Welcome to the College of Nursing. Congratulations on the start of your new journey as a proud Buckeye graduate student. You will find the College of Nursing to be a welcoming, student-centered environment dedicated to exceptional learning. We are committed to your academic and professional development as nurses, leaders, researchers, and health professionals who LIVE WELL (Lead, Innovate, Vision, Execute, and are Wellness Focused, Evidence-based, Life Long Learners, and Lights for the World, locally to globally), equipped to effectively promote wellness, impact policy, and improve health outcomes across multiple settings with diverse individuals, groups, and communities.

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

The primary reference for rules, policies, and procedures is this handbook. We hope you find the guidance in the handbook useful, providing information on a variety of topics including academics, technology resources, dress code, compliance requirements and professional expectations.

While the primary responsibility for your success lies with each of you, many individuals stand ready to assist you in your efforts. We hope this handbook helps you make the most of your experience in the College of Nursing. If you have a question you don’t find the answer to here, contact your advisor who will be happy to help. You’ve made the right choice by choosing The Ohio State University College of Nursing. We’re proud to count you among our Buckeye nursing family. As you know, you represent an exceptional group of the brightest and the best students. We really believe in you and are with you on your journey to Dream, Discover and Deliver!

Cindy M. Anderson
Associate Dean for Academic Affairs
and Educational Innovation
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COLLEGE OF NURSING DIRECTORY

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THE OHIO STATE UNIVERSITY BACHELORS DEGREE IN NURSING

NURSING PROGRAM MISSION

We exist to dream, discover, and deliver a healthier world.

VISION

The world’s leader in thinking and achieving the impossible to transform health and improve lives.

CORE VALUES

- Excellence
- Collaboration and authenticity
- Curiosity and intellectual rigor
- Integrity and personal accountability
- Openness, trust, respect, and civility
- Innovation and change
- Diversity in people and ideas
- Empathy and compassion
- Personal and professional wellness
- Transformational leadership
- Positivity
- Healthy discourse

CORE GOALS

1) Produce the highest caliber of nurses, leaders, researchers, and health professionals who LIVE WELL (Lead, Innovate, Vision, Execute, and are Wellness Focused, Evidence-based, Life Long Learners, and Lights for the World, making a local to global impact) and are equipped to effectively promote wellness, impact policy, and improve health outcomes across multiple settings with diverse individuals, groups, and communities.

2) Sustain innovative high quality educational programs that epitomize student-centered interprofessional learning, which yield exceptional diverse graduates across all levels as evidenced by: (a) pass rates on NCLEX above 95%; (b) advanced practice nursing certification exam pass rates above 95%; and (c) U.S. News & World Report Rankings in the top five.

3) Increase sponsored award dollars by at least 15% each year to move to the top 10 in NIH funding for colleges of nursing by conducting innovative transdisciplinary research that leads to the discovery and testing of interventions that improve the health and wellness of diverse populations across the life-span.

4) Empower faculty, staff, students and alumni to achieve their highest career aspirations by enhancing an institutional culture that supports dreaming, discovering and delivering, and an inclusive environment that embraces respect, diversity, positivity, civility and wellness.

5) Strengthen our partnerships, locally to globally, to improve the health and wellness of people throughout the university, community, state, nation and world.

6) Improve the health outcomes of diverse populations, which also accommodates growing enrollment in the CON’s nurse practitioner (NP) programs, by increasing the number of nurse practitioner practices or expanding current practices by at least one each year.

7) Ensure financial security for the CON and additional funding for expanded high quality space and key strategic initiatives.

8) Increase student and alumni engagement in the CON’s strategic initiatives.

9) Enhance healthcare quality, health outcomes and academic programming through the Helene Fuld Health Trust National Institute for Evidence-based Practice.

10) Differentiate the CON as a national and international leader in: (a) interprofessional education, (b) intervention and translational research, (c) evidence-based practice,
(d) wellness, (e) innovation and entrepreneurship, (f) community engagement, and (g) global impact.

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.

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 nine faculty members (one of whom serves as chair), an adjunct faculty member from University Hospitals, the undergraduate ombudsperson, and a generic undergraduate student. An alternate generic student attends when the regular student committee member is unable to do so. The assistant dean for pre-licensure studies, the coordinator of the RN to BSN program, and an undergraduate program academic advisor serve as ex-officio members.

Functions

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

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

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

4. Establishes and implements a process for evaluating outcomes of the undergraduate curriculum.
5. Recommends to the faculty criteria consistent with those of the university to be utilized in selecting, progressing, and graduating students in the undergraduate curriculum.

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

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

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

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

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

**Frequency of Meetings**

The Undergraduate Studies Committee meets usually twice a month during the academic year, with specific meeting dates arranged around the academic calendar.

**Student Input**

The Undergraduate Studies Committee is the formal channel whereby students can be involved in the policy- and decision-making of the undergraduate program. Students are, therefore, encouraged to familiarize themselves with the responsibilities of the Undergraduate Studies Committee and to provide input to this committee for its tasks. When students would like the committee to discuss policy, they may request through their representative or the student ombudsperson that an item be placed on the committee's agenda for discussion. In addition to the ombudsperson, another generic baccalaureate student is on the committee. The students are chosen from those who are interested in serving on the committee by the Undergraduate Studies Committee.

**Student Ombudsperson**

Each year the Dean appoints a student ombudsperson to help fellow students identify and resolve issues of concern within the college. This person works as a student advocate, serves as a liaison between students and faculty, serves on the Undergraduate Studies Committee, and assists students with common concerns related to their academic program. The student ombudsperson has an office in 106 Newton Hall.
BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM DESCRIPTION

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

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

Each year of the curriculum builds upon content from the previous one as students are prepared to care for individuals, families, groups and communities with increasingly complex health care needs and problems. In addition, with increasing complexity, students are given opportunities to collaborate and cooperate within a multidisciplinary team approach to health care.

Although the emphasis may be different in each course, each course in the curriculum will include concepts of risk assessment and health promotion; primary, acute and chronic care; psychological and social aspects of care; broad-based cultural aspects of care; ethical issues; and informatics.

Outcomes for Graduates of the Baccalaureate Program

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 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.
TECHNICAL STANDARDS FOR NURSING STUDENTS: POLICY GUIDELINES

The College of Nursing is committed to equal access for all qualified program applicants and thus has identified technical standards essential to the delivery of safe, effective nursing care while enrolled as a student in the program. These standards determine the students’ ability to acquire knowledge and develop the clinical skills required by the curriculum. The student must continually meet these standards throughout their course of study in nursing for successful program completion. Failure to maintain these standards may result in removal from the clinical course.

**General Abilities:** Must be able to utilize the data typically received by the senses so it can be integrated into care in an accurate manner. Examples include: interpreting patient’s verbal and non-verbal expression of pain; identifying baseline physical assessment findings and changes in temperature, vibration, color and movement; identifying and interpreting heart, lung, abdominal sounds and blood pressure; having the ability to respond to equipment and monitor alarms; interpreting charts and computer data accurately.

**Communication:** Must be able to communicate effectively with both spoken and written communication in real time with a primarily English speaking population. Examples include: performing patient teaching, communicating patient status changes, and maintaining accurate patient records.

**Patient Care:** Must possess the ability to independently perform nursing skills within a safe time frame and engage in activities over an extended period of time (i.e., 6-12 hour clinical practicum). Examples of activities include: the ability to support and transfer patients; position and manipulate medical equipment using both fine and gross motor skills; prepare and administer medications; use the techniques of palpation and percussion; perform CPR.

**Professional Behavior and Conduct:** Must be responsible and accountable in behavior and actions, demonstrating sound judgment consistent with the professions’ (ANA) Scope & Standards of Practice and Code of Ethics for Nurses. Examples include: handling stressful situations in a calm manner, interacting with patients, families and other healthcare team members with compassion, concern and sensitivity; acting with honesty, integrity and confidentiality; dressing appropriately; acting professionally.

**Clinical Judgment:** Must have the ability to think critically and abstractly, assess, analyze, problem-solve and make clinical judgments and decisions for safe patient care. Examples include: measuring, calculating, prioritizing, reasoning, recognizing urgent or emergent situations, responding appropriately and using both short and long term memory functions.

If you have questions about the accommodation process at The Ohio State University you can contact the Office of Disability Services at: 098 Baker Hall, 113 W. 12th Avenue; (614) 292-3307; VRS: (614) 429-1334) or [http://www.ods.ohio-state.edu/](http://www.ods.ohio-state.edu/).
NURSING COURSE DESCRIPTIONS

Sophomore Level Courses

Nursing 2100  
Introduction to Professional Nursing: Concepts and Practice
3 Credit Hours
Introduction to professional nursing and the health care delivery system, its history and evolution, and the examination of the legal and ethical basis for professional practice.
Prereq: Admission to the Nursing Major

Nursing 2410  
Health Assessment
3 Credit Hours
Introduction to the foundational health assessment concepts of nursing and the assessment skills required in the provision of nursing care across the lifespan.
Prereq: Admission to the Nursing Major and successful completion of nursing assistant training

Nursing 2450  
Pathophysiology for Nursing Practice
3 Credit Hours
Study of pathophysiology and disease processes across the lifespan as a scientific foundation for nursing practice.
Prereq: Admission to the Nursing Major

Nursing 2460  
Introduction to Therapeutic Communication for Health Professionals
3 Credit Hours
Introduction to the process of effective communication and collaboration in health care settings.
Prereq: Admission to the Nursing Major

Nursing 2270  
Nursing Care of Adults and Older Adults I
5 Credit Hours
Nursing knowledge essential to caring for adults and older adults with emphasis on health promotion, risk assessment, disease prevention and health problems.
Prereq: Nursing 2100, 2410, 2450

Nursing 2470  
Introductory Pharmacology for Nurses
3 Credit Hours
Introduction to pharmacokinetic principles, drug mechanism of action and nursing implications for common classes of medications.
Prereq: Admission to the Nursing Major and successful completion of Nursing 2100; 2410; 2450
Nursing 2780    Scholarship for Evidence Based Practice
3 Credit Hours
Introduction to information literacy, nursing research methods, evidence based practice, the linkages among these areas and how they influence professional nursing practice.
Prereq: Admission to the Nursing Major

Nursing 2420    A Nursing Perspective: Life Span Development of Individuals within a Family Context
3 Credit Hours
Study of growth and development of individuals within a family context from conception to death with an emphasis on assessment and interventions utilized in nursing practice.
Prereq: Admission to the Nursing Major

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

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

Nursing 3270   *Nursing Care of Adults and Older Adults II*
7 Credit Hours
Nursing knowledge essential to caring for adults and older adults with emphasis on management of acutely ill patients with complex health problems.
Prereq: Successful completion of the sophomore level nursing coursework including Human Nutrition 2210 and Microbiology 4000

Nursing 3430   *Cultural Competence in Health Care: US and Global Contexts*
3 Credit Hours
Introduction to concepts and techniques for the provision of culturally competent care within the US and across global contexts.
Prereq: Enrollment in the Nursing Major and successful completion of the sophomore nursing level coursework

Nursing 4260   *Nursing Care of Children and Their Families*
4 Credit Hours
Nursing knowledge essential to caring for children and families with emphasis on health promotion, risk assessment, disease prevention and common acute and chronic health problems.
Prereq: Successful completion of the sophomore level nursing coursework including Human Nutrition 2210 and Microbiology 4000

Nursing 4280   *Nursing Care of Women and their Families during Reproductive Transitions*
4 Credit Hours
Nursing knowledge and clinical practice essential to caring for women and their families during reproductive transitions.
Prereq: Successful completion of the sophomore level nursing coursework including Human Nutrition 2210 and Microbiology 4000

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

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

Nursing 4240  Concepts in Community Health Nursing
4 Credit Hours
Study of community health nursing theory and principles applied to the nursing care of individuals, families, groups, communities and populations.
Prereq: Successful completion of the junior level nursing coursework

Nursing 4340  Psychiatric and Mental Health Nursing
4 Credit Hours
Nursing knowledge applied to the promotion of mental health and to the recovery of individuals with psychiatric diagnoses and their families.
Prereq: Successful completion of the junior level nursing coursework

Nursing 4270  Transition to Professional Nursing
6 Credit Hours
Exploration of personal and professional topics designed to assist in promoting successful transition from nursing education to a rapidly changing work environment.
Prereq: Successful completion of the junior level nursing coursework

Nursing 4400  Leadership and Management of Nursing Practice
3 Credit Hours
Exploration of leadership and management principles, including an examination of nursing informatics, as applied to nursing practice and the health care environment.
Prereq: Successful completion of the junior level nursing coursework
<table>
<thead>
<tr>
<th>Section</th>
<th>Credit Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations (Skills)</td>
<td>13-15</td>
<td>English 1110.01, 1110.02 or 1110.03</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English 1110.01, 1110.02 or 1110.03</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Second Writing Course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Math 1116 or higher</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Data Analysis Course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing 1100</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>16</td>
<td>Biology 1101, 1110, or 1113</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chemistry 1110</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anatomy 2300.03, 3300, or EEOB 2510</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EEOB 2520 (Physiology)</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
<td>Psychology 1100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sociology 1101 or Rural Sociology 1500</td>
</tr>
<tr>
<td>Literature</td>
<td>3</td>
<td>One literature course</td>
</tr>
<tr>
<td>Visual and/or Performing Arts</td>
<td>3</td>
<td>One visual and/or performing arts course</td>
</tr>
<tr>
<td>Historical Study</td>
<td>6</td>
<td>Two historical courses or One Historical study and One Cultures and Ideas Course</td>
</tr>
<tr>
<td>Other GE Course</td>
<td>6</td>
<td>Two Open Option Courses</td>
</tr>
<tr>
<td>Nursing Requirements</td>
<td>65</td>
<td>Nursing 2100, 2410, 2450, 2460, 2270, 2470, 2780, 2420</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Microbiology 4000, Human Nutrition 2210</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing 3270, 3430, 4260, 4280</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing 4240, 4340, 4270, 4400</td>
</tr>
<tr>
<td>Elective Course Work</td>
<td>4-6</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>121</td>
<td></td>
</tr>
</tbody>
</table>
Sample Four-year Curriculum in Nursing Major for Students Following the General Education (GE) Courses Requirements Beginning Autumn semester 2016

<table>
<thead>
<tr>
<th>First Year (Pre-Nursing)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Autumn</strong></td>
<td></td>
</tr>
<tr>
<td>Nursing 1100</td>
<td>Nursing Survey</td>
</tr>
<tr>
<td>Chemistry 1110</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>Biology 1101 or 1113</td>
<td>Introductory Biology</td>
</tr>
<tr>
<td>Sociology 1101 or</td>
<td>Introductory Sociology OR</td>
</tr>
<tr>
<td>Rural Sociology 1500</td>
<td>Introduction to Rural Sociology</td>
</tr>
<tr>
<td>GE</td>
<td>Arts and Humanities/Historical Study</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
</tr>
<tr>
<td>English 1110</td>
<td>First-Year English Composition</td>
</tr>
<tr>
<td>Psychology 1100</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>EEOB 2520</td>
<td>Human Physiology</td>
</tr>
<tr>
<td>Anatomy 2300.03</td>
<td>Human Anatomy</td>
</tr>
<tr>
<td>Human Nutrition 2210</td>
<td>Science of Human Nutrition</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Second Year              |              |
| **Autumn**               |              |
| Nursing 2100             | Introduction to Professional Nursing: Concepts and Practice | 3 |
| Nursing 2410             | Health Assessment | 3 |
| Nursing 2450             | Pathophysiology for Nursing Practice | 3 |
| Nursing 2420             | A Nursing Perspective: Life Span Development Of Individuals Within a Family Context | 3 |
| Microbiology 4000        | Basic and Practical Microbiology | 4 |
|                         |              | 16 |
| **Spring**               |              |
| Nursing 2270             | Nursing Care of Adults and Older Adults I | 5 |
| Nursing 2470             | Introductory Pharmacology for Nurses | 3 |
| Nursing 2780             | Scholarship for Evidence Based Practice | 3 |
| Nursing 2460             | Introduction to Therapeutic Communication For Health Professionals | 3 |
|                         |              | 14 |
### Junior Year*

**Autumn**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 3270</td>
<td>Nursing Care of Adults and Older Adults II</td>
<td>7</td>
</tr>
<tr>
<td>Nursing 3430</td>
<td>Cultural Competence in Health Care: US and Global Contexts</td>
<td>3</td>
</tr>
<tr>
<td>GE</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>GE</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

**Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 4260</td>
<td>Nursing Care of Children and Their Families</td>
<td>4</td>
</tr>
<tr>
<td>Nursing 4280</td>
<td>Nursing Care of Women and their Families During Reproductive Transitions</td>
<td>4</td>
</tr>
<tr>
<td>GE</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>GE</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14</td>
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</tbody>
</table>

### Senior Year*

**Autumn**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 4240</td>
<td>Concepts in Community Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>Nursing 4340</td>
<td>Psychiatric and Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>GE</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>GE</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

**Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 4270</td>
<td>Transition to Professional Nursing</td>
<td>6</td>
</tr>
<tr>
<td>Nursing 4400</td>
<td>Leadership and Management of Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>GE</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

*The order will be reversed each semester for many students.*
ATI NURSING EDUCATION

ATI Nursing Education

Students in the pre-licensure nursing program are required to purchase the ATI Nursing Education Comprehensive Assessment and Review Program (CARP) and Virtual ATI NCLEX Review. The cost is a one-time fee, paid directly to ATI before the start of the first year in the Nursing major. CARP is a focused remediation resource that students will use throughout the program. The content ties directly back to the NCLEX. This program offers multiple remediation tools, including traditional and online reading materials, videos, practice assessments, and internet sources. Students will also receive help from an ATI support team. CARP is an academic measuring tool and a time saver because it identifies potential problems for early intervention. It also saves time for the student by offering smart, individual remediation only where needed.

Virtual-ATI NCLEX Review is an innovative, online partnership that prepares nursing graduates for NCLEX success. The review directly aligns with the current NCLEX test plan. Through collaboration with a virtual coach, students are engaged in a personalized, assessment-driven NCLEX review in an online classroom that provides students access to a variety of on-demand resources. Students receive feedback and encouragement from their own personal online coach. A calendar is provided to guide students’ daily review. The review is individualized as the student progresses, so special focus is given to topic areas that need more attention.

Diagnostic Testing for the NCLEX

In the final semester of study, students are required to take a diagnostic test to measure NCLEX preparedness. Students must achieve a raw score of 66.7% which is an equivalent to 86% probability of passing the NCLEX exam on the first attempt. Students who do not achieve a raw score of 66.7% must demonstrate that they have completed the ATI CARP remediation program and enrolled in Virtual-ATI NCLEX Review. Students must have completed the remediation program no later than three weeks after the date of the diagnostic test. Students completing the remediation program will then take a second end-of-program diagnostic exam. A raw score of 66.7% is a requirement for program completion.

ADDITIONAL PROGRAM OPTIONS

Minors

Students can choose to minor in one of over 100 different areas while in the BSN program. Although students are encouraged to pursue a minor if it fits with their academic goals, no Nursing course or clinical may be moved because of a conflict with a minor course. A minor is not required for graduation. Minor registration forms and information on individual minor programs may be obtained online at: http://ascadvising.osu.edu/programs/minors/list

The following are the policy guidelines for minor areas of study:
1. Minor course hours are counted as elective hours toward graduation.
2. Some minors require individual approval by a departmental faculty member; others do not. Sheets describing the individual minor program carry this information. Minor program information for the Colleges of the Arts and Sciences can be found at http://ascadvising.osu.edu/programs/minors/list
3. Students must file their minor registration forms with the College of Nursing Office of Student Affairs. Forms must be submitted at least one semester prior to graduation, or earlier.
4. Once a minor program is on file in the college office, any changes must be discussed with an academic advisor in the College of Nursing.
5. No grade below a “C-” will be permitted in courses comprising the minor; the minimum overall CPHR of the minor shall be a 2.00.
6. Minor courses may not be taken pass/non-pass.

Dual Degree Option

Undergraduate students in the College of Nursing can be enrolled concurrently in another college to complete the degree requirements of both colleges. Students are required to complete the requirements for each degree as set by the departments offering the programs. In this case students will receive two separate diplomas upon graduation. Students interested in this option should contact the College of Nursing Office of Student Affairs as dual degrees must be petitioned and approved. Students pursuing this option will likely extend their education beyond the traditional 4 years. While we support a student’s desire to pursue a dual degree, as a nursing student, your first priority is the nursing coursework. Clinical pathways and schedules cannot be altered to accommodate dual degrees.

The following are the policy guidelines for Dual Degrees:

1. You will be required to fulfill the general education courses for both degrees, if your second degree requires a foreign language, you must fulfill that requirement even though it is not required for the College of Nursing.
2. You must complete a minimum of 151 total credit hours.
3. You must complete a minimum of 57 upper division hours.
4. You will need to meet with an advisor in the college of your second degree to plan your curriculum and degree requirements.

Double Major Option

Undergraduate students in the College of Nursing may choose to add a second or “tag” major in addition to their Bachelor of Science in Nursing. Nursing will always be considered the student’s primary major and no clinicals or course pathways in the Nursing program may be changed to accommodate the second major. Although you will have two majors, upon graduation you will only receive one diploma with the Bachelor of Science in Nursing. Your second major will be listed through your transcript and records.
The following are the policy guidelines for Double Majors:

1. You must complete only complete the General Education requirements of the College of Nursing.
2. You will complete a minimum of 121 credit hours to graduate with both majors.
3. You will complete at least 39 upper division hours.
4. You will need to complete a minimum of 18 hours in the second major.
5. You will need to meet with an advisor from the second major to plan your curriculum and understand the major requirements.

Enrollment in Graduate Courses as an Undergraduate Student

Students with senior standing in the College of Nursing are eligible to enroll in graduate course work while completing undergraduate degree requirements through the senior petition option. Students interested in exploring this option should contact the Office of Student Affairs.

SENIOR PETITION

To qualify for a senior petition, a student must have senior standing in the College of Nursing (have completed all junior-level nursing courses), have a 3.3 cumulative point-hour ratio (CPHR) and have completed all General Education courses (GE) requirements and free electives. The student must meet all the requirements for the graduate course, receive instructor permission, and approval by the Graduate School.

Credit earned by a senior petition does not count toward the undergraduate major. The grade earned in a graduate level course will be factored into the undergraduate GPA but not toward total hours earned for the undergraduate degree. Credits taken through senior petition cannot count toward the student’s credit hour requirement for graduation or toward the 12 credit hours required for full time status. Once a student is admitted to the graduate program at Ohio State, up to 9 hours of graduate course work taken through a senior petition may be used to complete requirements for the Master of Science degree. Fees for these courses are assessed at the undergraduate rate.

Military Credit

The Undergraduate Studies Committee and/or representatives of the College of Nursing will review all military education, training and service of applicants to the baccalaureate program. Credit will be awarded to the applicant for any military education or skills training that is substantially similar to the curriculum.

Honors Program in the Nursing Major

The Honors Program is designed to challenge exceptional undergraduate students by providing them opportunities to work with faculty mentors to design and complete individual nursing research projects. Students may apply for admission to the Honors Program during the summer prior to the start of their sophomore level nursing courses. Students accepted into the CON Honors
Program participate in Honors courses every semester in addition to their traditional nursing courses. Students successfully completing all requirements of the Honors Program, including a thesis describing their research study findings, will graduate with “Honors Research Distinction in Nursing”.

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

Clinical with Distinction

The Clinical with Distinction designation is awarded to students each semester who meet the stated criteria. Course faculty will determine if a student meets the criteria. Students are not permitted to contract or negotiate for Clinical with Distinction. If awarded Clinical with Distinction, a student will receive a congratulatory letter from the Dean of the College.

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

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

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

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

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

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

**Program Compliance Requirements**

Upon admission into the College of Nursing, students will be given a list of required certifications and medical documentation that must be completed in order to be eligible to attend classes. This includes two types of documentation: medical documentation, and certifications and trainings. All medical documentation is submitted, tracked, and verified through Wilce Student Health Center. Deadlines for each requirement is specific to the student’s program, curriculum plan, and mode of instruction. Please refer to the College of Nursing website for more information. Please visit: [https://u.osu.edu/concompliance/](https://u.osu.edu/concompliance/). A student will be considered non-compliant if one or more of the requirements are unfilled. Non-compliant students will be prohibited from attending clinical.

**Program Compliance Requirements Policy**

1. Program compliance requirements must be complete according to deadlines given to students upon admission.

2. Students are required to maintain a compliant status as long as they are enrolled in the nursing program. Several of the requirements will need to be completed or renewed on an annual basis. Please visit the College of Nursing website at [https://u.osu.edu/concompliance/](https://u.osu.edu/concompliance/) for specific deadlines or requirement changes.

3. The Office of Student Affairs will send notifications to students considered non-compliant or at-risk of becoming non-compliant. The at-risk status indicates a requirement will be expiring in the near future. Upon receiving notification, it is the student’s responsibility to take immediate action.

4. Students must follow the submission instructions for each requirement. Please refer to the Appendix section of the handbook for a list of specific requirements and submission instructions. Compliance status will not be updated unless the correct documentation is submitted per instructions.

5. Students who may be pregnant or have pre-existing medical conditions that prohibit them from completing the medical compliance requirements must submit a medical waiver for
approval to the Wilce Health Center: https://shs.osu.edu/posts/documents/vaccination-requirement-medical-exemption.pdf

Criminal Background Check
Students are required by state law to complete fingerprint criminal background checks. Students must be fingerprinted before they begin the program for the purpose of identifying those who may have a criminal record. Students with a criminal record may be denied the ability to participate in clinical study based on agency policies stated in clinical contracts.

A BCI (Ohio) and a FBI (Federal) criminal background fingerprint checks are required to enter the program. Previously completed background checks will not be accepted, even if completed for Ohio State University Wexner Medical Center or College of Nursing employment. Students must submit a new background check upon starting any program, including students that have previous degrees from the College of Nursing. Background checks submitted from previous employers or programs, not sent directly from the background check agency, or with the wrong reason code, will not be accepted and the student will be required to complete a new background check.

Mandatory Drug Screening

All nursing students are required to provide a sample for a urine drug screen. Students will have a drug screen before they begin the program and, if needed, any additional drug screening for just cause. Students who have not completed a drug screen will not be permitted in any clinical setting. While some states have legalized marijuana for medicinal or recreational use, a prohibition on use remains for students. A positive drug screen will result in the student not being permitted to participate in clinical experiences. It is the student’s responsibility to ensure they are compliant throughout their time in the program.

Students will be responsible for the cost of subsequent screening for just cause. Laboratory results for urine drug screen will be reviewed by the Wilce Health Center to determine whether a legitimate medical explanation could account for any “confirmed positive” result reported by the laboratory. This is accomplished by an in-person interview with the specimen donor and by giving the donor an opportunity to provide evidence of legally prescribed medication use that may have caused the positive lab result. If the Wilce Health Center determines that a legitimate medical explanation exists, the results reported will be recorded as “negative.”

If there is no legitimate medical explanation, the protocol for a positive drug screen will be implemented. The Wilce Health Center will report the positive results to the Associate Dean for Academic Affairs and Educational Innovation. Any student testing positive will not be permitted in a clinical setting. A student who tests positive will be asked to make an appointment with the Counseling and Consultation Services (CCS) at The Ohio State University Younkin Success Center. CCS will ask the student to attend three one-hour assessment sessions. The student will be asked to sign a release notifying the Associate Dean for Academic Affairs and Educational Innovation of the disposition of the visits. The student will be asked to be tested again, at the student’s expense, prior to returning to a clinical course. If the student tests positive the second
time, the student will be asked to withdraw from the program and will need to petition to re-enter. Upon petition to re-enter the program, the student will provide the Associate Dean for Academic Affairs and Educational Innovation with documentation from a certified drug and alcohol counselor indicating readiness to return to the program and prognosis for full recovery.

After a student has completed the required counseling sessions at CCS, has a negative drug screen, and returns to the clinical setting, random drug testing will occur periodically until the student graduates from the program. The Associate Dean of Academic Affairs and Educational Innovation will notify students of the required random drug screening which will be completed within five days of notification, at the student’s expense. If a drug screen is not completed or positive drug screen occurs, the student will be asked to withdraw from the program and will need to petition to re-enter as indicated in previous paragraph.

Insurance

Students are covered for general and malpractice insurance by The Ohio State University. Students may access evidence of required insurance coverage procured by Ohio State for clinical compliance by accessing the following URL: [http://u.osu.edu/treasurer/files/2014/09/The-Ohio-State-University_Student-GL-Cert-1blqxo.pdf](http://u.osu.edu/treasurer/files/2014/09/The-Ohio-State-University_Student-GL-Cert-1blqxo.pdf). Notwithstanding anything to the contrary herein, Ohio State shall have the right to elect to self-insure for the amount of the liability coverage Ohio State is required to carry hereunder.

Questions regarding this line of coverage should be directed to OSU Insurance at insurance@osu.edu.

In addition, the College of Nursing requires that all students carry health insurance through a family, employment, or student policy comparable to The Ohio State University Student Health Insurance Plan. Verification must be completed on the Registrar’s web site at the time of course registration.

Cardio-Pulmonary Resuscitation (CPR) Certification

Students need to be certified in CPR before the start of the program.

The only Cardio-Pulmonary Resuscitation Certification that is acceptable is:

- American Heart Association, Basic Lifesaving Skills for the Healthcare Provider (good for two years).
- If a student’s CPR certification expires during their time in the program, it is the student’s responsibility to renew their certification and update Student Affairs with the new certification and expiration date.

CPR completion is submitted electronically here: [http://go.osu.edu/cprcertification](http://go.osu.edu/cprcertification). The student must upload a PDF file of the Front and Back of their CPR card ensuring the student’s name, completion and expiration dates, and name and certification of course are all visible. If a student
submits a CPR course that does not meet the above standards they will remain noncompliant until completing the correct course.

**Nursing Assistant Course**

A State Nursing Assistant (STNA) course has been added as a clinical compliance requirement for the BSN program. This course must be completed prior to beginning the program and we encourage students to refrain from taking this course until they have been admitted to the Nursing program. The course must include a minimum of 16 hours of direct patient care (clinical) experience. Credit earned from the course does not apply towards degree completion. **Proof of completion is due by August 1st.**

Please upload one of these three documents below as proof of your completion of this requirement. This documentation can be uploaded here.

1. Copy of STNA certification.
2. Copy of proof of nursing assistant course completion (without certification). Proof may be a certificate of completion, transcript.
3. Verification of current or previous employment as a nursing assistant, nurse aide, STNA, PCA, SNA or CNA. Your current employer must complete the Verification SNA skills.

**CBL Training Policy**

Every student in the College of Nursing is required to complete annual training regarding the Health Insurance Portability and Accountability Act (HIPAA). Students will be shown how to complete OSUMC Computer Based Learning (CBL) modules that include HIPAA and other competencies. Failure to complete the CBL modules will prohibit a student’s ability to maintain clinical practice.

**HIPAA**

All College of Nursing students are required to complete online HIPAA modules through the Buckeyelearn system. This requirement must be completed annually each year a student is in the program.

**Confidentiality agreement**

This form is to be signed by all students and faculty accessing patient information or providing patient care. This may require access to computerized patient record information such as IHIS (Integrated Healthcare Information System); One Source; Pyxis medication access; getting patient care supplies and equipment accessed through Omnicell; bar-coded ID access to specialized units or areas such as Women & Infant and entrance to secure medication and patient care supply areas for individual units. This form can be electronically signed below:

[https://osu.az1.qualtrics.com/SE/?SID=SV_4GEqix0wdha1D4V](https://osu.az1.qualtrics.com/SE/?SID=SV_4GEqix0wdha1D4V)

**Release of information authorization form**

The Ohio State University College of Nursing clinical sites are obtained throughout Franklin and contiguous counties. When the OSU Medical Center (Wexner Medical Center, Ross Heart
Hospital, James Cancer Hospital, Harding Hospital and OSU East Hospital) the OhioHealth System (Riverside Methodist Hospital, Grant Medical Center, Doctor’s Hospital, Grady Memorial and Dublin Methodist Hospital) and Mount Carmel Hospital System (Mount Carmel West, Mount Carmel East and Mount Carmel St. Ann’s) are utilized it is a necessity for students to have access to computer systems used for clinical care. If a student does not have access to the computer system, the student will not be able to meet the requirements of the clinical course and may be at risk of failing the course. The above hospital systems where the college of nursing places a student for clinical experiences require that a unique identifier such as a social security number or ITIN (individual tax identification number) be used for each student in order to create access to these systems. OSU Medical Center also requires date of birth. Signing this form grants The Ohio State University College of Nursing permission to release this information to any of the above institutions in the event you are placed in one of these facilities. The information will only be used to obtain computer access. This form can be electronically signed below:

https://osu.az1.qualtrics.com/SE/?SID=SV_b4mbozSb7LZb1f7

Student Dress Code Policy

The dress code policy for students is the policy established by The Ohio State University Medical Center 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. Anyone in violation of this policy will be required to leave the clinical unit.

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 of 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 wristwatch is permitted.
   f. Facial piercing jewelry (i.e. eyebrow, nose, tongue, lip, etc.) is prohibited.
      i. 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 worn.

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 heal.
   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 hosiery 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 clinicals.
   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.

f. 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.

g. 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.

h. Skirts:
   i. 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.
   ii. Length must be at the knee or longer.
   iii. Must wear pantyhose with skirts.

i. 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 professional manner.

Students who have clinical experience on units where patients are being treated with radiation therapy may obtain a radiation badge. The radiation badge requisition form should be obtained from the nurse manager on the assigned unit. Students should return the completed form to the nurse manager who will forward it to the Radiation Safety Department. It takes approximately one week to receive the badge from the Department of Radiology.
Incident Policy

ILLNESS
In the event a student becomes ill during clinical study or in the classroom, the instructional staff member shall refer the student to the Wilce Student Health Center or the student’s private physician for treatment. If the student’s condition is one that warrants treatment in an Emergency Department, the instructional staff member, or designee, shall assist the student to the Emergency Department. All medical costs for treatment are the responsibility of the student. If necessary, an incident report shall be filed following the policy of the institution. The student may also need to contact their academic advisor if the illness necessitates a change in the student’s current semester course attendance or future semester enrollment.

NEEDLE STICK OR RELATED INJURY
If a student sustains a “needle stick” or related injury, this incident shall be reported immediately to appropriate agency personnel and to the physician who is responsible for the Preventive Medicine Program at the Wilce Student Health Center. The student should be referred for follow-up to Wilce Student Health Services, Preventive Medicine Department. The instructional staff member and student should complete any incident report forms required by the agency and inform the Office of the Associate Dean for Academic Affairs in the College of Nursing. Any follow-up testing and treatment expenses that are incurred are the responsibility of the student. For more information on blood borne pathogen exposures, please refer to the Wilce Student Health Center web site: http://shs.osu.edu/services/health-professional-student-compliance/blood-and-body-fluid-exposures/

ACADEMIC PLANNING AND ADVISING

Mission of the Student Affairs Office

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

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

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

The Student Affairs Office is the primary source for academic planning and advising. The office is located in 106 Newton Hall.

Students are responsible for following the Degree Audit Reporting System (DARS) 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. To generate a Degree Audit Report log onto www.buckeyelink.osu.edu and click on the Degree Audit link found in the Enrollment Information box.

The advising staff monitors students’ clinical scheduling. If students should drop out of sequence for nursing clinical course work, their expected graduation date may be delayed by at least one term. 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 as soon as possible.

Students are responsible for scheduling coursework to meet any remaining degree requirements in the areas of support courses and general education courses. Students are permitted to enroll in free elective courses on a pass/non-pass basis for a maximum of 20 credit hours. Furthermore, students are prohibited from registering for more than 18 credit hours per semester. If a student would like to exceed the credit hour limit, the student must receive approval from the Undergraduate Studies Committee. The request must be submitted to the Undergraduate Studies Committee one semester prior to the term in which the student plans to exceed the credit hour limit. Please note, an additional fee will be assessed to a student if he/she registers for more than 18 credit hours per semester.

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 http://registrar.osu.edu/.

**Students are permitted to schedule only one nursing course that has a clinical component per semester** except when scheduling Nursing 4260 with Nursing 4280 and Nursing 4340 with Nursing 4240.

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

The advising staff in the Office of Student Affairs has walk-in hours the first week of each semester. At other times, students may schedule appointments as necessary. Advisors can help students in several ways, including:
1. Assistance with scheduling, including selection of electives.
2. Information regarding pass/non-pass enrollment, course audit and course repeatability.
3. Information about minors, dual degrees, and other majors.
4. Interpretation of college and university rules and policies.
5. Graduate school and career information.
6. Sources of financial aid that are not managed through the Office of Admissions and Financial Aid.
7. Referral to university service areas for assistance with personal or academically related concerns.
8. Withdrawal from the university or transferring to another enrollment unit within the university.
ACADEMIC POLICIES AND GUIDELINES FOR UNDERGRADUATE STUDENTS

At the end of each 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 (university academic warning or academic probation) is based upon the cumulative point-hour ratio for the entire time a student is enrolled at Ohio State (including pre-nursing and nursing course work). To remain in good standing in the university, a student must maintain a point-hour ratio of at least 2.00. Deficiency points are applied only to the records of students whose point-hour ratio is below 2.00 and are defined as the number of credit points a student would have to earn to bring her or his point-hour ratio up to that level [Faculty Rule 3335-9-23 Minimum scholastic requirements].

Warning and Dismissal

3335-9-23 Minimum scholastic requirements.

(A) Rules 3335-9-23 to 3335-9-28 of the Administrative Code shall apply only to undergraduate students (as defined in rule 3335-9-01 of the Administrative Code). The academic standards controlling warning, probation, and dismissal of professional and graduate students shall be established by rule of the faculties of the college in which the professional student is registered, or of the graduate school if the student is a graduate student; provided, however, that an undergraduate professional student shall not be dismissed from the university unless he or she has first been placed on probation following his or her most recent past quarter, semester, or term of enrollment.

(B) Application of rule to transfer students. For the purpose of this rule the point-hour ratio of a transfer student from another university, who is admitted to advanced standing in this university shall be computed only upon work done at this university.

(C) Requirements and definition. A cumulative point-hour ratio (see rule 3335-8-26 of the Administrative Code) of at least 2.00 is required for graduation (see rule 3335-9-30 of the Administrative Code). Students below a 2.0 will remain eligible to enroll at the university, subject to the terms of their probation, as long as they have not been academically dismissed. Deficiency points are applied only to the records of students whose cumulative point-hour ratio is below 2.00 and are defined as the number of credit points a student would have to earn to bring his or her cumulative point-hour ratio up to that level. Deficiency points may be calculated by subtracting the total number of credit points earned from twice the total number of credit hours attempted for which calculable grades ("A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "E," or “EN”) were given.


3335-9-24 Academic warning.

(A) Any student who has never attended another college or university and who seeks to enroll as a new freshman in this university shall be placed on special warning when his or her application for admission is received and processed if his or her academic credentials indicate the probability of low achievement. The student shall be so informed before final registration and the payment of fees are completed, except as provided in rule 3335-9-27 of the Administrative Code. The fact that
special warning has been given shall be made known to the office of the college or school to which the student seeks admission.

(B) If, at the end of his or her first semester, summer term, or session, a student subject to the provisions of rule 3335-9-23 of the Administrative Code has earned a point-hour ration below 2.00, he or she may receive a warning from the dean of his or her college or director of his or her school instead of being placed on probation.

(Board approval dates: 6/22/2012, 4/4/2014)

3335-9-25 Academic probation.

(A) Any student whose cumulative point-hour ratio has fallen below a 2.00 shall be placed on probation. The probation shall continue provided the student’s college considers the student’s progress to be satisfactory and shall be removed when the cumulative point-hour ratio has reached a 2.0. The student shall be notified of probationary status by the dean of the college or the director of the school in which the student is registered, except as provided in rule 3335-9-27 of the Administrative Code. Such notification shall include a clear statement of what shall be considered to be satisfactory progress.

(B) Probation by special action. 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. An undergraduate student admitted with conditions and who has not satisfied the conditions after earning thirty semester credit hours through regular course enrollment at this university shall be placed on probation.


3335-9-26 Academic dismissal.

If the student's college or school considers a student's progress as unsatisfactory in meeting the conditions placed on his or her probation, the college or school shall be empowered to dismiss the student from the university. An exception to this authority for undergraduate professional students shall be in accordance with paragraph (A) of rule 3335-9-23 of the Administrative Code. Notice of the dismissal shall be sent to the student by the dean of the college or the director of the school in which the student was registered for the semester, summer term, or session, except as provided in rule 3335-9-27 of the Administrative Code. No student shall be subject to academic dismissal unless he or she is currently on probation.

(Board approval date: 5/14/2010)

3335-9-27 Notice of dismissal.

Notice of dismissal from the university shall be sent by the dean of the college in which the dismissed student is registered.
3335-8-27.1 Grade Forgiveness Rule
Undergraduate students may petition the authorized representative of the dean or director of their enrollment unit to repeat a course and, after completing the course the second time, have the original course credit and grade excluded from the calculation of the student's cumulative point-hour ratio, but remain on the student's official permanent record. This action will be subject to the following conditions:

• Permission to apply this rule must be obtained by the second Friday of the semester or summer term (the second Friday of a session during autumn or spring semesters, or a summer session; or the first Friday of a May session) in which the repeated course is taken.
• The same course may be repeated only once under this rule.
• This rule may be applied for a maximum of three courses.

Please note: While we will honor this policy in the College of Nursing, it does not supersede or replace our progression policy. Any grade earned in a required course still applies

PLACEMENT ON PROBATION BY SPECIAL ACTION (COLLEGE)

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

Students are notified in writing of being placed on probation by special action. Special action probation alerts the student to the need for improved achievement in the area(s) of deficiency in order to continue in the nursing major.

Students will be placed on probation by special action in the College of Nursing for the following:

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

2. A cumulative point-hour ratio below a 2.50 in the required course work in the nursing major.

3. If a grade of “C,” “C-,” “D+,” “D,” “E,” “W,” or “U” is earned in a required course*, the student will be required to repeat the course or an equivalent course accepted by the college, with a grade of “C+/S” or better.

As stated in Faculty Rule 3335-8-32 students may withdraw from a course by a certain date, if a student withdraws failing, faculty will monitor and use this information when decisions are made regarding probationary terms or dismissal.

*Required courses: All required courses in Nursing, Microbiology 4000, Human Nutrition 2210 or 2310 and any of the designated courses in Data Analysis. Students must earn a “C+” or higher in all required courses.

CONDITIONS AND/OR RESTRICTIONS WHILE ON WARNING OR PROBATION
Students on probation in the College of Nursing are restricted to enrolling for no more than 16 credit hours per semester during the warning or probationary term. Students on warning or probation may be required to meet with the Chair of the Undergraduate Studies Committee. Additional conditions and/or restrictions may be specified. Once you are placed on probation within the College of Nursing, you will remain on probation until graduation.

**Disenrollment from the College of Nursing**

Students 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+/S” in required courses and/or
   b. two or more withdrawals from required courses and/or
   c. failure to earn a cumulative point-hour ratio above a 2.00 or a 2.50 in nursing coursework and/or
   d. failure to meet the conditions of probation and/or
   e. earning a grade below “C+/S” along with one withdrawal from required nursing 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 academic term. A petition is submitted to the Undergraduate Studies Committee and should provide verification that the student has strengthened himself/herself in the areas of weakness that led to the disenrollment. The Undergraduate Studies Committee will evaluate a student’s ability to be successful in the program and make a decision on the request for reinstatement.

If a student is dismissed from the College of Nursing because the cumulative point hour ratio fell below a 2.0, the student is required to change their major and take non-nursing courses to raise their cumulative point hour ratio to a 2.0 or better. Once a 2.0 cumulative point hour ratio has been achieved, the student can petition for reactivation.

**Progression in the College of Nursing, Nursing Major**

*Prerequisite Requirements for Students in the Nursing Major:*

To progress from sophomore to junior level courses, students must complete the following prerequisites with a grade of “C+” or better:
Nursing 2420, 2100, 2270, 2410, 2450, 2460, 2470, 2780; Microbiology 4000; Human Nutrition 2210

To progress from junior to senior level nursing courses, students must complete the following prerequisites with a grade of “C+” or better:
Nursing 3270, 3430, 4260, 4280

**Leave of Absence from the College of Nursing**
Once enrolled in the nursing major students are expected to complete the nursing curriculum in a timely and sequential manner. Students will be required to submit a petition seeking permission to deviate from the nursing curriculum and to re-enter the program. The Undergraduate Studies Committee must approve reentry and any deviation from the nursing curriculum. Upon return to the nursing major the student will be required to meet with the Chair of the Undergraduate Studies Committee and an academic advisor to develop a plan for re-entry. A re-entry plan is determined by enrollment size and course availability.

Students that end their studies in the College of Nursing to pursue a new degree program or major will be required to re-apply to the BSN program.

Grade Grievance Procedures

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

Faculty Rule 3335-8-23 Alteration of marks.

(A) A mark filed in the office of the university registrar is a part of the official records of the university. It is subject to change only when a procedural error has been discovered in evaluation or recording of a grade. Action to change a grade must be initiated before the end of the second succeeding 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 or director.

If a student believes that a procedural error in grading was made, the student should meet with the instructor. If the instructor does not agree that a procedural error was made, the student may meet with the Associate Dean for Academic Affairs to discuss the grade grievance. The Associate Dean for Academic Affairs shall respond to the student no later than thirty days after the student has requested a review. Upon receipt of the Associate Dean for Academic Affairs' response, if the issue is not resolved to the satisfaction of the student, the student may within two weeks request in writing by duplicate submission to the Dean and the Associate Dean for Academic Affairs according to the procedures in paragraph (B) of this rule. Unresolved cases of grade grievance due to grading procedures are subject to paragraph (B) of this rule; unresolved cases of grade grievance due to other causes are not subject to paragraph (B) of this rule.
(B) Unresolved cases of grade grievance due to grading procedures shall be reviewed by a committee appointed by the Associate Dean for Academic Affairs.

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

   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 Associate Dean for Academic Affairs.

Petitions

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

Classroom Conduct

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

Procedures for Notifying Students of Changes in Program Policies

Program policies are reviewed annually and modified for the incoming class. Upon admission to the baccalaureate program, all students receive a student handbook with policies and procedures that are applied while a student is enrolled in the program.

Students will be notified of changes to program policies by the Office of Student Affairs. All nursing students will receive notification of changes to program policies to their OSU email address. Printed student handbooks will be updated annually. Student handbooks available in electronic format on the student web site will be updated immediately. Program policy changes made during the academic year will include an effective date and indicate if the change impacts
currently enrolled students. No program policy changes will be implemented retroactively that could negatively impact student progression or program completion.

Cell Phone and E-transmission Policy

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

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

Accommodation of Students with Disabilities

Students requesting accommodation for disability for classroom needs are responsible for notifying the course head by the end of the first week of the 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 098 Baker Hall, 113 W. 12th 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.

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

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

Students in the College of Nursing are expected to:

- Treat others with respect in all areas of the clinical and academic setting.
- Facilitate an environment in the classroom and clinical setting that promotes learning and allows faculty to educate nursing students.
- Comply with the directives of a college official which is defined as faculty, staff, clinical instructor, teaching assistants, or college administrator.
- 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 and privacy 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 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 regulations prescribed in Rule 4723-5-12(C) of the Ohio Administrative Code 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 student for the patient, and the patient'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 patient 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, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.
(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

   (b) Treat each patient 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 and standard 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 a patient;

   (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

   (a) Engage in behavior to seek or obtain personal gain at the patient's expense;

   (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

   (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

   (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient 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 patient;
(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 patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient 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, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use 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 the use of drugs, alcohol, or other chemical substances.

(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 misappropriate or attempt to misappropriate 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 administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

A complete list of all Ohio Board of Nursing rules, and the Ohio Nurse Practice Act, can be accessed from: http://www.nursing.ohio.gov/Law_and_Rule.htm. Law and rules change periodically; please refer to this website for current information. Be advised that licensed RNs in the graduate programs must comply with all relevant Ohio laws and rules while students in the program.

**Professional Misconduct Process**

The College of Nursing Professional Misconduct Committee (PMC) conducts hearings in accordance with the procedures outlined in the Undergraduate and Graduate College of Nursing Handbook for suspected incidences of professional misconduct by nurses enrolled in the College of Nursing. The committee is comprised of the chair, faculty 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.

Faculty and/or a preceptor may remove a student from the clinical area when either deems that a student exhibits behavior that is unsatisfactory, not safe, unprofessional, or violates the professional standards set forth in the College of Nursing Student Handbooks. Permanent removal from a clinical site is under the judgment of the faculty of record for the relevant course.

**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 College Official who promptly forwards a written description of the alleged incident to the chair of the PMC. A college official is defined as faculty, staff, clinical instructor, teaching assistants, or college administrator.

- If a college official directly 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 site.

- 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 confidential 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 serves as an ex-officio member without vote. If the PMC chair cannot hear the case without prejudice, then the PMC chair will appoint an alternate committee chair.

- Instruct the hearing panel that all hearing proceedings are confidential.

- Make an audio 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. If the support person is an attorney, a member from The Ohio State University Office of Legal Affairs will be present at the initial meeting between the PMC Chair and the student as well as during the hearing. During the hearing, the support person 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 (no audio) 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 Legal Affairs.

If a student is found in violation of Professional Standard, the College Secretary maintains records of the allegations and hearing according to the College’s records retention policy. A record of the allegations and hearing is also kept in the University’s Office of Legal Affairs. All records are confidential.

- 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 a student is found in violation of the allegations, the College Secretary will open a letter from the Office of Legal Affairs to ascertain whether there has been any previous violations. The committee then determines the sanction based on current and previous findings. The range of sanctions imposed by the College of Nursing’s PMC 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 [http://trustees.osu.edu/rules/code-of-student-conduct/3335-23-17.html](http://trustees.osu.edu/rules/code-of-student-conduct/3335-23-17.html). Exemplars of sanction may include but are not restricted to the following:

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

Notification Process

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

If the student is found in violation, the PMC chair notifies the Dean of the PMC’s decision.

Appeal Process

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.

Records

All records pertaining to the incident are given to the College Secretary at the end of the hearing to be placed in a locked file in the Student Affairs Records Office. These records are confidential and retained for five years in a file separate from the student’s academic file.

Annual Reporting Process

The PMC chair will prepare an annual report of hearing actions that is submitted to the Dean. Findings will be de-identified and include the type of violation, subsequent action and any implications for ongoing program improvement. The PMC chair will track and analyze all data and institute immediate action with the appropriate college official should program enhancements be needed.

Student Policy Regarding Impaired Practice Involving Substance Abuse

Overview
The policy was developed based upon the recommendations and guidelines from American Association of Colleges of Nursing (AACN), and The Ohio State University Student Health Services. According to AACN, substance abuse is a universal health problem affecting all segments of society, including the profession of Nursing. Moreover, college students are one of the segments of the population at highest risk for substance use and abuse problems. Nursing students’ use and abuse of substances not only compromises their educational process but also their ability to provide patient care (http://www.aacn.nche.edu/publications/position/substance-abuse-policy-and-guidelines).

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.

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

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

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

**Procedure for a Student with a Positive Urine Drug Screen**

Students in the College of Nursing are required to undergo urinary drug screen testing according to College and Agency guidelines in which students may be located for clinical and/or research experiences. Students will be responsible for incurring any costs associated with urine drug screen testing.

Laboratory results for urine drug screen will be sent to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will review the urinalysis test results to determine whether a legitimate medical explanation could account for any “confirmed positive” result reported by the laboratory. This is accomplished by an in-person interview with the specimen donor and by giving the donor an opportunity to provide evidence of legally prescribed medication use that may have caused the positive lab result. If the Associate Dean determines that a legitimate medical explanation exists, the results reported will be recorded as “negative.”

If there is no legitimate medical explanation, the protocol for a positive drug screen will be implemented. Any student testing positive will not be permitted in a clinical setting. A student who tests positive will be asked to make an appointment with the Counseling and Consultation Services (CCS) at The Ohio State University Younkin Success Center. CCS will ask the student to attend three one-hour assessment sessions. The student will be asked to sign a release
notifying the Associate Dean for Academic Affairs of the disposition of the visits. The student will be asked to be tested again, at the student’s expense, prior to returning to a clinical course. If the student tests positive the second time, the student will be asked to withdraw from the program and will need to petition to re-enter. Upon petition to re-enter the program, the student will provide the Associate Dean for Academic Affairs with documentation from a certified drug and alcohol counselor indicating readiness to return to the program and prognosis for full recovery.

After a student has completed the required counseling sessions at CCS, has a negative drug screen, and returns to the clinical setting, random drug testing will occur periodically until the student graduates from the program. The Associate Dean of Academic Affairs office will notify students of the required random drug screening which will be completed within five days of notification, at the student’s expense. If a positive drug screen occurs, the student will be asked to withdraw from the program and will need to petition to re-enter as indicated in previous paragraph.

**Evaluation of Student Progress**

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

**POLICY AND GUIDELINES FOR THE PREVENTION AND MANAGEMENT OF INFECTIOUS DISEASES**

**Introduction**

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

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

**Education**

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

**Adherence to Standard Precautions**

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

**Vaccinations and Testing**

- **Mandatory Vaccination/Testing**

Undergraduate and Graduate students must meet The Ohio State University College of Nursing health requirements prior 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 document the pregnancy in a written letter and submit the document to Wilce Student Health Center. 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/vaccines/parents/pregnant.html]

- **Discretionary Vaccination/Testing**

**MENINGOCOCCAL MENINGITIS**: Vaccination with the currently available quadrivalent meningococcal polysaccharide vaccine will decrease the risk for meningococcal disease. Vaccination does not eliminate risk because a) the vaccine confers no protection against serogroup B disease and b) although the vaccine is highly effective against serogroups C, Y, W-135, and A, efficacy is <100%. The risk for meningococcal disease among college students is low; therefore, vaccination of all college students, all freshmen, or only freshmen who live in dormitories or residence halls is not recommended, but is available to students who desire to reduce their risk.
**HIV Testing:** Nursing students who are at risk for HIV and who have a desire to be tested can avail themselves of testing and pre and post testing counseling through the Columbus Health Department or The Ohio State University Student Health Services.

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

**Responsibilities of the Student in the Care of Infected Patients**

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

Refusal to care for an infected patient is contrary to the ethics of the nursing profession. Students who express apprehension or concern over personal safety and health because of a clinical assignment that brings him/her in contact with individuals who are at risk for or who are infected with an infectious disease will be counseled by his/her clinical instructor and directed to specific information concerning the pathogenic organism and recommended precautions. Students who refuse to care for an infected individual because of the belief that it will place him/her at risk of exposure, when reasonable risk cannot be demonstrated (e.g., the student is not 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.

**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://centralohiobedbugs.org/)

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 and leg area 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.

**POST-EXPOSURE SAFETY MEASURES**

*Management of Student Exposed to Pathogenic Microorganisms*

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

Treatment areas at the OSU Medical Center include: *Employee Health* (614-293-8146), *Occupational Medicine* (614-688-6492), or, after hours and on weekends and holidays, *Emergency Department* (614-293-8333). Any questions should be directed to the Ohio State University Environmental Health and Safety Office (614-292-1284). Students who are at agencies other than the OSUMC system should follow the guidelines according to the placement agency. Payment for any treatment is the responsibility of the student. The College of Nursing does not reimburse for the costs of blood tests, medical follow-up, and treatment. Students should submit invoices to their personal health insurance providers.

*Management of Student who is a Source of Pathogenic Organism*
Students who have been diagnosed with infectious diseases should understand that they may pose a risk to patients, particularly highly vulnerable populations like neonates, oncology patients and those immunocompromised from disease or treatment. Students have an ethical duty to be aware of their immunity status or chronic infectious disease (e.g., Hepatitis B, HIV) status to ensure they do not place others at risk of infection. Students who know they are infected are encouraged to voluntarily inform the Associate Dean for Academic Affairs 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/


Occupational Safety and Health Administration. Web site: https://www.osha.gov/SLTC/bloodbornepathogens/bloodborne_quickref.html

Ohio State University Environmental Health and Safety Office. Web site: http://ehs.osu.edu/

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

LAST REVIEW/REVISION DATE: August 1, 2012
STUDENT LIFE AND OTHER POLICIES

TECHNOLOGY LEARNING COMPLEX

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The College of Nursing upholds the Family Educational Rights and Privacy Act, a law that protects the privacy of student education records. For more information about FERPA and the release of information please contact the Office of Student Affairs.

DIVERSITY AND THE COLLEGE OF NURSING

"The College of Nursing defines diversity as 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.

The Office of Equity & Inclusion
Kathy Wright, Chief Diversity Officer, Assistant Professor
wright.2104@osu.edu

Ken Sigler, Assistant Dean for Culture and Diversity
sigler.62@osu.edu or 614-292-4041
https://nursing.osu.edu/about-the-college/diversity-general/

Diversity Committee
Ohio State’s 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. Faculty members are appointed by the Dean to the Diversity committee while staff and students are nominated. Committee members vote on the nominees.
Diversity and Inclusion in Health Care Certificate

Ohio State’s College of Nursing faculty, staff, and students are invited to earn a diversity in healthcare certificate to recognize their commitment to learning more about the impact of diversity and cultural competence in healthcare. To earn a certificate individuals must complete a minimum of six diversity-related opportunities. Some opportunities include assisting with community wellness events, attending conferences on health equity, or participating in a diversity-related training session. Participants are honored at our Annual Diversity Recognition Ceremony each April.

For more information or to enroll in the program visit elearning.nursing.osu.edu and select the “Diversity and Inclusion” tab.

Additional Resources on Campus at Ohio State:

Office of Student Life: Multicultural Center

The Student Life Multicultural Center (MCC) is a department within the Office of Student Life at The Ohio State University.

The MCC offers several hundred programs a year - cultural and intercultural celebrations, heritage and awareness events, dialogues, workshops, student leadership and cohort meetings, prejudice-reduction trainings, wellness initiatives and Social Justice Engagement courses - all focused on teaching students personal and interpersonal skills necessary to be most effective in a diverse world.

The MCC welcomes ALL students, faculty, staff and community members to our events while at the same time supporting and celebrating specific constituency groups (including African and African American, Asian and Asian American, American Indian/Indigenous, Hispanic/Latino, Gay, Lesbian, Bisexual, Transgender, Queer, Women, Men and Faith communities).

http://mcc.osu.edu/

Office of Diversity & Inclusion

Founded in 1970, the Office of Diversity and Inclusion is one of the oldest and most comprehensive offices of its kind in the nation, with a mission to help build Ohio State into a world class model of inclusive academic excellence. With the changing face of the nation itself, the terms “diversity” and “inclusion” have expanded over time to include persons from a growing array of backgrounds, cultures, identities and experiences. Because diversity is dynamic, not static, the university will continue to reflect these changes, understanding that a diverse learning environment benefits everyone.

Decades of research have shown that diversity, nurtured in a welcoming and respectful environment, encourages critical thinking, reduces harmful stereotypes, and strengthens the ability to communicate, work and play across lines of identity and difference. These are essential skills for participants in a globally-connected world, and Ohio State is committed to providing the richly
diverse learning environment that all Ohio State students need to grow into the able leaders and productive citizens that our nation and world demand.

Diversity enhances the learning experience by exposing and challenging us to consider, weigh and value the thoughts, experiences and practices of others different from ourselves. It is thus rightly embraced as the work of the entire university — students, faculty and staff — as the *sine qua non* — “without which not” — of academic excellence.

https://odi.osu.edu/

**If you have experienced or witnessed an act of bias, please contact:**

Ken Sigler, Assistant Dean for Culture and Diversity, sigler.62@osu.edu or 614-292-4041

**THE COLLEGE OF NURSING REPORTING POLICY**

The College of Nursing Reporting Policy allows students to report or notify the student ombudsperson and/or the Student Affairs staff of issues and concerns related to the program or student life. Once the reporting form is submitted to the Office of Student Affairs, the student ombudsperson will meet with the student(s) to discuss the issue in greater detail and to develop a plan of action, assuming the student would like the assistance of the student ombudsperson or Student Affairs staff to intervene or help remedy the issue. Students may access the reporting tool by: visiting the Office of Student Affairs, searching SharePoint, or completing the form found in Appendix section of the handbook.

**DISTANCE LEARNING FEE**

A distance education course is defined as those courses with no scheduled in-classroom or on-site activities. A university distance learning fee of $100 and a Nursing distance learning fee of $190 per student per term is charged for any student who is enrolled in only courses tagged as distance education courses. The revenue generated from this fee will fund 24/7 distance education support and development. If a distance education student is a non-resident, a $5 fee will be assessed, but the regular non-resident tuition will be waived. Site-based fees (e.g. COTA Fee, Recreation Center, Student Activities Fee and the Ohio Union Fee) will also be waived for such a student. If a student has any on-campus or “hybrid” (on-campus courses that also have a significant distance education component) courses in addition to distance education classes, all regular fees will be assessed.

**STUDENT HEALTH INSURANCE**

Students are required to have health insurance. You will be automatically enrolled in and billed for the OSU Comprehensive Student Health Insurance plan if you do not make a selection by the deadline each year. 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. Go to http://shi.osu.edu/ for information on plan options.
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 OS 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.

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<thead>
<tr>
<th>Operating System</th>
<th>Minimum</th>
<th>Recommended</th>
<th>Apple Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Windows 7</td>
<td>Windows 8.1</td>
<td>OS X 10.9.2 or latest release</td>
</tr>
<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>Office Suite</td>
<td>Office 2010</td>
<td>Office 2013 or 365</td>
<td>Office: Mac 2011 or 365</td>
</tr>
<tr>
<td>Web browser</td>
<td>Internet Explorer 11</td>
<td>Internet Explorer 11 Firefox (current Version)</td>
<td>Safari 5</td>
</tr>
<tr>
<td>Java Version</td>
<td>Current Version</td>
<td>Current Version</td>
<td>Latest</td>
</tr>
<tr>
<td>Screen Resolution</td>
<td>1024x768</td>
<td>1024x768 or better</td>
<td>1024x768</td>
</tr>
<tr>
<td>Other</td>
<td>DVD/CD-RW</td>
<td>DVD/CD-RW</td>
<td></td>
</tr>
<tr>
<td>Connection Speed</td>
<td>DSL/Cable (1Mbps)</td>
<td>DSL/Cable (5Mbps +)</td>
<td>DSL/Cable (5Mbps+)</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 CON-S-HELP@osu.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>Office Suite</td>
<td>Office 2013* Professional or Microsoft Office 365 University**</td>
<td>Office 2010 Professional</td>
<td>Office Mac:2011* or Microsoft Office 365 University**</td>
</tr>
<tr>
<td>Operating System</td>
<td>Windows 8.1</td>
<td>Windows 7</td>
<td>OS X 10.5</td>
</tr>
<tr>
<td>Web Browser</td>
<td>Internet Explorer 11 or Current Firefox</td>
<td>Internet Explorer 11 or Current Firefox</td>
<td>Safari 5</td>
</tr>
<tr>
<td>Media Players</td>
<td>Current Versions of: Windows Media Player Quicktime Real Player Adobe Flash Player</td>
<td>Current Versions of: Windows Media Player Quicktime Real Player Adobe Flash Player</td>
<td>Current Versions of: Quicktime Windows Media Components for Quicktime Real Player Adobe Flash Player</td>
</tr>
<tr>
<td>Virus Scan</td>
<td>McAfee v. 8.5</td>
<td>Microsoft Security Essentials</td>
<td>Clam AV or Sophos Antivirus for Mac</td>
</tr>
<tr>
<td>Java Plug-in #</td>
<td>Latest Version</td>
<td>Latest Version</td>
<td>Latest Apple Java</td>
</tr>
</tbody>
</table>

Microsoft Office Pro Plus 2013 for Windows or Office 2011 for Mac may be purchased at a discounted student price from the University. See [https://techhub.osu.edu/shop/products](https://techhub.osu.edu/shop/products) for more information.


If running a 64-bit operating system, install the 64-bit version of Java

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**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](http://carmen.osu.edu)

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 access
- Supported Browser - refer to the Carmen Help site for browser compatibility ([https://odee.osu.edu/resourcecenter/carmen](https://odee.osu.edu/resourcecenter/carmen))
MOBILE DEVICE

The College of Nursing requires all undergraduate (BSN), Graduate, and Graduate Entry students to have mobile devices by the beginning of Autumn semester as part of their requirements for the program. Having a mobile device puts a wealth of evidence based information at your fingertips; including, a drug database, lab and diagnostic tests information, information about medical conditions, calculators and formula references, and more. The mobile device is more than just a static reference tool though, the materials update regularly, giving you current information on topics like warnings from the FDA, drug costs, and new dosage recommendations and once you are comfortable with using your device, you will spend less time looking up information that you would looking it up in a book, not to mention it weighs a lot less. To learn more about which mobile devices are supported and how to obtain the software required, please visit
http://nursing.osu.edu/mobile/

Software for Students

Students can obtain Microsoft software at attractive prices under OSU's companion license, Microsoft Student Select. This is marketed as the Microsoft Personal Use Program.

Software can be purchased at the following locations:

□ Columbus Campus: Tech Hub in Tuttle Garage 2059 Millikin Road Columbus OH 43210.
Check website for hours: (https://techhub.osu.edu)

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 CHIEF INFORMATION OFFICER

The Office of the Chief Information Officer (OCIO) provides students with technical support related to computing issues.

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, view the standard hours of operation at https://ocio.osu.edu/help/hours.

Email: To check your OSU Internet e-mail from the web, go to OSU Buckeye Mail or Webmail at buckeyemail.osu.edu.

University 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.#. 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.

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 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:
   ```
   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 **OSUCONusername** in the username field.

This will now open up the college student portal.

**Important Links:**

http://www.osu.edu/ (OSU homepage)
https://ocio.osu.edu/policy/policies/responsible-use/ (OSU Policy on Responsible Use of University Computing Resources)
http://nucleus.con.ohio-state.edu (College of Nursing video server.)
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)
**CON-S-HELP@osu.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 laptops running Windows 7, Microsoft Office 2013 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 receive 750 pages of free printing in the computer lab each semester, the college provides staplers, and hole punches for student use. The College of Nursing at Newton Hall 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://newark.osu.edu/faculty-and-staff/campus-departments/information-technology-services/.

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://newark.osu.edu/faculty-and-staff/campus-departments/information-technology-services/. 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 –9:00pm (Monday through Thursday)
- Open 8:00 am –5:00pm (Friday)

**Media Lab:**
- Open 8:00am –5:00pm (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 https://mansfield.osu.edu/academics/conard-learning-center/.
RESPONSIBLE COMPUTING

Students may wish to review the university’s “Policy on Responsible Use of University Computing Resources” at https://ocio.osu.edu/sites/default/files/assets/Policies/Responsible-Use-of-University-Computing-and-Network-Resources-Policy.pdf. 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.

Locker Assignments

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

Enrollment Verification and Transcripts

The Office of Student Affairs will provide students and alumni with letters verifying enrollment upon request and with syllabi of nursing courses. Forms for enrollment verification can also be sent to the Office of Student Affairs. Such requests will be available for pick-up in 106 Newton Hall unless a self-addressed stamped envelope is provided. If the official OSU raised seal is required, the form will be sent to the Office of the University Registrar prior to pickup at Newton Hall.

In order for any information to be provided to potential employers, the student must sign a release of information form. Official transcripts are only available through the Office of the University Registrar at http://registrar.osu.edu.

GRADUATION ELIGIBILITY

Students are required to file an “Application to Graduate-BSN” online form with the Office of Student Affairs at least 6 months prior to graduation. Failure to submit an application may result in graduating the semester after the degree requirements are completed.

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

1. Cumulative Point Hour Ratio (CPHR) of 2.50 or better in the required courses in the nursing major and cumulative point hour ratio of 2.00 in the university.

2. Completed the minimum number of 121 credit hours (excluding remedial course work) necessary for graduation and have met all credit distribution requirements ( electives, General Education courses, etc.). Credit for required courses which were repeated due to an unsatisfactory grade in the first attempt will only be counted toward graduation upon satisfactory completion. The first attempt credit will not count toward graduation but will be calculated in the CPHR unless the Grade Forgiveness Rule or the Fresh Start Rule is applied.
3. Met the specific course requirements as identified for obtaining the Bachelor of Science in Nursing degree. Students can access their Degree Audit Report at www.buckeyelink.osu.edu. Scroll down to ‘Enrollment and Academic History’ and select ‘Degree Audit.’

**Standards for Latin Honors at Graduation***

Faculty Rule 3335-9-33 states: Degrees cum laude, magna cum laude, and summa cum laude may be granted for exceptional achievement in the curriculum of each enrollment unit for students who have completed 60 semester 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

Latin honors are awarded after autumn term of the senior year. If the student is not eligible after autumn semester, spring grade point average will be considered. Student will never lose the honor after autumn semester but a student may rise to the next award level at the conclusion of spring semester.

**Research Distinction**

There are two options for students in the College of Nursing to complete a thesis and graduate with research distinction:

*The College of Nursing Honors Program:* The College of Nursing Honors Program admits a select group of students who are interested in working closely with a faculty mentor on a research study. Admission into the College of Nursing Honors program occurs during the summer prior to the start of sophomore year of the nursing major. Students in the Honors Program who complete their projects and thesis will graduate with “Honors Research Distinction in Nursing” from the College of Nursing, the highest distinction an undergraduate student can attain at The Ohio State University.

**Standards for Graduation with Honors Research Distinction in Nursing**

To graduate with Honors Research Distinction in Nursing, the following conditions must be fulfilled at the time of graduation. Note that Honors Research Distinction in Nursing differs from Latin honors.

- Admission to the Nursing Honors Program
- Successful completion of the nursing honors courses
  - Nursing 2781 H
  - Nursing 2890.01 H and Nursing 2890.02 H
  - Nursing 3890.01 H and Nursing 3890.02 H
  - Nursing 4890.01 H and Nursing 4890.02 H
• Completion of research culminating in a thesis (2781H, Honors Research)
• Present research findings at the Denman Research Forum
• Maintain honors status (i.e., maintain minimum cumulative GPA of 3.4 and successful completion of all the above courses and research)

The Research Distinction Option: Students who wish to complete undergraduate research may participate in The Research Distinction Option. The Research Distinction Option recognizes students who complete a minimum of six credits hours in Nursing 4999H and an independent research project culminating in a thesis. Students completing the Research Distinction Option will graduate with “Research Distinction.”

The Application Process
Student interested in the Research Distinction option must submit an application at least two terms prior to graduation. In addition to the application students must fulfill the following requirements:

• Application with the signature of the faculty advisor
• Enrollment in a minimum of six credit hours for Nursing 4999H
• Completing an independent research project which cumulates in a thesis
• Oral defense and submission into the Knowledge Bank no later than four Fridays before the date of Commencement
• Submitting the Certification for Graduation with Research Distinction form immediately following a successful oral defense.

All applications and forms must be submitted to the Office of Student Affairs by the specified deadline.
APPLICATION TO GRADUATE INFORMATION

Undergraduate students should submit the online “Application to Graduate-BSN” according to the dates in the table below. This application can be obtained via this link
https://go.osu.edu/NursingAppToGrad You will need to login in with your OSU name.# log in to access this form.

It is important to submit this application by the deadline due to internal/external processing needs. Failure to file an “Application to Graduate-BSN” may result in graduating the semester following the completion of degree requirements.

<table>
<thead>
<tr>
<th>Submit Application to Graduate by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week of October for Spring graduation (May)</td>
</tr>
<tr>
<td>1st week of February for Summer graduation (August)</td>
</tr>
<tr>
<td>1st week of March for Autumn (December)</td>
</tr>
</tbody>
</table>

By submitting an application, you will:

- Inform us of the semester you intend to graduate;
- Receive an email acknowledging receipt of your “Application to Graduate-BSN” and a reminder to review your Degree Audit Report at http://buckeyelink.osu.edu
- Receive priority scheduling during your final semester
- Receive information on NCLEX/RN licensure
- Receive information on graduation during your final semester
THE OHIO STATE UNIVERSITY COLLEGE OF NURSING
COMMENCEMENT WEEKEND INFORMATION

There are two separate ceremonies for graduates of the College of Nursing every spring semester during graduation weekend.

**The College of Nursing Convocation Ceremony**

The College of Nursing hosts the Convocation Ceremony prior to spring semester commencement. Convocation is a very special ceremony for all nursing graduates, their friends and families. You, as the graduate, are being celebrated by the faculty and staff of the College of Nursing. Undergraduates receive their nursing pins, master’s graduates receive their specialty certificates and doctoral graduates receive special recognition on stage with their advisor. This is also the time that awards and honors from the college are presented to the recipients. All graduates are expected to wear their caps and gowns. Detailed information will be distributed through OSU e-mail during the early part of spring semester.

**The Ohio State University Spring Commencement Ceremony**

The Ohio State University Commencement Ceremony is for the entire university and it is when all graduates receive their diplomas. All graduates are expected to wear their caps and gowns. The ceremony is held in The Ohio Stadium on Sunday. For more information about the commencement ceremony please visit the following website midway through spring semester: http://commencement.osu.edu.

APPENDIX
<table>
<thead>
<tr>
<th>Compliance Requirement</th>
<th>Due Date &amp; Tracking Responsibility</th>
<th>Method of Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCI Background Check</td>
<td>-30 days prior to program start&lt;br&gt;-Tracked and entered by Student Affairs in Records</td>
<td>-Physical copy sent directly to Student Affairs&lt;br&gt;-No Background Checks from previous employers or volunteering accepted.</td>
</tr>
<tr>
<td>FBI Background Check</td>
<td>-30 days prior to program start&lt;br&gt;-Tracked and entered by Student Affairs in Records</td>
<td>-Physical copy sent directly to Student Affairs&lt;br&gt;-No Background Checks from previous employers or volunteering accepted.</td>
</tr>
<tr>
<td>STNA Certification</td>
<td>-August 1&lt;br&gt;-Tracked &amp; entered by Student Affairs in Records</td>
<td>-Qualtrics survey, student uploads a PDF of certification</td>
</tr>
<tr>
<td>Confidentiality Statement</td>
<td>-30 days prior to program start&lt;br&gt;-Tracked by Student Affairs, automatic pull to records from Qualtrics</td>
<td>-Qualtrics survey that student “E-signs”.</td>
</tr>
<tr>
<td>Information Authorization Form</td>
<td>-30 days prior to program start&lt;br&gt;-Tracked by Student Affairs, automatic pull to records from Qualtrics</td>
<td>-Qualtrics survey that student “E-signs”.</td>
</tr>
<tr>
<td>CPR – American Heart Association Only</td>
<td>-30 days prior to program start&lt;br&gt;-Tracked and entered by Student Affairs in Records&lt;br&gt;-Must be renewed every 2 years</td>
<td>-Qualtrics survey, student uploads PDF of front and back of CPR card.</td>
</tr>
<tr>
<td>HIPAA</td>
<td>-30 days prior to program start&lt;br&gt;-Tracked by Student Affairs. Automatic pull to records from Buckeyelearn.</td>
<td>-Buckeyelearn modules, assigned to students each year</td>
</tr>
<tr>
<td>Vaccinations/ Titors</td>
<td>-30 days prior to program start&lt;br&gt;-Tracked by Wilce (automatic pull to records each day between 1-2pm)</td>
<td>-MyBuckMD OR&lt;br&gt;-Email to <a href="mailto:preventivemedicine@osu.edu">preventivemedicine@osu.edu</a>.&lt;br&gt;Email must include First and Last Name, DOB, and OSU ID</td>
</tr>
<tr>
<td>Urine Drug Screen</td>
<td>-First 1-2 weeks of program&lt;br&gt;-Completed at and tracked by Wilce (automatic pull to records each day between 1-2pm)</td>
<td>-Automatic when done at Wilce Health Center</td>
</tr>
<tr>
<td>TB Renewal</td>
<td>-Due each year, expires 1 calendar year from student’s previous submission date</td>
<td>-MyBuckMD OR&lt;br&gt;-Email to <a href="mailto:preventivemedicine@osu.edu">preventivemedicine@osu.edu</a>.&lt;br&gt;Email must include First and Last Name, DOB, and OSU ID</td>
</tr>
<tr>
<td>Influenza Vaccination</td>
<td>-Due each year by October 1</td>
<td>-MyBuckMD, OR&lt;br&gt;Email to <a href="mailto:preventivemedicine@osu.edu">preventivemedicine@osu.edu</a>.&lt;br&gt;Email must include First and Last Name, DOB, and OSU ID</td>
</tr>
<tr>
<td>CBLs &amp; IHIS</td>
<td>-CBLs are due each year by August 15&lt;br&gt;-IHIS is due each year for newly admitted sophomores. An exception was made for this year since the modules are new. All returning BSN students are required to complete IHIS by August 21</td>
<td>-Buckeyelearn modules, assigned to students each year</td>
</tr>
<tr>
<td>Program Compliance Requirements</td>
<td>Method of Submission</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
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<td></td>
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Effective 4-1-2017

ATTACHMENT A
Ohio Board of Nursing
Prelicensure Nursing Education Program Requirements

Rule 4723-5-01 Ohio Administrative Code (OAC) Definitions:
(CC) "Preceptor" means a registered nurse or licensed practical nurse who meets the requirements of this chapter, who provides supervision of a nursing student's clinical experience at the clinical agency in which the preceptor is employed, to no more than two students at any one time, and who implements the clinical education plan at the direction of a faculty member responsible for the course in which the student is enrolled.

(KK) "Supervision of a nursing student in a clinical setting" means that a faculty member, teaching assistant, or preceptor is immediately available to the nursing student at all times to provide guidance and review of the student's performance.

(NN) "Teaching assistant" means a person employed to assist and work at the direction of a faculty member providing instruction in the classroom, laboratory, or in a clinical setting in which nursing care is delivered to an individual or group of individuals, and who meets the qualifications set forth in this chapter.

Rule 4723-5-10, Ohio Administrative Code (OAC) Qualifications of administrators, faculty, teaching assistants and preceptors for a registered nursing education program.

(5) For a preceptor as defined in paragraph (CC) of rule 4723-5-01 of the Administrative Code:
(a) Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (R) of rule 4723-5-01 of the Administrative Code;
(b) Experience for at least two years in the practice of nursing as a registered nurse with demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student;
(c) A baccalaureate degree in nursing is preferred; and
(d) Current, valid licensure as a registered nurse in the jurisdiction or foreign country where the supervision of a nursing student’s clinical experience occurs.

Rule 4723-5-20 Ohio Administrative Code (OAC) Responsibilities of faculty, teaching assistants and preceptors in a clinical setting.

(A) A faculty member of a nursing education program is responsible for planning the student’s clinical experience and for evaluating the student’s performance. Clinical nursing experiences are assigned by faculty based on course objectives and student learning needs. Faculty, teaching assistants or preceptors shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation.

(B) Supervision of a nursing student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. This supervision shall be provided only by a faculty member, teaching assistant, or preceptor who meets the qualifications
set forth in rule 4723-5-10 of the Administrative Code for a registered nursing education program, or rule 4723-5-11 of the Administrative Code for a practical nursing education program.

(C) All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student’s clinical experience. The faculty member providing direction shall:

(1) Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled;

(2) Communicate clinical objectives or outcomes to:

(a) The student;

(b) The teaching assistant and preceptor, if utilized; and

(c) The staff at the clinical site;

(3) Provide for orientation of each student to the clinical site, including introduction to staff;

(4) Make assignments, in conjunction with the teaching assistant or preceptor, if utilized, for the student’s experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled;

(5) Provide for supervision of each student in accordance with this chapter; and

(6) Evaluate the student’s experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant or preceptor, if utilized.

(D) The faculty member may assign an observational experience as appropriate to meet course objectives.

(E) The faculty or teaching assistant to student ratio for direct patient care experiences shall be no greater a ratio than ten students to one faculty or teaching assistant, or a smaller ratio in clinical settings where necessary to ensure the safe delivery of nursing care.

(F) The teaching assistant or preceptor providing supervision of a nursing student shall at least:

(1) Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student;

(2) Design, at the direction of a faculty member, the student’s clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled;

(3) Clarify with the faculty member:

(a) The role of the teaching assistant or preceptor;
(b) The responsibilities of the faculty member;

(c) The course and clinical objectives or outcomes;

(d) The clinical experience evaluation tool; and

(4) Contribute to the evaluation of the student’s performance by providing information to the faculty member and the student regarding the student’s achievement of established objectives or outcomes.

(G) A preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.

Effective: 04/01/2017
OHIO BOARD OF NURSING
NURSING EDUCATION PROGRAM REQUIREMENTS

Rule 4723-5-10 Ohio Administrative Code (OAC) Qualifications of administrative, faculty, and instructional personnel for a registered nursing education program.

(A) The minimum qualifications and academic preparation for administrator, faculty, teaching assistant and preceptor appointments for a registered nursing education program are as follows:

(1) For administrator of a program:

(a) Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (R) of rule 4723-5-01 of the Administrative Code;

(b) Experience for at least five years in the practice of nursing as a registered nurse, two of which have been as a faculty member in a registered nursing education program;

(c) A master’s degree with a major in nursing;

(d) Current, active licensure as a registered nurse in Ohio; and

(e) If the program is a baccalaureate or graduate program, an earned doctoral degree;

(2) For an associate administrator of a program:

(a) Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (R) of rule 4723-5-01 of the Administrative Code;

(b) Experience for at least five years in the practice of nursing as a registered nurse, two of which have been as a faculty member in a registered nursing education program;

(c) A master’s degree with a major in nursing; and

(d) Current, active licensure as a registered nurse in Ohio;

(3) For faculty teaching a nursing course:

(a) Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (R) of rule 4723-5-01 of the Administrative Code;

(b) Experience for at least two years in the practice of nursing as a registered nurse;

(c) A master’s degree;

(i) If the individual does not possess a bachelor of science in nursing degree, the master’s or other academic degree, including, but not limited to a Ph.D., shall be in nursing;

(ii) If the individual possesses a bachelor of science in nursing degree, the master’s degree may be, but is not required to be, in nursing; and
(d) Current, active licensure as a registered nurse in Ohio;

(4) For a teaching assistant as defined in paragraph (NN) of rule 4723-5-01 of the Administrative Code:

(a) Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (R) of rule 4723-5-01 of the Administrative Code;

(b) Experience for at least two years in the practice of nursing as a registered nurse;

(c) A baccalaureate degree in nursing or enrollment in a graduate level course in a program for registered nurses to master’s or doctoral degree with a major in nursing; and

(d) Current, active licensure as a registered nurse in Ohio;

(5) For a preceptor as defined in paragraph (CC) of rule 4723-5-01 of the Administrative Code:

(a) Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (R) of rule 4723-5-01 of the Administrative Code;

(b) Experience for at least two years in the practice of nursing as a registered nurse and with demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student;

(c) A baccalaureate degree in nursing is preferred; and

(d) Current, valid licensure as a registered nurse in the jurisdiction or foreign country where the supervision of a nursing student’s clinical experience occurs.

(B) The requirements of this rule do not prohibit an individual appointed to a position prior to February 1, 2008 from continuing to serve in the position if the individual met the rule requirements for the position at the time of appointment.

(C) An individual who is a foreign educated nurse graduate, as defined in paragraph (D) of rule 4723-7-01 of the Administrative Code, shall be deemed to have met the academic preparation for an administrator, faculty, teaching assistant or preceptor for a registered nursing education program specified in paragraphs (A)(1)(a), (A)(2)(a), (A)(3)(a), (A)(4)(a), and (A)(5)(a) of this rule, if the individual has practiced nursing as a registered nurse in the state of Ohio, or in another jurisdiction of the national council of state boards of nursing, for at least two years.

Rule 4723-5-20 Ohio Administrative Code (OAC) Responsibilities of faculty, teaching assistants and preceptors in a clinical setting.

(A) A faculty member of a nursing education program is responsible for planning the student’s clinical experience and for evaluating the student’s performance. Clinical nursing experiences are assigned by faculty based on course objectives and student learning needs. Faculty, teaching assistants or preceptors shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation.

(B) Supervision of a nursing student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. This supervision shall be provided only by a faculty member, teaching assistant, or preceptor who meets the qualifications set forth in rule 4723-5-10 of the
Administrative Code for a registered nursing education program, or rule 4723-5-11 of the Administrative Code for a practical nursing education program.

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1. Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled;

2. Communicate clinical objectives or outcomes to:
   (a) The student;
   (b) The teaching assistant and preceptor, if utilized; and
   (c) The staff at the clinical site;

3. Provide for orientation of each student to the clinical site, including introduction to staff;

4. Make assignments, in conjunction with the teaching assistant or preceptor, if utilized, for the student’s experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled;

5. Provide for supervision of each student in accordance with this chapter; and

6. Evaluate the student’s experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant or preceptor, if utilized.

(D) The faculty member may assign an observational experience as appropriate to meet course objectives.

(E) The faculty or teaching assistant to student ratio for direct patient care experiences shall be no greater a ratio than ten students to one faculty or teaching assistant, or a smaller ratio in clinical settings where necessary to ensure the safe delivery of nursing care.

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2. Design, at the direction of a faculty member, the student’s clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled;

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   (a) The role of the teaching assistant or preceptor;
   (b) The responsibilities of the faculty member;
   (c) The course and clinical objectives or outcomes;
(d) The clinical experience evaluation tool; and

(4) Contribute to the evaluation of the student’s performance by providing information to the faculty member and the student regarding the student’s achievement of established objectives or outcomes.

(G) A preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.
STUDENT ISSUE REPORT FORM

Date: ____________

Name: ___________________________   Email: ___________________________
Phone Number: ____________________   Year in Nursing: ____________________

*Do you want to remain anonymous?  O Yes  O No

Issue Involves (more than 1 may apply):

O Clinical/Professionalism   O Grading/Evaluation
O Classroom/Academic   O Safety   O Other ______________
O Fellow student   O Personal Conflict

Is this the first step taken?  O Yes  O No

If no, what other measures have you taken? ___________________________________________
_______________________________________________________________________________

Student Signature ____________________________

*Note: In order to proceed with this issue your name may need to be shared with faculty and Student Affairs staff. In addition, issues regarding safety and integrity may need to be referred to the appropriate college administrators and/or university officials at the discretion of the Student Affairs team.