

**STUDENT HANDBOOK FOR MAJORS IN
THE SCHOOL OF ALLIED MEDICAL PROFESSIONS
AT THE OHIO STATE UNIVERSITY**

2009-2010

This School of Allied Medical Professions Student Handbook is designed to serve as a guide for students enrolled in the professional programs of the School of Allied Medical Professions. The contents of this handbook represent an official communication of the policies and procedures of the School from the faculty to students enrolled in their professional programs. These policies and procedures are meant to be helpful, not restrictive. Students are expected to be familiar with policies relating to the School and the division or program in which they are enrolled.

Each student is encouraged to review policies and procedures pertaining to such matters as admission, scheduling, graduation and grading, which are found in the University catalogs, handbooks, and other similar published matter. The Ohio State University "Code of Student Conduct" is available on line at the following address:

http://studentaffairs.osu.edu/resource_csc.asp Students should become familiar with the rules and regulations that govern the University community (including the School) and campus as a whole. The School of Allied Medical Professions Student Handbook supplements, but does not replace, other University publications.

This is the portion of the Student Handbook dealing with policies and procedures that apply to all SAMP students enrolled in their professional programs. Policies and procedures specific to each division or program are found on each program's home page. Access the Allied Med website (www.amp.osu.edu).

Preprofessional students enrolled in the School of Allied Medical Professions should refer to the policies specific to pre-major students as outlined in this handbook. The SAMP Pre-Professional advisors can answer questions regarding the policies and procedures that pertain to AMP students who have not yet been admitted to their major program. Contact them through the Student Affairs phone number: (614)292-1706.

Students directly admitted to professional programs as freshman or sophomores are bound by the policies and procedures for majors as outlined in this handbook.

MISSION OF THE SCHOOL OF ALLIED MEDICAL PROFESSIONS

VISION

The School of Allied Medical Professions will be nationally acknowledged as among the finest and most distinguished for its excellence in education, research, and service.

MISSION

To improve the lives of people and create the future of the allied health professions through innovation, education, and service.

**UNDERGRADUATE STUDENT HANDBOOK
TABLE OF CONTENTS**

STUDENT CODE OF ETHICS	8
PROFESSIONAL BEHAVIOR.....	9
GENERAL INFORMATION	
Building Regulations.....	10
Student Activities.....	11
Student Council	
Student Organizations	
Student Fund Raisers	
New Student Procedures	12
Personal Appearance	
Identification Badges	
HIPAA Compliance	
School Patch	
Computer Resources	14
Facilities/Equipment	
Availability	
SAMP Student Account	
Printer Paper	
Rules for Using Computer Labs	
Reporting Problems	
Student E-mail	
Faculty/Staff E-mail	
Student Web Resources.....	16
Health Care	17
Initial Health Procedures	
Annual Health Procedures	
SAMP Immunization Requirements	
Health Insurance	
Drug Testing/Criminal Background Checks	
Pregnancy Policy	
Students with Disabilities.....	20
Eligibility for Services	
Student Responsibilities in Regard to Disabilities	
Responsibilities of the Faculty/School	
Student Rights and Responsibilities.....	21
Felony or Misdemeanor Charges	
Student Disciplinary Policy and Procedures	
Family Education Rights and Privacy Act	
Authorization to Release Information/"Directory Information" Y/N	
Name/Address Changes	
Financial Aid.....	23

Scholarships & Loans	
Student Employment	
ACADEMIC PLANNING AND PROCEDURES	24
Degree Audits	
Registration	
Adding/Dropping Courses	
Post-Seventh Week Petition Policy	
Withdrawal from the University (dropping ALL classes)	
Withdrawal from the School	
Petitioning Program and/or Degree Requirements	
Drop-a-GEC Option	
Transfer Credits/Procedures for Processing	27
- General (Gen) Credit	
- Deferred (T) Technical Credit	
- Special (Spl) Credit	
Graduate Credit for Undergraduate Students	29
Post Baccalaureate Students	30
Registering on a Foreign Schedule	
Transfer within the School	
Minor Programs.....	31
Dual Majors/Dual Degrees	
ACADEMIC SANCTIONS	32
Warning, Probation, Probation by Special Action and Dismissal	
Program Standing	
Reinstatement	
Professional Probation	
Appeal Process	
ACADEMIC ACTION – PRE-MAJOR STUDENTS	34
HONORS OPPORTUNITIES	35
Comprehensive Honors Program (SAMP Undergraduate Majors and Pre-majors)	
Latin Honors (cum laude, magna cum laude, summa cum laude)	
Senior Research Thesis Project	
Dean’s List	
GRADUATION INFORMATION	36
Graduation Requirements	
Minimum Hours required for the B.S. degree	
Post-Baccalaureate Certificate of Study Requirements	
Applying to Graduate	
Award of Merit	38
Career Planning and Placement	39
SAMP Alumni Society	40

GRADUATE PROGRAMS41

- Doctor of Physical Therapy
- Master of Occupational Therapy
- Master of Science Program (Advanced Practice)
- Medical Dietetics Graduate Track
- Combined Graduate/Undergraduate Program
- Ph.D. in Health and Rehabilitation Sciences

INDIVIDUAL PROGRAM/DIVISION REQUIREMENTS ARE LOCATED ON THE PROGRAM WEBPAGES.

Access these from www.amp.osu.edu/current

THE OHIO STATE UNIVERSITY
SCHOOL OF ALLIED MEDICAL PROFESSIONS

The School of Allied Medical Professions is a School of the College of Medicine. The divisions of the School are:

1. Athletic Training
2. Biomedical Science*
3. Circulation Technology
4. Health Information Management & Systems
5. Health Sciences Program*
6. Medical Dietetics
7. Medical Technology
8. Occupational Therapy
9. Physical Therapy
10. Radiologic Sciences and Therapy
11. Respiratory Therapy

* While technically, Health Sciences and Biomedical Sciences are not “divisions,” for purposes of this document they are included in references to “division.”

Each program is autonomous in curriculum, budget, student selection, admission and faculty employment.

COLLEGE OF MEDICINE

Dean Wiley W. Souba, MD, ScD

SCHOOL OF ALLIED MEDICAL PROFESSIONS

Director of the School Deborah S. Larsen, Ph.D.
Director of Student Affairs Kynthia Droesch
Pre-professional Academic Advisors Michael Brockfield
Amy Soter

Coordinator, Graduate Programs Lisa Terek, M.S.

Student Affairs Office (for undergraduate programs): 127 Atwell Hall, 292-1706
Graduate Office (MPT, MOT, M.S., Ph.D. programs): 106 Atwell Hall, 292-8112

<u>DIVISIONS/PROGRAMS</u>	<u>ROOM NO.</u>	<u>TELEPHONE</u>
ATHLETIC TRAINING Mark A. Merrick, Ph.D., Director	228 Atwell	247-6231
BIOMEDICAL SCIENCE Lori Martensen, M.S., Program Manager	1170 Graves Hall	247-8060
CIRCULATION TECHNOLOGY Allison Spiwak, M.S., Interim Director	152 Atwell	292-7261
HEALTH INFORMATION MANAGEMENT & SYSTEMS Melanie S. Brodnik, Ph.D., Director	543 Atwell	292-0567
HEALTH SCIENCES- HEALTH MANAGEMENT, Melanie S. Brodnik, Ph.D HEALTH AND WELLNESS, Kay N. Wolf, Ph.D.	543 Atwell 306 Atwell	292-0567 292-0635
MEDICAL DIETETICS Kay N. Wolf, Ph.D., Director	306 Atwell	292-0635
MEDICAL TECHNOLOGY Tammy Bannerman, Ph.D., Interim Director	535 Atwell	292-7303
OCCUPATIONAL THERAPY Jane Case-Smith, Ph.D., Director	406 Atwell	292-5824
PHYSICAL THERAPY Deborah Givens, Ph.D., Director	516 Atwell	292-5922
RADIOLOGIC SCIENCES & THERAPY Kevin D. Evans, Ph.D., Director	340 Atwell	292-0571
RESPIRATORY THERAPY Georgianna Sergakis, Ph.D., Program Director	431 Atwell	292-8445

STUDENT CODE OF ETHICS

Established by
Student Affairs Committee and Student Council
School of Allied Medical Professions

WHEREAS: Guidelines for acceptable professional and personal behavior for all students enrolled in the School of Allied Medical Professions at The Ohio State University should be available to each student, and,

WHEREAS: Preparation of the student for future professional and personal conduct is part of the obligation of the educational process, and,

WHEREAS: The development of proper professional and personal behavior is necessary to perpetuate acceptable professional conduct required of the health professions, and,

WHEREAS: The development and improvement of health care can be fostered through the coordinated efforts of allied health professional groups,

BE IT RESOLVED: That all enrolled students and faculty members of the School of Allied Medical Professions of The Ohio State University shall abide by the principles encompassed by description or implication in this Code of Ethics.

1. The human dignity of each individual with whom the student associates should be respected, with primary concern being directed toward the welfare of the patient. In entering the health professions, the student assumes definite responsibilities toward his or her associates and commits him or herself to the upholding of professional ideals.
2. The student should respect the confidentiality of all privileged information and should voluntarily share such information only when it serves the welfare of the patient or fellow student.
3. Improper professional conduct is not to be condoned. Information concerning improper, illegal, or unethical conduct of fellow students or faculty should be given to the appropriate authority without fear or favor.
4. Each student should strive to improve and maintain acceptable standards of professional practice by continuing his or her intellectual and professional growth.
5. Each student should strive to uphold the dignity and respect of his or her chosen profession by his or her dress, personal appearance, conduct and conversation.
6. Each student should avoid the indiscriminate or overindulgent use of alcohol, tobacco, drugs, medications, and other similar items that may adversely affect the student's health or ability to function with adequate reason and judgement.

7. Each student should conduct his or her personal activities so that no patient is endangered by them, and so that no interference with the normal procedures of the medical complex occurs.

PROFESSIONAL BEHAVIOR

Professionals have a moral responsibility to themselves, to their patients, to their associates, and to the institution with which they are affiliated, to provide the best service possible.

Personal ethics require certain inherent elements of character that include honesty, loyalty, understanding, and the ability to respect the rights and dignity of others. Personal ethics require conscientious preparation during one's academic years for eventual professional duties and responsibilities. A continuation of the development of professional efficiency should be accomplished by observation, study, and investigation during one's entire professional life.

Strength of character should enable one to rise above prejudice in regard to race, creed, or economic status in the interest of better professional service.

To maintain optimum professional performance, one should be personally responsible for maintaining proper physical and moral fitness.

Finally, it must be realized that no action of the individual can be entirely separated from the reputation of the individual or of his or her profession. Therefore, a serious and primary obligation of the individual is to uphold the dignity and honor of his or her chosen profession by thoughts, words and actions.

SAMP BUILDING REGULATIONS

1. Under the OSU non-smoking policy, **SMOKING IS PROHIBITED IN ALL AREAS OF ATWELL HALL.** Smoking cessation programs are offered through the University Office of Human Resources and also through the Student Health Services.
2. Food and drinks are not permitted in classrooms and laboratories. Students are encouraged to use the vending area in the basement.
3. A faculty or senior staff member must be present for all student meetings held in the building after 5:00 p.m. and on weekends.
4. All signs posted in the School are subject to review by the Student Affairs Office.
5. Student organizations need to secure permission of the SAMP Student Affairs Office before scheduling a fund raiser in the building. (See section on "Student Fund Raisers.")
6. Any maintenance problems within the building should be reported to Judy Froling in the Undergraduate Student Affairs Office.

STUDENT ACTIVITIES

Student Council

The Student Council, composed of representatives from each division of the School, is the recognized student organization of the School of Allied Medical Professions. Together with the Student Affairs Committee, it is responsible for planning and promoting an exchange of ideas and activities among the divisions of the School. A president, vice-president, secretary and treasurer are elected by the AMP student body. No dues or fees are collected by the council.

Council members work on many areas of student interest. Some activities have been the Thanksgiving and Christmas food drives, volunteer projects at various community and health organizations, blood drives, representation on the Student Affairs Committee of the School and the Judicial Panel, and the SAMP precommencement ceremony. Watch the bulletin board in the lobby for announcements and reports of activities.

Student Organizations

Recognized student organizations are sponsored by seven divisions within the School. These organizations are: Medical Dietetics Club, Health Information Management Student Association, Scope (an organization for students in Medical Technology), the Radiologic Sciences Journal Club, Student Occupational Therapy Association, Physical Therapy Club, Health Sciences Club, and Geriatrics/Gerontology Club. Any student interested in learning more about these organizations should contact the appropriate division office.

Student Fund Raisers

The Student Affairs Office must approve all fund raising activities within the School. In case of conflicts, priority will be given to "standing" events that occur on an annual basis. Second priority will be given to Student Council events.

At the beginning of the quarter, officers responsible for fundraising activities should submit a Fundraising approval form to the Student Affairs office. Conflicts that cannot be resolved through the Student Affairs Office will be resolved through the Student Affairs Committee of the School. Use of the SAMP logo on products for sale must have the approval of the School director.

NEW STUDENT PROCEDURES

Personal Appearance

Each student enrolled in an allied health profession is expected to maintain proper personal appearance and to dress appropriately for the setting of the health area. The style of clothing acceptable and/or appropriate for public wearing is not always acceptable or appropriate to the health areas. The health area buildings include: Dodd/Davis Hall, Neuropsychiatric Facility, Rhodes Hall, Doan Hall, Starling-Loving Hall, James Cancer Center, Wiseman Hall, Postle Hall, Meiling Hall, Ross Heart Hospital, and the University Hospitals Clinic.

A student must assume responsibility for appropriate appearance and dress in lecture and in clinical areas. Each division may have specific personal appearance and uniform requirements. These may be found in the divisional sections. Good grooming is essential. In a memorandum to all medical students, former Vice-President Meiling stated:

"Remember the dignity of the person of your patient; he [or she] may feel threatened by extremes of difference. No matter what the ends of the spectrum may be, moderation in appearance and action will engender the most confidence and impart the most comfort to patients and their families."

Identification Badges

All SAMP students, except those enrolled in the Health Sciences program, are required to have an identification badge, available at no cost from the OSU Medical Center ID Processing Office.

The badge should be worn above the left breast pocket or on the left upper chest area and should be worn at all times in the hospitals and clinic areas. Badges now function in certain ways like the University's "BuckID" card. However, to take advantage of certain student discounts, students will also need to have a "BuckID" card. The BuckID Office is located in 219 Lincoln Tower. The BUCK ID website has more details: <https://buckid.osu.edu/>

HIPAA Compliance

The "Privacy Rule" provisions of the Health Insurance Portability & Accountability Act (HIPAA) are the first federal regulations that protect confidentiality of patient information. The Rule requires health providers and other covered entities to educate all members of their workforce about the regulations. Certain divisions that place students in clinical assignments during Autumn Quarter may have earlier compliance requirements. Contact your faculty advisor or division office for information on compliance deadlines.

The four Computer-based Learning Modules (CBLs) address issues related to protecting patient information. HIPAA requires specific knowledge and behaviors to protect patients' rights, and to implement certain provisions. The modules cover both hospital and offices issues and are intended to help in everyday practice. Contents of the four modules include: a general overview of HIPAA; specific patient rights; administrative requirements and office practice issues; special situations, disclosures by law, marketing, and fundraising.

Questions about accessing the Learn for Life Online System should be directed to: Carole Mench at 293-7551 or Prime Abiado at 293-2763. Most divisions will ask students to complete the modules, print off a confirmation page, and submit it to the division office early in your professional program.

School Patch (SAMP logo)

Most students enrolling in the School as new students in the professional phase of their programs wear a SAMP patch on lab coats or clinical uniforms. An additional divisional patch may also be worn.

When a divisional patch is not required, SAMP patches are worn as follows:

1. On short or long lab coats, the SAMP patch is worn centered on the left breast pocket.
2. On clinical uniform, other than lab coats, the patch is worn on the left shoulder one inch below the shoulder seam.

When a divisional patch is required, the division determines the appropriate placement of the divisional and SAMP patches. Patches can be purchased at the Ohio State University Bookstore.

Requests to reproduce the SAMP logo/patch must have the approval of the School director. Further guidelines (use of colors, etc.) can be obtained from the Student Affairs Office.

COMPUTER RESOURCES

The School has two computer labs available for student use; the larger of the two is located on the fourth floor in Room 435 and is used frequently for class by division faculty. It has 26 computers and two laser printers. The second-floor lab in Room 227 has ten computers and one laser printer. All SAMP computers have the Office 2007 suite of programs, SPSS, and many specialized programs that are used by the various divisions.

Availability:

All SAMP students, faculty, and staff may use the SAMP computer labs. Hours of operation are 7:30 a.m. to 4:30 p.m. Monday through Friday. The fourth floor computer lab is closed to general use when computer classes are scheduled. Reserved times for Lab 435 will be posted on the outside door of Room 435. The second floor lab will remain open at all times and cannot be reserved or closed for group sessions.

SAMP Student Account:

Students will need an account to access the labs in Atwell Hall. The on-line request form is at: <http://www.amp.osu.edu/current/infosys/accountreq/>

Printer Paper:

Paper is provided in the fourth floor lab. Maureen Braughton, whose office is in Room 406, will provide paper to students when necessary. If students do not feel comfortable loading the printer, they should ask for assistance.

Paper waste is a concern in both these labs. Please remember that paper is provided by SAMP as a courtesy and will be discontinued if abused.

Rules for Using Computer Labs:

Absolutely NO food or drink is allowed in the labs at any time.

Students are not allowed under any circumstances to install any software on the computers.

All computer lab areas are to be left clean and free of debris (paper, old disks, etc.)

Violations of the rules of use will result in suspension of the student's use of the computer lab facilities

Saving Data:

Students are responsible for saving their work on Memory Drive/Sticks (Jump Drives) which they must supply. Students may save data on their personal "User (U:)" network drive which only they have access. Students can also save data to the Shared Student (S:) drive, but this is a public domain and files can be copied, edited, deleted at anytime by anyone.

Reporting Problems:

Please report any problems to Bruce Noskowiak at 688-5487 or by pager at 731-3817.

Student E-mail:

Students are required to activate the OSU internet username with the Office of Information Technology (OIT) <http://www.oit.osu.edu>. Students can receive assistance by telephone by calling 688-HELP.

Instructors will be e-mailing course materials and grades via this address, and the University Registrar's Office relies on e-mail as the primary communication medium for all students, so students will need to check their OSU e-mail on a daily basis. It is possible to link private e-mail accounts (hotmail, gmail, aol, etc.) to the OSU e-mail account. Students can request this and other services on line at the following web address: <http://www.oit.osu.edu/>. However, some private email accounts will block osu.edu email addresses. Check with your private e-mail provider. Also, many OSU instructors are now requiring students to use their OSU e-mail exclusively in all communications to them.

Faculty/Staff E-mail

Faculty and staff are happy to respond to student e-mail inquires. However, please use common sense and courtesy in your e-mail messages. Be brief, polite, and be professional. Do not send unsolicited jokes, advertisements, or political material. Use professional titles and avoid "shorthand."

Student Web Resources

Students should become familiar with and use the various web-based resources available to them. Below is a list of useful sites.

1. Allied Med Homepage – www.amp.osu.edu
2. Athletic Dept. schedule of games – www.ohiostatebuckeyes.com/
3. Buckeye Link on the OSU homepage – <https://buckeyelink.osu.edu/>
4. “Buck I.D.” - <https://buckid.osu.edu/>
5. HIPAA Compliance Modules – <http://medicalcenter.osu.edu/>
6. Privacy policies (FERPA)http://www.ureg.ohio-state.edu/ourweb/more/ferpa_pg1.html
7. Prior Health Sciences Library – <http://library.med.ohio-state.edu/>
8. Student Health Center – <http://www.shc.ohio-state.edu/>
9. Student Health Insurance – <http://shi.osu.edu/index.asp>
10. Transportation and Parking Services – <http://www.tp.ohio-state.edu/>
11. Transfer Credit Equivalents (CAS system) – <http://osu.transfer.org/cas/index.jsp>
12. Transfer Credit Coordinators – www.ureg.ohio-state.edu/ourweb/Transfer_Credit/TCC_List.html

HEALTH CARE

Initial Health Procedures

Located at 1875 Millikin Road, OSU Student Health Services serves the health needs of the student body under the leadership of a director and medical staff of attending physicians, specialists, nurses and technicians. Moderate charges are made for diagnostic and supportive services.

The professional curricula of students enrolled in the School of Allied Medical Professions require assignment to patient care areas in hospitals and clinics. For their own protection and that of their patients, it is necessary for students to have a health evaluation and immunization update upon enrollment in the School.

Students are admitted provisionally, with the understanding that a satisfactory health evaluation must be on file in the Student Health Services Office prior to Autumn Quarter of their first year of professional coursework. Students **MUST** have their health evaluations on file before they can be assigned to clinical sites. Students admitted to Athletic Training, and to freshman or sophomore level Respiratory Therapy, and Medical Dietetics, Medical Technology, Health Information Management, and Health Sciences need to obtain required immunizations and complete their health requirement prior to the start of their professional coursework.

Failure of an admitted student to provide the required medical information may result in disapproval of scheduling in the professional courses and eventual disenrollment from the School. If a student has an objection to complying with this requirement for any reason, the student must seek advice from the director of his/her program to see if a waiver of this requirement is possible. (Currently, Health Sciences is the only program for which a waiver is possible.)

Annual Health Procedures

Health care for students enrolled in the School is a continuing concern. The initial health evaluation must be followed up annually to ensure satisfactory health protection for students who have contact with patients. Because of minimal patient contact, students in Health Information Management & Systems are not required to have annual health reviews. The School will notify the division when students are due for follow-up reviews. Students are responsible for making their own appointments with the OSU Student Health Services so that the indicated tests may be obtained.

SAMP Immunization Requirements

The following required vaccines and tests are all available through OSU Student Health Services. Contact the Student Health Services Business Office at 292-0113 for a current price list.

Hepatitis B, Rubella, Rubeola

During the professional program, virtually all SAMP students will be assigned clinical experiences in a health care facility. To encourage preventive measures to reduce potential practice-related exposures and injuries, all students beginning an academic program in the School of Allied

Medical Professions are required to be immunized for Hepatitis B, Rubella, and Rubeola. Exceptions will be made for students in the academic programs of Medical Dietetics, and Health Information Management & Systems. However, students in these programs are encouraged to receive these immunizations. When agreements between the School of Allied Medical Professions and the clinical site stipulate such immunizations, these will be required of students assigned to these sites.

Annual Tuberculosis Test (PPD)

Students from all divisions, except Health Information Management & Systems, are required to have annual skin tests for tuberculosis and will be so notified during the appropriate quarter. The one-step PPD is required of all students in Athletic Training, Medical Technology, and Radiologic Technology. The two-step PPD is required of all students in the Health Sciences Program, Medical Dietetics, Occupational Therapy, Physical Therapy, and Respiratory Therapy.

Vaccines:

Measles, mumps and rubella vaccines may be given in any of the following combinations as needed:

(M-M-R) Measles, Mumps, Rubella	Rubella, Mumps (Biavax)
(M-R) Measles, Rubella	Measles Vaccine (Attenuvax)
Mumps Vaccine (Mumpsvox)*	Rubella Vaccine (Meruvax)
Chickenpox (Varicella)	
Tetanus/Diphtheria booster (needed every 10 years)	
Hepatitis B (Engerex B) - Series of three injections required	

*OR physician signature verifying past disease OR photocopy of blood titer indicating immunity.

Titers (blood test for immunity):

- +Measles (Rubeola) Titer
- +Mumps Titer
- +Rubella Titer
- +Varicella Titer

Other:

- CBC (includes WBC and Hgb)
- PPD (TB skin test)

+Requirements include documentation of measles, rubella, and chickenpox since 1980 OR a copy of a positive blood titer. For persons born after 1957, reimmunization for measles and rubella is strongly recommended and may prove more beneficial for future protection from these diseases. If measles and rubella vaccines are updated, an M-M-R is recommended (includes mumps vaccine).

For questions concerning these requirements, students should contact their division or the Student Affairs Office.

Health Insurance

All students enrolled in the School of Allied Medical Professions are required to subscribe to the OSU Student Accident & Sickness Plan if not already covered by other health insurance. The plan now includes various dental benefits in addition to hospitalization and medical coverage. The University is now requiring proof of health insurance for all enrolled students. See the Student Health Insurance website <http://shi.osu.edu/index.asp> for complete information. Questions

regarding benefits and/or claim procedures should be directed to the Customer Service Representative, OSU Student Health Services, 292-4321.

Drug Testing

Some clinical facilities require that all students to undergo drug testing in addition to the usual health screening procedures. If this is required in your clinical placement, it will be your responsibility to get the tests completed in a timely fashion at your own expense. Questions concerning these requirements should be directed to the clinical coordinator in your division.

Background Check

Students are required to complete a criminal background check to receive an OSU Medical Center identification badge. Students who are not able to successfully complete a criminal background check should contact the Office of Student Affairs before professional coursework begins.

Pregnancy Policy

In some divisions, enrollment of pregnant students may require careful planning of academic and clinical experiences in order to protect the health of mother and fetus. It is important, therefore, that the student who suspects she may be pregnant inform the division director or program manager immediately, and definitely by the time the pregnancy is medically confirmed. Maintaining communication with the division director or program manager throughout the pregnancy is important.

If she must withdraw from a program, a pregnant student in good academic standing will be eligible for reinstatement following termination of pregnancy and health clearance from her physician. The curriculum of many programs does not allow for program interruptions; therefore, withdrawal usually results in a student being unable to continue the program until the following year.

STUDENTS WITH DISABILITIES

The OSU Office for Disability Services provides services and accommodations for a wide variety of students with disabilities. Any student who has a mobility, visual, or hearing impairment; head injury; diagnosed learning disability; or attention deficit hyperactivity disorder (ADHD) is eligible for services. Students with a chronic illness (such as AIDS, diabetes, seizure disorder, lupus, or a psychiatric disability) are also eligible for services. The counselors at Disability Services determine who is eligible based upon a diagnosis and the student's assessment of specific needs. In addition, individuals with temporary disabilities may also receive services.

Eligibility for Services

The staff members at Disability Services determine specific services and accommodations. To receive services, each student with a disability must provide appropriate documentation of his/her disability, which must meet set criteria.

Student Responsibilities in Regard to Disabilities

1. It is the student's responsibility to provide written documentation of the diagnosis of the disability. All diagnoses must be confirmed by Disability Services before special arrangements can be made.
2. The student is responsible for all costs related to the diagnosis.
3. The student is strongly encouraged to disclose the disability to each instructor and to make his/her accommodation needs known during the first week of classes. Students are reminded that faculty are under no obligation to provide accommodations for students with disabilities who do not make this need for special accommodation known to them.

Responsibilities of the Faculty/School

The faculty are required by law to provide reasonable accommodations to students who provide appropriate documentation of their need for services. It is the responsibility of the faculty to work with Disability Services to ensure that students with disabilities have equal access to quality educational experiences both in the classroom and in clinical settings. The Director of Student Affairs of the School serves as liaison with the Office for Disability Services for all divisions and programs.

STUDENT RIGHTS AND RESPONSIBILITIES

The complete Code of Student Conduct is printed in the OSU Resource Guide for Students. Copies may be obtained from the OSU Office of Student Life, 600 Lincoln Tower. This office can also answer questions concerning the provisions contained in the code. The Code of Student Conduct is also available on line at: http://studentaffairs.osu.edu/resource_csc.asp

Felony or Misdemeanor Convictions

Because many states, institutions and registration licensure boards impose severe restrictions on hiring or credentialing medical personnel who have felony or misdemeanor convictions, the student having such a record must seek advice from the Student Affairs Office at the School of Allied Medical Professions before pursuing a course of study leading to a profession where such restrictions might preclude certification or employment in the desired profession.

Student Disciplinary Policy and Procedures

The following policy and procedures were established by the Student Affairs Committee and Student Council of the School of Allied Medical Professions:

Any nonacademic disciplinary infraction that does not come under the jurisdiction of the University Code of Student Conduct will be handled within the division. A student who has been disciplined within the division has the right to have his or her case reviewed by a disciplinary review committee composed of the following:

1. Two faculty members from the Student Affairs Committee, excluding the faculty representative of the division involved,
2. A member from Administration, and
3. The student representative who serves on the Student Affairs Committee.

The review committee shall be convened at the written request of the student within one week of the division's decision. The student may be granted an extension of this one week period by means of a written request.

Family Education Rights and Privacy Act of 1974, (FERPA) as amended

Ohio State's policies and procedures regarding FERPA can be found on line at: http://www.ureg.ohio-state.edu/ourweb/more/ferpa_pg1.html. FERPA creates certain problems for seniors and for all students who may be subjects of news stories. The School cannot release names and addresses or certain other data without prior student permission. The School also cannot send credentials to prospective employers without a written request or permission.

Authorization for Release of Information

Students who want to authorize release of information by faculty/staff members (for letters of recommendation, news releases, job references, etc.) should complete a "Consent for Release of Education Records" authorization form available on the School's website on the "Current Students" page. The form may be completed at any time, but the graduate who expects to have prospective

employers or graduate schools request information should have this form on file on or before she/she files an application to graduate.

If students have questions about FERPA or completing release forms, they should consult the Student Affairs Office.

“Directory Information” Release (Y/N) on the Student Information System

Students should be aware that a “No” will restrict release of “directory information” (name, address, e-mail address, etc.) to anyone other than University faculty/staff (including you) and cannot be published in the OSU Student Directory. Consult the Student Affairs Office if you have questions about release of directory information.

Name/Address Changes

Students should update his/her street address at www.buckeyelink.osu.edu and maintain any changes on that site.

FINANCIAL AID INFORMATION

Financial aid for Allied Medical Professions students at Ohio State is administered by the Office of Student Financial Aid, 3rd Floor, Lincoln Tower: (<http://sfa.osu.edu>) Students with financial needs must be prepared to fill out all application forms by the deadlines and become knowledgeable about various sources of financial aid. It is advisable to keep on-going financial records and plan a budget.

Scholarships and Loans

Financial aid applications for regularly enrolled students are available in early January from the Student Financial Aid Office. Applications for loans or work-study have different due dates. Most aid to Allied Medical Professions students is based on need; therefore the appropriate paperwork should be submitted well before the stated deadlines. All questions concerning need-based aid and university scholarships should be directed to the Student Financial Aid Office. Students on university financial aid should be aware that eligibility for university scholarship aid is based on full-time enrollment (12 hours+); eligibility for loans is generally based on at least half time enrollment (6 hours+).

The costs associated with clinical experience and other expenses of a specific program are listed in the division/program Handbooks, available on the SAMP website: www.amp.osu.edu/current. Information financial aid specific to the division/program or profession is available through the division and may be listed on the professional website(s) associated with your program. These funds will probably not cover substantial needs.

Students with a degree may find their eligibility status changed. Degreed students enrolled halftime typically are eligible for loans, but not scholarships.

The School of Allied Medical Professions has an Undergraduate Research Scholarship for which students may apply when they apply to do a Senior Research Project. There are also other scholarships such students may qualify for. Click on the "Student Research Thesis" link on the SAMP "Current Students" website (www.amp.osu.edu/current) for eligibility requirements and application deadlines.

Students who need short-term, emergency loans can apply for assistance through the Student Financial Aid Office: <http://sfa.osu.edu>

Student Employment

If students plan to become employed, it is important that they consult with a faculty advisor on how a working schedule may affect their performance in the program. While the faculty are sympathetic to the students' need for employment, employment schedules cannot take priority over the academic and clinical requirements of the program.

ACADEMIC PLANNING AND PROCEDURES

All new students will be notified of their assigned faculty advisor and will receive information on planning the professional program before or during the first quarter of enrollment. Each student is responsible for ensuring that all graduation requirements will be completed by the expected quarter of graduation. Assistance is available from the Student Affairs Office as well as the division.

Students should review their academic records before or early in the senior year with divisional advisors and/or the Student Affairs Office to assess their progress toward graduation and verify credits.

Because of the sequential nature of the courses and the time involved in the clinical component of the programs, students with deficiencies in hours or requirements may need to make special efforts in these areas or face delayed graduation.

Degree Audits

SAMP undergraduate students will be able to access their degree audit online at www.buckeyelink.osu.edu. The degree audit is a computer-generated planning tool that shows the coursework completed and how it relates to degree requirements. The audits are designed to help students and advisors track progress toward the degree.

Some transfer credit (particularly special and general credit) and all courses that must be petitioned for use on the GEC or degree program must be entered as exceptions to the system. This is done in the Student Affairs Office. To achieve an accurate audit, it is important to take care of petitions early in the first quarter of enrollment in SAMP. (See "Petitioning Program and/or Degree Requirement" for procedures on petitioning a program and/or degree requirement.) Audits are easy to read and interpret, but if students have any problem interpreting their audit or they find an error on the audit, they should contact the Student Affairs Office and schedule a time to speak to an advisor.

Registration

Students are expected to access this information AND schedule on line through the Registrar's home page: www.buckeyelink.osu.edu. The University communicates with enrolled students exclusively through e-mail.

The registration and OSU e-mail systems are user-friendly, but students can contact the Student Affairs Office if they experience any difficulty receiving e-mail from the University Registrar's Office or have any difficulty with on-line scheduling. However, students are expected to take responsibility for scheduling their own classes each quarter.

Each division advises its students on appropriate classes to schedule (see individual division sections for quarter-by-quarter curriculum plans.) Students should follow the rules of their division and/or see their faculty advisors when scheduling. Making schedule changes should be done with care. Students who wish to drop courses are advised to make sure their course of study, financial aid status, or graduation date will not be jeopardized.

Fees can be assessed for students who register for courses late, or add/drop courses after the

quarter begins. Refer to policies related to registering online at www.buckeyelink.osu.edu. Students whose fees are not paid by the Friday of the third week of the quarter, will be administratively withdrawn from all of their classes.

Adding/Dropping Courses

Students may add and drop courses on line as many times as desired through Friday of the first week of classes. After the First Friday, students are only able to add classes through the Student Affairs Office. Students may drop courses on-line through Friday of the third week of the quarter. After that, all add/drop transactions must be completed through Student Affairs.

Adds: Any open course the student is qualified to take may be added through the first week without permission; during the second week written permission of the instructor is required. From the third week on, written permission from the instructor AND the chair of the department involved is required for courses outside your division or the School of Allied Medical Professions.

Drops: Students may drop courses through the third week without any enrollment indication appearing on the transcript; from the third to the seventh week, a "W" will be entered on the transcript. No drops are permitted after Friday of the seventh week.

Post-7th Week Petition Policy

Occasionally, extenuating circumstances such as accidents or serious illness may require a student to withdraw from a single class or all classes past the seventh week. *"Withdrawal from any and all courses shall not be permitted after the last day of regularly scheduled classes except when the student experiences a genuine emergency after the regularly scheduled end and prior to sitting for the final examination in a given course or courses."* (Faculty Rule 3335-7-32). In this case, the student needs to obtain a "Post-Seventh Week Petition" form from the Student Affairs Office. The form should be completed as soon as possible and submitted to Student Affairs. In case the student is incapacitated, a parent/spouse/guardian, etc. may request the withdrawal. In no case will the petition be approved after a final grade has been posted. A Faculty Committee of the School will meet on the last Friday of each quarter to review such petitions and will inform students in writing of the outcome. Such petitions will NOT be approved for academic reasons.

Withdrawal from the University (Dropping ALL classes)

Students dropping all classes during the quarter must notify their division director and file an official OSU withdrawal in the Student Affairs Office to avoid being automatically marked as having failed in all courses for the quarter. **No withdrawals are permitted past the seventh week (see dates above).**

Withdrawal from the School (Undergraduate Students in their majors)

A student who wishes to withdraw from the School for one or two quarters must request permission from the division. At the discretion of the division director, a student who withdraws may be

required to petition for reinstatement.

A student in good standing who wish to withdraw from the School and transfer to one of the University's other undergraduate colleges should notify the director of his or her division in writing.

Petitioning Program and/or Degree Requirements

Students who feel that they have met the spirit of a program or degree requirement without fulfilling the exact course requirement or equivalent may petition use of their credits. The petition is obtained from the Student Affairs Office (or on-line at www.amp.osu.edu) and submitted to the student's faculty advisor. In some cases students may be asked by their advisor to secure additional guidance in evaluating the credit by the department involved. Once the faculty advisor's written permission is obtained, the petition is returned to the Student Affairs Office for final processing. Students will be notified in writing of the outcome.

Drop-a-GEC Option

Students who fall under the "old" GEC may elect to drop one course from the GEC requirements. The Drop-a-GEC option is used primarily on the GEC second history requirement, a GEC social science course (if not required in the student's program) or the GEC "Cultures and Ideas" requirement. The following restrictions apply:

- In the Social Science category, students must complete courses from at least two of the three categories.
- In the Historical Survey category, students must complete the first course in the sequence. (The first history may be dropped for students who have credit for the second course in the sequence.)
- In the Arts and Humanities requirement, students must complete one literature and one visual/performing arts course.
- Students may NOT elect to drop a GEC course that is required as a program prerequisite for admission.
- Students may NOT elect to drop a course in the Natural Sciences category.
- Students may NOT use the option retroactively on courses already taken as a way of dropping such courses from the student's record.
- Students MUST complete the social diversity requirement (usually double-counted with another GEC course).

Students who wish to take advantage of the "Drop-a-GEC" option should fill out a short form available in the Student Affairs Office specifying which GEC they wish to drop.

Transfer Credits

Generally, the Student Affairs Office will review transfer credits for incoming students and apply “general” or “special” credits to the GEC where appropriate. Students wishing to have certain transfer credits applied in fulfillment of division or university requirements must secure a petition form and instructions from the Student Affairs Office or on line at www.amp.osu.edu/current (see instructions above). Students should review their degree audits and transfer credits carefully, noting what action they must take to secure correct transfer credit. All questions concerning transfer credits should be resolved by the end of the first quarter of enrollment. Students should consult the Student Affairs Office if they have questions concerning transfer credit.

PROCEDURES FOR PROCESSING GENERAL (GEN), DEFERRED TECHNICAL [DEF (T)] AND SPECIAL (SPL) CREDIT

Frequently, coursework taken at another college/university does not transfer as an exact numbered equivalent at The Ohio State University. In some cases the student may need to secure appropriate credit for these courses. Courses evaluated as General, Deferred (T), and Special are noted on the student's Transfer Credit Evaluation Form. While the advisor may assist the student in interpretation of the Transfer Credit Evaluation Form, **it is the student's responsibility** to identify and process all paperwork associated with these categories of credit.

General (Gen) Credit

Coursework designated as General (Gen) on the Transfer Credit Evaluation Form indicates that the Admissions Office cannot evaluate the coursework but has determined that it is college level. The SAMP Student Affairs Office will review this credit and in many cases will automatically assign it to fulfill GEC or degree requirements. In this case, no further action is required from the student. If the academic advisor suggests that more specific information is needed, (e.g., before allowing its use on the major, etc.) the student will need to contact the appropriate academic department for evaluation. General credit will count towards graduation credits.

In order to get General credit further evaluated, students need to:

1. Locate the name and address of the individual in the appropriate academic department that reviews General and Deferred (T) credit. This information is available online at the following web address: http://www.ureg.ohio-state.edu/ourweb/Transfer_Credit/TCC_List.html
2. Submit the following documentation to that person:
 - a. A copy of the Transfer Credit Evaluation Form on which the credit appears.
 - b. A copy of your transcript.
 - c. A copy of the course description.
 - d. A copy of the course syllabus (if possible).
3. A "Departmental Credit Evaluation" form from the academic department must be submitted to the Registrar's Office, Lincoln Tower, for the credit to be changed on the student's record. The department may send the form to the Registrar's Office or request that the student submit the form. In either case, students should keep a copy until the credit shows on their Advising Report (available on-line at www.buckeyelink.osu.edu).

Note: General credit may be used by petition to fulfill university or division requirements. See section on "Petitioning Program and/or Degree Requirements" for procedures (p. 15).

Deferred (T) Technical Credit

Deferred (T) credit indicates that the Admission Office has evaluated the course work as technical in nature. It will not count toward graduation unless the subject matter department evaluates the work as college level. For instance, if the Transfer Credit Evaluation Form indicates Respiratory Therapy Division def (T) 45, this means that the Respiratory Therapy Division must evaluate the coursework before any of the 45 credits can be transferred.

In order to get deferred (T) credit evaluated:

The same procedures used for General credit review should be followed. Unless these credits are approved and submitted to the Registrar's Office they will not count toward graduation.

Special (Spl) Credit

Frequently college coursework taken at another university will be evaluated as Special (Spl) meaning it is college level, but no exact equivalent exists at OSU. The Student Affairs Office will review this credit and in many cases will automatically assign it to fulfill GEC or degree requirements. In this case, no further action is required from the student. The coursework counts toward graduation credit.

If it has not already been counted toward a requirement and students would like it to be considered, students must submit a petition to their division. (See instructions under "Petitioning Program and/or Degree Requirements.")

Graduate Credit for Undergraduate Students (Senior Petition)

Undergraduate senior students with potential for graduate level studies who do not need to schedule a full-time course load to complete their baccalaureate degree may petition to take up to 15 hours of certain courses for graduate credit provided that:

1. The credit for the course is not needed to meet their baccalaureate degree requirements.
2. Their cumulative point-hour ratio is 3.0 or above.
3. They secure permission before registering for the courses from:
 - a. the instructor in charge of the course
 - b. the Director of Undergraduate Student Affairs
 - c. the Graduate School
4. They are working on a first baccalaureate degree.

The senior petition form for obtaining the necessary approvals is available in the Student Affairs Office of the School of Allied Medical Professions. **NOTE: The Graduate School will not approve petitions submitted after the first day of classes, so students must plan ahead if they want to take advantage of this option.**

Post-Baccalaureate Students

(All programs EXCEPT Athletic Training and Health Sciences)

Students who have a bachelor's degree at the time of their enrollment need to select either the B.S. degree or certificate-of-post-baccalaureate study during their first quarter of enrollment. A change from one option to the other may be requested through the Student Affairs Office. The "default" position programmed into the degree audit is the B.S. degree option for those students who do not specify prior to senior year in the program.

1. Certificate-of-study students must complete the required professional courses (listed in the division section of this handbook) and all program prerequisites. Certificate-of-study students are not required to complete remaining GEC's.
2. Certificate-of-study students are not eligible to participate in the SAMP Honors program, Student Research Thesis program, or to receive Latin honors designations.
3. Students with previous degrees who elect the second degree (vs. certificate) option must meet all GEC requirements of the University in effect at the time of enrollment in addition to completing all program prerequisites and professional coursework of their division.

Registering on a Foreign Schedule While Enrolled in the School

A foreign schedule is one that does not conform to a recommended study plan and does not specifically contribute to progress toward the degree or certificate of the division/program to which the student was admitted. Students may remain in the School on a foreign schedule for one quarter, and only with the approval of their faculty advisor. The Student Affairs Office can suggest an appropriate enrollment unit and can provide advice on transfer procedures. Students who have graduated from Allied Medicine and wish to take additional coursework should enroll through the Office of Continuing Education.

Transfer within the School

Students who wish to transfer from one division to another within the School need to seek counseling by both School and division advisors and must obtain written approval of both divisions. This option is considered very rarely because of the selective nature of the programs and the extra time students would need to complete a different curriculum. Students granted approval may enroll in the new division and follow that division's curriculum.

Minor Programs

School of Allied Medical Professions Minor Policy

1. University-approved minor programs are available to undergraduate students in the Allied Medical Professions as an option to complement or enhance their major programs; however, minor programs are not required in the School of Allied Medical Professions.
2. A major and a minor may not be taken in the same division/program or department.
3. Only one course specified on the major that is also part of an established minor (overlapping courses) may be counted toward both the major and the minor.
4. No grade below a C- will be permitted on courses comprising the minor.
5. Courses taken on a pass/non-pass basis may not be applied to the minor.

The Student Affairs Office can supply a list of approved minors and the course requirements for each. Most can also be found at: <http://artsandsciences.osu.edu/currofc/gec/minors.cfm>

Dual Degrees/Dual Majors

A combined curriculum has been approved between the School of Allied Medical Professions and the Colleges of the Arts and Sciences. Students with advanced course work in the liberal arts may want to consult an advisor in the School and the College of the Arts and Sciences as early as possible for curricular advising.

Other combined curricula are available. Students interested in these options should make an appointment with an advisor in the Student Affairs Office to discuss the feasibility of these options and to plan for graduation in each major.

ACADEMIC SANCTIONS FOR UNDERGRADUATE MAJORS

Warning, Probation, Disenrollment, Dismissal

“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 students is registered...”
(From Faculty Rule 3335-9-23).

Policies for students enrolled in professional programs are listed below. A letter will be sent via US Mail to the “Local” address provided by the student on the student database to the student at the time of warning, probation, or disenrollment outlining conditions for removing probation or warning.

Category Courses

The category of each course required by undergraduate programs in SAMP is listed in the appendix of the Student Handbook. Generally, courses are categorized as follows:

Category Ia: Required professional coursework in which a student must earn a C- or better or S before continuing in any other professional coursework.

Category Ib: Required professional clinical coursework in which a student must earn a C- or better or S.

Category I: Required professional coursework in which a student must earn a C- or better or S.

Category II: Required professional coursework in which a student must earn a D or better or S.

Category III: Any other coursework in which a student must earn a D or better or S.

See the appendix for a list of category courses for each division.

Academic Warning (not indicated on the student record)

1. A student with a quarter point-hour ratio of below 2.20 will be warned. A student will be placed on probation if two out of three quarters are below a 2.20 point-hour ratio.
2. A student earns a grade of D or D+ in a Category II course.
3. A student earns a grade of E or U in a Category III course.

Academic Probation (indicated on the permanent student record)

1. A student earns a cumulative point-hour ratio below 2.20 will be placed on academic probation.
2. A student earns below a 2.20 point-hour ratio and/or two or more causes of warning occur in two out of three quarters.
3. A student earns a grade less than C- in a Category I or Category Ia course.
4. A student earns a grade of less than D in a Category II course.
5. A student incurs two or more reasons for warning in a single quarter.
6. A student fails to meet the conditions of their admission during the first quarter of enrollment.
7. Probationary status shall continue until either the requirements for removing probation have been achieved, or the student has been disenrolled from the School or dismissed from the University or graduated.
8. Students who voluntarily leave Allied Medicine while on academic probation and who are subsequently permitted to reenroll in their program will resume their probationary status when they return.

Disenrollment

1. A student is eligible for disenrollment if he or she does not meet the conditions for removing probation outlined in the letter of probation.
2. A student is eligible for disenrollment if he or she incurs another reason for academic warning or probation while on academic probation.

3. A student is eligible for disenrollment if he or she incurs two reasons for probation in the same quarter.
4. No student shall be subject to dismissal from the University unless he or she is currently on probation. (Faculty Rule 3335-9-25)
5. A student who is disenrolled cannot register for professional coursework.

Dismissal

A student with a cumulative point-hour ratio below a 2.0 is subject to the rules of the University regarding warning, probation and dismissal. Students should refer to Faculty Rules 3335-9-23 through 3335-9-28.

Post-Disenrollment

A student who has been disenrolled from the School of Allied Medical Professions may be eligible under University rules to request transfer to another undergraduate college or school in the University. A disenrolled student may continue to be registered in AMP on a foreign schedule for one quarter while making arrangements for a transfer.

Reinstatement

A student is ineligible for reinstatement to the School for three consecutive quarters following dismissal or disenrollment. To apply for reinstatement, the student must petition in writing for readmission to the division in which he or she wishes to re-enroll. The petition will be reviewed by the Executive Committee, which will decide whether or not to readmit the student taking into consideration the recommendation of the division director. (Policy approved by SAMP Executive Committee effective January 6, 1999.)

Professional Probation

Any student whose professional behavior, conduct, competence, or interpersonal skills are judged unsatisfactory may be placed on professional probation by the Executive Committee. This probation may be lifted by demonstration of behavior specified in the conditions of probation. Professional probation must be lifted behaviorally, not cognitively, and may constitute reason for disenrollment, just as does the traditional academic probation.

Appeal Process

The student may appeal a specific grade or academic practice by following procedures outlined in the Code of Student Conduct. Responsible individuals in the School of Allied Medical Professions should be: first, the instructor; then, if necessary, the division director; and finally, director of the School of Allied Medical Professions, in that order. The student has the right to appeal professional probation to the director of the School.

The student may appeal a warning, probation or disenrollment by submitting a request for petition to the Director of Student Affairs. The Director of the School of Allied Medical Professions will consider the petition, and may appoint a committee to consider the appeal and will forward a final decision to the Director of Student Affairs.

ACADEMIC SANCTIONS FOR UNDERGRADUATE PRE-MAJORS

Pre-major students in the School are subject to the rules of the University regarding warning, probation, and dismissal. Student should refer to Faculty Rules 3335-9-23 through 3335-9-28.

Academic Warning

Students can be placed on academic warning when they have accumulated between .1 and 14.9 deficiency points.

Academic Probation

Students who have accumulated 15 or more deficiency points will be placed on Academic Probation. Students are notified via US mail of their status. Students will be required to complete the conditions of their probation, including the minimum grade point average they must achieve in the following quarter to avoid academic dismissal.

Probation by Special Action: A student will be placed on academic probation by special action if he/she has less than 15 deficiency points and is found to be making unsatisfactory academic progress toward the degree. For example, if a student has a history of being on warning and/or probation; or if a student earns a significant number of deficiency points in one quarter, he or she may be placed on probation through special action. Consequences for the student are identical to those for students on regular academic probation.

Academic Dismissal

Any student in academic difficulty is at risk of being dismissed from the university. There is no particular cumulative GPA or number of deficiency points that warrants a dismissal. Dismissed students will be notified of their status by US mail.

Program Standing

Program Standing is a program designed to identify students who, while in good standing with the University (achieving a minimum 2.0 GPA), are not competitive to apply to any major in the School of Allied Medical Professions.

Program Probation

Students will be placed on Program Probation when they are unlikely to be admitted into their desired major based on their GPA. Students will have to make a significant improvement in their GPA the following quarter or they will risk being programmatically dismissed.

Students are encouraged to meet with an advisor in another area or to meet with an advisor in the Exploration program in order to explore other majors at Ohio State that are feasible.

Program Dismissal

Students who may or may not have been on Program Probation are eligible for Program Dismissal, but are not admissible into their desired major based on their GPA. Students who have been programmatically dismissed may no longer pursue a major in the School of Allied Medical Professions. Program Dismissal results in the following quarter schedule being locked, and students are required to meet with an advisor in another unit in order for their schedule to be unlocked.

HONORS OPPORTUNITIES IN THE SCHOOL OF ALLIED MEDICAL PROFESSIONS

Healthcare professionals with exceptional training and abilities in leadership, critical inquiry, philanthropy, and teaching are vital to the advancement of the health professions and of benefit to society. Recognizing this need, the School of Allied Medical Professions designed its Honors program to offer a unique academic experience to able and highly motivated undergraduate students. A superior student will pursue a plan incorporating advanced coursework, scholarship, research, service, and leadership.

The SAMP Honors Program offers undergraduate students the ability to distinguish themselves through academic achievement, research, and service. The Honors opportunities available in the School consist of three components which may be pursued separately, or combined:

1. COMPREHENSIVE HONORS PROGRAM (leading to Graduation with Honors in Allied Medical Professions) - Students who wish to maintain Honors status throughout their undergraduate program in SAMP have the opportunity to create their own plan to combine Honors courses, research, scholarship, leadership, community service, etc. over and above the requirements of their major. Assessed on a points scale, successful completion of the Honors Contract entitles the student to graduate with Honors in Allied Medical Professions.
2. LATINATE HONORS - Latinate honors designations are based solely on cumulative GPA with a minimum of 90 credit hours completed at OSU. These honors are conferred at graduation, and SAMP awards these honors as follows: *cum laude* (3.50-3.69); *magna cum laude* (3.70-3.89); *summa cum laude* (3.90-4.00).
3. SENIOR RESEARCH THESIS PROJECT (leading to Graduation with Distinction) – Junior-level students may elect to complete a Senior Research Thesis Project during their senior year and graduate “with distinction” in their field of study.

Complete information on the Honors opportunities available in the School is available on the School’s website: www.amp.osu.edu. Click on “Current Students” then on “Honors Opportunities” for information on the Comprehensive Honors Program (#1 above) and Latinate Honors (#2 above). More information on Latinate Honors is also contained in the “Graduation” section that follows. Click on “Student Research Thesis Manual” for information on the Senior Research Thesis Project (#3) above. These manuals contain complete information on requirements, procedures, and timetables as well as the various forms and approvals required.

Dean's List

The Dean’s List designation appears on students’ University record. The criteria for Dean’s List are:

- Must be enrolled for 12 hours or more of graded credit (the 12 hours cannot include PA/NP or S/U courses and must have a quarter point-hour ratio of 3.5 or above.
- In divisions grading substantially on S/U credit, students may be recommended by division faculty, who certify (in writing to the Undergraduate Student Affairs Office) that the student's performance would equal or exceed 3.5 if the credit were graded A-E.

GRADUATION INFORMATION

Graduation Requirements

The following requirements must be fulfilled to complete the curriculum leading to the Bachelor of Science in Allied Health Professions degree:

- The University General Education Requirements. The complete list of courses approved for Allied Med students to use on the GEC is available on line at www.amp.osu.edu/current/ Click on "GEC Approved List of Courses."
- A minimum of 196 or 182 credit hours (depending on first quarter of enrollment at Ohio State), including all major courses and divisional requirements for all divisions/programs. A student may find it necessary to earn more than the minimum hours to complete the requirements of both the GEC and the major. Remedial, conditional, or repeated courses (e.g., repeated "D's") do not count toward the degree.
- In all divisions/programs, the student is required to have a cumulative point-hour ratio of not less than 2.20 on all work taken at this University.
- A candidate for a degree must secure credit for the work of three full-time quarters at The Ohio State University (i.e., at least 45 credit hours) and be enrolled in the division recommending him or her for a degree.

Minimum Number of Hours Required to Graduate with the B.S. in Allied Health Degree

The minimum number of hours required for graduation varies somewhat from program to program within Allied Medicine. Students should check their program's curriculum sheet and the degree audit to check how many their program requires. The approval of the new GEC impacts the number of total credits required to graduate.

HOWEVER, when calculating the total number of hours needed, it is important to take into account the remedial or repeated courses which do NOT count toward graduation. These include the remedial-level courses -- Math 50, 75, 76, English 109 -- as well as any courses repeated to get a better grade.

Post-Baccalaureate Certificate of Study Requirements

The following general requirements must be fulfilled to be eligible for a post-baccalaureate certificate of study from those divisions conferring the post-baccalaureate certificate of study:

- Evidence of a previously earned baccalaureate degree.
- Completion of all academic and clinical requirements as designated by the division.

Applying to Graduate

Every candidate for a degree or post-baccalaureate certificate of study is required to file an application for graduation in the Office of Student Affairs two quarters prior to the quarter of expected graduation. The application and all related forms are available on the SAMP website at www.amp.osu.edu/current. Completed forms need to be submitted to the Student Affairs Office by the listed deadline.

Minors: Students who are completing minor programs that require departmental approval must submit the minor program form along with their graduation application.

The Student Affairs Office will review each student's cumulative record for eligibility for graduation, graduation with honors, and minor program completion (if a minor is indicated). Candidates approved by their divisions and by the School of Allied Medical Professions are proposed for graduation.

A final listing of candidates for graduation is made available in the Student Affairs Office the middle of the quarter of graduation. Students should check this listing for possible errors. The name on the diploma must match the name of the student on the University database. If students wish to make name adjustments, they should do so in the Student Affairs Office at the time they turn in their graduation application. The Student Affairs Office mails graduation instructions to each candidate for graduation by approximately the 5th week of the quarter of graduation.

GRADUATION WITH LATIN HONORS (*cum laude, magna, summa*) may be granted for exceptional achievement in the University.

- The designation *summa cum laude* may be granted only for those students who have achieved at least a 3.90 cumulative point-hour ratio at the time of graduation.
- The designation *magna cum laude* may be granted only for those students who have achieved at least a 3.70 cumulative point-hour ratio at the time of graduation.
- The designation *cum laude* may be granted only for those students who have achieved at least a 3.50 cumulative point-hour ratio at the time of graduation.

Eligibility for these honors is based on a minimum of 90 credit hours of course enrollment at this University. The marks for all Ohio State coursework considered toward the degree received will be included in calculating a student's eligibility for such honors. However, a student who has taken advantage of the University's Fresh Start Rule or SAMP's Recalculation of Grade-Point Average must complete an additional 90 credit hours past the point of recalculation to be considered for Latinate honors, and only those marks received for coursework subsequent to the Fresh Start will be considered toward calculating a student's eligibility for such honors.

Latinate honors (*cum laude, magna cum laude, and summa cum laude*) will be based on the cumulative GPA achieved the quarter prior to graduation. Students who move up a designation based on final quarter GPA (e.g., move from 3.49 to 3.50+) may be granted the Honors designation. However, those who fall below the mark based on the final quarter GPA will not have their Honors designation removed.

The designation "*with distinction*" is reserved for SAMP students who have completed and successfully defended Senior Research Thesis projects. The designation "*with Honors in Allied Medical Professions*" is reserved for students who have participated in the SAMP Comprehensive Honors Program and who have earned a minimum of 80 points by completing honors and graduate-level courses, research, and service activities over and above the requirements of their major.

Post-Baccalaureate Certificate of Study students are not eligible to participate in the SAMP Senior Research Thesis program nor are they eligible to receive the honors designations *cum laude, magna* and *summa cum laude*.

Award of Merit

The purpose of the Award of Merit is to give the School the opportunity to honor graduating students who have contributed time and effort to furthering the goals of the University, the School, and the health professions. The award is bestowed annually on not more than 3% of the senior class of the School.

Criteria for selection currently are as follows. In all nominations, criterion 1 must be met, and at least one of criteria 2 through 4 must also be met.

1. Good academic standing with a minimal professional point hour of 2.5 or satisfactory completion of professional requirements. Students in divisions using S/U grades may be selected on the basis of acceptable performance in the professional courses.
2. Substantial contributions to the student's profession and/or allied health. (This could include efforts in recruitment, maintaining high professional standards and/or service to the profession and/or to professional organizations, contributions to research, etc.)
3. Substantial contributions to the betterment of the University and the community. (Volunteer or community service activities may be considered here.)
4. Substantial contributions to fellow students at the division, School or University level. (The student's constructive functioning in classroom, laboratory or clinical situations can be considered, as well as specific committee activities.)

Career Planning and Placement

For students enrolled in SAMP, the division and professional organizations offer information on career and job related questions. Divisions typically handle job information through their own offices.

In compliance with the Family Education Rights and Privacy Act of 1974, as amended, students may inspect faculty and professional references unless they waive their right to do so. Reference forms and associated waivers with a full explanation of what they cover are included on the Allied Medicine webpage: www.amp.osu.edu/current.

SAMP Alumni Society

Graduates and former students in the School of Allied Medical Professions (both BS. and Master's graduates) may become members of its Alumni Society. Annual membership is \$20. During autumn quarter, a football brunch or tailgate party is scheduled in the fall and other social functions are planned in the winter and spring. News and information on events sponsored by the SAMP Alumni Society can be found on the SAMP Alumni website: <http://amp.osu.edu/alumni/>. Graduates and former students are also eligible for continuing membership in the Ohio State University Alumni Association.

An increasing number of alumni are electing to support the School of Allied Medical Professions by gifts to The Ohio State University Development Fund that are designated for their professional division. A special SAMP scholarship fund has also been created. Gifts to the SAMP scholarship fund will help insure that worthy students receive financial as well as moral support from SAMP Alumni and friends.

The SAMP Alumni Society welcomes input from current SAMP students and is interested in collaborative efforts with both undergraduate and graduate students. The SAMP Alumni Society has partnered with SAMP Student Council to host tailgate parties during OSU home football games. Look for announcements in the SAMP lobby and e-mail reminders. SAMP Alumni are also involved in School functions such as Pre-commencement and in the AMP Learning Community.

Members of the SAMP Alumni Board would like to know your thoughts and comments on these activities as well as other issues of concern to you. Students are encouraged to e-mail Alumni Society officers. Their names and e-mail addresses are available on the SAMP Alumni website: <http://amp.osu.edu/alumni/>

SAMP graduates are encouraged to share information about families and careers for possible publication in the SAMP "Alumni News," published periodically. At all times, alumni are encouraged to share insights that might contribute to the betterment of the School or one of its divisions.

A special listserv on the SAMP website helps SAMP alumni locate each other and keep in touch with the School. Once you give the Society permission to include your e-mail address on its listserv, the Society WILL NOT publish or sell your information to any individual or organization. It will be used only to communicate with you and other SAMP alumni.

The Alumni Society is genuinely interested in the whereabouts, personal and professional achievements, and employment changes of graduates. You can share such information through a handy on-line form available on the SAMP Alumni website. If you don't have easy access to the web, send information to:

Alumni Society c/o SAMP Student Affairs
127 Atwell Hall
453 West 10th Avenue
Columbus, Ohio 43210
(614) 292-1706

If requested, we will inform The Ohio State University Alumni Association of these changes.

GRADUATE PROGRAMS

The School offers the following graduate-level opportunities. Students in all SAMP graduate programs follow their own policies, procedures, and guidelines and therefore have their own handbook. Graduate alumni are encouraged to participate in the SAMP Alumni Society. SAMP undergraduate students who wish to plan an application to any of the SAMP graduate programs may schedule an appointment with the Graduate Admissions Coordinator in 106 Atwell Hall (292-8812). In Autumn of 2005 SAMP welcomed its first Ph.D. students.

Information on graduate programs in Allied Medical Professions can be found on the Allied Med web site: www.amp.osu.edu. Click on "Academic Programs," then on "Graduate Programs."

Doctor of Physical Therapy Program

During the Summer of 2006 Physical Therapy admitted its first class to the new DPT program which replaced the MPT (Master of Physical Therapy) program offered in SAMP since 2001. SAMP's DPT is an entry-level program designed for students who have bachelor's degrees in majors other than physical therapy. Information on the program, including prerequisite courses, GRE and TOEFL scores, and experience hours can be found on the Physical Therapy web page: www.amp.osu.edu/PT.

Master of Occupational Therapy Program

The Occupational Therapy Division's entry-level master's program was approved early in the summer of 2002, and the first MOT students started the program in Autumn of 2003. Information on the MOT program, including prerequisite courses and other requirements, can be found on the Occupational Therapy web page: www.amp.osu.edu/OT.

Master of Science Program (Advanced Practice Master's)

A graduate program leading to the degree Master of Science is administered through the School of Allied Medical Professions. It is designed for students who are health professionals and wish to increase their knowledge base in areas related to their basic professional discipline with an emphasis on allied health education, administration or research, or advanced professional practice in the allied medical professions.

Graduates of the School's MS program are prepared for leadership roles in health care delivery or further studies at the doctoral level. Clinical specializations have been developed in advanced professional practice, health informatics, geriatrics, education, and management. Students who have completed the bachelor's degree in either Physical Therapy or Occupational Therapy and who go on to become licensed may apply to the advanced practice Master's.

Candidates for the degree must meet the general requirements for minimum residence, standard of work, time limit, admission to candidacy, and final examination established by the Graduate School for the Master of Science degree at The Ohio State University. Further information is available in the Graduate Office, 106G Atwell Hall (292-8112).

Medical Dietetics Graduate Track

Students with a bachelor's degree in a field other than Medical Dietetics or Human Nutrition may complete a three-year program culminating in a Master's Degree in Medical Dietetics. Graduates of this program also qualify to take the exam required to become Registered Dietitians. These students apply to the undergraduate Medical Dietetics program and complete one year of undergraduate coursework. They then apply to Graduate School where they complete the final two years at the graduate level.

Ph.D in Health and Rehabilitation Sciences

In the summer of 2004 the Ohio Board of Regents approved a new doctoral program in the School of Allied Medicine Professions in response to the increasing need for allied health professionals with an advanced degree. In Autumn of 2005 the first students in this program began core coursework in allied health leadership and evidence-based practice, teaching in the college setting, research methodologies, and a teaching practicum. Later in the program, they take a series of seminars on topics such as grant writing, rehabilitation outcomes research, neuroscience studies, and others. Each student will select a specialized research focus area, such as musculoskeletal rehabilitation, pediatrics, and neurological rehabilitation.