PREFACE

This RN to BSN Handbook is designed as a resource to the procedures, and policies specific to students enrolled in The Ohio State University, College of Nursing. The OSU RN to BSN program, which is accredited by the Commission on Collegiate Nursing Education (CCNE), is a fully online program. Our expectation is that you will use this handbook as your first point of reference when you have questions concerning your program of study or academic policies. Please retain this handbook throughout your enrollment in the college.

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

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

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

Wendy Bowles, PhD, RN CPNP
Director, RN to BSN Program
Assistant Professor of Clinical Nursing
College of Nursing, The Ohio State University
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</table>
COLLEGE OF NURSING DIRECTORY

Office of the Dean

Dean of the College of Nursing and Associate Vice President for Health Promotion and Chief Wellness Officer
Bernadette Melnyk, PhD, RN, CPNP/PMHNP, FNAP, FAAN
614-292-8900

Executive Assistant
Kathy York
614-292-4844

Vice Dean
Margaret Graham, PhD, RN, CRNP, FAANP, FAAN
614-292-8900

Associate Dean for Academic Affairs
Cindy Anderson, PhD, RN, WHNP-BC, FAAN
614-292-4179

Associate Dean for Research and Transdisciplinary Scholarship
Mary Beth Happ, PhD, RN, FAAN
614-292-8336

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

DIRECTOR RN TO BSN PROGRAM
Wendy Bowles, PhD, RN, CPNP
614-292-6744

OFFICE OF STUDENT AFFAIRS

Assistant Dean for Student Affairs
Ken Sigler, EdD
614-292-4041

Director for Student Services
Nicole Fette, M.Ed.
614-292-4041

RN to BSN Academic Advisor
Gina Taff, M.Ed.
614-292-4041

Undergraduate Recruiter
Adele Thomasson, MA
614-292-4041

Access & Retention Specialist, RN to BSN
Mark A. Fegley, MA
614-688-2127
First Year Experience Coordinator
Jill Auxter, MA 614-292-4041

Student Affairs Administrative Associate
Teri Landholt 614-292-4041

BSN Advisor
Hillary Fearer, MA 614-292-4041

Outreach Coordinator
Courtney Fetter 614-292-4041

Admissions and Graduation Records Manager
Paul Sharp 614-292-8742

Graduate Program Manager
Tamara Dunaeff 614-247-8604

Graduate Outreach Program
Jacqueline Min 614-688-8145
Megan Alexander, MA 614-688-2191

Diversity Recruitment and Retention
Natasha Stouffer 614-292-4041

RN TO BSN REGIONAL ADVISORS

Lima Campus
Wendy Hedrick 419-995-8674

Newark Campus
Kelli Swackhamer 740-366-9333

Marion Campus
Eric Hinkle 740-725-6373

Mansfield Campus
Lyndsey Anderson 419-755-4362

COLLEGE OF NURSING INFORMATION TECHNOLOGY
con-s-help@osu.edu

Director
Awais Ali 614-688-5370

Systems Specialists
Scott Blake 614-292-8199

Network Administrator
Erik Yarberry 614-292-0626
Rourick David 614-292-0008
FACULTY CHAIRS/PROGRAM DIRECTORS

Undergraduate Studies Committee Chair 
Deborah Steward, PhD 614-292-4978

Graduate Studies Committee Chair 
Celia Wills, PhD 615-292-4524

Doctor of Nursing Practice Program Director 
Joyce Zurmehly, PhD, DNP, RN, NEA-BC 614-292-4989

PhD Program Director 
Rita Pickler, PhD, RN, PNP-BC, FAAN 614-292-5265

MS Program Director 
Kristine Browning, PhD, CNP 614-247-8116
Randee Masciola, RN, MS, CNP 614-292-4994

Graduate Entry Program Director 
John Brion, PhD, PMHNP-BC, FNAP 614-688-1744

Master of Applied Clinical & Pre-Clinical Research Program Director 614-247-6181
Marjorie Neidecker, PhD, MEng, RN, CCRP

Technology Learning Complex Director 
Lisa Rohrig, RN 614-247-6466

Alumni Society President 
Stephanie Stelmaschuk, MS, RN

Alumni Engagement Coordinator 
Colleen Pelasky 614-688-2255
FACULTY
Graduate Specialty Track Directors

Adult Gerontology Acute Care NP
Carolyn McClerking, DNP, RN  614-688-2238

Adult Gerontology Primary Care NP
Janine Overcash, PhD, GNP-BC, FAANP  614-297-2365

Clinical Nurse Leader
Janice Wilcox, DNP, RN, CNL  614-292-2238

Family Nurse Practitioner
Oralee Pittman, DNP, CRNP, FAANP  614-292-4742

Neonatal Nurse Practitioner
Deborah Steward, PhD, RN  614-292-4978

Midwifery and Women’s Health NP
Sharon Ryan, DNP, CNM, RN  614-292-4873

Nursing & Health Systems Management
Laureen Smith, PhD  614-292-4578

Nursing Science
Rita Pickler, PhD, RN, PNP-BC, FAAN  614-242-5265

Pediatric Acute Care and Primary Care NP
Rosie Zeno, DNP, RN, CPNP  614-292-4762

Psychiatric Mental Health NP
Barbara Warren, PhD, PMH, APRN-CNS-BC  614-292-4847
THE OHIO STATE UNIVERSITY BACHELORS DEGREE IN NURSING

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

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

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

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

Collaboration and authenticity
Integrity and personal
Diversity in people and ideas
Personal and professional wellness
PHILOSOPHY

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

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

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

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

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

Functions

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

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

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

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

5. Recommends to the faculty criteria consistent with those of the university to be utilized in selecting, progressing, and graduating students in the undergraduate curriculum.
6. Develops policies, practices, and procedures to expedite progression through the program, subject to faculty or administrative approval.

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

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

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

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

**Frequency of Meetings**

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

**Student Input**

The Undergraduate Studies Committee is the formal channel whereby students can be involved in the policy and decision-making of the undergraduate program. Students are, therefore, encouraged to familiarize themselves with the responsibilities of the Undergraduate Studies Committee and to provide input to this committee for its tasks. When students would like the committee to discuss policy, they may request through their representative that an item be placed on the committee's agenda for discussion. 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 (RN TO BSN) PROGRAM DESCRIPTION

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

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

Outcomes for Graduates of the Baccalaureate Program

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

1. Integrate knowledge from a liberal education, the sciences, and nursing to address the health care of individuals, families, groups, communities, and populations across the life span in diverse and global health care systems and environments.

2. Apply a systematic process for application and evaluation of scientific evidence related to the principles of health promotion, risk reduction, disease prevention, and illness management across the continuum of dynamic healthcare environments.

3. Apply the knowledge and skills of information management and patient care technologies to deliver high quality nursing care that addresses legal, ethical, historical, and emerging issues.

4. Communicate effectively and work collaboratively with individuals, families, groups, communities, and populations and within nursing and with other health disciplines to design, manage, and deliver high quality and safe patient-centered care.

5. Demonstrate a commitment to leadership and professionalism through the delivery of socially, ethically, and fiscally responsible care while embracing the concept of life-long learning.
RN TO BSN CURRICULUM DESCRIPTION

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

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

2. **General Education courses** (GE) which provide a broad acquaintance with the basic areas of academic study such as modern science, social science, arts, humanities, and foundation courses. The College of Nursing, like other departments, requires explicit courses to meet this requirement.

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

3. **Core nursing courses** are available on-line as part of the RN to BSN program. There are 21 credit hours of nursing courses and 3 credit hours of professional elective required. **If you are unable to complete the courses as indicated in your program plan, you will need to apply for a leave of absence. In order to reenter, a reactivation petition must be submitted to the academic advisor. The Undergraduate Studies Committee will review the request and provide a decision and any recommendations necessary prior to reentry. Please contact the RN to BSN academic advisor, Gina Taff for more information on this process.**

   The **Professional / Nursing Elective**, can be chosen from a list of approved courses totaling 3 hours of credit. The professional / nursing elective recommended is in the form of a nursing elective, but selected other courses are acceptable if previously taken from associate degree program. This requirement can be completed any time prior to graduation. The approved selected courses can be found on the pages that follow. This requirement may have been completed with previous coursework.

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

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

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<tr>
<th>Areas/Courses</th>
<th>Hours</th>
<th>Type of Course/Credit</th>
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<tr>
<td><strong>Foundation (Skills)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 English 1110</td>
<td>3</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>2 Second Writing course from approved list</td>
<td>3</td>
<td>GE</td>
</tr>
<tr>
<td>3 Math 1116 or higher</td>
<td>3</td>
<td>GE</td>
</tr>
<tr>
<td>4 Data Analysis Course</td>
<td>3</td>
<td>Prerequisite</td>
</tr>
<tr>
<td><strong>Natural Sciences</strong></td>
<td>12-17</td>
<td></td>
</tr>
<tr>
<td>1 &amp; 2 Biology 1101 or 1113</td>
<td>3-4</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>1 Chemistry 1101</td>
<td>3-5</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>1 &amp; 2 Anatomy 2300</td>
<td>3-4</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>4 Microbiology 4000</td>
<td>3-4</td>
<td>Prerequisite</td>
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<tr>
<td><strong>Social Sciences</strong></td>
<td>6</td>
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<tr>
<td>1 Psychology 1100</td>
<td>3</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>1 Sociology 1101</td>
<td>3</td>
<td>Prerequisite</td>
</tr>
<tr>
<td><strong>Arts and Humanities and History</strong></td>
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</tr>
<tr>
<td>3 Visual and Performing Arts</td>
<td>3</td>
<td>GE</td>
</tr>
<tr>
<td>3 Literature</td>
<td>3</td>
<td>GE</td>
</tr>
<tr>
<td>3 Historical Study</td>
<td>3</td>
<td>GE</td>
</tr>
<tr>
<td>3 Culture and Ideas or an additional Historical Study</td>
<td>3</td>
<td>GE</td>
</tr>
<tr>
<td>3 Open Option</td>
<td>3</td>
<td>GE</td>
</tr>
<tr>
<td><strong>Nursing Support Courses</strong></td>
<td>38+</td>
<td></td>
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<tr>
<td>1 Human Nutrition 2210 or 2310</td>
<td>3</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>Nursing transfer/exam credit</td>
<td>35+</td>
<td>Minimum of 35 semester hours Needed</td>
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<td><strong>Nursing Requirements</strong></td>
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<tr>
<td>Nursing Advancement 2440</td>
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<td>CORE</td>
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<td>Nursing Advancement 4780</td>
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<td>Nursing Advancement 4520</td>
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<tr>
<td>Nursing Advancement 4600</td>
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<td>Nursing Advancement 3430</td>
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<td>CORE</td>
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<tr>
<td>Nursing Advancement 4402</td>
<td>5</td>
<td>CORE</td>
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<tr>
<td>Professional / Nursing Elective</td>
<td>3</td>
<td>CORE</td>
</tr>
<tr>
<td><strong>Elective Course Work</strong></td>
<td>Varies</td>
<td>Usually from previous work</td>
</tr>
<tr>
<td>Minimum total credit hours for graduation</td>
<td>120</td>
<td>(30 hours must be from OSU)</td>
</tr>
</tbody>
</table>

Prerequisites must be completed before entering the program.

1. Completion of 9 required prerequisites with a grade of C- or better required. Prerequisites must be complete by the end of spring quarter/semester prior to admission.
2. Any course combination of biology, anatomy and physiology will be accepted for the 6 hours of biology and anatomy requirements.
3. Required courses from approved University General Education curriculum (GE). These may be completed prior to admission to the RN to BSN option.
### Prerequisites

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<tr>
<th>PREREQUISITES</th>
<th>COURSE</th>
<th>HOURS</th>
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<td>ANATOMY 2300</td>
<td>Basic Human Anatomy&lt;sup&gt;3&lt;/sup&gt;</td>
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<tr>
<td>BIOLOGY 1101 or 1113</td>
<td>Intro to Biology or Biological Sciences - Energy Transfer and Development&lt;sup&gt;3&lt;/sup&gt;</td>
<td>3-4</td>
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<tr>
<td>CHEMISTRY 1110</td>
<td>Chemistry&lt;sup&gt;2&lt;/sup&gt;</td>
<td>5</td>
</tr>
<tr>
<td>ENGLISH 1110</td>
<td>First Year English&lt;sup&gt;2&lt;/sup&gt;</td>
<td>3</td>
</tr>
<tr>
<td>HUMN NUTR 2210 OR 2310</td>
<td>Human Nutrition (credit or exam)&lt;sup&gt;2&lt;/sup&gt;</td>
<td>3</td>
</tr>
<tr>
<td>MICROBIOLOGY 4000</td>
<td>Basic and Practical Microbiology&lt;sup&gt;2&lt;/sup&gt;</td>
<td>4</td>
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<tr>
<td>SOCIOLOGY 1101</td>
<td>Intro to Sociology&lt;sup&gt;2&lt;/sup&gt;</td>
<td>3</td>
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<tr>
<td>PSYCHOLOGY 1100</td>
<td>General Psychology&lt;sup&gt;2&lt;/sup&gt;</td>
<td>3</td>
</tr>
<tr>
<td>DATA ANALYSIS (one)</td>
<td>Stat 1350 or 1450&lt;sup&gt;2&lt;/sup&gt;/Community Leadership 3537&lt;sup&gt;2&lt;/sup&gt;/Animal Science 2260&lt;sup&gt;2&lt;/sup&gt;/Agriculture, Environ. &amp; Develop. Econ 2005&lt;sup&gt;2&lt;/sup&gt;</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** 31

### RN to BSN Sample PT Curriculum

<table>
<thead>
<tr>
<th>1&lt;sup&gt;st&lt;/sup&gt; semester</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; semester</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; semester</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(Intro Bundle)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• NA 2440</td>
<td>• NA 4780 (3CH) (Evidence-Based Practice)</td>
<td>• NA 4240 (4CH) – (Community)</td>
<td></td>
</tr>
<tr>
<td>Foundations</td>
<td>• NA 4600 (2CH) (Interprofessional Concepts)</td>
<td>• NA 3430 (2CH) – (Culture) – 7 weeks</td>
<td></td>
</tr>
<tr>
<td>(3 CH)</td>
<td>• NA 4520 (2CH) (Informatics) – 7 weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GE - 2&lt;sup&gt;nd&lt;/sup&gt; writing course</strong></td>
<td></td>
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<td></td>
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<tr>
<td><strong>ESETEC 2011</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Keys to Academic Success for Online Learners (2 CH) (elective) – 7 weeks</td>
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<td></td>
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<tr>
<td><strong>(EBP Bundle)</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>(Community Bundle)</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>(Leadership Bundle)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• NA 4402</td>
<td></td>
<td>• NA 4402 (5CH) – (Leadership)</td>
<td></td>
</tr>
<tr>
<td>(Leadership)</td>
<td></td>
<td><strong>Professional / Nursing elective (3CH)</strong>&lt;sup&gt;2&lt;/sup&gt;</td>
<td></td>
</tr>
</tbody>
</table>

*All courses full semester, unless noted*
*<sup>1</sup>Highly recommended if needed*
*<sup>2</sup>Professional / Nursing elective if needed*
*General Education courses (GE’S) must be chosen from the University approved list.*
*<sup>3</sup>General or special transfer credit in introductory Chemistry may be used, but must include a lab.*
*5-10 credit hours of general or special transfer credit in this area may be used.*
*A combination of 6 semester hours of biology, anatomy, or physiology will be accepted for biology and anatomy prerequisites.*
*Students are required to complete a course at the Math 1116 level or higher. Placement testing is required to determine what Math course you are eligible to enroll in. Some students may need up to three separate Math courses (1050, 1075, 1116) in order to meet the minimum requirements.*
RN TO BSN COURSE DESCRIPTIONS

Nursing Advancement 2440
FOUNDATIONS AND CONTEMPORARY ISSUES FOR REGISTERED NURSES
3 credit hours
Offered: 14 weeks
Format: Online asynchronous
Course Description:
Provides the framework for exploration of professional issues in contemporary nursing and health care for nurses pursuing a baccalaureate degree
Prerequisite: Admission to RN to BSN Program

Nursing Advancement 4780
EVIDENCE BASED PRACTICE: TRANSFORMING HEALTHCARE
3 credit hours
Offered: 14 weeks
Format: Online asynchronous
Course Description:
Study of concepts, application and implementation of evidence based nursing for transforming quality health care.
Prerequisite: NUR ADV 2440 or permission of instructor

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

Nursing Advancement 4600
INTERPROFESSIONAL CONCEPTS
2 credit hours
Offered: 14 weeks
Format: Online asynchronous
Course Description:
Examination of principles, competencies, and practices that support interprofessional collaboration, a culture of safety, and improve patient outcomes.
Prerequisite: Admission to the RN to BSN program
Nursing Advancement 4240
CONCEPTS IN COMMUNITY HEALTH NURSING
4 credit hours
Offered: 14 weeks
Format: Online asynchronous
Course Description:
Study of community health nursing theory and principles applied to the nursing care of individuals, families, groups, communities, and populations.
Prerequisite: NUR ADV 2440, 4780 or permission of instructor

Nursing Advancement 3430
CULTURAL COMPETENCE IN HEALTH CARE: US AND GLOBAL CONTEXTS
2 credit hours
Offered: 7 weeks
Format: Online asynchronous
Course Description:
Introduction to concepts and techniques for the provision of culturally competent care within the U.S. and across global contexts.
Prerequisite: Admission to RN to BSN Program

Nursing Advancement 4402
EVOLVING CONCEPTS IN NURSING LEADERSHIP AND MANAGEMENT
5 credit hours
Offered: 14 weeks
Format: Online asynchronous
Course Description:
Exploration of leadership and management concepts as applied to nursing practice and the health care environment.
Prerequisite: NUR ADV 2440, 4240, 4780 or permission of instructor
RN-BSN Professional / Nursing Electives

Each RN student is required to complete three hours of professional / nursing electives at a grade of “C” or better in addition to the specific courses required by this program. Professional / nursing electives are defined as course work that contributes to the professional growth and development of the individual. If the student did not take one of the courses listed previously, a 3 credit hour nursing elective course is recommended. If a student wishes to enroll in a course other than nursing or those listed below, prior approval must be obtained. Some courses will require prerequisite coursework. It is the responsibility of the student to make sure they are meeting all required prerequisites.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Courses in School of Health and Rehabilitation Sciences (HTHRHSC)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3400 Health Promotion and Disease Prevention</td>
<td>4</td>
</tr>
<tr>
<td>3500 Critical Phases in Life</td>
<td>3</td>
</tr>
<tr>
<td>4530 Nutrition for Fitness</td>
<td>3</td>
</tr>
<tr>
<td>4570 Role of Integrative Medicine</td>
<td>3</td>
</tr>
<tr>
<td>4600S Health after Mid-Life</td>
<td>2</td>
</tr>
<tr>
<td>5500 Management Principles &amp; Human Resources for Health Care Professionals*</td>
<td>3</td>
</tr>
<tr>
<td>5370E US Health Care Policy &amp; Delivery Systems*</td>
<td>3</td>
</tr>
<tr>
<td>5500 Introduction to Pathophysiology*</td>
<td>4</td>
</tr>
<tr>
<td>5560 Diabetes Care and Management*</td>
<td>3</td>
</tr>
<tr>
<td>5600 Global Aging</td>
<td>3</td>
</tr>
<tr>
<td>5610 Death, Loss and Grief in Multiple Perspectives*</td>
<td>2</td>
</tr>
<tr>
<td>5650 Aging &amp; Public Policy Issues*</td>
<td>3</td>
</tr>
<tr>
<td>5660 Long Term Care Services Across the Continuum*</td>
<td>4</td>
</tr>
<tr>
<td>5717.02 Interdisciplinary Perspective on Autism Spectrum Disorder*</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Courses in Health Information Management and Systems (HIMS)</th>
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<tbody>
<tr>
<td>4350 Introduction to Legal Concepts in Healthcare</td>
<td>2</td>
</tr>
<tr>
<td>5545E Fundamentals of Healthcare Law &amp; Ethics in HIMS &amp; Informatics*</td>
<td>3</td>
</tr>
<tr>
<td>5650 Healthcare Information Systems and Technology*</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Courses in History</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3701 History of American Medicine^</td>
<td>3</td>
</tr>
</tbody>
</table>
### Courses in Human Development and Family Sciences

- **2200** Family Development 3
- **2400** Life Span Human Development 3
- **2410** Child Development 3
- **2420** Adolescent & Emerging Adult Development 3

### Courses in Human Nutrition

- **3415** Global Nutrition Issues^ 2
- **4504** Nutrition Education & Behavior Changes^ 3

### Courses in Kinesiology: Health and Exercise Science (KNHES)

- **5500** Science of Physical Activity for the Healthcare Professionals* 3
- **5651** Health Program Planning 3
- **5703** Health Behavior Theory* 3

### Courses in Kinesiology: Sport, Fitness, and Health Program (KNSFHP)

- **3312** Issues in Alcohol/Drug Use and Abuse 2
- **3314** AIDS Awareness 2

### Courses in Medical Dietetics

- **4200** Management in Medical Dietetics^ 3
- **4500** Health Promotion and Community Nutrition^ 3

### Courses in Nursing

- Any course numbered 5000 and above  Varies

### Courses in Pharmacology

- **5600** Introduction to General Pharmacology 2

### Courses in Pharmacy

- **4510** Introduction of Pharmacy 2

### Courses in Psychology

- **3305** Drugs & Behavior 3
- **3331** Abnormal Psychology 3
- **3335** Psychology of Adjustment 3
- **3340** Introduction to Life Span Development Psychology 3
- **3550** Psychology of Childhood 3
- **3551** Psychology of Adolescence 3
- **4531** Health Psychology 3
- **4532** Clinical Psychological Science^ 3
- **4552** Psychology of the Adult Years 3
- **4597.01** Contemporary World: Aging, Health & Psychological Functioning in the Modern World 3

### Courses in Public Health

- **2010** Introduction to Global Public Health 3
- **2410** (PUBHEPI) Introduction to Epidemiology 3
- **3510** (PUBHHBP) The Role of Behavior in Public Health 3

### Courses in Social Work

- **5002** AIDS Survey: Facts & Issues* 3
- **5003** Psychosocial Aspects of HIV/AIDS* 3
- **5009** Family Caregiving: Contemporary Issues, Programs, & Policies* 3
- **5010** Women and Aging: International Perspectives* 2
### Courses in Sociology

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

### Courses in Women’s Gender, and Sexuality Studies

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

(\*) Denotes instructor permission required  
(^) Denotes class has required prerequisite. See course description
REQUIREMENTS FOR COURSES

RN Licensure

It is the policy of the Ohio State College of Nursing RN to BSN program to require unrestricted and current RN licensure for participation in the upper division courses (NUR ADV 4240 and 4402). Licensure in the state in which the student resides must be obtained by the second semester of the year of enrollment or as specified on specific program pathway chosen. Students, who have not obtained licensure at that time, cannot continue with the program.

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

Criminal Background Check

Students are required by state law to complete a criminal background check. Two are required: BCI (state of Ohio) and FBI (federal). Students must be fingerprinted before beginning nursing courses. Students with a criminal record may be denied the ability to progress in the program based on College of Nursing policies. Background checks from current or previous employers will not be accepted.

HIPAA Training Policy

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

Liability Insurance

All students are required to have professional liability insurance in the minimum amount of $2,000,000/occurrence and $6,000,000/aggregate. The College of Nursing purchases, on behalf of students, a policy, which provides this coverage for students while they are engaged in clinical course work.

Health Insurance

The College of Nursing requires that all students carry health insurance through a family, employment, or student policy comparable to The Ohio State University Student Health Insurance Plan*. Verification of coverage may be requested by the Registrar at the time of course registration.

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

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

<table>
<thead>
<tr>
<th>MINIMUM COMPLIANCE for all RN to BSN Students</th>
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<tbody>
<tr>
<td>The following are the required compliances for all students in the RN to BSN program</td>
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</table>

<table>
<thead>
<tr>
<th>RN LICENSURE</th>
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<table>
<thead>
<tr>
<th>CRIMINAL BACKGROUND CHECK*</th>
</tr>
</thead>
<tbody>
<tr>
<td>(BCI and FBI)</td>
</tr>
<tr>
<td>Information will be provided prior to and at the orientation.</td>
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</table>

<table>
<thead>
<tr>
<th>HIPAA TRAINING</th>
</tr>
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<tbody>
<tr>
<td>Completed during the first course of the sequence (NUR ADV 2440).</td>
</tr>
</tbody>
</table>

*Fee associated with requirement

It is your responsibility to contact Student Affairs Office, 106 Newton Hall, Columbus campus at 614-292-4041 to determine other arrangements and/or current pricing for the requirements.
ACADEMIC PLANNING AND ADVISING

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

Students are expected to commit to the RN to BSN nursing curriculum. If a student should drop out of sequence during the nursing clinical course work, loss of scheduling priority will occur and the student may need to seek reactivation. Students who find it necessary to modify their nursing course schedule for a given semester should contact the Office of Student Affairs to schedule an appointment with an academic advisor to revise their academic plan.

Students are responsible for scheduling nursing course work and any other course work to meet any remaining degree requirements in the areas of support courses and general education curriculum or basic education requirements. Students are permitted to enroll in free elective courses on a pass/non-pass basis for a maximum of 20 credit hours.

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

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 in-person appointments as necessary. Students can also reach their advisor through email, phone, or eAdvising appointments if a face to face meeting is not convenient. Advisors can help students in several ways, including:

1. Assistance with scheduling, including selection of coursework.
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.

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RN to BSN Academic Advisors

Columbus, Marion, Newark, Mansfield, and Lima campuses provide a nursing advisor for students in the RN to BSN Program. Once a student begins nursing coursework, the primary advisor is located at the Columbus campus. Please contact an advisor with any questions about the program. It is recommended that students call the location and schedule an appointment to insure prompt service and attention.

### CAMPUS CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus</th>
<th>E-Mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gina Taff</td>
<td>Columbus</td>
<td><a href="mailto:Taff.6@osu.edu">Taff.6@osu.edu</a></td>
<td>614-292-4041</td>
</tr>
<tr>
<td>Wendy Hedrick</td>
<td>Lima</td>
<td><a href="mailto:Hedrick.39@osu.edu">Hedrick.39@osu.edu</a></td>
<td>419-995-8674</td>
</tr>
<tr>
<td>Kelli Swackhamer</td>
<td>Newark</td>
<td><a href="mailto:Swackhamer.4@osu.edu">Swackhamer.4@osu.edu</a></td>
<td>740-366-9333</td>
</tr>
<tr>
<td>Lyndsey Anderson</td>
<td>Mansfield</td>
<td><a href="mailto:Anderson.1481@osu.edu">Anderson.1481@osu.edu</a></td>
<td>419-755-4362</td>
</tr>
<tr>
<td>Eric Hinkle</td>
<td>Marion</td>
<td><a href="mailto:Hinkle.183@osu.edu">Hinkle.183@osu.edu</a></td>
<td>740-725-6373</td>
</tr>
</tbody>
</table>

Class Registration

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

### NURSING TRANSFER CREDIT POLICY

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

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

**Transfer credit does not count toward the minimum 30 credit hour requirement needed for graduation.**
UNDERSTANDING YOUR TRANSFER CREDIT REPORT

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

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

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

Description of Transfer Credit Types

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

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

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

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

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

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

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

You can also find this list at: http://registrar.osu.edu/transfer_credit/tcc_list.asp

Credit Awarded

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

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

\[
\begin{array}{cccccc}
1 & 2 & 3 & 4 & 5 & 6 \\
:\downarrow & \uparrow & \downarrow & \uparrow & \downarrow & \uparrow \\
AU98 & ENGLISH 110 & 4 & K2 & TRANSFER UNIV: ENGL 111, 112 \\
OR & AU98 & ENGLISH G000.xx & 3 & KA & TRANSFER UNIV: ENGL 305 \\
\end{array}
\]

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

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

Course Applicability System

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

After creating an account, students can navigate through this site. Please note that this credit evaluation is not official until transcripts have been received by Ohio State from your previous institution and is for educational purposes only.

Resolving Transfer Credit at Ohio State

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

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

RESOLVING SPECIAL OR GENERAL TRANSFER CREDITS

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

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

3. The transfer credit evaluator may:
   a. Determine that the course is directly equivalent to a course here at Ohio State and assign credit for that course. If this course is one the College of Nursing requires, it can then be applied to the degree requirements. The transfer credit evaluator will assign credit for the course; however, you may need to inform the College of Nursing of the change in credit status.
   b. Determine that the course is not directly equivalent to a course here at Ohio State but decide that the course meets the “spirit of” another course offered. The transfer credit evaluator may then write a letter of support. You may then use this letter to petition the Undergraduate Studies Committee (UGS) within the College of Nursing if the course is a prerequisite for admission to the major (Biology, Anatomy, Chemistry, Psychology, Sociology, Nutrition, Microbiology, Statistics and English).

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

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

Your letter should be addressed to:
Gina Taff
Student Affairs Office
Newton Hall Room 106
1585 Neil Avenue
Columbus, Ohio 43210
RESOLVING TECHNICAL (T000.00) TRANSFER CREDITS

Technical credits, such as those from previous nursing coursework, will be evaluated by nursing faculty members to determine applicability upon admittance to College of Nursing major.

PETITION GUIDELINES

College of Nursing Undergraduate GEs or Prerequisite Course Requests

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

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

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

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

✓ Nursing majors: It is at your discretion when you want to petition non-CoN GE(s), but remember to do this at least two semesters prior to graduation. Late petitions can be considered, but may delay your graduation. Nursing major course requirement requests should also be submitted in a timely manner, i.e., at least one, preferably two, semesters prior to the semester when the course is needed.

How will I know the decision on my petition? The UGS committee meets regularly every month during the academic year and will send you a letter or E-mail regarding their decision after the appropriate meeting. During the summer, all petitions received are answered at the end of the semester.
**Other Information:**
Please contact the College of Nursing, Student Affairs Office at 614-292-4041 if you have additional questions. Address petitions to the Undergraduate Studies Committee:

Gina Taff  
Student Affairs Office  
Newton Hall 106  
1585 Neil Avenue  
Columbus, Ohio, 43210-1289

**GRADUATION ELIGIBILITY**

Students are required to file an “Application to Graduate-BSN” 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. Students are responsible for confirming that they have:

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

2. A minimum of 120 credit hours (**30 credit hours must be earned at OSU**), necessary for graduation excluding remedial coursework, and have met all credit distribution requirements including nursing courses, professional electives, and general education curriculum requirements. Credit for required courses which were repeated due to an unsatisfactory grade in the first attempt will only be counted toward graduation upon satisfactory completion. The first attempt credit will not count toward graduation but will be calculated in the CPHR unless the Freshman Forgiveness Rule or the Fresh Start Rule is applied.

3. Meet the specific course requirements as identified for obtaining the Bachelor of Science in Nursing degree. Students can access their Degree Audit Report at www.buckeyelink.osu.edu. Choose the “Enrollment and Academic History” tab, then “Degree Audit.”

**APPLICATION TO GRADUATE INFORMATION**

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

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

By submitting an application, you will:

- Inform us of your intention to graduate
- Receive an email acknowledging receipt of your “Application to Graduate”
- Receive **PRIORITY** scheduling during your last semester of enrollment
- Receive information on the graduation ceremony during your **final** semester
You may open this link to complete the application: http://studentweb.con.ohio-state.edu/sa/Undergraduate%20Documents%20%20Resources/Application%20To%20Graduate%20BSN%20PDF%20Fillable%20Form.pdf.

You will have the option to submit the completed application directly to us OR you may save the form and send it as an email attachment to sharp.53@osu.edu. Forms can also be faxed to 614-247-8618. Paper applications available in the hallway near 106 Newton Hall.

**GRADUATION SEMESTER**

By the 1st week of your graduation term, you will receive an email message that contains the following:
1. Your name, as it will appear on your diploma
2. Your hometown, as it will appear in the Commencement Bulletin
3. Cap & Gown purchasing information
4. Your number in the commencement line

**HONORS AND AWARDS POLICIES**

Standards for Latin Honors at Graduation

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

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

**Dean’s List**

Full-time students who maintain a 3.5 grade point average while taking at least 12 credit hours during the semester will be recognized on the Dean’s list.
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.
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 ratio 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. (Board approval dates: 6/4/2004, 6/7/2005, 6/22/2012, 4/4/2014)

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 program.

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

1. A cumulative point-hour ratio below a 2.00.
2. A cumulative point-hour ratio below a 2.50 in the required course work in the nursing major.
3. If a grade of “C-,” “D+,” “D,” “E,” or “U” is earned in one course during a semester; and students will be required to repeat the course(s) or an equivalent course accepted by the college, with a grade of “C” or better.
4. Two withdrawals from the same required course in the nursing major.
   *Required courses: All required courses in Nursing
5. Two withdrawals within one calendar year from required courses in the nursing program with unsatisfactory academic performance.

**CONDITIONS AND/OR RESTRICTIONS WHILE ON 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.

Students will be on probation for the remaining duration of the student’s time in the program. The Undergraduate Studies Committee reviews the records of students on probation by special action on a term basis.
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” (2.00) in required courses and/or
   b. two or more withdrawals from required courses and/or
   c. failure to earn a cumulative point-hour ratio above a 2.00 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” along with two withdrawals from required nursing courses.

2. Earning two “E’s” or “U’s” or a second “E” or “U” in required courses.

Students disenrolled from the College of Nursing have the option to transfer to another academic unit if their academic standing in the university is satisfactory. Students may petition for reinstatement to the college after one academic term. A petition is submitted to the Undergraduate Studies Committee and should provide verification that the student has strengthened him/herself in the areas of weakness that led to the disenrollment. The Undergraduate Studies Committee will evaluate a student’s ability to be successful in the program.

Progression in the College of Nursing, RN to BSN Program

All required nursing courses must be completed with a “C” or better in order to pass the course. Students may not take another course in the program if prerequisite requirements are not met. An incomplete grade does not meet the prerequisite requirement.

Leave of Absence from the College of Nursing

Once enrolled in nursing courses students are expected to complete the nursing curriculum in a timely and sequential manner. A deviation from the nursing curriculum must be approved by the Undergraduate Studies Committee. Upon return to nursing courses the student will be required to meet with an academic advisor to develop a plan for re-entry and submit a petition to the Undergraduate Studies Committee for approval. A re-entry plan is approved based on enrollment size and course availability.

Grade Grievance Procedures

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

Withdrawal from the College of Nursing

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

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

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 sent to his or her Buckeye Mail, the e-mail system for students. (See “Petition Guidelines” for detailed instructions.)

Online/Class Conduct

Honesty, trust, fairness, respect and responsibility are expected student behavior. For online exams and quizzes, 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 program all students receive a link to the 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. 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.

Accommodation of Students with Disabilities

Students requesting accommodation for disability for classroom needs are responsible for notifying the course head by the end of the first week of the semester to discuss specific needs. Self-identification is the only way to assure that the faculty member can make the
appropriate accommodation. Students should provide a letter from the Office for Disability Services (150 Pomerene Hall, 1760 Neil Avenue; (614) 292-3307; VRS: (614) 429-1334) to verify the disability.

Students needing accommodation for temporary physical disabilities or health-related reasons should contact the course head in order to discuss placement options. Students must be able to perform all job functions as required by the clinical placement site. Students may be asked to provide the course head with a letter from their physician indicating physical restrictions or limitations. Students with permanent or long-term physical disabilities should self-identify at the time of application to the program or as soon as the disability becomes known to the student.
PROFESSIONAL STANDARDS AND MISCONDUCT

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

Students in the College of Nursing are expected to:

☐ Treat others with respect in all areas of the clinical and academic setting.
☐ Facilitate an environment in the classroom and clinical setting that promotes learning and allows faculty to educate nursing students.
☐ Comply with the directives of a college official.
☐ Comply with requirements in course syllabi and the College of Nursing policies as outlined in the current College of Nursing Handbook.
☐ Comply with the Code of Student Conduct (Faculty Rule 3335-23).
☐ Arrive punctually and prepared for clinical and other academic experiences or inform appropriate individuals in a timely fashion if unable to attend.
☐ Refrain from performing any technique or procedure, including medication administration, for which they are unprepared by education or experience and/or without faculty or preceptor approval.
☐ Accurately identify and represent self as a nursing student in all professional and clinical settings.
☐ Communicate academic and clinical information in a truthful, timely, and accurate manner.
☐ Abstain from the use of alcoholic beverages, illicit substances and/or any substance that may impair judgment while in the academic and clinical setting.
☐ Identify variables in own health state that would impair clinical performance and arrange for substitute clinical experiences as needed.
☐ Accept the moral, ethical and legal responsibility for own actions.
☐ Maintain patient/client confidentiality in all written, verbal, and non-verbal communication.
☐ Serve all patient/clients impartially and accept no personal compensation from those entrusted to their care.
☐ Strive for excellence by maintaining and promoting integrity, truthfulness, and honor in all aspects of academic and clinical responsibilities.
☐ Uphold school policies and regulations related to academic and clinical performance.
☐ Refrain from any deliberate action or omission of care in the clinical setting that creates risk of injury to the client, self, or others.
☐ Refrain from any deliberate action in the academic setting that creates risk of injury to self or others.
☐ Provide care for the client in a timely, compassionate, and professional
manner.

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

Students in the College of Nursing are also expected to follow the Ohio Board of Nursing requirements (BON 4723-5-12 B 1-26) as outlined below.

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the students for the 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 or time records, reports, and other documents related to billing for nursing services.
(4) A student shall implement measures to promote a safe environment for each 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 blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;
(9) A student shall not:
   (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to the 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.

(14) A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Inform the student(s) of the procedures for the hearing process.
- Make all materials received pertaining to the incident available to the student(s).
- Notify the student(s) of the hearing date at least seven (7) days in advance of the hearing. The student may request a continuance for just cause.
- Appoint a hearing panel from among the members of the standing Professional Misconduct Committee within 14 days of notifying the student of the disposition of the allegation. The panel will consist of one representative from both Undergraduate and Graduate Studies committees or an appropriate alternate, two students at the level of the student who is charged with misconduct, and one clinical instructor or clinical faculty; all of whom can hear the case without prejudice. The PMC chair serves as chair of this panel. The PMC chair and college secretary serve as ex-officio members without vote. If the PMC chair cannot hear the case without prejudice, then the PMC chair will appoint an alternate panel chair.
- Instruct the hearing panel that all hearing proceedings are confidential.
- Make a tape recording of the hearing.

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

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

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

Sanctions

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

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

Appeal

The student has the right to appeal the decision made by the hearing panel. Appeals must be filed with the appeals officer (College dean) within 14 days of the date on the sanction letter. Appeals are based on any of the following:
• Procedural error
• Finding of “in violation” not supported by the greater weight of the evidence
• Substantial new evidence not available at the time of the hearing
• Sanction grossly disproportionate to the violation.
The Dean will review all pertinent materials. After reviewing the materials, the Dean may uphold the original sanction, dismiss the original sanction, impose a lesser sanction, or order a new hearing. The dean’s disposition is final.

Notification

The student(s) and the college official(s) reporting the incident are notified in writing of the panel’s decision within seven days following the hearing. If the student is found in violation, the PMC chair notifies the dean of the hearing and the panel’s decision.

Records

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

Evaluation

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

Academic and Professional Misconduct

*Students are subject to the provisions in the “Code of Student Conduct” found online at http://studentaffairs.osu.edu/resource_csc.asp and also the Professional Standards. Failure to comply with these policies will be handled as outlined in the respective documents.
STUDENT POLICY REGARDING IMPAIRED PRACTICE INVOLVING SUBSTANCE ABUSE

Overview

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

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

Identification and Documentation of Student with Impaired Practice

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

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

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

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 are responsible for the review and maintenance of documentation of all materials regarding re-entry of any student into clinical and/or academic areas. Any student who is identified as having impaired practice more than once will be dis-enrolled from the College of Nursing. Re-admission to the College of Nursing will be determined using standard re-enrollment procedures.
Student Services and Other Policies
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.

<table>
<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Recommended</th>
<th>Apple</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>Windows 7</td>
<td>Windows 10</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</td>
<td>Safari 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Firefox (current Version)</td>
<td></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</th>
<th>Minimum Version</th>
<th>Mac Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Suite</td>
<td>Office 2013* Professional or Microsoft Office</td>
<td>Office 2010 Professional</td>
<td>Office Mac: 2011* or Microsoft Office 365 University**</td>
</tr>
<tr>
<td>Operating</td>
<td>Windows 10</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. **OSU offers Microsoft 365 ProPlus free to OSU students. Please refer to [https://ocio.osu.edu/blog/community/2015/08/18/free-microsoft-office-for-ohio-state-students](https://ocio.osu.edu/blog/community/2015/08/18/free-microsoft-office-for-ohio-state-students) # If running a 64-bit operating system, install the 64-bit version of Java

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)
- The following link provides a user's guide for CARMEN: [http://resourcecenter.odee.osu.edu/help-articles/2](http://resourcecenter.odee.osu.edu/help-articles/2)

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)

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.

**How to Change your College of Nursing Password**

You may change your password by going to http://go.osu.edu/conpw. You will need to login using your OSU name.# and password. After you have established your identity you can pick a new College of Nursing password. Remember your College of Nursing username is name.# (*note the underscore*). Your password must be 9 or more characters long and must contain characters from at least 3 of the 4 following categories:

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

**Please note starting in June 2016 you will be able to access CON systems using your OSU name.# and a separate CON login of name # will not be required.**

**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/library/Documents/AboutUS.htm

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

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

In addition, 174 Founders is the location of the Student Technology Center. For more details about the variety of services available there go to http://www.newark.osu.edu/facultystaff/campusdepartments/it-support/Pages/default.aspx. Hours are set each semester. In addition, 106B Founders is the location of the Writing Lab. Hours are
Monday thru Thursday 8am - 6pm and Friday 8am - 4pm. Printing on campus requires the use of your BuckID. Students will have 100 free copies a semester. After that, the charge is $.06 per page and students must have a deposit on the BuckID through the Office of Fees and Deposits located in Hopewell Hall.

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

The Media Lab is located in Morrill Hall room MR281. There are 14 PC and 6 Mac computers in the Media Lab. The Media Lab differs from the General Lab in the following areas:
- Media Lab is open to all faculty, staff, and the students from the College of Education to create or develop multimedia materials for teaching and learning.
- Media Lab is also a teaching lab. A few courses are hosted here each semester.
- In addition to the computers available for students to use for word processing, Internet, and printing, the Media Lab has other media equipment such as laminator, transparent maker, binder maker, and scanners.

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

The hours for the computer labs are as follows:
- General Lab: Open 8:00 am – 9:00pm (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 www.oit.ohio-state.edu/responsible.html. This policy states in part:

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

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

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

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

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.

CURRENT STUDENT RESOURCES
https://nursing.osu.edu/sections/current-student-resources/rn-to-bsn.html
Student forms, Student Handbook, and Student Services are located on the current student resources webpage.
Nursing Distance Learning Fee Waiver Form: RN to BSN students who have completed all Nursing Advancement courses are eligible to have the nursing distance learning fee waived. The nursing distance learning fee waiver form should be submitted to the RN to BSN academic advisor by the date designated on the form. Late petitions will not be considered. The form can be found on the

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

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

ENROLLMENT VERIFICATION AND REFERENCE SERVICES
The Office of Student Affairs will provide students with letters verifying enrollment upon request. Such requests will be available for pick-up in 106 Newton Hall unless a self-addressed stamped envelope is provided. Please see your advisor for further information.

Copies of the College of Nursing student reference form, which may be completed by faculty or instructional staff members, will be copied and provided to potential employers at the student’s request. In order for any information to be provided to potential employers, the student must sign a release of information form.
DIVERSITY AND THE COLLEGE OF NURSING

“Diversity” refers to the variety of differences and similarities/dimensions among people, which can be along the lines of gender, race/ethnicity, tribal/indigenous origins, age, culture, generation, religion, class/caste, language, education, geography, nationality, different abilities, sexual orientation, work style, work experience, job role and function, military involvement, thinking style, personality type, and other ideologies. Welcoming diversity requires moving beyond simple tolerance to respecting and embracing differences in a safe, positive, and nurturing environment.

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

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

Natasha Stouffer, Diversity Coordinator, Stouffer.24@osu.edu, (614)292-6668
Jodi Ford, Faculty Liaison for Diversity, ford.553@osu.edu, (614) 292-6862
Ken Sigler, Assistant Dean of Student Affairs, Sigler.62@osu.edu, (614) 292-4041

Reporting Bias at OSU Through the Bias Assessment Response Team (BART)

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

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

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

When do I file a report?
- When you are experiencing an act of bias
- When you witnessed an act of bias
- When you hear about an act of bias incident

What happens once I submit a BART Form?
- Your report will be received by the BART Convener, Adan Hussain, Hussain.91@osu.edu; 614-688-8449
- You will receive an e-mail confirming the receipt of your incident form within 48 hours (if you requested follow up)
- If you requested follow up, you will be contacted within 48 hours by a BART member via the preferred method identified on the form
- The BART member will contact you and talk about the specifics of the case and possible types of follow up

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

**STUDENT ORGANIZATIONS**

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

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

**BUCKEYE STUDENT NURSES ASSOCIATION (BSNA)**
BSN has an outward focus on the profession of nursing. Through this organization, members get involved with other student nurses across the state and country and become knowledgeable about issues affecting the profession of nursing. OSU students attend both the state and national conferences. Enrollment is open to both current nursing and pre-nursing students.

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

**COLLEGE OF NURSING PROGRAMMING ACTIVITIES COMMITTEE**
The organization was created to provide support, share resources, and collaborate with student leaders and members of student organizations in the College of Nursing. This organization works to provide leadership opportunities to students within the College of Nursing and to develop a better understanding of student’s needs within the College. Enrollment is open to leaders in the active College of Nursing student organizations.

**GRADUATE STUDENT SIBLING MENTOR PROGRAM**
The Graduate Nursing “Sibling Mentor Program (SIBS)” provides guidance, support and networking opportunities to graduate nursing students. Current graduate students who have completed the first year of the program are eligible to become a “Big Sib” to a first year student. Third year students can be “Grand Sibs” to second year students. All current Graduate Nursing Students are welcome to be members and participate in SIBS program and events.
N-SPIRE
The mission of N-SPIRE is to raise public awareness and provide education about health care inequities and disparities in underserved populations while providing valuable educational experiences for nursing students at The Ohio State University through outreach and social service. N-SPIRE is built on the concept that health care inequities are inhumane manifestations of structural violence that threaten the health and safety of all individuals in our society. Enrollment in the organization is open for both current and pre-nursing students.

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

STUDENT AMBASSADORS
Student Ambassadors are excellent representatives of the College of Nursing and participate in a wide variety of events. Special events include: open houses, orientations, presentations to middle and high school students, student shadow days, recruitment events with Undergraduate Admissions and First Year Experience, The Summer Nursing Institute, peer tutoring, and interaction with donors. Ambassadors volunteer their time by participating in activities that appeal to them. Enrollment in the organization is for current nursing students only.

COLLEGE OF NURSING LEARNING COMMUNITY
The Nursing Learning Community offers students interested in nursing the opportunity to network and study together. Activities sponsored by the college acquaint students in the program with faculty and staff, as well as critical issues related to the field. Overall, the Nursing Learning Community provides students with the opportunity for academic support, career exploration and integrated social experiences.

DEAN’S STUDENT ADVISORY AND LEADERSHIP COUNCIL
The Dean's Student Advisory Council is a group of students from all programs offered at the College of Nursing that meets twice each semester with the Dean of the College of Nursing to act on behalf of the student body at The Ohio State University College of Nursing in bringing matters of collective interest to the attention of the Dean. The council consists of 15 committed, dedicated students who seek to share creative ideas and innovations that distinguish the College of Nursing from other schools and contribute to the mission and vision of the College. Creativity, leadership, innovation, and commitment are encouraged and expected from all members. Members are selected in the spring for the coming year.

PSYCHIATRIC NURSING STUDENT ASSOCIATION (PNSA)
The purpose of PNSA is to serve as a sounding board and advocacy organization on behalf of graduate psychiatric/mental health nursing students at The Ohio State University. Both current and pre-nursing students are invited to participate.