



**THE OHIO STATE UNIVERSITY**

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COLLEGE OF PUBLIC HEALTH

**Undergraduate Student Handbook**

**2013-2014**

DRAFT

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**THE OHIO STATE UNIVERSITY**  
COLLEGE OF PUBLIC HEALTH

August 13, 2013

Dear BSPH Student/Learner:

Welcome to the Ohio State University College of Public Health! We are excited for you as you begin pursuing the goal to complete the Bachelor of Science in Public Health (BSPH) degree. The BSPH degree is consistent with the College's mission of educating and training the current and next generation of public health practitioners and scientists, health care managers, and researchers/scholars.

While we have only been an accredited College of Public Health since 2007, our programs have been around much longer. The very first Master of Science degree in Preventive Medicine was conferred in 1948. The first Master of Health Administration degree was bestowed in 1971, and the first Master of Public Health was granted in 1992. In addition to the existing undergraduate minor in Global Public Health offered since 2008, we now offer the BSPH degree with interdisciplinary specializations in Public Health Sociology and Environmental Public Health. These two interdisciplinary specializations are collaborative with the College of Arts & Sciences.

BSPH graduates will be qualified for early career, entry-level positions in public health agencies and other public or private organizations. We are anticipating substantial increased job opportunities in the public health area for the next 10-20 years. An additional outcome of and a primary goal for completing the BSPH degree is to prepare students for advanced study via graduate and professional degree programs.

We value the quality of instruction and research undertaken by our faculty and graduate students in our college. You will learn about and have opportunities to engage in various activities, such as, student organizations, professional organizations, and research. We also anticipate opportunities to gain international experience.

I wish you the best for an enriching undergraduate experience that will contribute to preparing you for a positive and productive future.

Sincerely,

Michael S. Bisesi, PhD  
Senior Associate Dean for Academic Affairs  
Director, Center for Public Health Practice  
Associate Professor, Environmental Health Sciences

## SECTION I: INTRODUCTION

The faculty and staff of the College of Public Health are dedicated to the best opportunities for the education and development of its undergraduate students. Carefully considered policies and procedures are followed to ensure (a) there is quality undergraduate education with appropriate alternatives when available; (b) fairness and support are continuing; (c) merit is recognized; and (d) proper credit is awarded.

The College of Public Health Undergraduate Handbook has been developed to provide useful information and to set forth policies and procedures pertinent to undergraduate study in the College of Public Health. Students and faculty should be aware that this publication is a supplement to University guidelines and generally does not duplicate the standard policies and procedures presented in University documents.

### Vision, Mission, and Values

These statements align with the mission of The Ohio State University: To advance the well-being of the people of Ohio and the global community through the creation and dissemination of knowledge.

#### Vision

The vision of the College of Public Health at The Ohio State University is to be a leader in public health research and education with local impact and global significance.

#### Mission

The mission of the College of Public Health is to protect and improve the health of the people of Ohio, the nation and the world. Through interdisciplinary research, we seek to understand the forces that affect public health and the delivery of health services. We prepare the next generation of public health practitioners, health care managers and scholars. Collaborating with government agencies and other partners, we develop solutions to current and emerging public health problems.

#### Values

The College of Public Health has identified four core values that guide our decisions and operations:

##### 1. Equity

We believe in the fundamental fairness of a healthy world. All people should have an environment that optimizes health, access to affordable and high-quality health care, awareness of personal choices for improving health, and opportunities to help improve the health of our communities.

##### 2. Ethics

We maintain high levels of academic and scientific integrity, conduct research that protects the rights and welfare of all study participants, and create an inclusive environment that supports our faculty, staff, students and constituents.

### **3. Excellence**

We pursue innovative research that is scientifically rigorous and relevant. We are committed to providing a high-quality learning experience and the tools to enable students to meet future challenges. We value dedicated service and leadership that helps individuals and communities live healthier lives.

### **4. Diversity**

We celebrate the richness that diversity brings to our society and work to create a welcoming culture that respects all forms of diversity. We are committed to increasing the diversity of our students, faculty, and staff and to equipping all our graduates to contribute effectively to a diverse public health workforce.

## **Organization of the College of Public Health**

The Ohio State University College of Public Health was formed in 2007 and is the first and only accredited college of public health in Ohio. The College is one of 50 schools of public health accredited by the Council on Education for Public Health. The College houses five divisions, the Center for Public Health Practice, and several other centers. With close to 50 faculty members and 400 graduate students. The College offers a Bachelor's of Science in Public Health degree, Global Public Health minor, Master of Public Health, Master of Health Administration, Master of Science and PhD degrees. The MPH offers specializations in: biostatistics, biomedical informatics, environmental health sciences, epidemiology, health behavior and health promotion, health services management and policy, veterinary public health, and clinical translational science and a Master of Public Health Program for working Professionals.

In 2012 the College introduced the Bachelor of Science in Public Health (BSPH) undergraduate major. It includes 2 specializations, 1) Public Health Sociology and 2) Environmental Public Health. Starting 2013 the college will be offering a 3+2 combined five-year undergraduate/graduate degree. In addition, the undergraduate Global Public Health minor continues to be a popular program for students interested in some exposure to the foundations of public health without pursuing the BSPH major.

The College's Center for Public Health Practice provides continuing education as well as professional and organization development services for public and private organizations that make up the public health system. Working in collaboration with state and local public health professionals, the Center assures that Ohio's public health agencies are prepared to address emerging public health issues. The College is an integral part of The Ohio State University's comprehensive health sciences campus that includes dentistry, medicine, nursing, optometry, pharmacy, public health, and veterinary medicine.

For additional information about the College of Public Health, contact us at (614)-292-8350 or visit the [College of Public Health](#) website. The College of Public Health Administrative offices are located in Cunz Hall Room 250, 1841 Neil Avenue, Columbus, OH 43210.

## SECTION II: UNDERGRADUATE ADMINISTRATION & SUPPORT

### Undergraduate Studies Committee

The College of Public Health Undergraduate Studies Committee is responsible for policy issues and overall coordination and direction of undergraduate academic programs and courses in the college. This includes the Bachelor of Science in Public Health degree with interdisciplinary specializations, the undergraduate minor, and General Education (GE) courses.

#### Members include:

- Amy Ferketich, PhD, Chair, Division of Epidemiology
- Rebecca Andridge, PhD, Division of Biostatistics
- Gail Kaye, PhD, Division of Health Behavior/Health Promotion
- Charmi Patel, BSPH-Environmental Public Health student
- Rachel Rohrbach, BSPH-Public Health Sociology student
- Eric Seiber, PhD, Division of Health Services Management & Policy
- Qinghua Sun, MD, PhD, Division of Environmental Health Sciences
  
- Michael S. Bisesi, PhD, ex-officio, Senior Associate Dean of Academic Affairs
- Kynthia Droesch, ex-officio, Office of Academic Programs and Student Services Director

### Undergraduate Program Committee

The Undergraduate Program Committee is responsible for the overall direction and coordination of College of Public Health undergraduate academic programs and courses in the college.

#### Members include:

- Gail Kaye, PhD, Chair, Division of Health Behavior/Health Promotion
- Amy Acton, MD, Division of Health Services Management & Policy
- Michael Bisesi, PhD, Senior Associate Dean for Academic Affairs
- Kynthia Droesch, Office of Academic Programs and Student Services Director
- Lindsey Chamberlain, PhD, Academic Advisor, Department of Sociology
- Reanne Frank, PhD, Associate Professor, Department of Sociology
- Motomu Ibaraki, PhD, Associate Professor, School of Earth Sciences
- Heather Kerr, Academic Advisor and Staff Support
- Steven Lower, PhD, Associate Professor, School of Earth Sciences
- Dawn Williams, Career Services Coordinator, Office of Academic Programs and Student Services
- Kristi Williams, PhD, Associate Professor, Department of Sociology
- Guy Smalley, Academic Advisor and Staff Support
- Jennifer Wells, Coordinator, Academic Advising and Graduation

### The Undergraduate Honors Committee

The Undergraduate Honors Committee is responsible for the overall direction and management of the Honors Program, including review of Honors applications, Honors Contracts, Honors Capstone

Proposals and annual progress reviews for all Honors students. The committee also provides strategic direction for development of the Undergraduate Honors Program.

### Members

- Amy Ferketich, PhD, Chair, Division of Epidemiology
- Gail Kaye, PhD, Division of Health Behavior/Health Promotion
- Motomu Ibaraki, PhD, Associate Professor, School of Earth Sciences
- Kristi Williams, PhD, Associate Professor, Department of Sociology
- Amy Acton, MD, Division of Health Services Management & Policy

### Non-Voting Member

Kynthia Drosch, Office of Academic Programs and Student Services Director

### **Office of Academic Programs and Student Services (OAPSS)**

The [Office of Academic Programs and Student Services](#) (OAPSS), located in Cunz Hall, Room 100 provides support for undergraduate and graduate students. Functions of OAPSS staff include:

- Student course selection recommendations
- Fulfillment and processing of graduation requirements
- Meetings with students interested in College of Public Health academic programs
- Student Career Services
- Registration and curriculum petitions
- College of Public Health recruitment events

### **Undergraduate Advising**

College of Public Health academic advising services for undergraduate students are located in the Office of Academic Programs and Student Services in Cunz Hall, Room 100. The primary mission of academic advising is to facilitate student achievement of academic goals in a timely manner. This is achieved by providing dependable, accurate, friendly, respectful, and professional services to students in the following areas: 1) course selection, 2) completion of academic requirements, 3) transfer credit evaluations, and coordination of the college petition process with the faculty. Academic advisors are knowledgeable about other support resources and will refer as necessary. Self-reliance is encouraged by the College of Public Health by helping students make informed and responsible decisions; students are encouraged to be responsible for their own success and progress.

### **How to Make an Appointment**

Call (614) 292-8350 to set up an appointment with a College of Public Health undergraduate academic advisor. Appointments are usually scheduled for 30 minutes per meeting but can be longer if requested. **Appointments are not made by email.** Meeting with an academic advisor during walk-in hours is an option for students needing no more than 10 minutes with an advisor. These meetings do not require an appointment, but are subject to availability. There are always several walk-in hours available the first week of each autumn and spring semester. The schedule of College of Public Health undergraduate walk-in hours can be obtained by contacting the OAPSS office.

## Advisor/Student Responsibilities

### Academic Advisor Responsibilities

The academic advisor provides academic support for BSPH majors, pre-majors and students pursuing the Global Public Health minor. This includes assistance with course scheduling, petitions, minors, and major graduation requirements. The advisor also assists students in redesigning the academic plan if career goals change, monitors reports on any student who may be experiencing academic difficulty and coordinates the scheduling of performance reviews when needed. The academic advisor can also provide important information about The Ohio State University's resources. Frequent and clear communications with the academic advisor is important to student success.

### Student Responsibilities

- Students are responsible for knowing the requirements of the curriculum they are pursuing.
- They are responsible for obtaining updated General Education (GE) and major curriculum information. The information sheets are updated frequently; classes can be added to or dropped from the GE list at any time. Students must be aware of the changes.
- Students are responsible for scheduling an appointment with an academic advisor regularly.
- Students are responsible for checking their campus e-mail regularly. The University and its colleges and departments send official notices and information to the student's Ohio State University e-mail account. If a student chooses to have their e-mail forwarded to another e-mail account, they may not receive official Ohio State University mail, including scheduling, academic progress, and graduation information. They are responsible for ensuring their e-mail account is capable of receiving Ohio State University e-mail and for checking their e-mail account frequently. If they use another e-mail account instead, they should make sure that messages sent to their Ohio State University account are forwarded to the account they use. Students can go to [OSU Help](#) to update or manage their Ohio State University username and e-mail account online. If there are any problems, call (614) 688-4357.
- Students are responsible for knowing the University's and the College of Public Health's policies, regulations, and procedures. They should be familiar with this manual, the Course Catalog and the Schedule of Classes. They can find both of these at [BuckeyeLink](#).
- Students are responsible for maintaining good academic standing, which is defined as a 2.8 cumulative, GPA each semester.
- They are responsible for knowing their current schedule at all times, including class numbers. Students can find their schedule at [BuckeyeLink](#). To do this, students can login to their "Student Center" and view "My Class Schedule."
- Students are responsible for checking the prerequisites for all classes they schedule.

- They are responsible for officially dropping courses they have stopped attending. An instructor will not automatically drop a student from the instructor's roster simply because the student stopped attending class. Students are also responsible for knowing the drop/add deadlines for each term.
- Students are responsible for knowing the consequences of schedule changes (for example, the effects of changes on their eligibility for financial aid, their projected graduation date, their athletic eligibility, their tuition and fees).
- Students are responsible for knowing whether or not they are on a waitlist. This information can be found in a student's "Student Center" at [BuckeyeLink](#).
- Students are responsible for checking their schedule regularly to see if they have been added to a class from the waitlist. Students will not receive notification from the Registrar's office if a course has been added to their schedule. (Note: The waitlist system is no longer adding classes to student schedules after the first Friday of the term).
- Students are responsible for understanding their fees (tuition, health insurance, etc.) and resolving any issues with the appropriate office (financial aid, fees and deposits, etc.)
- If students are eligible for an exemption from student health insurance, they are responsible for providing the documentation required to demonstrate their eligibility for the exemption.

## Faculty/Student Expectations

### College Expectations of Faculty

- Provide a syllabus for each course that includes information about required textbooks; reading assignments; learning objectives; project, paper, exam, laboratory and other course requirements; the grading and evaluation system; a schedule of course content coverage; information about attendance policies; a statement about academic misconduct; and information about contacting the instructor and/or graduate teaching associate.
- Check the class rosters and notify any student who has registered incorrectly, or has failed to register for the course.
- Be prepared for each class and/or laboratory presentation. If guests are used to deliver course content, ensure that those guests have appropriate qualifications and presentation skills.
- Start and end each class session promptly according to university policy.
- Treat students fairly, impartially, and equitably.
- Respect each student as an individual. Recognize that personal values, attitudes, beliefs and opinions held by the student may differ from those held by the instructor.

- Provide a learning environment that challenges and motivates students to improve performances involving knowledge, skill, competence, and critical thinking or problem-solving capabilities.

### Faculty Expectations of Students

- Communication with the course instructor regarding questions, concerns, suggestions or problems related to the course. It is crucial to resolve issues as early as possible so that the greatest possible assistance can be provided.
- Attentiveness in lecture, laboratory, practicum, field, or internship settings. Ethical and professional behavior is expected under all circumstances. If a student's behavior is disruptive, the student may be expelled from the class, and an academic misconduct report may be filed.
- Completion of assignments on or before the completion date. Under all circumstances, the student is responsible for completing course assignments. Permission must be requested to submit a late assignment. If the assignment is handed in past the deadline, the grade for the assignment, and potentially for the course, may be affected.
- Preparation of all written assignments in a format and form designated by the instructor. The assignment may receive a lower grade if it is not in the proper format, if there are multiple typographical, grammatical, or spelling errors, or if it is unreadable.
- Use of individual effort on examinations, projects, reports and other assignments unless otherwise indicated by the instructor. Faculty rules require an instructor to report suspected academic misconduct to the University for review and evaluation.
- Use of appropriate communications and channels (e.g., instructor, faculty, Office of Academic Programs and Student Services) to express concerns and resolve conflicts. Complaining to and sharing concerns with classmates and other non-university individuals will not usually satisfactorily resolve problems.
- Perspective that students, faculty, and staff are in a mutually assistive environment that facilitates learning.
- Recognition that faculty members and graduate teaching associates are not "on call" and are not necessarily available at the precise times that the student is available. Each faculty member has posted office hours, is available by appointment, and can be contacted by telephone and e-mail.
- Understanding the curriculum is designed to provide exposure to both content information and the practices of the profession that have relevance to the student's professional aspirations.
- Familiarity with University and college policies and procedures.

- Student behavior that interferes with the learning process will not be tolerated. Such behaviors include, but are not limited to: talking or making disruptive noises which may inhibit others from learning, the use of non-course related materials (e.g., cell phones, pagers) during class sessions, or inappropriately leaving and returning to the classroom.

## **SECTION III: DEGREE PROGRAMS**

### **Bachelor of Science in Public Health Major**

#### **BSPH Goals and Objectives**

The overall intention of the structure of the BSPH degree is to build a core public health curriculum that, with the Ohio State University General Education (GE) requirements, serves as the foundation for the interdisciplinary specializations.

The BSPH degree offers two interdisciplinary specializations. The goal is not to duplicate and offer diluted versions of specializations already offered by the College of Public Health within its master of public health (MPH) degree, but instead ensure that specializations are distinct. Graduates will be qualified for early career, entry-level positions in public health agencies and other organizations. However, the primary desired outcome is to build a strong foundation at the undergraduate level that will serve as a pipeline to advanced study via graduate and professional degree programs.

#### **Undergraduate Competencies**

All graduates of the BSPH degree program will be prepared to:

- Summarize the historic milestones in public health.
- Compare and contrast examples of major domestic and international public health issues.
- Discuss various approaches/strategies for identification, response and intervention to address and attempt to resolve common public health issues.
- Identify political, cultural, behavioral and socioeconomic factors related to global public health issues.
- Apply the fundamental principles of the five core disciplines of public health (biostatistics; environmental health; epidemiology; health administration; health behavior/promotion) to domestic and international population issues.

#### **Public Health Sociology Specialization**

The Department of Sociology in the College of Arts & Sciences offers the only undergraduate degree at The Ohio State University in sociology. Blending select courses from the existing sociology degree program with select courses from public health forms a relatively unique interdisciplinary undergraduate specialization in Public Health Sociology. This program provides a broad pre-professional foundation by expanding shared and complimentary principles of sociology and public health relative to population health and intervention.

**Specialization Competencies** – In addition to the public health core competencies, graduates of the BSPH degree program with interdisciplinary specialization in Public Health Sociology will be prepared to:

- Develop quantitative awareness of the multiple-scale, and multiple interactions that characterize public health problems.
- Summarize major factors that contribute to human disease and compromised quality of life.
- Apply theory to public health issues identified within contemporary society.
- Summarize issues of social inequality and environmental justice.
- Analyze and interpret fundamental statistical and epidemiological data.
- Communicate ideas and results that solve public health problems.
- Summarize intervention and disease prevention strategies to sustain and improve quality of life.
- Write and communicate applicable case summaries.
- Seek employment for entry-level position and/or apply for advanced education and training in public health or related discipline.

### **Environmental Public Health Specialization**

Under the BSPH degree, environmental health science can be strategically blended with courses from the School of Earth Sciences in the College of Arts & Sciences to form a relatively unique interdisciplinary undergraduate specialization in Environmental Public Health. This program provides a broad pre-professional foundation covering basic and applied science and math relative to sources of contaminants from air, water, soil, food and the related aspects of human exposure and impact.

**Specialization Competencies** – In addition to the public health core competencies, graduates of the BSPH degree program with interdisciplinary specialization in Environmental Public Health will be prepared to:

- Apply principles of math, chemistry, and biology to applied science of environmental public health.
- Summarize major sources, hazardous agents, conditions, and other exposure factors that contribute to environmentally related human diseases.
- Describe how the quality of environmental media (air, water, soil, food) is adversely affected by contamination from chemical, biological and physical agents.
- Apply theory to environmental public health issues identified within indoor/outdoor and occupational/non-occupational settings.
- Analyze and interpret fundamental statistical, epidemiological, and environmental monitoring/surveillance, and risk assessment data.

- Summarize management and technical measures and approaches that control human exposure to environmental contaminants.
- Identify regulations, policies, standards and guidelines applicable to the quality of air, water, soil and food and the prevention of environmentally related human exposures and diseases.
- Write and communicate applicable scientific and technical summaries.
- Seek employment for entry-level position and/or apply for advanced education and training in public health or related disciplines.

## Global Public Health Minor

### Overview

The 15 credit hour undergraduate minor in Global Public Health focuses on health issues affecting populations in the US and globally. Students complete courses that 1) provide content relative to presenting and discussing the type and scope of issues, 2) factors that contribute to existing and emerging issues, and 3) applicable public health interventions.

The program can augment and enhance many different undergraduate bachelor degree programs.

### Competencies

Upon successful completion of the undergraduate minor in Global Public Health, students will be better prepared to:

- Compare and contrast examples of major domestic and international population health issues.
- Discuss various public health approaches to resolve these issues.
- Identify political, cultural, behavioral and socio-economic factors related to global public health issues.
- Adapt to diverse cultures, perceptions and approaches.
- Discuss major currents of global change and issues they raise.

## 5 Year (3+2) BSPH + MPH Combined Degree Program

### Degree and Program Options

Qualified students may complete a combined undergraduate/ graduate degree program via a 5-year (3+2) Model: Years 1, 2 and 3 involve undergraduate courses; Year 4 is a combination of undergraduate courses plus graduate courses. Up to sixteen semester credits of the graduate courses can count toward the bachelor degree. The sum of the graduate credits for the completed designated graduate courses counts toward the master degree program.

Students who are interested in the combined degree program will be encouraged to work with an undergraduate advisor early on, so they can have the appropriate coursework completed before starting the combined degree program. Late in their second year or early in their third year of undergraduate work, students will be asked to complete a pre-application to the combined degree program, which will serve as an indicator of their interest to apply formally during their third year. The BSPH Undergraduate Committee will review the pre-application and, if necessary, suggest students

meet with an undergraduate advisor to discuss course requirements that will need to be met before formally entering the combined degree program. Students whose 3+2 Pre-Application has been approved will apply to the program through SOPHAS, (Schools of Public Health Application Service), an online application system. After a student is admitted to the MPH program, he/she will apply to the 3+2 combined degree program. This will involve completing the Graduate School's combined degree approval form.

### **Admission**

Students enrolled in combined programs are admitted by the Graduate School, the Graduate Studies Committee, and the undergraduate college or school. The College receives application material, determines when the application is complete, calculates the official GPA, and notifies the applicant of the admission decision.

### **Criteria**

To be admitted as a regular or special graduate student in a combined program, the applicant must submit documentation that demonstrates satisfactory fulfillment of the following admission criteria:

1. Completion of a minimum of 90 undergraduate credit hours, for those enrolling in an undergraduate/graduate combined program;
2. A minimum of 3.5 cumulative GPA in all previous undergraduate work for those enrolling in an undergraduate/graduate combined program; and
3. Prerequisite training that will enable the student to pursue the graduate degree program selected.

Students may not be admitted to the undergraduate/graduate combined program in conditional or graduate non-degree status.

## SECTION IV: BSPH ADMISSIONS

### Admission Criteria for the Public Health Pre-Major

#### Current Ohio State University Students

Current Ohio State University students wanting to switch to the Public Health Pre-Major must have a minimum cumulative 2.80 Ohio State University GPA and a minimum of 12 semester credits earned from The Ohio State University. They will need to set up an appointment with one of the College of Public Health undergraduate academic advisors to declare the pre-major (614-292-8350).

#### New First-Year Students

A minimum ACT score of 26 or a minimum combined SAT score of 1170 for incoming freshman is required to be admitted to the College as a Pre-Public Health major. This will ensure the College has well-prepared students who will be able to handle the rigor of the academic curriculum and be competitive for admissions to the undergraduate program. Admitted first year Ohio State University students who do not meet the incoming freshman criteria can enroll in the health professions Exploration program to consider alternative majors. Students who are not declared Pre-Public Health majors can still complete prerequisite courses and apply to the Public Health major. Students admitted to The Ohio State University as Honors Students will be directly admitted to the BSPH major. In this case, they will need to select a specialization (Public Health Sociology or Environmental Public Health).

#### Transfer Students

A minimum 2.80 cumulative GPA from previously attended college or university and a minimum of 30 credits (or equivalent) is required to be directly enrolled as a Pre-Public Health major. Students interested in transferring to The Ohio State University to pursue the Bachelor of Science in Public Health (BSPH) major must first contact the [Office of Undergraduate Admissions](#) and apply to the university. Once a student has been accepted the student may either be directly enrolled into the College of Public Health or enrolled in another Ohio State University undergraduate unit, according to the guidelines for the Office of Undergraduate Admissions. Any transfer student directly enrolled into the College of Public Health will be listed as a BSPH pre-major. Transfer students can apply to the major the next time the application is available. They should be aware of how competitive the major is. Transfer students are encouraged to explore alternative majors in the event they are not accepted to the major after they apply. Any student transferring to The Ohio State University not directly enrolled in the College of Public Health must first complete 12 credit hours and obtain a 2.8 GPA or higher at The Ohio State University before he/she can switch to the BSPH pre-major.

#### Students Attending Regional Campuses

Any Ohio State University student currently enrolled in a regional campus who is interested in switching to the Columbus campus into the Public Health Pre-Major should set up an appointment to meet with a College of Public Health undergraduate academic advisor as soon as possible (614-292-8350). If after meeting with a College of Public Health undergraduate academic advisor the student decides to switch to the Columbus campus to complete the Public Health major and he/she meet requirements to switch to the Columbus campus (2.8 cumulative Ohio State University GPA or higher and completion of at least 30 Ohio State University credit hours) the student will need to work with his/her regional campus advisor to start the campus change process.

## Admission Criteria for the Public Health Major

The BSPH major is competitive. For the autumn 2013 semester, 147 students applied and 91 were admitted. The average cumulative GPA of students admitted to the Public Health major was 3.3. Applicants should be aware the College of Public Health will accept a limited number of students into the major each year. Students must have a minimum Ohio State University cumulative GPA of 2.8 and a minimum of 30 credit hours completed by the autumn semester in which they are accepted into the major.

Interested students must complete and submit the online application, which includes a 500-word essay to be considered for admission to the program. Applicants must also complete prerequisite courses with a minimum grade of C in each prerequisite course. Students who start at the Ohio State University and have been accepted into the Honors program are directly admitted into the BSPH major. Ohio State University students who have honors status but started at The Ohio State University in another academic unit will need to apply to the BSPH major before they can be accepted into the major.

Students who are currently not Ohio State University students can apply to the BSPH major under the following conditions: 1) A minimum 2.80 college cumulative GPA, 2) completion of at least 30 semester credits completed by the autumn semester in the year in which they have been accepted into the major 3) eligible to be admitted as an Ohio State University student and 4) completion of all major prerequisites. Transfer students can apply to the BSPH major utilizing the following website: [Graduate and Professional Admissions](#).

### BSPH Application

Students must complete an application to apply to the Public Health major. Applications for the Public Health major are available on December 15 of every year unless the date falls on a weekend. The deadline to apply to the Public Health major is February 15. If the application availability or deadline is during the weekend, the effective date will be the following Monday. The BSPH application can found on [BuckeyeLink](#) in the **Student Center** under the **Self Service** tab, in **OSU Internal Applications**.

Students must select one of the 2 Public Health specializations (or sub-plans as they are referred to on the application), 1) Environmental Public Health or 2) Public Health Sociology. Below is a list of application prerequisites for each of the 2 specializations.

#### Environmental Public Health

- English 1110.XX
- Math 1148/1149 or 1150 or higher
- Sociology 1101
- Biology 1113
- Minimum cumulative GPA of 2.8
- 30 or more earned Ohio State University credit hours
- A minimum grade of C in each prerequisite course

## **Public Health Sociology**

- English 1110.0X
- Math 1116 or higher
- Sociology 1101
- One approved GE Science course
- Minimum cumulative GPA of 2.8
- 30 or more earned Ohio credit hours
- A minimum grade of C in each prerequisite course

Here are some helpful BSPH major application suggestions:

- Students can save the application and come back to it later to complete it.
- **Word** should not be used to format the text for the essay or odd translating will happen (typically question marks show up in the text at odd places). PC users can use Notepad and Mac users should use Text Editor.
- If a student selects the wrong sub-plan (specialization), and then choose a different sub-plan, any prerequisite data entered will disappear.
- Save often! Just scroll down to the bottom of the page and click on the save button to save work.

## SECTION V: BSPH DEGREE

### General Education Requirements (GE)

The [General Education \(GE\) requirements](#) are an integral part of a College of Public Health education. General Education provides the development of knowledge, perception, attitudes, and skills necessary to understand society's traditions and past, its accomplishments and aspirations, its relation and responsibility to the natural world, its diversity and plurality, and its problems and needs. The goal is for students to attain a sense of self within society that invites a continuing desire and ability to learn and work with others for future realization of the human potential.

#### **GE courses include the following categories**

- Writing and Related Skills
- Literature
- Historical Study
- Cultures and Ideas
- Visual and Performing Arts
- Sciences (Physical and Biological)
- Social Sciences
- Math
- Data Analysis
- Foreign Language
- Social Diversity
- Global Studies
- Open Options

#### **Open Option GEs**

There are several Open Option GE course possibilities for the BSPH- Sociology specialization. However in the case of the BSPH-Environment specialization students must take Biology 1114 and Math 1151 to fulfill this GE requirement. There are no other course options.

#### **BSPH-Public Health Sociology**

- Another GE approved course
- Service-learning course
- Cross-Disciplinary seminar
- Education abroad
- Sociology 2210, 2345, 2370, 2380, 3597.01 and 3597.02 recommended. Courses selected for Open Options cannot "double count" as Elective courses for the major.

#### **BSPH-Environmental Public Health**

Must include the 2 following courses:

- Biology 1114
- Math 1151

## Major Courses

Major Courses include Core courses and Specialization courses. Specialization Courses include the Capstone course and Major Electives.

### Core Courses

Core courses are based on the basic disciplines of public health:

- Introduction to Global Public Health (PUBHLTH 2010)
- Biostatistics for Public Health Research (PUBHBIO 2210)
- Introduction to Epidemiology (PUBHEPI 2410)
- Environmental Health Sciences (PUBHEHS 3310)
- Role of Behavior in Public Health (PUBHHBP 3510)
- US and International Health Care (PUBHHMP 4650)

### Specialization Courses

The specialization courses provide in-depth content about specific areas of public health dependent on specialization. The Public Health Sociology specialization courses focus on the relationship between health and sociology. The Environmental Public Health specialization courses focus on the impact of the physical environment with population health.

### Capstone Requirement

The goal of the Undergraduate Public Health Capstone is to provide Public Health students with opportunities to apply public health principles outside of a typical classroom setting and build on public health coursework. Students are encouraged to participate in other work, research or field experience opportunities. Examples would include internships when they are sophomores or first semester juniors. Earning credit for the capstone requirement is limited to the student's last 3 semesters before completing their degree requirements. This allows the student to integrate *more* classroom learning during the capstone experience.

Students have the following choices regarding completion of the capstone requirement:

- Field Experience (PUBHLTH 3189.XX)
- Internship (PUBHLTH 3191)
- Undergraduate Research (PUBHLTH 4998)

### Honors Capstone Requirement Options (See Pages XX-XX).

#### **Field Experience (Study Abroad) 3189.XX/3189.XXE**

This course is a public health related study abroad field experience. See specific course syllabi for learning objectives. Beginning autumn 2014, students taking PUBHLTH 3189.XX for their capstone requirement will also need to complete one credit of PUBLTH 3180 (limited to classroom discussions about career development), followed by 3 credits of PUBHLTH 3189.XX the next semester when the Study Abroad Experience is completed.

#### **Internship (PUBHLTH 3191)**

At the completion of the Public Health 3191, the student should be able to:

- Describe newly acquired knowledge in one or more specific public health area(s)
- Integrate classroom knowledge and relate it to the world of work

- Refine BSPH competencies through skills obtained during the internship
- Learn the 5 steps of effective career planning through participating in various career related activities that will assist students in their own career planning.

Faculty mentors will supervise students participating in internships for credit through enrollment in PUBHLTH 3191. This faculty member is responsible for course instruction and coordinating internship experiences for the period of time covered by the internship. The site supervisor is the person assigned by the cooperating organization (e.g., schools, agencies, etc.) that will be on site during the internship and accepts responsibility for ensuring that internship objectives are met and that the intern's performance is evaluated accordingly.

### **Non-Honors Undergraduate Research (PUBHLTH 3999)**

This course is for non-Honors students who are completing a research experience without a thesis expectation.

### **Major Electives**

Public Health Sociology Specialization major electives are limited to any Sociology courses not currently required of the major. **Major electives are not “free electives”**. Students interested in using other courses as major electives must first meet with an academic advisor to submit a curriculum petition requesting approval of an alternative course as a major elective course. Courses that are not Sociology courses or are not undergraduate courses offered by the College of Public Health are much less likely to be approved.

Environmental Public Health major electives would include 6 additional credit hours of other BSPH-EPH Specialization courses not completed (See list of Specialization courses in [BSPH-EPH Curriculum Guide](#)). Students interested in using courses other than BSPH-EPH Specialization courses as major electives must first meet with an academic advisor to submit a curriculum petition requesting approval of an alternative course as a major elective course. Other School of Earth Science courses or undergraduate courses offered by the College of Public Health are more likely to be approved. Courses which are not School of Earth Science courses or courses offered by the College of Public Health are much less likely to be approved.

## SECTION VI: REGISTRATION AND PLANNING DEGREE

Course registration occurs each term with a step-by-step process beginning part way through one term and ending with tuition and fee payment. Ohio State University students register for classes using the University's registration system that is accessed via [BuckeyeLink](#). Students must officially register for the classes they attend.

- Students should plan out the courses they wish to take. One of the main functions of academic advisors is to help students select courses that best suit the student's individual capabilities and educational goals. Students should arrange an appointment with their advisor in advance of registration to discuss their following term's course schedule.
- The Registrar's Office will send students an email notification about when they can register for courses for the next term. The date and time in when students can enroll in Ohio State University courses for a given term is referred to as the "Enrollment Appointment".
- Prior to registering for courses each term, students are required to complete a Student Responsibility Statement. A Registration Lock Hold is placed on the Student Center until the statement is completed, preventing registration, adding classes, or moving off a wait list. Once registration appointments are assigned each term, a student can complete the [Financial Statement of Responsibility](#) online in one of several ways.
- If a student has a hold on their account (overdue library book, parking ticket, etc.), they must have it cleared before their enrollment appointment begins. Students should contact the office that has placed the hold on their account.
- Students register for classes on the web. Organizing their course selections before accessing the registration system will save considerable time.
- Every minute a student waits to schedule after their enrollment appointment begins, other students who have lower priority have a chance to register for the course before the student with a higher registration priority.
- **Before registering for classes** in the Student Center, students should identify the courses and specific sections of the courses they plan to add to their schedule.
- Students should be sure to include alternative courses in the event the courses they select are full.
- Because registration is live, students will know immediately whether or not they enrolled in a class they registered for. This makes it very important to be prepared with backup times for classes the student is interested in taking, in case the section they want is full. Students should also have alternate course choices ready in case all sections of the course are completely full.

## Considerations in Planning a Schedule

### Why is the student taking the course?

- Is the course required for a desired pre-major or major? Is it a prerequisite to a required pre-major or major course? Does the course meet a GE requirement?

### Is the student eligible to take the course?

- Students should check prerequisites and restrictions in the Course Catalog. The web registration system does not always check; students are responsible for making sure they are eligible to take a course.

### Is instructor permission needed?

- If so, students should obtain permission from the course instructor before the student's enrollment appointment begins, or they will not be able to add the course to their. If students wait until after their enrollment appointment begins, they have lost the advantage of their scheduling priority. Obtaining permission requires getting a Course Enrollment Permission Form from the front desk of Cunz Hall Room 100 and having it signed by the instructor. After getting the appropriate signature, students must have the form processed in Cunz Hall Room 100. Some instructors are willing to send the student an email message statement the instructor is providing authorization for the student to be added to their course. These email messages can be forwarded to one of the academic advisors so the advisor can add the course when the enrollment appointment is open for the student.

### Course-specific issues

- Content: What is the focus of the course? Is this an easy or difficult subject matter?
- How is course content presented? Large lecture? Small discussion groups?
- How will student's work be evaluated? Midterms and final only? Papers? Projects? Group work? Can students get this information by obtaining a copy of the syllabus from the course department or checking their website to see if the syllabus is on the web.
- How much class time is required?

### What are the time commitments for the upcoming term?

- How much time will is there to devote to class preparation and attendance?
- Are there other obligations—employment, extracurricular activities, family responsibilities, internships, sports and recreation, social activities?

### How should students balance their schedule?

- If the students program permits, they are encouraged to schedule a combination of GE courses, major courses, and electives.

- Balance the types of courses—does the course require a great deal of reading and/or writing, memorization of material, frequent homework, laboratory work? Students should try to take a variety of courses each term. Balance difficult courses with easier courses. Whenever possible, students should balance courses of interest with courses of less interest.

### **Other considerations**

- Do the courses registered for align with the student's Degree Plan? Will not taking a course require more time to complete the student's degree?
- When it is important the student strive to improve their GPA they should plan to take courses in which they expect to do well.
- Students should verify the accuracy of all other information: their college, major, address, etc.

## **Scheduling Resources**

These resources will help keep students keep on track with their major, the GE's, and progress toward graduation while providing advice based on individual needs and goals.

### **Course Catalog**

- Course descriptions, course content
- Prerequisites, restrictions

### **Schedule of Classes**

- Course offerings for the specific term
- Dates and deadlines
- Information on live registration, using the web registration system, blocking out free time, wait listing, clearing holds online: [BuckeyeLink](#)

## **Schedule Planner**

The Schedule Planner is a web-based class scheduling system that allows students to select courses from the Schedule of Classes and block out "breaks" or time they need to set aside during the day for studying, extra-curricular activities, work schedules, internships, athletics, etc. Schedule Planner is integrated with Student Information System and is linked from the main Student Center page.

### **GE Course List and Major Curriculum Guides**

These can be found on the College of Public Health website:  
<http://cph.osu.edu/students/undergraduate/curriculum-guides>

### **Degree Audits and Advising Reports (Unofficial transcripts)**

- Online: [BuckeyeLink](#)

## Online Scheduling

Ohio State University students register for classes using [BuckeyeLink](#). Use this web site to:

- Learn to navigate SIS Student Center
- Check grades
- Review financial aid status
- Review statement of account (fees)
- Change address
- Manage Ohio State University Internet username account
- View class schedule
- Link to valuable university resources
- Check class schedule weekly before the term starts.
- Check class schedule daily during the entire first week of classes.
- The wait list will be active through the first Friday of the term.
- Students should attend the first week of class if their wait list number is low.
- It is a student's responsibility to know whether or not they have been added to a class.

## Adding Classes

Once a student's enrollment appointment begins, they can add classes (if they are still open) on the Web until the end of first Friday of the term. For important add and drop dates for each term, visit [Office of University Registrar](#) and select "Important Dates".

During full autumn and spring semesters and after the first Friday of the semester and through the second Friday of the semester, students must have the permission of the instructor [Course Enrollment Permission form](#) to enter a class. Check the Registrar for dates for other terms or sessions. A blank copy of the form can also be picked up at the OAPSS front desk in Cunz Hall Room 100. After securing the instructor's signature, the form can be processed in Cunz Hall Room 100 or by one of the College of Public Health academic advisors.

After the second Friday and through the third Friday, a student must have the permission of the instructor AND the permission of the Department or Division Chair (in the case of College of Public Health courses) of the course the student wants to take on a Course Enrollment Permission form to Enroll form) to enter a class. After getting the appropriate signatures, the form must be processed in Cunz Hall. In order to add a course after the 3rd Friday, students must submit a petition. To support the petition, students must have the above two signatures, as well as valid reasons for failure to timely enroll in the course. **Students will be charged late add fees of \$100 for each class added after the 2nd Friday of classes.**

## Dropping Classes

Students can drop classes on-line during the first four weeks (up to and including the fourth Friday) of each term. Classes can be dropped in the OAPSS office through the tenth Friday of the term. Before dropping classes, students should consider how this will affect both their progress toward their degree and their financial aid status (if applicable). They may wish to consult with a Student Service Center advisor or an academic advisor about the consequences of dropping a course.

If courses are dropped on or before the 4th Friday, no record of enrollment in the course will be recorded on the student's transcript. If the course is dropped after the 4th Friday of the term, the student

will receive a "W" on their transcript, indicating they withdrew. Too many W's on their record may suggest a pattern of careless enrollment.

Courses cannot be dropped after the 10<sup>th</sup> Friday without a petition. If, because of extreme extenuating circumstances, a student wished to drop a class after the 10<sup>th</sup> Friday, see an academic advisor in Cunz Hall Room 100 to help complete the petition form. The student will need supporting evidence (proof, for example, of medical complications that will prevent the student from finishing the course). Courses cannot be dropped after the 10<sup>th</sup> week simply because of poor academic performance in a class.

Please view the list below and contact the appropriate office before dropping below full-time status. A reduction in hours due to a course drop may affect:

- Financial aid (including scholarships, grants, loans, and consortium agreements)
- Benefits received under the G.I. Bill - Office of Veteran Student Services
- Tuition reduction received when a parent works for the university
- Automobile insurance, if a student is receiving discounts for being a full-time student
- Health insurance, if a student needs to maintain full-time status to be covered under a parent's policy
- Residence hall contract
- Tuition waiver, if the student is also a university employee
- Athletic eligibility. Student athletes must see their assigned SASSO Advisor
- Visa. International students may be required to see an advisor in the Office of International Affairs for approval.

In any case, students may want to consult with the Student Service Center (SSC) and their academic advisor about the consequences of dropping courses.

## SECTION VII: POLICIES & PROCEDURES

### Transfer Credit

The Undergraduate Admissions Office initially reviews all transfer credit. Each admitted applicant then receives an Admissions Notice which includes a preliminary evaluation of credit given for courses completed elsewhere. This evaluation is based on the transfer credit policy as described at the following website: [Transfer Credit](#). All evaluated coursework that appears in the Admissions Notice may not apply to the degree requirements in the College of Public Health; consequently, it is essential the student consult with his or her academic advisor prior to registering. Transfer credit may be accepted at The Ohio State University a few different ways. If the course is a direct match (all of the same topics no more, no less are covered), the student will receive credit for The Ohio State University equivalent. For example, Communication 2245 at Columbus State Community College (CSCC) equals English 2263 at The Ohio State University. The course is worth three credit hours at CSCC, and transfer credit comes in as "K" credit. K credit does not include + or – included in the original grade. For example when a student earns a C- for transfer credit it will be listed only as KC, not KC-.

Instead of being a direct equivalency, credit can also be evaluated as special (SPL), general (GEN), technical (TECH), or deferred (DEF). “Special credit” counts towards graduation, but The Ohio State University does not offer a specific equivalent course. See the following document for more details [Understanding Your Transfer Credit Report](#). Special credit may or may not count for a particular college requirement. “General credit” is awarded when a specific course equivalency is possible but could not be readily determined by the Undergraduate Admissions Office. “Deferred credit” designates course work for which students have not yet been awarded transfer credit. For a determination about whether credit will be awarded for the course, find the [Transfer Credit Coordinator](#) in the appropriate department at Ohio State. Any materials and information the student can provide about the course will help the evaluator in making that decision. Each transfer student is responsible for obtaining further evaluation of the non-course specific credits (e.g., SPL, GEN, TECH, and DEF) by supplying additional information to the transfer credit coordinator of the appropriate academic department (e.g., Math, Physics, English, etc.). All transfer credit should be evaluated by the end of the first term. Students who are completing the Global Public Health minor with general, special or technical credit that may be equivalent to courses required for the minor should also contact one of the College of Public Health undergraduate advisors.

Students planning to take classes at other institutions, while they are an Ohio State University student, can first see if the courses are listed in the [u.select website](#). If they are unable find them at this website they can contact a [Transfer Credit Coordinator](#) and ask what he or she suggests the student do prior to taking the course to ensure the course will transfer as an Ohio State University course. When transfer classes have been completed and submitted to the Ohio State University’s Undergraduate Admission office, only the credit hours are included in the student’s Ohio State University records. The grades received at the other institution are not used to calculate a student’s Ohio State University GPA. However, students do need to achieve certain levels of academic success (in accordance with the transfer credit policy) to earn credit.

The Ohio State University will need to receive official transcripts in order to post transfer credit. These are sent to The Ohio State University’s Undergraduate Admissions (Office 281 West Lane Avenue, Columbus, Ohio, 43210) [Undergraduate Admissions](#) and **not to the College of Public**

**Health.** This credit will take a few weeks to be posted to the student's records. All transfer students should have such course work evaluated the term they plan to start at The Ohio State University. Instructions for having this evaluation performed can be obtained from the Office of Academic Programs and Student Services, Cunz Hall Room 100. All transfer credit should be completed at least one term prior to graduation.

### Dean's List

Students completing a minimum of 12 graded credit hours with a grade point average of 3.5 or higher for any given term will be named to the College of Public Health Dean's list for each term in which they registered as a Bachelor of Science in Public Health major or pre-major. Courses graded satisfactory/unsatisfactory (S/U) or pass/non-pass (PA/NP) do not count toward the minimum 12 graded hours, and a grade of U, E, EN, or NP will disqualify the student from making the Dean's List, even if they meet the 3.5 criteria.

### Academic Misconduct

Incidents that involve academic misconduct are referred to the Committee on Academic Misconduct. The Committee reviews the instructor's written report describing the incident, the accompanying evidence, any statement from the accused student, and other materials relevant to the incident. A hearing is held whenever formal allegations are received in the [Office of Academic Affairs](#).

### Admissions and Retention Policy for BSPH Majors

The Bachelor of Science in Public Health requires a minimum GPA of 2.8 to be admitted to the major. Once admitted and matriculated into the major, students are required to meet academic criteria described below in the policy. The retention policy pertaining to BSPH majors is effective for all students admitted to the major after autumn 2012.

### Rationale for Policy

The primary goals of the BSPH program are to educate students in public health and prepare them for further study in graduate or professional school upon graduation. To be competitive in the application process for graduate or professional school, students must have an undergraduate minimum GPA that is close to 3.0. Our policy will, ensure that students graduate from this program with a GPA of 2.8 or higher and have better than average grades in all major courses.

### Admissions on a Conditional Basis

Some students are admitted to the BSPH major on a conditional basis because 1) they have not completed one or more of the BSPH major prerequisite courses, 2) did not earn at least a C or higher in one or more of the prerequisite courses or 3) their cumulative GPA is below 2.8. All admissions conditions must be completed before the student can be officially admitted to the major.

These students are required to meet admissions conditions by the beginning of the autumn semester in which they have been accepted.

If the admission condition is not met due to a prerequisite course grade below a C, the student will be notified that he/she has one term to retake the course or he/she is at risk of Program Disenrollment. Students who are admitted to the major on a conditional basis who will not fulfill the requirements must submit a petition. The petition must be submitted before the start of the next autumn semester, requesting an extension of their conditional admission status.

If the admission condition placed on the student is due to a cumulative GPA below 2.80 (after a minimum of 24 semester credits), the student's cumulative GPA must be 2.80 or higher by the end of the next semester or the student risks possible Program Disenrollment.

### Retention

Students are required to maintain a semester and cumulative GPA of 2.80 (after a minimum of 24 credits) or higher until they graduate from The Ohio State University.

Students are also required to earn at least a C- or higher in all major courses. Students who do not maintain those academic standards can be placed on Program Action. The three levels of Program Action are: Program Warning, Program Probation, and Program Disenrollment. All students will be notified of Program Action and conditions associated with the Action via official university email.

### Reasons for Program Warning (not indicated on the permanent student record)

- A student with a semester GPA below 2.80 (after a minimum of 24 credits) will be placed on Program Warning. To be removed from Program Warning, students must have a semester GPA of 2.80 or higher the following semester of enrollment. If they do not earn a semester GPA of 2.80 or higher, they will be placed on Program Probation.
- A student earns a grade below C- in a core or specialization course. Students have one calendar year (12 months) in which to repeat the course and must earn a grade of C- or higher the next time they complete the course. The student will be placed on Program Probation if the student fails to complete the course within a year, and/or fails to earn a grade of C- or higher in the course.

### Reasons for Program Probation (indicated on the permanent student record)

- A student who earns a cumulative GPA below 2.80 (after a minimum of 24 credits) will be placed on Program Probation.
- A student earns a semester GPA below 2.8 and/or two or more causes of Program Warning occur in two out of three terms. A student has two terms following program probation to earn a cumulative GPA of 2.8 or higher or they are at risk of Program Disenrollment.
- Probationary status shall continue until either the requirements for removing probation have been achieved, or the student has been disenrolled from the College of Public Health or dismissed from The Ohio State University.
- A student earns a grade below a C- in 2 core or specialization courses in one term. A student has two terms to repeat the 2 courses. If, after 12 months, the student has not earned above a C- in those courses, then they are at risk of Program Disenrollment.

Students who voluntarily leave the College of Public Health while on Program Probation and who are subsequently permitted to reenroll in their program will resume their probationary status when they return.

## Reasons for Program Disenrollment (indicated on the permanent student record)

1. A student is at risk of Program Disenrollment if he or she does not meet the conditions for removing Program Probation outlined in the letter of Program Probation.
2. A student is at risk of Program Disenrollment if he or she incurs another reason for Program Warning or Program Probation while on Program Probation.
3. A student is at risk of Program Disenrollment if he or she incurs two reasons for Program Probation in the same term.

## Reinstatement to the Major

A student is ineligible for reinstatement to the major for two consecutive semesters following Program Disenrollment. To apply for reinstatement, the student must petition in writing for readmission to the major. The petition will be reviewed by the Undergraduate Studies Committee, which will decide whether or not to readmit the student.

## Academic Sanctions for Pre-Major Students

### Program Standing

A Program Standing policy is currently being designed to identify students who, while in good standing with the University (achieving a minimum cumulative 2.0 GPA), are not competitive for the BSPH major.

The academic records of all pre-major students with a cumulative GPA that is between 2.0 and a 2.79 will be reviewed. Program Standing will allow advisors to assist students in choosing alternative paths to a degree when attaining entry into the BSPH major is not feasible.

During the break between terms, all pre-major student records will be reviewed. An advising report will be reviewed individually by the academic advisors in consultation with the OAPSS Director. Advisors will also review the past term's action and the Advising Connect University Notes system. Individual grades in critical pre-major courses will also be considered when making decisions. After the review process, students not making adequate progress may be placed on Program Standing. Program Standing consists of two standards, Pre-Major Probation and Pre-Major Dismissal.

### Pre-Major Probation

Students will be placed on Pre-Major 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 term or they risk being programmatically dismissed. Pre-Major Probation results in the following term registration lock. Students are required to meet with a College of Public Health undergraduate academic advisor to unlock their schedule. Students are encouraged to explore alternative majors. This program action does not appear on the official transcript.

### Pre-Major Dismissal

Students who have been placed on Pre-Major Probation and haven't met adequate progress towards improving their cumulative GPA are subject to Pre-major Dismissal. Students who have been programmatically dismissed may no longer pursue the Public Health major. Program Dismissal results

in the following term registration lock. Students are required to switch to another OSU academic unit (other than College of Public Health) in order for their schedule to be unlocked. This program action does not appear on the official transcript.

## **University Warning, University Probation and Special Action**

### **Academic Warning**

Students may be placed on academic warning when they have initially accumulated between .1 and 14.9 deficiency points and have not been placed on special-action probation. Students are strongly encouraged to consult with their academic advisor about possible strategies to improve their academic standing. Students with a cumulative GPA of 2.0 or higher are considered to be in good academic standing and will be removed from academic warning.

### **Academic Probation**

Students will be placed on academic probation when they have accumulated 15 or more deficiency points. The College of Public Health will notify students of their status and specify the conditions of probation, including the minimum grade-point average they must achieve in the following term to avoid academic dismissal. The student should consult with their academic advisor. Once the student's cumulative GPA reaches a 2.0, they are considered to be in good academic standing and may be removed from academic probation.

### **Special Action Probation**

Students may be placed on special-action probation, even if they have no cumulative deficiency points and a cumulative GPA above 2.0, when the College of Public Health has determined, by a review of a student's grades and course work, when a student is not making satisfactory progress toward a degree. The College of Public Health will inform students of their status, as well as the conditions of probation, including the minimum grade-point average a student must achieve in the following term to avoid academic dismissal.

### **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. These decisions are made on a case-by-case basis and given serious thought. Students are likely candidates for dismissal if they are on academic probation and continue to accumulate deficiency points, or if they do not show steady academic progress. The College of Public Health undergraduate student academic records (both BSPH pre-majors and majors) are reviewed at the end of each autumn semester, spring semester and summer term. Dismissed students will be notified of their status by letter and by e-mail. As a consequence of dismissal, a student is dropped from all the classes in which the student may have been enrolled for the next term. The student is prevented from returning to classes until the dismissal has been removed. An example of when a dismissal could be cancelled is when there is a grade change that dramatically impacts the student's cumulative GPA. Students seeking a cancellation of dismissal should meet with a College of Public Health undergraduate advisor. A cancellation does not automatically put the student back into the classes dropped because of the dismissal.

### **Reinstatement**

Students who have been academically dismissed from The Ohio State University may apply for Reinstatement. The student will need to complete a petition and include a statement providing detailed evidence the student has the capability to succeed academically at The Ohio State University.

## Fresh Start

Students who have an Ohio State University cumulative GPA under a 2.0 or who have been dismissed from the University may want to petition to use Fresh Start. This will eliminate any deficiency points the student may have earned previously and will permit the student to start at The Ohio State University with a clean cumulative Ohio State GPA (0.00.) If the student has not been enrolled in classes for at Ohio State for at least 5 years they may petition for the Fresh Start Rule. While all courses will remain on the student's permanent record, only courses in which the student received a C- or higher will be counted for credit. Other course work will not be counted for credit, towards any requirement, or toward graduation. Students eligible for Fresh Start will return to Ohio State with a recalculated Cumulative Point Hour Ratio of 0.00. The student must complete a minimum of 30 semester credit hours after using the Fresh Start Rule before they are eligible to graduate.

Students who use Fresh Start should be aware that when applying to graduate or professional schools, or even to other colleges at The Ohio State University, all earned college grades and may be included in the student's GPA. All coursework taken at The Ohio State University will be calculated in determining eligibility for graduation honor.

## Freshman Forgiveness

If a student receives a D+, D, or E in a class during the student's freshman year (before the student has earned 30 credit hours) the student may retake the course. The first grade will be dropped from the student's cumulative point-hour ratio (the record of the original grade will remain on the student's transcript).

- The student may retake the course only once, and the student must retake it before the student earns 60 hours.
- Only the grade earned the second will count regardless of the grade. Up to 15 credit hours can be used for freshman forgiveness.
- It is best to retake the course(s) as early as possible.
- Graduate or professional schools, or even other colleges at The Ohio State University, may factor in all of the grades the student earned and recalculate the original grade(s) into the student's total cumulative GPA.

## Repeating a Course

Students may repeat any course once, regardless of the grade they received and when the course was first completed. If a student does not qualify for the Forgiveness Rule, both grades will count in the student's cumulative grade-point average. Credit for the course may be counted only once in the minimum total hours required for graduation.

## Auditing a Course

A student may choose to audit a course in order to refresh the student on the material or to learn

more about a subject without wanting to earn a letter grade. Fees are assessed for auditing a course, but no credit hours are awarded. Students cannot audit a course and then later take the course for a grade. Auditing a course requires the permission of the instructor. Set up an appointment with an academic advisor to complete a Course Enrollment Permission form.

### **Dean's List**

Students completing a minimum of 12 graded credit hours with a GPA of 3.50 or higher for any given term will be named to the Dean's List for that term in the college in which they are enrolled. Courses taken Pass/Non-Pass ("PA/NP") do not count toward the minimum of 12 graded hours, and a grade of "NP" will disqualify the student from making the Dean's List even if the student meets the numerical criteria.

## Graduation

Students applying for graduation must complete an application to graduate. See [Undergraduate Graduation](#) details in College of Public Health website. The deadline to apply for graduation is the 2<sup>nd</sup> Friday of the semester or term prior to the semester the student plans to graduate. Students must schedule an appointment to meet with one of the undergraduate academic advisors to go over the application. Once an application has been received, the Office of Academic Programs and Student Services will process the application in a timely manner. Students then receive an email stating all graduation requirements have been met, or listing problem areas to be satisfied for eligibility to graduate. Students must complete a minimum of 30 credit hours at The Ohio State University to be eligible to graduate from The Ohio State University.

## Graduation Honors (See Page XX)

### Petitions

Common uses for petitions include:

- Substitution of coursework
- Dual Degree request
- Dropping a course after the deadline
- BSPH specialization switch
- Increased credit hour load (above 18 credits)

There are various reasons why a student might petition a course requirement, policy or procedure related to the completion of the BSPH degree offered by the College of Public Health. These might include: 1) to determine if a course taken at another institution (that does not have a course reciprocity agreement with The Ohio State University) can substitute for a major course required by the program of study (substitutability of general education courses is determined by the respective academic unit and its decision is final); 2) to propose an alternative course required by the GE or in the major based upon exceptional circumstances; 3) to petition a college policy or procedure related to the major or minor and/or completion of the degree.

### Types of Petitions

- Curriculum Petition
- Dual-Degree Petition
- Petition for Exceptional Request
- Registration Petition
- Petition to Receive Undergraduate Credit for Graduate-Level Course
- BSPH Overload Request Form

### Curriculum Petition

Students must meet with an academic advisor to complete a curriculum petition if they want to request substituting another course they have taken or plan to take for a required GE course, major course or Global Public Health minor course. The student should bring a copy of the course syllabus to the appointment with the academic advisor.

### Dual Degree Petition

This petition must be completed when a student wants to complete the BSPH degree and another Ohio

State University undergraduate degree. Students must earn a minimum of 30 semester hours beyond the total required for one degree. GE courses may count for both programs. Students interested in completing a dual-degree are required to meet with an advisor to develop a degree plan which demonstrates both programs can be completed in a timely manner.

### **Undergraduate Petition for Exceptional Request**

This petition is used when a student wants to switch BSPH specializations, appeal a Curriculum petition decision, appeal a Registration petition decision, appeal the decision regarding admission to the major or any other area related to the BSPH major or Global Public Health minor not addressed in other petitions.

### **Registration Petition**

This petition is used when a student wants to add, drop or withdraw from courses after the drop deadlines or retroactively.

### **Petition to Receive Undergraduate Credit for Graduate-Level Course**

Undergraduate students must complete this petition if they plan to take a graduate level course at The Ohio State University and have it apply to their undergraduate degree.

### **BSPH Overload Request Form**

This petition is used when a student wants to enroll in more than 18 credit hours during an autumn, semester, spring semester or summer term. The petition is not likely to be approved unless there is compelling reason such as a delay in time of graduation. If the petition is approved, the student will be required to pay additional tuition costs.

### **Appealing a Denied Petition**

If a petition is denied through the above procedures, the student can appeal this decision through the following process:

- The student would complete a Petition for Exceptional Request outlining the special circumstances that warrant further consideration of the original petition. The student should also include the original petition with the completed Petition for Exceptional Request.
- The Undergraduate Studies Committee Chair will determine if the appeal petition is valid. If the Undergraduate Studies Committee Chair decides the appeal petition is valid, the Undergraduate Studies Committee will review it and make a final decision to either approve or not approve it.
- The Office of Academic Programs and Student Services will notify the student of the decision. A copy of the decision will be placed in the student file.
- The decision by the Undergraduate Studies Committee regarding the appeal petition is final and cannot be further appealed internally.

### **Grade Grievance Petition Process**

A grade filed with the Registrar is subject to change only when a procedural error has been discovered in evaluation or recording of a grade. In no case can a grade be revised in accordance with criteria other than those applied to all students in the class.

- Action to change a grade must be initiated before the end of the second succeeding term (including summer).
- If the instructor agrees that an error in determining the grade was made, the instructor should submit to the OAPSS Director a corrected "Change of Grade" form.
- All grade change forms require the signature of the director and should be forwarded to Cunz Hall, Room 100 after the instructor has completed the grade change form.

### Initiating a Review of a Posted Grade

If the student believes a procedural error was made, the student should meet with the instructor and attempt to resolve all issues informally. At this meeting, the instructor should evaluate the process used to derive the grade to demonstrate to the student how the submitted grade was derived.

At this time, the student should bring to the attention of the instructor documented errors the student believes have been made in determining the grade. Public Health majors and pre-majors may petition only College of Public Health courses. For any other course, the student will need to contact the specific college and inquire about their procedures.

If the instructor does not agree that a procedural error was made, the student may complete a Petition for Exceptional Request that will be reviewed by the Senior Associate Dean of Academic Affairs.

The written petition should contain:

- A rationale for the petition
- A statement about how the rationale relates to stated criteria and/or policies in the class syllabus
- A copy of the course syllabus
- A copy of the page on any returned materials that indicate the grade and/or points earned for the exercise
- Copies of relevant medical excuses and other information and/or materials related to the grievance

### Sexual Harassment Grievance Process

The University administration, faculty, staff, and students are responsible for assuring that the university maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the University's mission of distinction in education, scholarship, and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The University community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, and students to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs. Here is specific information about addressing problems related to [sexual harassment](#).

### Code of Student Conduct

Students who enroll at The Ohio State University agree to abide by the [Code of Student Conduct](#). Copies may be obtained from the Committee on Academic Misconduct office at 33 West 11th Avenue. Each student is responsible for becoming familiar with the rules and regulations of The Ohio State

University.

The code exists to protect the persons, their rights and the property of the University community. The code applies to the conduct of all students and registered student organizations while on University premises; while on professional practice assignment; on assignment which is associated with academic course requirements; or while involved with a University-related activity or a registered student organization activity. There are certain types of conduct, which may lead to disciplinary action against a student or student organization in addition to criminal charges in some cases.

## Plagiarism

“Plagiarism occurs when a writer deliberately uses someone’s language, ideas, or other original material without acknowledging its source.” Source: *Center for the Study and Teaching of Writing at OSU*. “[Avoiding Plagiarism](#)” provides more important details regarding plagiarism. Whenever in doubt, a student should consult with the course instructor.

## Family Educational Rights and Privacy Act (FERPA)

“[The Family Educational Rights and Privacy Act of 1974](#) is designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and release of information from those records. “ *Privacy and Release of Student Education Records, Office of the University Registrar Issued 01/01/1974*

## Release of Official Academic Records

The University will not unilaterally send student records to other educational institutions. Students transferring from the University or making application to other educational institutions can notify the Office of the University Registrar to [request official transcripts](#).

## Directory Information

The Ohio State University, in accordance with the Act, has designated the following categories of information about students as directory (public) information:

- Name
- Address (local and home)
- Telephone (local and home)
- Major (to include college of enrollment and campus)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received (to include honor)
- Most recent previous educational agency or institution attended

Students have the right to have this directory information withheld from the public if they so desire.

## Inquiries from “Outside” the University

The University receives many inquiries for directory information from a variety of sources, including friends, parents, relatives, prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold directory information. The University, in

all good faith, will not release directory information requested to be withheld, and any requests from non-University persons or organizations will be refused unless the student provides written consent for the release.

### **Complaints**

Any student who has reason to believe that the University is not complying with FERPA should inform the University Registrar in writing. The University Registrar shall promptly review all such allegations.

### **Type, Location, and Custodian of Education Records**

The Ohio State University does not maintain education records in any one central office. Education records are maintained in the respective colleges and schools, including their placement offices, the Graduate School and graduate departments, each regional campus office (for regional campus students), and the Office of the University Registrar.

Other education records are maintained in the Undergraduate Admissions Office (for enrolled and former students--applicants are excluded), Office of Student Life (disciplinary records, student personnel assistant programs records), Student Financial Aids Office (financial and related information, student employment, Veterans' Center), Department of Athletics (intercollegiate sports), University Health Service (health records), Office of International Education, and the Office of Academic Affairs (academic misconduct). Questions regarding the location of individual student records should be directed to the Office of the University Registrar.

## SECTION VIII: ADDITIONAL OPPORTUNITIES

### The College of Public Health Honors Program

#### Honors Eligibility and Enrollment

Students who are enrolled in the Honors program in the College of Public Health have the opportunity to enrich their program of study through honors or honors embedded General Education (GE) or honors major coursework, to participate in an Honors Capstone (either an Honors internship, Senior Honors Thesis or Honors Field Experience), to participate in programming that is offered through the Honors & Scholars Center, and to apply for honors housing. In addition, Honors students receive priority scheduling.

Having honors enrollment does not entitle students to receive Latin or College Honors at graduation. The only way to graduate “with honors” from the College of Public Health is to successfully complete a College of Public Health Honors Contract.

For more information on Latin and College Honors, visit the [College of Public Health Graduation](#) website.

#### Honors Eligibility

The following requirements apply to students earning honors enrollment beginning autumn 2012:

- Incoming freshmen can apply for the University Honors Program prior to starting at The Ohio State University. Interested students must indicate this on their application to The Ohio State University.
- First year Pre-Public Health students interested in honors must complete 12 hours of course work at Ohio State, have a cumulative GPA of 3.4, and have an interest in taking honors course work. Eligible students will be required to complete an [Honors Application](#).
- Transfer students (new to OSU) -- in Pre-Public Health or in the major -- need 12 hours of course work at The Ohio State University, a 3.4 cumulative GPA, and no more than 60 earned hours to be eligible for honors. In addition, students must have not only an interest in taking honors course work but also must have an opportunity in the curriculum to take honors courses without taking additional elective hours. Transfer students who do not meet these criteria and have a strong interest in pursuing an enriched curriculum should schedule an appointment with the College of Public Health honors advisor.
- Current Ohio State University students (with honors enrollment) who transfer into the College of Public Health from other academic units will be eligible to apply for the College of Public Health Honors program. The same criteria for maintaining honors enrollment (see below) pertain to these students. Students who meet the requirements for honors should schedule an appointment with a College of Public Health honors advisor to learn about honors opportunities in the College of Public Health.

- Students wishing to join the Undergraduate Honors program are required to complete an [Honors Application](#) form and submit an advising report to the Office of Academic Programs and Student Services, Cunz Hall, Room 100.
- Each application will be reviewed and a decision made by the College of Public Health Honors Committee. Once a decision is made, the student will be notified of the final decision.

### **Maintaining Honors Enrollment**

In order to maintain honors enrollment, students must meet the following criteria:

1. Maintain a 3.4 cumulative GPA
2. Complete a minimum of 6 honors, honors embedded, or upper level GE courses the first 2 years of enrollment.

Upper division enrichment courses are defined as 4000 and 5000 level GE courses. Upper division BSPH core and specialization courses are not considered upper division for the purposes of maintaining Honors status, since these upper division courses are taken by all BSPH students (Honors and non-Honors). Substituting an upper division course for a General Education course requirement must be approved by the honors advisor.

For a sample list of honors courses and the semesters in which they are typically offered, please view the following link: [University Honors & Scholars](#).

Reviews of academic records are conducted each summer (beginning after the freshmen year) to confirm that students meet the criteria. Students who transfer into the College of Public Health from other academic units will be reviewed for Honors eligibility at the point of entry. These students must meet with the honors advisor within their first semester of enrollment in the College of Public Health.

### **The College of Public Health Honors Contract**

The [Honors Contract](#) allows students to construct an especially challenging curriculum by incorporating strong coursework, throughout their program of study. When approved by the Undergraduate Honors Committee, an Honors Contract admits students to candidacy for graduation with honors in Public Health. If a student completes their Honors Contract curriculum and has earned a minimum 3.4 cumulative grade point average on at least 60 graded credit hours at The Ohio State University, they will graduate with honors in Public Health, which will be noted on their diploma and transcript.

### **Completing the Contract:**

1. Complete a Degree Plan with a College of Public Health undergraduate academic advisor
2. Finalize decision about the 6 required Honors courses with an honors advisor
3. Make a preliminary decision on the Honors Capstone Experience

### **Next Steps:**

The Honors Contract will be reviewed by the Undergraduate Honors Committee, a committee consisting of faculty in the College of Public Health and faculty in the College of Arts and Sciences. If the Committee determines the student has submitted a suitably rigorous program of

study, their Honors Contract will be approved. The Honors Contract will describe all course requirements for graduation with Honors in Public Health.

Students will receive a copy of their approved Honors Contract. They should keep this copy and refer to it often to make sure they are following their approved curriculum.

If the Committee decides a student's program of study would benefit from additional or different course work, their Honors Contract will not be approved. The Committee will return the Honors Contract along with a letter to the student indicating the specific changes required for approval. After making the recommended course changes to their proposed Honors contract the student will bring their Honors Contract to an appointment with their College of Public Health undergraduate academic advisor. The advisor will make the required changes and then approve the Honors Contract on behalf of the committee. Once approved, the student will receive a copy of their approved Honors Contract. As noted above, the Honors Contract will constitute the student's requirements for graduation with Honors in Public Health. Therefore, the student should keep a copy of their Honors Contract to ensure they are following their approved program of study.

### **Changing an Honors Contract:**

1. Any time there is a change in courses listed in the approved Honors Contract, the student must file a Revision Form in consultation with their undergraduate academic advisor. Forms are available in the OAPSS office and on College of Public Health website.
2. Course changes to an Honors Contract should be approved before the student takes the substitute class.
3. Changes that either maintain or increase the strength or focus of the student's program will receive routine approval.
4. Changes which diminish the strength of an Honors Contract (e.g., replacing an honors course with the non-honors version of the course) will require the deliberation of the Undergraduate Honors Committee and may not be approved.

### **Honors Capstone Requirement Options (See Pages XX-XX)**

Honors students are required to complete an [Honors Capstone Project Application](#) before beginning their Capstone work. In addition to taking PUBHLTH 3180E these are the following Honors Capstone options for Honors students:

- Honors Field Experience in Public Health (Study Abroad) Public Health 3189.01E, 3189.02E, or 3189.03E
- Honors Internship – PUBHLTH 3191E
- Public Health 4999.01H-Honors Research Thesis

### **Honors Field Experience (Study Abroad) – PUBHLTH 3189.01E, 3189.02E or 3189.03E**

#### **Honors Study Abroad Requirements**

The honors study abroad experience is completed under the mentorship of a faculty advisor. Students must identify a study abroad experience well in advance of the semester of graduation.

Students must also choose a faculty member to serve as their faculty advisor for the study abroad experience. Usually, this would be the course instructor.

Students enrolled in the Honors Program will be required to select a task or projects of importance to the OSU faculty member or study abroad site, and of interest to the student. These will assist the student in developing new skills and in gaining technical competence in selected areas. Honors students will be expected to develop an independent project related to the field experience. The end product will be a written document that contains the following sections:

### **Introduction**

The introduction should include a description of the nature of the study abroad project (e.g., whether it is a descriptive project, experimental project, research project, or survey), the study abroad host site, and the duties specifically related to the study abroad experience in the context of global public health.

### **Project Goals and Objectives**

This section should include a statement of the purpose of the project (e.g., testing a hypothesis, analyzing a problem, completing an evaluation, etc.), its significance, and the objectives.

### **Methods**

This section should include a description of the methods you used for accomplishing each of the objectives.

### **Results**

This section should describe the outcome or product of the project, a description of the findings and how the work impacts the future of this public health issue, and a summary of recommendations.

## **Honors Internship – PUBHLTH 3191E**

### **Honors Internship Requirements**

The honors internship is completed under the mentorship of a site preceptor and faculty advisor. Students must identify an internship and site preceptor well in advance of the graduation semester. Students must also choose a faculty member to serve as their faculty advisor for the internship.

While the goal of the internship is, in general, to provide Public Health students with opportunities to apply public health principles outside of a typical classroom setting, honors students will be required to identify a specific project that they can work on at their chosen internship site. Honors students will be expected to develop an independent project at the chosen agency and complete that project during the 120 hour field experience. The end product will be a written document that contains the following sections:

### **Introduction**

The introduction should include a description of the nature of the internship project (e.g., whether it is a descriptive project, experimental project, research project, or survey), the organization, and the duties specifically related to the practicum in the context of the entire organization.

### **Project Goals and Objectives**

This section should include a statement of the purpose of the internship project (e.g., proving a hypothesis, analyzing a problem, completing an evaluation, etc.), its significance, and the objectives.

### **Methods**

This section should include a description of the methods you used for accomplishing each of the objectives.

### **Results**

This section should describe the outcome or product of the internship project, a description of the findings and how the work impacts the future of this public health issue, and a summary of recommendations

### **Senior Honors Thesis (PUBHLTH 4999.01H)**

This course is for Honors students who are completing research for their thesis.

### **Honors Thesis Requirements**

The honors thesis is completed under the mentorship of a faculty advisor who will guide the student through the process. Students must identify an advisor and a research topic well in advance of the graduation semester. Generally, this would be at least three semesters prior to graduation. Students must also choose a second faculty member to serve as the second reader of the thesis. At least one honors thesis committee member must have a primary appointment in the College of Public Health.

The specific requirements for the *honors research distinction* at graduation are the following:

- Submit the Application for Graduation with Honors Research Distinction at least two semesters before graduation.
- Complete PUBHLTH 3180E – 1 credit hour.
- Complete 2 credit hours of PUBHLTH 4999.01H - Research credit in Public Health.
- Successfully defend the thesis during a one-hour oral examination.
- Meet all of the College-specific degree requirements, as well as all of the honors program requirements.
- Graduate with a minimum 3.4 cumulative grade point average on at least 60 graded Ohio State credit hours.

### **Honors Thesis Work**

The faculty advisor is responsible for overseeing the honors thesis project. Prior to beginning the thesis project, the student and faculty member should establish guidelines for frequency of meeting, submission of preliminary drafts, and deadlines for submitting work. The faculty advisor should also indicate how long he/she will take to review drafts. Failure to follow these guidelines may result in termination of the project.

If the faculty member will be absent during any part of the project, s/he must appoint another faculty member to supervise the project during that period, and the Honors Co-Directors should be notified of this arrangement. If the student will be conducting research off campus, the student and faculty member should devise mutually acceptable guidelines for maintaining contact and reporting progress. In some cases, this might include the designation of an "on-site" advisor, and

the Honors Co-Directors should be informed of these arrangements. The project advisor also should inform the student if it appears that his/her research will require approval of the Institutional Review Board (IRB) for human subjects research or approval of the Institutional Animal Care and Use Committee (ILACUC) for animal subjects research.

### **Written Thesis and Oral Defense**

At any point, if it appears that the work on the honors thesis is not of superior quality to qualify for graduation with honors research distinction, the student and faculty member may agree to continue the project as regular independent study or to terminate the project. The Honors Co-Directors must be notified of the decision not to complete the project for graduation with honors research distinction. If the project is not completed, the faculty advisor may still judge that sufficient work has been done to merit a grade of "S" in the 4999.01H course hours.

Students will typically complete and defend the honors thesis during the semester in which the student graduates, but earlier dates are acceptable as well. When the faculty member determines that the project is complete, the student must schedule the one-hour exam and reserve a room and computer for the meeting. All members of the committee must be present at the oral examination (video-conferencing is allowed if necessary).

The faculty member should inform the student well in advance of his/her expectations for the oral examination. While there is no single required format for the oral defense, the Public Health Honors Committee encourages examining committees to consider more than just asking the student to review the thesis. Thus, committee members should consider asking students questions that would require them to critically think about their research project or to draw on material taught in courses.

After satisfactory completion of the oral examination, the examining committee will sign the appropriate form, indicating that the student qualifies for graduation with honors research distinction. The certification form must be returned by the specified date (dates for each semester will be posted on the CPH website) to the Office of Academic Programs and Student Services.

### **Final Thesis Copy**

**Deadline:** The thesis must be submitted electronically to the University Libraries' Knowledge Bank no later than the last day of final examination week of the semester in which the student will graduate.

**Manuscript Format:** The Public Health Honors Committee does not require any particular manuscript format and leaves that decision to the faculty advisor, who is familiar with the practices of the discipline. However, the following is suggested for the title page:

How can injury prevention interventions reduce the risk of sports-related concussions?

Honors Research Thesis

Presented in Partial Fulfillment of the Requirements for graduation  
"with Honors Research Distinction in Public Health" in the undergraduate colleges of The

Ohio State University

by  
Jane Doe

The Ohio State University  
May 2014

- Public Health 4999.01H Honors Research Thesis Thesis application
- Public Health 3189.01E, 3189.02E, or 3189.03E Honors Field Experience in Public Health (Study Abroad)
- Public Health 3191E Honors Internship

### **Honors Research Thesis**

Students enrolled in the Honors Program in Public Health may choose to graduate with *honors research distinction* in Public Health. To be eligible for honors research distinction, a student must complete the six honors course requirement and an honors thesis.

### **Public Health 3180/3180H**

This class has to be completed prior to the Capstone experience. All BSPH students must complete a Capstone experience (Internship, Research, or Field Experience). The purpose of the class is to prepare undergraduate students in Public Health for their Capstone Experience. Students will learn the critical elements of Public Health Practice and Research as well as professional development skills to prepare them for the workplace and equip them with the tools needed to apply for graduate school.

### **Field Experience (Study Abroad) 3189.XX/3189.XXE**

This course is a public health related study abroad field experience. See specific course syllabi for learning objectives. Beginning autumn 2014, students taking PUBHLTH 3189.XX for their capstone requirement will also need to complete one credit of PUBLTH 3180 (limited to classroom discussions about career development), followed by 3 credits of PUBHLTH 3189.XX the next semester when the Study Abroad Experience is completed.

### **Graduation Honors**

Eligibility for any graduation honors requires an Ohio State University cumulative GPA based on completion of at least 60 graded hours (including courses graded "S/U") while enrolled in course work at The Ohio State University. No EM (credit by examination) credit hours or credit hours taken on a Pass/Non-Pass basis are counted as part of these 60 hours. All courses taken at the university will be used in calculating the cumulative GPA to determine graduation with honors.

Latin Honors; *cum laude*, *magna cum laude*, and *summa cum laude* are awarded to those graduates of the College of Public Health who meet the following standards:

- *Cum laude*: Each student who graduates with a cumulative GPA of 3.50 to 3.69 and completes a minimum of 60 graded hours of course work at The Ohio State

University will receive the cum laude designation on the diploma and transcript.

- *Magna cum laude*: Each student who graduates with a cumulative GPA of 3.70 to 3.89 and completes a minimum of 60 graded hours of course work at The Ohio State University will receive the magna cum laude designation on the diploma and transcript.
- *Summa cum laude*: Each student who graduates with a minimum 3.90 cumulative GPA and completes a minimum of 60 graded hours of course work at The Ohio State University will receive the summa cum laude designation on the diploma and transcript.

### Denman Undergraduate Research Forum

The [Denman Undergraduate Research Forum](#) was created in 1996 and is a cooperative effort of the Undergraduate Research Office, the University Honors & Scholars Center, and the Office of Research. The Forum is an opportunity to showcase outstanding student research and encourage all undergraduates to participate in research as a value-added element of their education. The Forum was created in 1996 and is a cooperative effort of the Undergraduate Research Office, the University Honors & Scholars Center, and the Office of Research. The Forum is an opportunity to showcase outstanding student research and encourage all undergraduates to participate in research as a value-added element of their education.

### College of Public Health Career Services

The mission of Career Services is to function as a connection between The Ohio State University students, alumni, faculty, staff and employers seeking quality employees. The office creates this connection by providing services:

- To assist all students and graduates in the College of Public Health in their pursuit of graduate school, employment and career advancement.
- To assist all qualified employers seeking employees in related professions.

[College of Public Health Career Services](#) is located in Cunz Hall, Room 100, 1841 Neil Avenue. For more information, call (614) 292-8350.

### College of Public Health Career Service Staff

#### Heather Kerr

##### Academic Advisor and Staff Assistant

- Provide academic and career advising to Ohio State University undergraduate students who are current and prospective College of Public Health students
- Assist with coordination of the undergraduate internship program
- Provide career services through career fairs, appointments and workshops, resume reviews, interviewing and job search strategies
- Employer Relations for the BSPH program
- Facilitate, create, and maintain internship and career opportunities for students
- Email: [hkerr@cph.osu.edu](mailto:hkerr@cph.osu.edu)

#### Dawn Williams

##### Coordinator of Practice and Career Services

- Career Services- career fairs, appointments and workshops, resume reviews, interviewing, job search strategies, etc.
- Employer Relations for graduate and undergraduate programs
- Resume reviews, interviewing, job search strategies, etc.
- Facilitate, create, and maintain practicum and career opportunities for students
- Manage Career Management System (Symblicity) to post practicum and career positions for students
- Work with employers on arranging affiliation agreements with the College

- Email: [dawilliams@cph.osu.edu](mailto:dawilliams@cph.osu.edu)

### **HSMP Career Services and Recruitment Coordinator**

- Employer Relations
- Support BSPH career initiatives as member of the OAPSS Career Services Team

### **Internships**

The purpose of an internship is to prepare students to assume responsibilities within their area of interest in public health. The internship will also provide a practical experience in a program that will enhance the student's education.

More information, including eligibility for internships, previous internship sites, and School section deadlines for applying for an internship, can be obtained from the Office Academic Programs and Student Services located in Cunz Hall Room 100 (614-292-8350).

### **College of Public Health Careers**

Our office has an online job posting system (College of Public Health careers) powered by NACE Symplicity. The new system allows students to explore jobs, practicum, residency and internship opportunities, post their resumes for employers to view, sign up for on-campus interviews, and learn about career events on-campus.

### **Buckeye Careers**

The [Buckeye Careers](#) program at The Ohio State University offers career development assistance, support and resources - from selecting a major to starting a career - for all Ohio State students.

### **Buckeye Internships**

[Buckeye Internships](#) is The Ohio State University's wide resource to connect Ohio State University students with employers for internships and co-op positions.

### **Buckeye OnPACE**

On PACE features a series of career development modules and other resources that can assist students in managing their careers from identifying and exploring interests and different academic options to getting prepared for job search and the first year in the workplace.

### **Career Fairs**

In spring semester, The OAPSS Office of Career Services will host a career fair. Many organizations and agencies attend the fair to promote practicum and career opportunities for students. This is a great opportunity for students to network with organizations for both internship and career opportunities. The Ohio State University also host many career fairs that are relevant to public health students. See a listing of [OSU Career Fairs](#).

### **Internships**

The purpose of an internship is to prepare students to assume responsibilities within their area of interest in public health. The internship will also provide a practical experience in a program that will enhance the student's education.

A University supervisor mentors students during the internship. The supervisor will be a university instructor who has the responsibility for instruction and coordinating internship experiences for the period of time covered by the internship. The field mentor is the person assigned by the cooperating organization (e.g., schools, agencies, etc.) that will be on site during the internship and accepts responsibility for ensuring that internship objectives are met and that the intern's performance is evaluated accordingly.

More information, including eligibility for internships, previous internship sites, and School section deadlines for applying for an internship, can be obtained from the Office Academic Programs and Student Services (614-292-8350).

## **Undergraduate Associations & Organizations**

There are numerous ways for students to get involved in organizations on campus. Several of these organizations and associations relate to the academic areas in the College of Public Health. These are listed below. Here is a complete list of [Student Organizations at Ohio State](#) .

### **Student Ambassadors for Public Health (SAPH)**

[The Student Ambassadors for Public Health \(SAPH\)](#) was created in the college in spring 2012. SAPH is a group comprised of graduate and undergraduate students from the College of Public Health. Their primary role is to serve the College by acting as liaisons between prospective and current students, as well as employers at special events. SAPH helps the College with annual events plus additional events within College of Public Health.

Every semester the College of Public Health hosts recruitment events, orientation programs and other student activities. These events can be university-wide or smaller-scale, college-specific events and could include: visitation days for admitted students, individual college visits, honors student visitations, college and graduate school fairs, new student orientation, undergraduate survey course, diversity recruitment events, job and internship fair, employer information sessions, health sciences career fair, MHA applicant interviews, or host student visitors overnight.

### **Leadership Opportunities and Benefits**

Simply serving as an ambassador is a leadership experience in and of itself. Ambassadors will hone their communication and presentation skills, develop relationships with faculty, staff and students across the college and university, and gain experience in event and program planning and management.

There are three leadership positions within College of Public Health Student Ambassadors: an Executive Undergraduate Ambassador, an Executive Graduate Ambassador, and a Treasurer/Secretary. Any ambassador can hold a leadership position. For more information about the College of Public Health Ambassador program, contact [Jennifer Wells](#) or [saph@cph.osu.edu](mailto:saph@cph.osu.edu).

### **Buckeyes for Public Health (B4PH)**

B4PH is an undergraduate student organization. Their primary goal is to promote public health efforts both locally and internationally. They plan to achieve this through community outreach, promoting healthy decisions, and health education. B4PH is an interdisciplinary organization for students who are passionate about improving the conditions of their community. Please contact them at [buckeyes4ph@gmail.com](mailto:buckeyes4ph@gmail.com) to become a member and subscribe to their email list.

### **Multicultural Public Health Student Association**

[MPHSA](#) was created in 2012 to expose students to people from diverse cultures and backgrounds. MPHSA aims to assist public health and health administration students become culturally competent through a multitude of educational and empowering activities that lead to self-empowerment and overall enhancement of each student's public health knowledge and practice.

#### **Mission**

The mission of Multicultural Public Health Student Association is bring public health students together to create a safe environment in which everyone has the ability to experience, learn, and embrace a tangible meaning of diversity.

#### **Vision**

To serve as a catalyst for culturally competent leadership that enhances health outcomes for all.

## SECTION IX: UNIVERSITY RESOURCES

### Student Health Services

The [Wilce Student Health Center](#) (Student Health Services) at The Ohio State University is an accredited, outpatient facility providing a variety of health care services to the student population. All students enrolled at The Ohio State University are eligible to use the health services regardless of health insurance coverage. The Center is located in room 108 of the Wilce Center, 1875 Milliken Road. For information, call (614) 292-4321.

Some of the medical services offered on campus include:

- An advice nurse on the first floor of the Wilce Student Health Center who can answer health related questions.
- An Urgent Care Center on the first floor of the Wilce Student Health Center for conditions requiring immediate attention.
- A Medical Services department offers diagnosis and treatment of medical conditions by scheduled appointment. If necessary they will refer students to a Specialty Service.
- Women's Services, located on the second floor of the Wilce Student Health Center, offers annual gynecologic exams, pregnancy testing, and birth control. Urgent problems may be treated on a walk-in basis.
- Men's Services are offered by appointment only, dealing with concerns of health promotion, sexually transmitted diseases, disease prevention and diagnosis, and treatment of men's health concerns.
- Dental Services are located on the second floor of the Wilce Student Health Center.

The Wilce Student Health Center is closed on weekends and university holidays. It is open Monday-Friday 8am to 4:30pm. There is no office-visit fee for currently enrolled students, but fees will be charged for other services.

### Office for Disability Services

The [Office for Disability Services](#), located in 150 Pomerene Hall (614-292-3307), offers a variety of services for students with documented disabilities including but not limited to students with learning disabilities, students who are deaf or hard of hearing, visually impaired, mobility impaired or have attention deficit hyperactivity disorder, psychiatric disabilities or medical disabilities. The Office for Disability Services proctors examinations for students who need exam accommodations. These accommodations include extended exam times, readers or taped exams, scribes who write answers verbatim, computers, enlarged print tests and adapted equipment. This office provides a variety of other services and auxiliary aids that include access to class notes, taped textbooks, interpreters and/or closed captioning for deaf students, and a variety of special equipment housed in an Adapted Technology Center.

In order to access services, students must provide the Office for Disability Services with documentation of the disability. The office provides services only to those with a diagnosed learning disability. Students are frequently referred to this office by faculty or advisors when it has been observed that a student has difficulty with some aspect of learning or exhibiting what has been learned. Students also may refer themselves. Additionally, the Office for Disability Services provides the Handi-Van service for students with temporary or permanent mobility impairment.

## Counseling and Consultation Services

The [Office of Counseling and Consultation Services](#) (614-292-5766) has offices on the 4th floor of the Younkin Success Center located on 1640 Neil Avenue. These offices assist students in areas that are important to their development as learners and as persons. The staff offers individual and group assistance for persons wishing to enhance their academic, career, personal, and social development. The staff conducts a variety of academic workshops, covering topics such as test anxiety, assertiveness, decision-making, and academic effectiveness. Counseling and Consultation Services also provide crisis services to aid in campus emergencies such as student tragedies, fires, or other disruptive occurrences. A library of educational and occupational information is also available.

## The Mathematics and Statistics Learning Center

The [Mathematics and Statistics Learning Center](#) (MSLC) provides free tutoring in over 20 math and statistics courses (including all of the math and statistics courses that most freshmen are likely to be taking), a designated tutor room for each course, and rooms staffed by trained tutors. Students can get answers to their math questions, receive explanations of math concepts, and find a friendly place to work on math with other people in their courses. Most MSLC tutors are undergraduate students from a variety of majors, but all are skilled in helping students with questions about math.

## Tutoring

There are many places on campus that offer tutoring. If student feel they need extra help in a class, they should first check with their professor or teaching assistant to see if they can offer the student some additional help. While private tutors are helpful, instructors know best what students need to know and how they are doing. Student should see if these people would be willing to provide the student with some additional help outside of class. If not, it is possible that they could recommend reliable tutors. The departments may also have their own organized system for free tutoring. If students wish to hire a private tutor (this usually means paying for services), they are encouraged to ask for recommendations from the course instructors, the course departments, and other students. They will also see many ads for tutors around campus or in the Lantern. Students should check around with a few tutors to compare prices and services.

## The Dennis Learning Center

The mission of the [Dennis Learning Center](#) is to provide students of all backgrounds with strategies for college success that will enable them to enter, excel in, and complete programs of postsecondary education; and to accomplish this by applying the staff's expertise in education, psychology, instruction, and technology to the enhancement of learning and motivation. To learn more about DLC services, students can stop in at the Dennis Learning Center, meet the Learning Specialists, and try the online resources. Students can call (614) 688-4011 and talk with a Learning Specialist if they have any questions.

## Writing Center

The [Writing Center](#) provides assistance, by appointment, to any student desiring personal help with specific writing projects, such as reports, articles, term papers, and resumes. The tutors also can help with general writing needs such as taking essay examinations, improving style or getting started with a paper. The Writing Center does not provide editing service, but will help a student with his or her writing, no matter where the student is in the writing process. For an appointment, call (614) 688-5865 or drop by 485 Mendenhall Lab, 125 South Oval Mall.

## Student Advocacy Center

The [Student Advocacy Center](#) is designed to assist students when they find it difficult to "navigate" a particular situation. The Center's staff answers questions, directs students to the appropriate departments and people, familiarizes students with university policies and procedures, and gives students guidance for solving problems and making choices. The Center's goal is to help students become better informed so that they can focus on classes, make important decisions about their future, and meet degree requirements. Students should call (614) 292-1111, e-mail to [advocacy@ohiostate.edu](mailto:advocacy@ohiostate.edu) or visit the Center located at 1120 Lincoln Tower if they are in need of assistance. Office hours are 8:00 a.m. to 5:00 p.m. weekdays.

## Campus Safety Services

As a member of the university community, students have available many opportunities and experiences that can be found only in a vibrant urban center like Columbus. As with all communities, however, opportunities for criminal activity exist. The Ohio State University campus is a relatively safe place, but like any other place, crime can occur. The university offers a multitude of safety services, including a university police force, a student escort service, and a wide selection of security-awareness and crime-prevention programs. Students must do their part, however, to help minimize the chance of becoming a crime victim. Take advantage of the many safety programs that are offered, and exercise good judgments. Student must always be aware of their environment, and be sure to follow simple safety tips such as locking doors, securing belongings and property, walking in groups at night, and avoiding unfamiliar areas. For more information about campus safety visit the [Student Safety Service](#) website.

## The Student Wellness Center

The [Student Wellness Center](#) provides a wide range of health promotion resources, programs, and services aimed at helping students understand the relationship between lifestyle choices and state of health. The center offers programs on issues including sexual health (HIV/AIDS and other sexually transmitted diseases [STDs]), unplanned pregnancy, contraception, relationship building, and alcohol and other drug issues. They provide anonymous HIV test counseling, safer-sex education, Health Risk appraisals, and other workshops/presentations. The student health center offers two types of HIV testing. They also offer a Condom Club that allows students to purchase condoms at a discounted rate. Members are also entitled to free safer-sex products on a limited basis.

## Study Abroad

The Office of International Affairs (OIA) offers many [Study-Abroad](#) programs. There are more than 100 programs in 40 different countries for students of all majors. Some programs are only a few weeks long and others may last for the academic year. Some require students have some background in another language, but many do not. If The Ohio State University does not have a program of interest to a student, OIA can work with the student to find study abroad opportunities through other colleges. In addition to study abroad, OIA can also help arrange work and volunteer opportunities abroad. The office is located in Oxley Hall, 1712 Neil Avenue; telephone: (614) 292-6101. Walk-in advisors are also available Monday-Friday. Student interested in study abroad should plan well in advance. Applications for some programs may be due a few terms before the student wished to participate, especially if they are hoping to obtain additional financial aid.

## First Year Experience

The [First Year Experience](#) (FYE) is a series of programs designed to help first year students adjust to university life and to discover the academic, social, and personal balance essential for a successful college career. The various components of the First Year Experience are aimed to help students learn to navigate the university, manage their time, access resources, pursue academic opportunities, plan for their degrees, explore new ideas, appreciate diversity, and make new friendships.