Office of Student Affairs to schedule an appointment with an academic advisor to revise their academic plan.
Students are responsible for scheduling nursing course work and any other course work to meet any remaining degree requirements in the areas of support courses and general education curriculum or basic education requirements. Students are permitted to enroll in free elective courses on a pass/non-pass basis for a maximum of 20 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.registrar.osu.edu.

The advising staff in the Office of Student Affairs has walk-in hours the first week of each semester and set times each week of the semester. At other times, students may schedule in-person appointments as necessary. Students can also reach their advisor through email, phone, or eAdvising appointments if a face to face scheduling is not convenient. Advisors can help students in several ways, including:

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

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

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

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

   http://registrar.osu.edu/transfer_credit/tcc_list.asp

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

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

DESCRIPTION OF TRANSFER CREDIT TYPES

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

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

S000.xx: Special credit is awarded when there is no specific course equivalent at Ohio
State.

**T000.xx:** Technical credit is awarded for technical course work that is acceptable as undergraduate credit at Ohio State.

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

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

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

You can also find this list at:

http://registrar.osu.edu/transfer_credit/tcc_list.asp

**CREDITS AWARDED**

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

In the section of your Transfer Credit Report labeled "These Courses Transfer to Ohio State”, your courses are listed by course department, course number or type of credit, and semester hours of credit. Quarter hours are multiplied by .67 to calculate equivalent semester hours. An example follows:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU98</td>
<td>ENGLISH 110</td>
<td>4</td>
<td>K2</td>
<td>TRANSFER UNIV: ENGL 111, 112</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>AU98</td>
<td>ENGLISH G000.xx</td>
<td>3</td>
<td>KA</td>
<td>TRANSFER UNIV: ENGL 305</td>
</tr>
</tbody>
</table>

1. Term of course completion
2. Ohio State course name and number G000 = General Credit xx = a unique identifying number assigned to your General, Special, Technical, or Deferred credit
3. Total semester hours earned for course
4. K is the Ohio State transfer grade designation 2 = combination of two or
   more grades at previous institution A = grade at previous institution (does
   not include + or -)
5. Name or abbreviation of previous institution
6. Course name and number(s) taken at previous institution equivalent to Ohio
   State course

If you attended an institution with a non-traditional credit hour system, the maximum number of transfer credit
hours that you can expect to receive per year is 32 semester hours.

COURSE APPLICABILITY SYSTEM

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

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

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

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

RESOLVING SPECIAL OR GENERAL TRANSFER CREDITS

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

2. FOR PREREQUISITE COURSES: Mail, fax, or drop the syllabus off (make a copy for yourself) to the transfer credit evaluator in the department who teaches the course. For example, if you took a biology course with a microbiology focus at a previous university, you would send the syllabus to the transfer credit evaluator in the microbiology department at Ohio State. A list of the transfer credit coordinators is located at:
   http://registrar.osu.edu/transfer_credit/tcc_list.asp

3. The transfer credit evaluator may:
   a. Determine that the course is directly equivalent to a course here at Ohio State and assign credit for that course. If this course is one the College of Nursing requires, it can then be applied to the degree requirements. The transfer credit evaluator will assign credit for the course; however, you may need to inform the College of Nursing of the change in credit status.

   b. Determine that the course is not directly equivalent to a course here at Ohio State but decide that the course meets the “spirit of” another
course offered. The transfer credit evaluator may then write a letter of support. You may then use this letter to petition the Undergraduate Studies Committee (UGS) within the College of Nursing if the course is a prerequisite for admission to the major (Biology, Anatomy, Chemistry, Psychology, Sociology, Nutrition, Microbiology, Statistics and English).

4. FOR GENERAL EDUCATION COURSES: In order to petition a GE (if you are a nursing major) for approval, you must complete a curriculum petition form and write a concise statement that supports your request. You may include any course material or a syllabus that would help support the petition. These materials will be reviewed by an academic advisor. Please include in the letter the detail of the situation, as well as your personal contact information.

The petition form can be accessed on the student web page http://studentweb.con.ohio-state.edu/default.aspx under most frequently asked questions or requested from the Student Affairs office at the Columbus campus.

Your letter should be addressed to:
Jeanette Russ
Student Affairs Office
Newton Hall Room 240
1585 Neil Avenue
Columbus, Ohio 43210

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

COLLEGE OF NURSING UNDERGRADUATE GEs OR PREREQUISITE COURSE REQUESTS

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

Why petition?
- **Applicants**: If you want to substitute a course for a prerequisite or to make the UGS mindful of a personal issue which impacts your application to the nursing major.
- **Nursing majors**: If you want to substitute a course not previously approved by the CoN for use as a General Education (GE) or Nursing major course. Only 4 credits of BSN level nursing course work may be substituted by petition and/or examination credit.

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

When to complete it and where to send it: Please submit any letters of petition to the CoN (see next page). This will insure their arrival to the UGS.

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

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

**Other information:**
- Please contact the College of Nursing, Student Affairs Office at 614-292-4041 if you have additional questions.
- Address petitions to the UGS:
  
  Jeanette Russ  
  Student Affairs Office  
  Newton Hall 240  
  1585 Neil Avenue  
  Columbus, Ohio, 43210-1289

Revised 3/13

**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 semester 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; VRS: (614) 429-1334) 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.
THE UNDERGRADUATE STUDIES COMMITTEE

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

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

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

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

4. Establishes and implements a process for evaluating outcomes of the undergraduate curriculum.

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

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

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

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

9. Appoints one member to serve as voting member and liaison to the Undergraduate Admissions Committee.
10. Appoints one member to serve on the Professional Misconduct Committee

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

**STUDENT INPUT**
The Undergraduate Studies Committee is the formal channel whereby students can be involved in the policy and decision-making of the undergraduate program. Students are, therefore, encouraged to familiarize themselves with the responsibilities of the Undergraduate Studies Committee and to provide input to this committee for its tasks. When students would like the committee to discuss policy, they may request through their representative that an item be placed on the committee's agenda for discussion.
PROGRESSION IN THE COLLEGE OF NURSING

For the summer 2013 cohort, students who have chosen to complete one or two of their prerequisite courses must complete them by the end of autumn semester in order to progress to spring semester nursing courses.

Students must complete Summer courses NA 2440, 2780 and 3430 before progressing to Autumn semester. Students must complete Autumn semester courses NA 4240 and 4780 before progressing on to Spring semester courses NA 4400, 4401, 4520. All courses must be completed with a “C” or better in order to progress.

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

ACADEMIC WARNING

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

ACADEMIC PROBATION (UNIVERSITY)

Students who have accumulated 15 or more deficiency points are placed on probation and are informed of the conditions that must be met in order to continue enrollment.

PLACEMENT ON PROBATION BY SPECIAL ACTION (COLLEGE)

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

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

1. A cumulative point-hour ratio below a 2.00.
2. A cumulative point-hour ratio below a 2.00 in the required course work in the nursing major.
3. If a grade of “C-,” “D+,” “D,”, “E”, or “U” is earned in more than one course during a semester; and students will be required to repeat the course(s) or an equivalent course accepted by the college, with a grade of “C” or better.

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

*Required courses: All required courses in Nursing

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

CONDITIONS AND/OR RESTRICTIONS WHILE ON PROBATION

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

REMOVAL FROM PROBATION

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

DISENROLLMENT FROM THE COLLEGE OF NURSING

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

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

2. Earning two “E’s” or “U’s” or a second “E” or “U” 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 (3 semesters). A petition is submitted to the Undergraduate Studies Committee and should provide verification that the student has strengthened him/herself in the areas of weakness that led to the disenrollment. The Undergraduate Studies Committee will evaluate a student’s ability to be successful in the program.
WITHDRAWAL FROM THE COLLEGE OF NURSING

The procedure by which a student withdraws from all courses in which enrolled and that result in resignation (withdrawal) from the University is found in the University Bulletin at http://registrar.osu.edu/scheduling/schedulingcontent/withdrawal.asp.

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

CHANGE IN POLICIES

Changes, deletion and additions to program policies will be communicated to nursing students via their OSU email account as they occur. Student handbooks, which are available on the college intranet and on the college web site, are updated simultaneously to reflect current policies.
PROFESSIONAL MISCONDUCT

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

PROCEDURE FOR ALLEGED MISCONDUCT

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

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

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

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

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

- Upon receipt of the written report of an alleged incident, the PMC chair will notify the student in writing about receipt of the written allegation.

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

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

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

**HEARING PROCEDURE**

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

- Inform the student(s) of the procedures for the hearing process.

- Make all materials received pertaining to the incident available to the student(s).

- Notify the student(s) of the hearing date at least seven (7) days in advance of the hearing. The student may request a continuance for just cause.

- Appoint a hearing panel from among the members of the standing Professional Misconduct Committee within 14 days of notifying the student of the disposition of the allegation. The panel will consist of one representative from both Undergraduate and Graduate Studies committees or an appropriate alternate, two students at the level of the student who is charged with misconduct, and one clinical instructor or clinical faculty; all of whom can hear the case without prejudice. The PMC chair serves as chair of this panel. The PMC chair and college secretary serve as ex-officio members without vote. If the PMC chair cannot hear the case without prejudice, then the PMC chair will appoint an alternate panel chair.
• Instruct the hearing panel that all hearing proceedings are confidential.

• Make a tape recording of the hearing.

The student against whom the alleged incident is charged is initially presumed to be “not in violation” of the professional standards of the College of Nursing. Those present at the hearing include individuals directly involved in the alleged incident and witnesses requested by the PMC chair or the accused student. The accused student may have a person present to provide advice and/or support. The advisor may only counsel the student and may not actively participate in the hearing. If a student reported the incident to a college official, the official making the report will be present in the hearing.

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

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

SANCTIONS

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

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

APPEAL

The student has the right to appeal the decision made by the hearing panel. Appeals must be filed with the appeals officer (College dean) within 14 days of the date on the sanction letter. Appeals are based on any of the following:
• Procedural error
• Finding of “in violation” not supported by the greater weight of the evidence
• Substantial new evidence not available at the time of the hearing
• Sanction grossly disproportionate to the violation.

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

NOTIFICATION

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

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

RECORDS

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

EVALUATION

The PMC chair will prepare an annual report of hearing actions that is submitted to the dean.

GRADE GRIEVANCE

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

Faculty Rule 3335-8-23 Alteration of marks.

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

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

If a student believes that a procedural error in grading was made, the student should meet with the instructor. If the instructor does not agree that a procedural error was made, the student may meet with the department chair to discuss the grade grievance. The chair shall respond to the student no later than thirty days after the student has requested a review by the chair. Upon receipt of the chair’s response, if the issue is not resolved to the satisfaction of the student, the student may within two weeks request in writing by duplicate submission to the dean or director of the instruction unit and the department chair the procedures in paragraph (B) of this rule. Unresolved cases of grade grievance due to grading procedures are subject to paragraph (B) of this rule; unresolved cases of grade grievance due to other causes are not subject to paragraph (B) of this rule.

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

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

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

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

Students in the College of Nursing are expected to:

- Treat others with respect in all areas of the clinical and academic setting.
- Facilitate an environment in the classroom and clinical setting that promotes learning and allows faculty to educate nursing students.
- Comply with the directives of a college official.
- Comply with requirements in course syllabi and the College of Nursing policies as outlined in the current College of Nursing Handbook.
- Comply with the Code of Student Conduct.
- Arrive punctually and prepared for clinical and other academic experiences or inform appropriate individuals in a timely fashion if unable to attend.
- Refrain from performing any technique or procedure, including medication administration, for which they are unprepared by education or experience and/or without faculty or preceptor approval.
- Accurately identify and represent self as a nursing student in all professional and clinical settings.
- Communicate academic and clinical information in a truthful, timely, and accurate manner.
• Abstain from the use of alcoholic beverages, illicit substances and/or any substance that may impair judgment while in the academic and clinical setting.

• Identify variables in own health state that would impair clinical performance and arrange for substitute clinical experiences as needed.

• Accept the moral, ethical and legal responsibility for own actions.

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

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

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

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

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

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

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

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

Students in the College of Nursing are also expected to follow the Ohio Board of Nursing requirements (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.

(Effective 2/1/2008)

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 procedure outlined under Professional Misconduct beginning on page 36.
CLINICAL POLICIES AND EXPERIENCES

The RN to BSN online program at The Ohio State University began in the summer of 2004 in an effort to reach potential applicants beyond the central Ohio area. The program began as a pilot with eight students from the regional Marion campus. Since that time, the program has grown in number and reach, admitting 120 students each year, which include the Columbus campus and all four regional campuses. As the demand for online education continues for the working nurse who is seeking a bachelor’s degree, the program continues to strive to meet those demands.

As witnessed by more than a tenfold growth since its start, its popularity and demand have reached beyond the borders of Ohio. The program now receives numerous inquiries from RNs seeking admission to the program who reside outside the state.

In an effort to accommodate students locally, regionally, and nationally, the program has moved from offering clinical experiences in a traditional preceptor format, which included clinical instructor visits twice per term, to a non-traditional clinical format. Based on the growing need of the program and requests from students to better accommodate their schedules, we think this nontraditional clinical experience approach will help meet those needs and the course objectives. We are committed to maintaining the integrity and high quality standards of our program, while recognizing the contemporary nursing work force changes and the need to address those demands. The following will help explain these non-traditional experiences in greater depth as they relate to each course.

CLINICAL COURSES WITH PRACTICE COMPONENTS

The following are brief descriptions, objectives and practice requirements for the two clinical courses:

NUR ADV 4240 CONCEPTS IN COMMUNITY HEALTH NURSING

COURSE DESCRIPTION: Study of community health nursing theory and principle applied to the nursing care of individuals, families, groups, communities and populations.

PRACTICE REQUIREMENTS: Clinical experiences will be structured to meet the learning needs of the student and the course objectives. Students must complete a total of 75 clinical hours during the 7 week term.

This is not a precepted course within a traditional setting, but rather a service learning experience in which the student chooses an experience within the community.

Clinical hours will be allocated between completion of the Community Assessment Modules, and in a variety of approved experiences related to community nursing.
OFFERED: Autumn semester for 7 weeks.

Students will be assigned to either the first seven weeks or the last seven weeks of autumn semester.

These experiences will focus on health and human services, various divisions of local health departments and other fields related to public and community health. Examples of these are grass roots initiatives, working with nonprofits or foundations, to government agencies or national membership associations with a focus on health of populations. A list of suggested agencies will be supplied to the student upon enrollment in the course.

Students take an active part in choosing the type of experiences that are located in their community to meet the objectives of the course. However, the OSU clinical instructor must approve the selection of the experience before the experience begins. These experiences can ONLY be completed during the time the course is offered and cannot be completed before, or during the semester break. Therefore, requests for previous experiences will not be granted or counted as fulfilling the clinical hours requirement.

NUR ADV 4401: PRACTICUM IN NURSING LEADERSHIP AND MANAGEMENT

COURSE DESCRIPTION: Application of leadership and management concepts in a health care environment

PRACTICE REQUIREMENTS: Clinical experiences will be structured to best meet the learning needs of the RN student and the course objectives. Students must complete a total of 75 clinical hours during the 7 week term. Clinical hours will be allocated between clinical/work experience and a final project.

- Students who are employed will be required to complete a project related to a quality initiative or practice issue identified by the student in THEIR place of employment. This will not be a precepted course, but one in which the student determines, seeks, and carries out within their organization.

- Students who are not currently employed as an RN will be placed at a clinical site with a preceptor which requires onsite clinical hours. Precepted placements require a contract between the facility and the CoN. Contracts with clinical facilities may take several months to obtain. It is the student’s responsibility to notify the Program Director by October 1 if they will need such a placement and to assist the Director in securing their placement.
  - Out-of-state students may be required to obtain Ohio licensure and complete clinicals in Ohio under a contracted preceptorship in the unlikely event a clinical site and/or contract cannot be obtained in their home state.

OFFERED: Spring semester

Students will take NUR ADV 4400 Evolving Concepts in Leadership and Management in the first seven weeks of the spring term and the practicum, NUR ADV 4401, in the last seven weeks of the term.
Emphasis will be placed on clinical projects that provide opportunities for the application of leadership and management concepts, as they relate to a variety of health care settings.

The purpose of this project is to provide the student with the opportunity to work collaboratively with others in your own place of employment. The nature of the project may take many forms. In collaboration with the OSU clinical instructor, the student will identify an evidence based practice project with the intended purpose of making a professional contribution to the organization (e.g. staff education, evidenced-based research for policy change, involvement in quality improvement, etc.). The project must have clearly stated goals, a plan for implementation, be supported by relevant evidence and have a stated evaluation plan regarding the method(s) by which the project’s implementation or goals will be evaluated.

To meet the objectives of the course, students will take an active part in choosing the type of experiences that may be available to them within their place of employment. However, the OSU clinical instructor must approve the selection of the project before the experience begins. This project can ONLY be completed during the time the course is offered and cannot be completed before, or during the semester break. Therefore, requests for previous experiences will not be granted or counted as fulfilling the clinical hours requirement.

Since the types of projects can be infinite, approved projects are not listed here. Rather, the student will work in collaboration with their OSU clinical instructor to determine the type of project based on the particular health care environment where the student is employed.
CLINICAL COMPLIANCE

In order to participate in clinical practice experiences, the College mandates certain compliances to protect you and those with whom you may have contact. Since the RN to BSN practice experiences do not require traditional hands on patient care, the clinical compliances for this program are different from those of the traditional student.

The NUR ADV 4240 (CONCEPTS IN COMMUNITY HEALTH NURSING) course is one in which you will do service learning. Therefore, as a “service learning volunteer” most experiences do not require the complexity of compliances that hospitals, health agencies or schools require. The NUR ADV 4401 (PRACTICUM IN NURSING LEADERSHIP AND MANAGEMENT) practice requirements take place in your current place of employment; therefore, as an employee you are mandated to your employer’s guidelines. If you are not currently employed in a health care setting and require placement for NUR ADV 4401, you will need to adhere to the traditional requirements set forth by the College.

Please see below for list of the compliances required. Further explanation is provided below the chart for each of the compliances.

MINIMUM COMPLIANCE FOR ALL RN TO BSN STUDENTS
The following are the required compliances for all students in the RN to BSN program

- RN LICENSURE
- CRIMINAL BACKGROUND CHECK (BCI and FBI)
- CPR
- HIPPA TRAINING
- LIABILITY INSURANCE
- HEALTH REQUIREMENTS (limited)

TRADITIONAL COMPLIANCES
The following are the compliances for students in the RN to BSN program who are not currently employed, or have an experience in which a contract is required between the agency and the College.

- RN LICENSURE
- CRIMINAL BACKGROUND CHECK (BCI and FBI)
- CPR
- HIPPA TRAINING
- LIABILITY INSURANCE
- HEALTH REQUIREMENTS
- DRUG SCREENING
- STATEMENT OF CONFIDENTIALITY
RN LICENSURE

It is the policy of the Ohio State College of Nursing RN to BSN program to require unrestricted and current RN licensure for participation in the upper division clinical courses (NUR ADV 4240 and 4401). Licensure in the state in which clinicals will be completed must be obtained no later than October 1 of the year of enrollment. Students, who have not obtained licensure at that time, will not be allowed to continue with the clinical courses.

The CoN reserves the right to require out-of-state students to obtain an Ohio RN license in the unlikely event that clinical placement in the student’s home state cannot be arranged and/or clinical contracts cannot be obtained when required. Students would then be required to complete their clinical requirements in Ohio under a contracted preceptor arrangement.

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

CRIMINAL BACKGROUND CHECK

Students are required by state law to complete a criminal background check. Two are required: BCI (state of Ohio) and FBI (federal). Students must be fingerprinted before they begin their initial clinical experience for identifying those who may have a criminal record. Students with a criminal record may be denied the ability to participate in clinical study based on agency and College of Nursing policies.

Background checks from current or previous employers will not be accepted.

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 College. It is up to each student to make sure each new CPR card is sent to Courtney Fetter, the OSU Office Administrative Associate so that the database is current.

The only certification that is acceptable is:

* American Heart Association, BLS for the Healthcare Provider (good for two years)

Copies of CPR cards can be sent via mail, fax or email to:

MAIL:
ATTN: Courtney Fetter
The Ohio State University
College of Nursing
1585 Neil Ave.
Columbus, Ohio 43210

FAX: 614-292-7976  SCANNED AND EMAILED to fetter.46@osu.edu
HIPAA TRAINING POLICY

Every student in the College of Nursing is required to complete training regarding the Health Insurance Portability and Accountability Act (HIPAA), including viewing a training videotape and passing a post-test, prior to any clinical experience. This will be completed as part of the NUR ADV 2440 course.

LIABILITY INSURANCE

All students are required to have professional liability insurance in the minimum amount of $2,000,000/occurrence and $6,000,000/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.

HEALTH INSURANCE

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 of coverage may be requested by the Registrar at the time of course registration.

Students who are enrolled exclusively in online, distance-learning courses are not eligible to purchase the OSU Comprehensive Student Health Insurance. However, students may request an exception to the eligibility requirement through their academic advisor.

*Students will automatically be enrolled in and billed for the OSU Comprehensive Student Health Insurance plan if they are enrolled at least half time (>5 credits) in in-person classes and do not make a selection by the deadline each year. Go to http://shi.osu.edu/ for information on plan options.

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 the Wilce Student Health Center, as indicated below.

If health requirements are not met by the first day of the clinical course, students will not be permitted to engage in clinical course work and may be forced to withdraw from the course.

ALL RN TO BSN STUDENTS MUST HAVE THE FOLLOWING:

- Annual PPD:
  - One step if there is proof of annual negative PPD
- Two-step PPD if there is no proof of annual negative PPD
- If there is a history of a positive PPD, then a chest X-ray is required

**STUDENTS WHO ARE NOT CURRENTLY EMPLOYED, OR HAVE AN EXPERIENCE IN WHICH A CONTRACT IS REQUIRED BETWEEN THE AGENCY AND THE COLLEGE MUST ALSO SHOW PROOF OF THE FOLLOWING:**

- Diphtheria/tetanus immunization within the past ten years;
- Verification of immune status or vaccine administration for the following infectious diseases:
  - Hepatitis B (3 Hep B vaccinations and a titer)
  - Mumps (1 dose of MMR or titer)
  - Rubella (1 dose of MMR or titer)
  - Rubeola (2 doses of MMR or titer)
  - Varicella (2 doses of varicella vaccine or titer)
  - Current seasonal influenza vaccine.

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 situations that 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:

Preventive Medicine
Wilce Student Health Center
1875 Millikin Road
Columbus, OH 43210
PHONE: 614-292-0146 or 614-247-2387
FAX: 614-292-6001

**STATEMENT OF CONFIDENTIALITY**

Students in the College of Nursing may be asked to 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.
RN-BSN PROGRAM STUDENT CHECKLIST
FOR CLINICAL REQUIREMENTS
These requirements must be completed prior to the start of the semester in which you begin clinical and must be maintained throughout your clinical experiences. Please contact your advisor or the Program Director if you have additional questions.

<table>
<thead>
<tr>
<th>MINIMUM COMPLIANCE FOR all RN to BSN Students</th>
<th>The following are the required compliances for all students in the RN to BSN program</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ RN LICENSURE</td>
<td>Determined upon admission, or provide proof no later than October 1 of the year of admission. Your R.N. license must be current to participate in clinical. We will confirm your licensure via your State Board of Nursing website. Please note that it is your responsibility to notify the Director if you have restrictions on your license, which may affect your ability to participate in clinical.</td>
</tr>
<tr>
<td>✓ CRIMINAL BACKGROUND CHECK*</td>
<td>Information will be provided at the orientation.</td>
</tr>
<tr>
<td>(BCI and FBI)</td>
<td>Provide information and updates to: Courtney Fetter The Ohio State University College of Nursing 1585 Neil Ave. Columbus, Ohio 43210 Fax to: 614-292-7976 Scanned and email to <a href="mailto:fetter.46@osu.edu">fetter.46@osu.edu</a></td>
</tr>
<tr>
<td>✓ CPR</td>
<td>Completed during the first course of the sequence (NUR ADV 2440).</td>
</tr>
<tr>
<td>✓ HIPPA TRAINING</td>
<td>Supplied by the College of Nursing.</td>
</tr>
<tr>
<td>✓ LIABILITY INSURANCE</td>
<td>Provide proof and remain compliant annually. All updates need to be sent to: Preventive Medicine Wilce Student Health Center 1875 Millikin Road Columbus, OH 43210 PHONE: 614-292-0146 or 614-247-2387 FAX: 614-292-6001</td>
</tr>
<tr>
<td>✓ HEALTH REQUIREMENTS (limited)*</td>
<td>If you did not complete the above requirements at orientation, it is your responsibility to contact Student Affairs Office, 240 Newton Hall, Columbus campus at 614-292-4041 to determine other arrangements and current pricing for the requirements.</td>
</tr>
<tr>
<td>➢ Annual PPD:</td>
<td>*Fee associated with requirement</td>
</tr>
<tr>
<td>▪ One step if there is proof of annual negative PPD</td>
<td></td>
</tr>
<tr>
<td>▪ Two-step PPD if there is no proof of annual negative PPD</td>
<td></td>
</tr>
<tr>
<td>▪ If there is a history of a positive PPD, then a chest X-ray is required</td>
<td></td>
</tr>
</tbody>
</table>
TRADITIONAL COMPLIANCES

The following are the compliances for students in the RN to BSN program who are not currently employed, or have an experience in which a contract is required between the agency and the College. This would be in addition to what is listed above.

<table>
<thead>
<tr>
<th>✓ HEALTH REQUIREMENTS (expanded)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Diphtheria/tetanus immunization within the past ten years</td>
</tr>
</tbody>
</table>

VERIFICATION OF IMMUNE STATUS OR VACCINE ADMINISTRATION FOR THE FOLLOWING INFECTIOUS DISEASES

| ✓ Hepatitis B (3 Hep B vaccinations and a titer) |
| ✓ Mumps (1 dose of MMR or titer) |
| ✓ Rubella (1 dose of MMR or titer) |
| ✓ Rubeola (2 doses of MMR or titer) |
| ✓ Varicella (2 doses of varicella vaccine or titer) |
| ✓ Current seasonal influenza vaccine. |

All updates need to be sent to:
Preventive Medicine
Wilce Student Health Center
1875 Millikin Road
Columbus, OH 43210
PHONE: 614-292-0146 or 614-247-2387
FAX: 614-292-6001

✓ MANDATORY DRUG SCREENING*

A drug screen is required for those students using contracted sites, or who need to be placed outside their place of employment for NUR ADV 4401.

The test may be repeated for cause and is conducted by an outside lab facility.

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

Information will be supplied to those students who need a drug screen due to their clinical placement.

✓ OSU STUDENT NURSE IDENTIFICATION BADGE *

Students who need to be placed at any of the Ohio State University Hospitals for the NUR ADV 4401 clinical will need an identification badge. The Security Office of The Ohio State University Hospitals issues identification badges. A form to secure an identification badge can be obtained from the Teri Landholt in the Office of Student Affairs.

Your badge will be distributed to you once your background check has cleared per OSUMC policy.

✓ STATEMENT OF CONFIDENTIALITY

Students in the College of Nursing may be asked to 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.
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 (Buck ID), which needs to be used to access university services and facilities. All identification badges are the property of The Ohio State University. A form to secure an identification badge can be obtained from the Office of Student Affairs.

RADIATION BADGES*

Students who have clinical experience on units where patients are being treated with radiation therapy should 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.

*These will only be needed on a case-by-case basis for the RN students.

CLINICAL ABSENCE POLICY

Clinical course syllabi will specify the procedure students need to follow regarding any clinical absence if it pertains to the course.
INCIDENT POLICY

IT IS UNLIKELY THAT RN STUDENTS WILL BE PLACED IN AN AREA WHERE THE FOLLOWING PERTAIN. HOWEVER, THE FOLLOWING POLICIES PERTAIN IN THE EVENT YOU BECOME ILL, EXPERIENCE A NEEDLESTICK OR OTHER RELATED INJURY WHILE PERFORMING YOUR CLINICAL HOURS.

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

NEEDLE STICK OR RELATED INJURY
If a student sustains a “needle stick” or related injury, this incident shall be reported immediately to appropriate agency personnel and to the physician who is responsible for the Preventive Medicine Program at the Student Health Center. The student should be referred for follow-up to Student Health Services, Preventive Medicine Department. The instructional staff member and student should complete any incident report forms required by the agency and inform the Office of the Associate Dean for Academic Affairs. Any follow-up testing and treatment expenses that are incurred are the responsibility of the student.
POLICY AND GUIDELINES FOR THE PREVENTION AND MANAGEMENT OF INFECTIOUS DISEASES

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

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

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

VACCINATION 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

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

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

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

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

ANTHRAX: Routine Anthrax vaccination is currently only recommended by the CDC for military personnel.
ADHERENCE TO STANDARD PRECAUTIONS
Students are expected to understand and strictly adhere to Standard Precaution guidelines and infection control practices as established by the CDC and the Occupational Safety and Health Administration (OSHA) to reduce the risk of contact, droplet and airborne transmission of pathogenic microorganisms.

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

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

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

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

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

Treatment areas at the OSU Medical Center include: Employee Health (293-8146), Occupational Medicine (257-3559), or, after hours and on weekends and holidays, Emergency Department (293-8333). Any questions should be directed to the Ohio State University Environmental Health and Safety Office (292-1284). For more information on blood borne pathogen exposures, please refer to the Wilce Student Health Center web site: http://shs.osu.edu/services/prevention-immunizations/health-professional-students/.
MANAGEMENT OF STUDENT WHO IS A SOURCE OF PATHOGENIC ORGANISM

Students have an ethical duty to be aware of their immunity status or chronic infectious disease (e.g., Hepatitis B, HIV) status to ensure they do not place others at risk of infection. Students who know they are infected are encouraged to voluntarily inform the Associate Dean for Academics 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 for Student Affairs 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. Revised March 2012
COLLEGE OF NURSING GUIDELINES FOR REDUCING THE RISK OF TRANSPORTING BEDBUGS

Given the widespread and growing problem of bedbugs in Ohio, the College of Nursing is recommending that individuals follow the recommendations for protection as provided by the Central Ohio Bed Bug Task Force (http://www.centralohiobedbugs.org/pdf/healthcare_guidelines.pdf)

In addition, the College of Nursing has taken the following protective measures for students working with vulnerable populations:

- Ziploc bags with supplies will be used in lieu of traditional community bags.
- Foot covers, as well as full protective covering will be provided to clinical faculty and made available to students on an ‘as needed’ basis. All gear should be removed in the same manner as one would remove any contaminated clothing prior to exiting the premise. Protective coverings should be placed in a tightly sealed plastic bag and then discarded into an outside trash container.
- All faculty and students are encouraged to avoid sitting or placing any items on upholstered furniture, bedding or carpeted floors.
- Isopropyl alcohol spray can be used to clean equipment that may have come into contact with bed bugs or bed bug larvae.

In general:

- Pay attention to the inside and outside of shoes, lace holes, socks, pant legs, leg area and around the hands and arms.
- Any clothing or items taken into the home that cannot be washed or dry cleaned should be placed in a hot dryer for at least 15 minutes.
- Keep a separate pair of shoes and a jacket for use in client homes in a sealed bag.
- Do not redistribute items from one consumer to another.

The ‘guidelines’ as provided on the website listed above provide additional helpful suggestions for maintaining personal protection.
STUDENT POLICY REGARDING IMPAIRED PRACTICE INVOLVING SUBSTANCE ABUSE

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

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

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

Specific information based on behaviors arising from impaired practice must be documented in the student’s academic and/or clinical record. Faculty involved in the identification of a possible substance use/abuse problem must initially meet with the student. A subsequent meeting will then occur between the student, faculty involved in the identification of the problem, and a member of the Professional Misconduct Committee. After this meeting, it is the responsibility of the Professional Misconduct Committee to review written materials regarding a student who is suspected and/or identified as having an impaired practice. The committee is also responsible for any additional or continued action necessary for each student case. In addition, this committee has the responsibility for the referral of a student who is identified as having impaired practice to The Ohio State University Student Health Services.
Services for evaluation, intervention, and treatment of their substance use and/or abuse problems. Any student who is identified and verified as having a substance use/abuse problem will not be allowed in any clinical area as long as the use/abuse continues. Finally, this committee also has the responsibility to determine whether the re-entry of the student into clinical and/or academic settings can occur.

EVALUATION OF STUDENT PROGRESS
A student may be granted re-entrance into the clinical area, one time only, upon completion of his or her treatment programs as defined in accordance with The Ohio State University Student Health Services. The Undergraduate Studies and/or Graduate Studies Committee are 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 dis-enrolled from the College of Nursing. Re-admission to the College of Nursing will be determined using standard re-enrollment procedures.
The RN to BSN students will adhere to the general spirit of the dress code set forth below. **However, students do not need to wear uniforms, as the clinical agency and type of experience will dictate the attire worn.** If a professional uniform is to be worn, the student is required to wear business casual with a white coat.

If the RN student is not currently working and needs a preceptor placement, the student will be notified of the expected attire and identification badge necessary to adhere to the uniform policy:

The dress code policy for students is the policy established by The Ohio State University Hospitals for its employees. All students must adhere to the dress code policy when a uniform is needed for clinical study. Personal appearance must demonstrate neatness, cleanliness, and good hygiene. Extremes in appearance or accessory attire potentially interfering with patient care or perception are not acceptable.

1. **Student identification badge** must be worn at all times.
   a. Identification badges are to be clearly visible, above the waist.
   b. Student photographs on identification badges must be worn face out, with no defacement (pins, stickers).
   c. When caring for inmates in any patient care area, employees may tape over (cover) their last name.
   d. Lanyards to hold your identification badge may be worn meeting the following criteria:
      i. Must be breakaway, for your protection.
      ii. No more than five professional pins may be worn at one time.
      iii. The Lanyard must not interfere with patient care.
   e. Identification badge holders may be worn meeting the following criteria:
      i. Must be solid in color or with hospital logo

2. **Hair** must be clean, neatly groomed and controlled.
   a. Long hair must be secured away from the face.
   b. Hair decorations must be kept plain and simple.
   c. Extreme styles and colors are not permitted.
   d. Facial hair must be kept neat and well-trimmed.
   e. Fashion headscarves or skullcaps are not permitted.
   f. Hairbands are permitted if they are white, or match scrubs or hair color.

3. **Nails** must be neat, clean, and support the functional use of hands and fingers.
   a. Artificial fingernails are prohibited for all staff who touch or transport patients.
   b. Nail polish and decorative designs are prohibited.
   c. Length of natural nails will be kept at less than ¼ inch long.
4. Jewelry must be plain and inconspicuous. Jewelry must not interfere with patient care or present a hazard to the employee.
   a. One pair of small post earrings that do not dangle from the earlobes are permitted.
   b. No necklaces are permitted.
   c. Bracelets or armbands are not permitted unless they are a Medical Alert bracelet.
   d. Only one ring or ring set is allowed.
   e. A form fitting wrist watch is permitted.
   f. Facial piercing jewelry (i.e. eyebrow, nose, tongue, lip, etc.) is prohibited.
   g. Exception: If a nose ring is worn for religious purposes, the student must supply the instructor with proper documentation to support this.

5. Fragrances must be minimally evident. With some patient care populations, fragrances may not be permitted.

6. Tattoos must be inconspicuous or covered.

7. Footwear should be clean, appropriate for clothing, protective and fit securely.
   a. Shoes should be non-permeable entirely white or black.
   b. Shoes must have a closed toe and closed heel.
   c. Canvas shoes or “crocs” with holes are not permitted in patient care areas.
   d. Shoes and shoelaces must be kept clean. Shoelaces must be white or match shoes.
   e. Staff must wear white hose or white socks at all times.

8. Uniform accessories:
   a. Buttons, hats, pins (or other types of insignia) are prohibited.
   b. Organizational belt / adjustable belt pack (“fanny packs”) must be a solid color, reasonable size, washable, and free of logos.
   c. Cloth stethoscope covers or decorative items attached to stethoscope are not permitted.
   d. Cell phones may not be used during clinical.
   e. Pens worn around the neck are prohibited.

9. Uniform/Clothing Standards:
   a. Undergarments must be worn and inconspicuous under uniform or clothing.
   b. Clothing must be clean and neatly pressed.
   c. Faded / yellowish, discolored or ripped clothing is not acceptable.
   d. All clothing should be non-see through.
   e. Tops:
      i. True Red scrub top is to be worn in the clinical area.
ii. A white mock turtleneck, turtleneck or tee shirt, (long or short sleeves) may be worn under the scrub top. No tee-shirt writing may be visible under scrub top.

iii. 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. The crest must be sewn on or held in place with Velcro. Using safety pins is not appropriate. Crests are not required on lab jackets.

iv. It is strongly suggested that you stand in front of a mirror and raise your hands over your head. If your abdomen is exposed by this movement, your attire is inappropriate -- the pants are hanging too low and/or the top is too short.

g. Pants:
   i. True Red scrub ankle length pants must be worn in the clinical area.
   ii. Scrub pant bottoms are not permitted to drag on floor.
   iii. Flared hems are permitted; however, the pants must be hemmed.

h. Scrub Jackets/Lab Coats:
   i. White jackets/coats may be worn.
   ii. Scrub jackets must be removed when it can potentially interfere with patient care, for example, sterile dressing changes.
   iii. No sweatshirts or hooded sweatshirts (hoodies) may be worn.

i. Skirts
   ii. If a student wishes to wear long skirts to clinical it has been recommended that they order True Red XX large pants from the vendor and alter the material into a skirt.
   iii. Length must be at the knee or longer.
   iv. Must wear pantyhose with skirts.

j. Scarves:
   i. A white head scarf may be worn as part of the nursing uniform for religious purposes.

Special note: If you are working with a preceptor outside of a clinical area, ask about the expected dress code for the office. For example, if you are a male and the male preceptor wears a tie, you should plan to wear one as well. It is important to present yourself and the College of Nursing in the best possible light.
COMPUTING SERVICES

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. If using an Apple computer the student can login to the College of Nursing remote access server to access the Windows environment.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Minimum</th>
<th>Recommended</th>
<th>Apple Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>1.5 GHZ</td>
<td>Dual Core</td>
<td>Intel</td>
</tr>
<tr>
<td>Memory</td>
<td>2GB</td>
<td>4GB</td>
<td>2GB</td>
</tr>
<tr>
<td>Available Storage</td>
<td>15GB</td>
<td>15GB</td>
<td>15GB</td>
</tr>
<tr>
<td>Web browser</td>
<td>Internet Explorer 8</td>
<td>Internet Explorer 8 Firefox 7</td>
<td>Safari 5</td>
</tr>
<tr>
<td>Java Version</td>
<td>1.6</td>
<td>1.6</td>
<td>Latest</td>
</tr>
<tr>
<td>Screen Resolution</td>
<td>1024x768</td>
<td>1024x768</td>
<td>1024x768</td>
</tr>
<tr>
<td>Other</td>
<td>DVD/CD-RW</td>
<td>DVD/CD-RW</td>
<td>DVD/CD-RW</td>
</tr>
<tr>
<td>Connection Speed</td>
<td>DSL/Cable</td>
<td>DSL/Cable</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 7</td>
<td>Windows Vista</td>
<td>OS X 10.5</td>
</tr>
<tr>
<td>Web Browser</td>
<td>Internet Explorer 9</td>
<td>Internet Explorer 8</td>
<td>Safari 5</td>
</tr>
<tr>
<td>Media Players</td>
<td>Windows MediaPlayer 11</td>
<td>Windows MediaPlayer 10</td>
<td>Quicktime 7 Windows Media</td>
</tr>
</tbody>
</table>
CARMEN AND DISTANCE LEARNING

Carmen is the course management system at Ohio State University. All of your online courses will be delivered through this University based system. Carmen is accessible at all campus locations or wherever internet access is available. It will allow ease and flexibility in the distance education portion of the program.

- The Carmen site can be found at: http://carmen.osu.edu
- The following link provides a user’s guide for CARMEN: http://telr.osu.edu/carmen/students/

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

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

<table>
<thead>
<tr>
<th>System</th>
<th>Supported</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows</td>
<td>• Internet Explorer 8.0+</td>
<td>Internet Explorer 9.0 [Download]</td>
</tr>
<tr>
<td></td>
<td>• Firefox 6.0+</td>
<td>Firefox 7 [Download]</td>
</tr>
<tr>
<td>MAC</td>
<td>• Safari 5+ [Download]</td>
<td></td>
</tr>
<tr>
<td>Linux</td>
<td>Mozilla 3.6 [Download]</td>
<td>Mozilla 3.6 [Download]</td>
</tr>
</tbody>
</table>
To ensure satisfaction with your Carmen courses, it is essential that you use a fully supported browser. Browser choice is limited to a few common brands; other browsers may work, but full functionality cannot be guaranteed. If you are using a browser other than the ones listed below, you may discover problems that can neither be confirmed nor supported by the help desk. Should you encounter problems with an unsupported browser, your only recourse is to move to a fully supported browser.

For additional information about browser configuration, see http://8help.osu.edu/2302.html.

SYSTEM REQUIREMENTS

<table>
<thead>
<tr>
<th>Component</th>
<th>Required</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>• Windows Vista or higher</td>
<td>• Windows Vista or higher</td>
</tr>
<tr>
<td></td>
<td>• Mac OS X</td>
<td>• Mac OS X</td>
</tr>
<tr>
<td>Video Resolution</td>
<td>at least 800x600</td>
<td>1024x768 or greater</td>
</tr>
<tr>
<td>Internet Speed</td>
<td>at least 56K modem</td>
<td>56K, DSL, or cable modem</td>
</tr>
<tr>
<td>Sun Java Runtime Environment</td>
<td>JRE v 1.6.xx (required to run LiveRoom)</td>
<td></td>
</tr>
<tr>
<td>Java Script</td>
<td>Enabled</td>
<td></td>
</tr>
<tr>
<td>Cookies</td>
<td>Enabled</td>
<td></td>
</tr>
</tbody>
</table>

SOFTWARE FOR STUDENTS

Students now obtain Microsoft software at attractive prices under OSU's companion license, Microsoft Student Select. This is marketed as the Microsoft Personal Use Program. **Personal Use Program:** Faculty, staff and students may purchase Personal-Use licenses on the Personal Use Program for their owned home computer. Faculty, staff and students own these perpetual licenses, which do not include upgrades. These copies may not be installed onto OSU-owned machines.

Products currently available to faculty, staff and students on the Personal Use Program are:

- Office Professional Plus 2010 -- $74.95
- Office Mac 2011 -- $63.95
- Windows 7 Pro Upgrade 32-bit* -- $69.95
• Windows 7 Pro Upgrade 64-bit* -- $69.95
• Windows 7 Ultimate Upgrade 32-bit* -- $89.99
• Windows 7 Ultimate Upgrade 64-bit* $89.99

* — Must be installed only onto a computer with a previous full Windows operating system license, as an upgrade.

Software can be purchased at the following locations:

• **Columbus Campus**: WiredOut at 110 Central Classroom Building, 2009 Millikin Way between the hours 9am – 7pm Mon – Thur and 9am – 7pm Fri – Sat.
• **Wooster Campus**: in Academic Support
• **Mansfield Campus**: at the Conrad Learning Center

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

**OFFICE OF INFORMATION TECHNOLOGY**

The Office of the Chief Information Officer (OCIO) provides students with technical support related to computing issues. Their home page is located at: [http://ocio.osu.edu/](http://ocio.osu.edu/).

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

**Email**: To check your OSU Internet e-mail from the web, go to OSU Buckeye Mail or Webmail at [webmail.osu.edu](http://webmail.osu.edu)
UNIVERSITY STUDENT EMAIL POLICY

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

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

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

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

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

HAS YOUR NAME CHANGED?

Go to http://www.my.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.n. Your password will not change.
COMPUTING RESOURCES

COLLEGE OF NURSING WEB SITE
The College of Nursing provides a student web (located at http://studentweb.con.ohio-state.edu) that can be accessed from any computer on or off campus. The Student Web provides a wealth of information and resources to currently registered students. These include links to the many of OSU’s libraries, email, ask an advisor, clinical scheduling and graduation information.

HOW TO CHANGE YOUR COLLEGE OF NURSING PASSWORD
You may change your password by going to https://studentweb.con.ohio-state.edu/secure/. You will need to login using your OSU name.# and password. After you have established your identity you can pick a new College of Nursing password. Remember your College of Nursing username is name_# (*note the underscore). Your password must be 9 or more characters long and must contain characters from at least 3 of the 4 following categories:

- Capital letters (A-Z)
- Lowercase letters (a-z)
- Numbers (0-9)
- Special characters (!, @, #, $...)

Accessing the Student Web
In order to access the Student Web, you are assigned a user name and password. Your user name is your last name and number, just like your osu e-mail address only instead of a ‘.’, you have an ‘_’.

e.g. If your OSU e-mail address is “smith.2345@osu.edu”, or “smith.2345@buckeyemail.osu.edu” your CON user name is “smith_2345”

Your CON password will be emailed to your OSU e-mail address (lastname.#@osu.edu) or (lastname.#@buckeyemail.osu.edu) one week prior to the semester you start. Please make sure your OSU email address is active and not full in order to receive your CON credentials.

Accessing the Student Web in the College of Nursing
If you are in the building and are utilizing a college computer, you will see the start menu, click start -> log off… to log off the person before you. You will then see a screen that says “Windows XP Professional”. Press “CTRL+ALT+DELETE” at the same time. This will bring up the following screen:
Now, simply enter your user name and password in their respective fields and either click “OK” or press enter.

**Accessing the Student Web at Home**

In order to access the Student web from home you must be using Internet Explorer (IE), Firefox or Safari. If you have an older web browser, you can download the browser for free from Microsoft’s website. However, since IE comes bundled with Windows 98 or later, every computer purchased in the last three years meets this requirement. **If you are an AOL user or use any other third-party web browser, please minimize this window and use the Internet Explorer icon on your desktop or start menu.**

1. Open your Web Browser to the following address:
   a. http://studentweb.con ohio-state.edu

2. Type your College of Nursing Credentials when Prompted
   a. Username = Your Username
   b. Password = Your Password
   c. Domain = OSUCON

   i. Please note: The domain must be entered. This is often overlooked by mistake.
ii. **Note**: If you are using certain version of Windows, you will not be prompted for a domain. If this is the case, you will need to type `osucon\username` in the username field.

This will now open up the college student portal.

**Important Links:**
- [http://www.osu.edu/](http://www.osu.edu/) (OSU homepage)
- [http://cio.osu.edu/policies/responsible_use.html](http://cio.osu.edu/policies/responsible_use.html) (OSU Policy on Responsible Use of University Computing Resources)
- [http://nucleus.con.ohio-state.edu](http://nucleus.con.ohio-state.edu) (College of Nursing video server.)
- [https://webmail.osu.edu](https://webmail.osu.edu) (Check your OSU email from any computer with internet access)

**Email Addresses:**
- 8help@osu.edu (OSU support for OSU accounts and university systems)
- S-HELP@con.ohio-state.edu (College of Nursing technical support)
CAMPUS COMPUTER RESOURCES

COLUMBUS CAMPUS
The College of Nursing student computer lab, located in room 220 Newton Hall, is provided for the use of nursing students. The lab is open between the hours of 8:00 a.m. and 8:00 p.m. Monday through Friday and is monitored by IT Department staff and student employees. The lab is equipped with workstations running Windows 7, Microsoft Office 2010 as well as many other academic software packages. All computers have Internet access. All of the workstations in the lab are equipped with CD-RW drive and there is a high quality scanner available on one workstation. Students also receive 500 pages of free printing in the computer lab each semester, the college also provides staplers, and hole punches for student use. The College of Nursing at Newton Hall also has wireless capabilities throughout most of the building. Please see IT staff in the computer lab to configure your device for Wi-Fi access.

NEWARK CAMPUS
OSU-Newark has wireless capabilities and students can find out details of use at: http://www.newark.osu.edu/facultystaff/campusdepartments/it-support/Services/Pages/Network.aspx.

Open computer labs are available in Reese and Founders Halls. 206 Reese Hall is open 7:30am - 9pm Monday thru Thursday, 7:30am - 7pm on Friday, and 8am - 1pm on Saturday. 174/180 Founders Hall is closed to students during the times that computer classes are held but open other times on those days and on Monday, Wednesday 7:30am – 9pm and Friday 7:30am - 7pm.

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

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

Printing on campus requires the use of your BuckID. Students will have 100 free copies a semester. After that, the charge is $.06 per page and students must have a deposit on the BuckID through the Office of Fees and Deposits located in Hopewell Hall.
MARION CAMPUS
The General Computer Lab is located in library building room LC 220. There are 32 PC and 1 Mac computers in the General Lab and 2 Laptop areas. The General Computer Lab is open to all the OSUM students, faculty, and staff for general computing purpose such as word processing, email, Internet access, and printing. Student lab assistants are available for troubleshooting and help. Students need to show their student ID to use the General Lab. There is no cost for using the equipment and printing.

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

- Media Lab is open to all faculty, staff, and the students from the College of Education to create or develop multimedia materials for teaching and learning.
- Media Lab is also a teaching lab. A few courses are hosted here each semester.
- In addition to the computers available for students to use for word processing, Internet, and printing, the Media Lab has other media equipment such as laminator, transparent maker, binder maker, and scanners.

Lab staff is also available for help in The Media Lab. There is no cost for using the equipment and printing.

The hours for the computer labs are as follows:

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

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

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

LIMA CAMPUS
Students have access to the computer labs in Galvin Hall 336 and 340 free of charge. Hours of operation are 8:00 a.m. to 7:00 p.m. Monday - Friday, but may vary with semester. Students will need to obtain local access with user name and password through Technology Services, Galvin Hall 335. The phone number for Technology Services is 419-995-8890.
MANSFIELD CAMPUS
There are a number of computer labs on campus offering both PC and Mac platforms and a variety of software titles. Their hours of operation vary based on the classes being held within the rooms. You can check the website for a listing of rooms and resources at http://www.mansfield.ohio-state.edu/HTML/computer_labs.html.
RESPONSIBLE COMPUTING

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

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

The rights of academic freedom and freedom of expression apply to the use of university computing resources. So, too, however, do the responsibilities and limitations associated with those rights. The use of university computing resources, like the use of any other university-provided resource and like any other university-related activity, is subject to the normal requirements of legal and ethical behavior within the university community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are 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’ flash drives, which are available for purchase at the OSU Bookstore. Food, beverages, and chewing gum are not permitted in the lab. Students who do not obey Computer Lab rules and regulations are subject to charges of professional misconduct.

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

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

TECHNOLOGY LEARNING COMPLEX

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

CAREER RESOURCES

The College of Nursing offers a variety of career resources to students. Information on current employment opportunities for students as well as for graduates can be found on the College of Nursing job web site at http://nursing.osu.edu:8080/JobBoard. The web site contains notices from hospitals and health care agencies located in Ohio and many other states. Information on job search skills, including resume preparation and interviewing techniques, can be obtained through the academic advisors and through Career Connection in the Younkin Student Success Center at the Columbus campus. In addition, the Office of Student Affairs presents an annual Job Fair. Please check with the regional campuses for career services available in your area.

ENROLLMENT VERIFICATION AND REFERENCE SERVICES

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

Copies of the College of Nursing student reference form, which may be completed by faculty or instructional staff members, will be copied and provided to potential employers at the student’s request. In order for any information to be provided to potential employers, the student must sign a release of information form.
“Diversity” refers to the variety of differences and similarities/dimensions among people, which can be along the lines of gender, race/ethnicity, tribal/indigenous origins, age, culture, generation, religion, class/caste, language, education, geography, nationality, different abilities, sexual orientation, work style, work experience, job role and function, military involvement, thinking style, personality type, and other ideologies. Welcoming diversity requires moving beyond simple tolerance to respecting and embracing differences in a safe, positive, and nurturing environment.

OSU College of Nursing Diversity Committee is comprised of faculty, staff, and students, who meet monthly to develop opportunities that enrich student, faculty, and staff cultural experiences and to create an environment that values and supports diversity.

If you have any recommendations on how to strengthen diversity efforts, or if you have experienced or witnessed an act of bias, please contact:

Jen Robb, Diversity Coordinator, robb.48@osu.edu, 614-292-6668
Jodi Ford, Faculty Liaison for Diversity, ford.553@osu.edu, (614) 292-6862
Laura Szalacha, Faculty Liaison for Diversity, Szalacha.1@osu.edu, (614) 688-0394

REPORTING BIAS AT OSU THROUGH THE BIAS ASSESSMENT RESPONSE TEAM (BART)

What is a Bias Incident?
An act or behavior motivated by the offender’s bias against a race, religion, disability, veteran status, ethnic/national origin groups or sexual and gender identity group. While such an act does not necessarily rise to the level of a crime, a violation of state law, University policy, or the student code of conduct; a bias act may contribute to creating an unsafe, negative, or unwelcoming environment for the victim, anyone who shares the same social identity as the victim, and/or community members of the University.

What is BART?
The Bias Assessment and Response Team (BART) is an initiative of the Ohio State University Office of Student Life. The team receives, monitors, refers, makes recommendations, and, as necessary, coordinates university responses to hate and bias-related incidents that impact all or a significant portion of the university community.

Where can I file a report?
Website (www.studentlife.osu.edu/bias)

When do I file a report?
- When you are experiencing an act of bias
- When you witnessed an act of bias
- When you hear about an act of bias incident
What happens once I submit a BART Form?
- Your report will be received by the BART Convener, Rebecca Nelson, nelson.4@osu.edu; 614-292-1090
- You will receive an e-mail confirming the receipt of your incident form within 48 hours (if you requested follow up)
- If you requested follow up, you will be contacted within 48 hours by a BART member via the preferred method identified on the form
- The BART member will contact you and talk about the specifics of the case and possible types of follow up

What happens if I submit anonymously?
- You will only receive the generic submission complete form
- The specifics of the incident (date, type of incident, a brief summary) are listed into a database
- The status of the incident is updated regularly Portions of the data base will be made available on the BART website (www.studentlife.osu.edu/bias)
STUDENT ORGANIZATIONS
STUDENT ORGANIZATIONS

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

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

BUCKEYE ASSEMBLY FOR MEN IN NURSING (BAMN)
BAMN is a student-led organization focused on the professional development of male nursing students at Ohio State. As a local affiliate of the American Assembly for Men in Nursing, BAMN seeks to increase the visibility of nursing as a career choice for men by advocating for men’s health issues, developing mentoring networks, and helping recruit men to the profession.

BUCKEYE STUDENT NURSES ASSOCIATION (BSNA)
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.

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.

COLLEGE OF NURSING UNDERGRADUATE MENTOR PROGRAM
The College of Nursing Mentor Program was designed to build community among faculty, staff, and students in the College of Nursing, ease the transition into the rigorous program, and to share experiences and advice with peers. Participants of the program are broken into small families based on several factors. A typical family consists of a senior, junior, and sophomore.

COLLEGE OF NURSING PROGRAMMING ACTIVITIES COMMITTEE
The College of Nursing Programming Activities Committee is a newly established organization. The organization was created to provide support, share resources, and collaborate with student leaders and members of student organizations in the College of Nursing. The organization is composed of representatives from various organizations.
NURSES OF CHARACTER
Nurses of Character is a newly established student organization in the College of Nursing. The purpose and goals of Nurses of Character are to: support, encourage, and motivate minority students in the College of Nursing; provide community outreach motivating minorities; unify the minority students through regular meetings, social activities, and mentorship; and provide a safe environment to explore and express views and experiences in the College of Nursing. Enrollment in organization is open for both current and pre-nursing students.

N-SPIRE
The mission of N-SPIRE is to raise public awareness and provide education about health care inequities and disparities in underserved populations while providing valuable educational experiences for nursing students at The Ohio State University through outreach and social service. N-SPIRE is built on the concept that health care inequities are inhumane manifestations of structural violence that threaten the health and safety of all individuals in our society. Enrollment in the organization is open for both current and pre-nursing students.

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 semester. Elections for officers and junior and senior representatives take place in the spring.

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

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

STUDENT AMBASSADORS
Student Ambassadors are excellent representatives of the College of Nursing and participate in a wide variety of events. Special events include: open houses, orientations, presentations to middle and high school students, student shadow days, recruitment events with Undergraduate Admissions and First Year Experience, The Summer Nursing Institute, peer tutoring, and interaction with donors. Ambassadors volunteer their time by participating in activities that appeal to them. Enrollment in the organization is for current nursing students only.
STUDENT OMBUDSPERSON
The student ombudsperson works as an advocate and provides support to students in the College of Nursing. The ombudsperson is appointed annually by the dean and works to help fellow students identify and resolve common concerns related to their academic program.
COLLEGE OF NURSING DIRECTORY

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