



THE OHIO STATE UNIVERSITY

COLLEGE OF PUBLIC HEALTH

Undergraduate Student Handbook 2023-2024

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July 20, 2023

Dear BSPH Student and 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. 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. In addition, the College of Public also offers three undergraduate minors: Global Public Health, Epidemiology and Public Health and the Arts.

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.

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.

Mission

We protect and champion the health of the people of Ohio, the nation and the world. Through education, influential research and community engagement, The Ohio State University College of Public Health shapes and enhances public health and impacts the delivery and effectiveness of health care. We prepare the next generation of public health practitioners, health care administrators and academic scholars. We work collaboratively to make discoveries that help address existing and emerging public health threats. We advance the public health conversation and foster a culture of engagement for our students, faculty, staff, alumni and the broader community.

Organization of the College of Public Health

The Ohio State University College of Public Health was formed in 2007 and is the first accredited college of public health in Ohio. The College is one of 224 schools/colleges 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.

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.

Overview of Bachelor of Science in Public Health

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. The college also offers a 3+2 combined five-year undergraduate/graduate degree. 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 also offers a minor in Epidemiology and in Public Health and the Arts.

SECTION II: UNDERGRADUATE ADMINISTRATION & SUPPORT

Academic Studies Governance Committee (ASGC)

The College of Public Health ASGC is responsible for policy issues and overall coordination and direction of undergraduate and graduate academic programs and courses in the college. This includes the Bachelor of Science in Public Health degree with interdisciplinary specializations, undergraduate minors, and General Education (GE) courses. Membership consists of one faculty member from each College of Public Health Division, and one student representative from each BSPH specialization.

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. Membership consists of one faculty member from each College of Public Health Division, and one student representative from each BSPH specialization.

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.

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 Support
- 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 Schedule an Appointment

Students who are currently a BSPH major or Pre-Major can schedule online through [OnCourse](#) or 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 drop-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 drop-in hours available the first week of each autumn and spring semester. The schedule of College of Public Health undergraduate drop-in hours will be posted in the student newsletter.

Ohio State students who are not a BSPH major or Pre-Major but want to declare the pre-major or have questions about the BSPH program must schedule an appointment with one of the College of Public Health academic advisors.

Advisor/Student Responsibilities

Academic Advisor Responsibilities

The academic advisor provides academic support for BSPH majors, pre-majors and students pursuing one of the Public Health minors. 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 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 once a year.
- Students are responsible for checking their Ohio State 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 account, they may not receive official Ohio State University notifications, 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 email account online. If there 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

handbook, the Course Catalog and the Schedule of Classes. The Course Catalog and Schedule of Classes are available on [BuckeyeLink](#).

- Students are responsible for maintaining good academic standing, which is defined as a 2.5 cumulative GPA each semester and term.
- They are responsible for knowing their current schedule at all times, including class numbers. Students can find their schedule at [BuckeyeLink](#). And select “View My Class Schedule.”
- Students are responsible for checking the prerequisites for all classes they want to 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 on [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 does not add 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

- 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.
- 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.
- 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.

SECTION III: DEGREE PROGRAMS

Bachelor of Science in Public Health (BSPH) Major

Degree Program Goals

BSPH graduates will have the knowledge and skills for early career, entry-level positions in public health agencies and other public or private organizations, and advanced study via graduate and professional degree programs.

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.

Undergraduate Competencies

Foundational Domains

1. the concepts and applications of basic statistics
2. the foundations of biological and life sciences
3. the history and philosophy of public health as well as its core values, concepts and functions across the globe and in society
4. the basic concepts, methods and tools of public health data collection, use and analysis and why evidence-based approaches are an essential part of public health practice
5. the concepts of population health, and the basic processes, approaches and interventions that identify and address the major health-related needs and concerns of populations
6. the underlying science of human health and disease, including opportunities for promoting and protecting health across the life course
7. the socioeconomic, behavioral, biological, environmental and other factors that impact human health and contribute to health disparities
8. the fundamental concepts and features of project implementation, including planning, assessment and evaluation
9. the fundamental characteristics and organizational structures of the US health system as well as the differences between systems in other countries
10. basic concepts of legal, ethical, economic and regulatory dimensions of health care and public health policy and the roles, influences and responsibilities of the different agencies and branches of government

11. basic concepts of public health-specific communication, including technical and professional writing and the use of mass media and electronic technology

Cross-Cutting Concepts

1. advocacy for protection and promotion of the public's health at all levels of society
2. community dynamics
3. critical thinking and creativity
4. cultural contexts in which public health professionals work
5. ethical decision making as related to self and society
6. independent work and a personal work ethic
7. networking
8. organizational dynamics
9. professionalism
10. research methods
11. systems thinking
12. teamwork and leadership

Foundational Competencies

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

1. Summarize the historic milestones in public health.
2. Compare and contrast examples of major domestic and international public health issues.
3. Discuss approaches and strategies to identify, respond to and intervene with attempt to resolve common public health issues.
4. Identify political, cultural, behavioral, and socioeconomic factors related to global public health issues.
5. 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.
6. Demonstrate the ability to communicate public health information, in both oral and written forms, through a variety of media and to diverse audiences.
7. Demonstrate the ability to locate, use, and evaluate and synthesize public health information.

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:

1. Employ specific sociological theories, both classical and contemporary, to explain the unequal distribution of health among different subpopulations in the United States and throughout the world.
2. Identify how common sociological theories can extend our knowledge of disease processes and prevention and intervention opportunities beyond typical public health perspectives.
3. Interpret population health patterns using rigorous methods of sociological inquiry that stem from both qualitative and quantitative reasoning, augmenting what public health researchers and practitioners typically use.
4. Illustrate how sociological perspectives of stratification - particularly along the lines of race, class, and gender – expand typical public health perceptions and approaches.
5. Identify social and public policies that differentially affect the unequal distribution of health in society as well as the social process that led to their creation and keep them in place.

Environmental Public Health Specialization

Under the BSPH degree, environmental public health 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:

1. Use the Environmental Science Health model to explain environmentally-related exposures and human diseases
2. Apply principles of math, chemistry, and biology to the science of environmental public health.

3. Summarize major sources, chemical, biological, and physical agents, conditions, the social determinants of health, and other exposure factors that contribute to environmentally-related human diseases including those at the intersection of humans and animals.
4. Describe how the quality of environmental media (air/ water/soil/food) is adversely affected by contamination from chemical, biological and physical agents.
5. Apply the principles of exposure science, risk assessment, risk management, policy development, and risk communication to environmental public health issues identified within indoor/outdoor and occupational/non-occupational settings.
6. Explain and apply fundamental historical, statistical, epidemiological, toxicological, and Geographic Information Systems (GIS) concepts to environmental public health issues
7. Summarize management and technical measures and approaches that control human exposure to environmental contaminants
8. Explain the relationship between population growth, ecosystem health, sustainability and resilience, climate change, and environmental public health
9. Identify regulations, policies, standards, and guidelines applicable to the quality of air, water, soil, and food; and explain how the prevention or control of environmentally related human exposures and diseases, including changes to the lived environment, are applied to improve environmental public health.
10. Apply the principles of environmental ethics and justice to environmental public health issues

Global Public Health Minor [Description](#)

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's 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.

- Communicate across cultural and linguistic boundaries
- Comprehend the international dimension of one's field of study.

Epidemiology Minor [Description](#)

Overview

The 15 credit hour undergraduate minor in Epidemiology focuses on epidemiologic methods and two important content areas of the field: chronic disease epidemiology and infectious disease epidemiology. The minor in Epidemiology will augment and enhance many different undergraduate bachelor's degree programs and expands learners' knowledge and comprehension of issues affecting humans domestically and internationally.

Competencies

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

- Apply the fundamental principles of biostatistics and epidemiology to domestic and international population issues.
- 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.
- Analyze and interpret fundamental statistical and epidemiological data.
- Summarize intervention and disease prevention strategies to sustain and improve quality of life.

Public Health and the Arts Minor [Description](#)

A minor in Public Health and the Arts exposes students to both public health and the arts with the goal of promoting an understanding that community wellbeing encompasses many aspects of daily living and not just individual behavior. By combining foundational courses in public health and arts with discipline-specific courses in arts and humanities, students will gain an understanding and appreciation for how arts and culture are essential components of individual wellness and healthy communities.

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

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. Year 5 consists of graduate courses only. Up to

sixteen semester credits of the graduate courses can count toward the bachelor's degree. The sum of the graduate credits for the completed designated graduate courses counts toward the master's degree program. Students must select one of the following 3+2 specializations:

- BSPH-Public Health Sociology + MPH-Epidemiology
- BSPH-Public Health Sociology + MPH-Health Behavior and Health Promotion
- BSPH-Environmental Public Health + MPH-Epidemiology
- BSPH-Environmental Public Health + MPH-Environmental Health Sciences

Students who are interested in the combined degree program will be encouraged to work with an undergraduate advisor and Senior Director of OAPSS 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 Associate Dean 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, they will apply to the 3+2 combined degree program. This will involve completing the Graduate School's combined degree approval form.

Eligibility

Students enrolled in combined programs are admitted by the Graduate School, by the College and by 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 graduate student in a combined program, the applicant must submit documentation that demonstrates satisfactory fulfillment of the following admission criteria:

- Completion of a minimum of 90 undergraduate credit hours.
- A minimum of 3.5 cumulative GPA in all previous undergraduate work
- Prerequisite training that will enable the student to pursue the graduate degree program selected.
- Admitted to the BSPH major.

SECTION IV: ELIGIBILITY

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 schedule an appointment with an academic advisor in the College. Students interested in the Public Health Pre-Major must have a minimum cumulative 2.50 Ohio State University GPA and completed a minimum of 12 credits earned from The Ohio State University.

New First-Year Students. Ohio State has made the submission of ACT or SAT test scores optional for applicants to the Columbus campus for the 2023-2024, 2024-2025 spring, summer and autumn semester. 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 before they begin the start of autumn semester (Public Health Sociology or Environmental Public Health).

Transfer Students

Students interested in transferring to Ohio State in Public Health have two ways to apply for the Public Health major: 1.) Students applying for an autumn semester start can apply directly to the major through the Graduate and Professional Admissions application. To apply students must meet the following requirements: A minimum 2.50 cumulative GPA from previously attended college or university, a minimum of 30 credits (or equivalent), course prerequisites must be in progress or completed by start of autumn semester and apply by the application deadline. 2.) Students interested in transferring to The Ohio State University to pursue the Bachelor of Science in Public Health (BSPH) major in Spring/Summer semester must first contact the [Undergraduate Admissions](#) and apply to the university. A minimum 2.50 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. Transfer students that do not meet the application requirements at time of admission will be enrolled in another Ohio State University undergraduate unit, according to the guidelines for the Office of Undergraduate Admissions. Transfer students can apply to the major the next time the application is available. Students 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 2.5 GPA or higher at Ohio State before they can switch to the BSPH pre-major.

Students Attending Regional Campuses

Any Ohio State University student currently enrolled at a regional campus who is interested in switching to the Columbus campus into the Public Health Pre-Major must schedule an appointment with a College of Public Health academic advisor. 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 they meets the requirements to switch to the Columbus campus (2.5 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 their regional campus advisor to start the campus change process.

Admission Criteria for the Public Health Major

The BSPH major is competitive. The average cumulative GPA of students admitted to the Public Health major has been above 3.0. Applicants should be aware the College of Public Health accepts a limited number of students into the major each year. Students must have a minimum Ohio State University cumulative GPA of 2.5 and a minimum of 30 credit hours.

Interested students must complete and submit an online application. Applicants must also complete prerequisite courses with a minimum grade of C in each prerequisite course.

Students who are currently not Ohio State University students can apply to the BSPH major under the following conditions: 1) A minimum 2.50 college cumulative GPA, 2) completion of at least 30 credits, 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](#).

Degree Completion Time Limitation

Students will have five years from admission to the major to complete their degree requirements. Students not graduating within the five years must meet with an academic advisor and complete a petition to request to return to the program which should include a course plan for finishing their degree. The petition will then be reviewed by the Associate Dean of Undergraduate Programs and Assessment. Students who are on academic action (warning, probation) when they complete the petition, must clearly identify actions they have taken or will take to assure their academic preparedness to return to the program. If approved, these students will remain on academic action with conditions in force.

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. The BSPH application can be found on College of Public Health [website](#).

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.

The prerequisites for the major are:

Environmental Public Health

- Minimum cumulative GPA of 2.5
- A minimum grade of C in Math 1148/1149 or 1150

Public Health Sociology

- Minimum cumulative GPA of 2.5
- A minimum grade of C in Sociology 1101 or 1102

Helpful suggestions while completing the BSPH major application:

- Students can save the application and come back to it later to complete it.
- If a student selects the wrong sub-plan (specialization), and then choose a different sub-plan, any prerequisite data entered will disappear.

SECTION V: BSPH DEGREE

General Education Requirements (GE)

The General Education (GE) requirements can be found on the College [website](#). The GE 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. Specific goals aimed toward the broader goal of the GE are listed under each category of the curriculum.

Guidelines for the GE in the College of Public Health

Remedial courses (courses at the 10XX level or below, and English 1109) and credit hours earned in repeated course work do not count toward the minimum credit requirement for the Bachelor of Science in Public Health.

Note that you can take both "versions" of cross-listed courses (e.g., Comparative Studies 2214/Sexuality Studies 2214); however, since the two versions are in fact the same course, only one may count toward your minimum degree hours.

The number of hours required to complete the Bachelor of Science Public Health degree is 121 for both specializations.

You may need to plan a program of more than the minimum number of credit hours if you wish to complete specific professional training, are preparing for graduate study in certain disciplines, or have multidisciplinary goals.

In no case shall the number of hours required for graduation be fewer than 121.

Within the credit hours required for the BSPH:

No more than 4 may be from physical activities courses taught in Education: Physical Activity and Educational Services (EDU PAES); physical activities courses include all 1100 level KNSFHP courses except for 1102, 1103, 1122, and 1137.

A maximum of 8 hours of technical credit may be counted towards your degree requirements. A minimum of 30 credit hours must be earned through regular course enrollment at Ohio State.

In addition, you must have a cumulative grade point average (GPA) of at least 2.5 for all work attempted at Ohio State and an application for graduation through the Office of Academic Programs and Student Services.

If you have transferred to Ohio State from another institution, you can often fulfill part of the GE with approximately equivalent courses already taken. Your transfer course work will be reviewed by the College of Public Health, and courses that meet the spirit of the GE will be applied to the GE. You must earn at least a D in a course for it to fulfill a GE requirement. Courses taken on a pass/non-pass or satisfactory/unsatisfactory basis cannot be used to fulfill GE requirements.

Exclusivity of GE, Major, and Minor Courses

With the exceptions noted below, courses may not be counted on both the GE and the major (specialization courses included). Courses taken to fulfill GE requirements may count on a minor unless specifically disallowed by an individual minor program. Courses may not be counted on both the major and the minor.

Some GE courses are listed in more than one category; with the exceptions noted below, however, GE courses may not be used to fulfill more than one GE requirement.

Group Studies and Individual Studies

Group studies (XX94) courses and individual studies (XX93) courses are not acceptable for fulfilling GE requirements except when a specific experimental course has been approved by the College of Public Health ASGC. If a course has been approved, it will be listed on the GE guide.

GEN courses include the following categories:

- Writing and Information Literacy
- Literary, Visual and Performing Arts
- Race, Ethnicity, and Gender Diversity
- Historical and Cultural Studies
- Natural Sciences
- Social and Behavioral Sciences
- Mathematical and Quantitative Reasoning
- Launch Seminar
- Reflection Seminar
- Themes (Citizenship for a Diverse and Just World; plus (choose 1) health & well-being, sustainability, lived environments, traditions cultures and transformations, number nature or mind, origins and evolution, migration mobility and immobility)

[Curriculum Guides and 4-Year Plans](#)

Major Courses

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

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. 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 are responsible for paying any fees, such as cost for background check, associated with the internship or practicum.

If a student does not pass their Capstone experience course, they may attempt one (1) additional Capstone Experience course.

The student must complete a 'Capstone Petition' which includes a written plan that describes the following:

- Actions to be taken by the student to remediate behaviors that led to a failing grade
- An approved Capstone placement
- Additional agreed upon meeting times with an advisor throughout the Capstone Experience

Students approved to repeat their Capstone Experience should realize that the original unsatisfactory grade will remain on their transcript.

PUBHLTH 3180/PUBHLTH 3180E

This course must be successfully completed prior to the Capstone experience. The purpose of the course 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.

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

- Field Experience/Education Abroad (EARTHSCI 5797.02)
- Internship (PUBHLTH 3191)
- Undergraduate Research (PUBHLTH 3999)

Field Experience (Education Abroad) EARTHSCI 5797.02

This course is a public health related education abroad field experience. The purpose of the Field Experience course is to expose students to Public Health settings in other countries. This could include universities, health departments, clinics, hospitals or health centers. Students will have an opportunity to put into practice what they have learned from major courses they have taken.

Internship (PUBHLTH 3191)

The purpose of the Internship experience is to expose students to public health work related settings. Students in this course will have an opportunity to put into practice in a work environment what they have learned from major courses completed and from other out-of-classroom experiences.

An instructor will supervise students participating in the internship course. This instructor is responsible for course instruction and coordinating internship experiences for the period of time covered by the internship, as well as ensuring that internship objectives are met. The site supervisor is the person assigned by the cooperating organization (e.g., schools, agencies, etc.) that will be on site during the internship. The site supervisor will complete an evaluation of the intern's performance by completing a survey sent by the instructor or course coordinator.

Non-Honors Undergraduate Research (PUBHLTH 3999)

The purpose of this capstone option is to allow non-Honors BSPH students to actively participate in a public health research project utilizing concepts covered in Public Health major courses. This course is for non-Honors students who are completing a research experience without a thesis expectation.

SECTION VI: REGISTRATION AND DEGREE PLANNING

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. Students are required to meet with their academic advisor at least one time per year (between July 1 and June 30). Students who do not meet this requirement will have a Registration Lock Hold (preventing registration, adding classes, or moving off a wait list) placed on their Buckeyelink account until they meet with their academic advisor.
- 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's [Buckeyelink](#) 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.
- 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's [Buckeyelink](#), 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. It is very important to be prepared with backup times and alternate choices for classes the student is interested in taking, in case the section they want is full.

Considerations in Planning a Schedule

Why are you 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?

Are you 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 schedule. Obtaining permission requires getting a Course Enrollment Permission Form online at the [Registrar's website](#). It must be 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 providing authorization for the student to be added to their course. These emails 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.

Scheduling Resources

These resources will help keep students keep on track with their major, the GE's, and progress toward graduation.

Course Catalog

- Course descriptions, course content
- Prerequisites, restrictions

Schedule of Classes

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

A degree audit is a tool to assist students and advisors with determining how courses the student completed fulfill General Education and major course requirements. Advising reports are unofficial transcripts and include a listing of courses a student completed, and grades earned according to the term taken. Students can run their own degree audits. [Here are instructions](#) on how to run a degree audit. Students can view their own advising reports in their [BuckeyeLink](#).

Online Scheduling

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

- Learn to navigate SIS [Buckeyelink](#)
- 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 the [University Registrar](#) and select "Important Dates".

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 enter a class. After getting the appropriate signatures, the form must be processed in Cunz Hall, Room 100. In order to add a course after the 2nd 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 i.e., if the petition is approved.**

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 would 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 10th Friday without a petition. If, because of extreme extenuating circumstances, a student wishes to drop a class after the 10th Friday, they need to see an academic advisor 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). Students are encouraged to include a letter of support from the course instructor with their petition. Courses cannot be dropped after the 10th week simply because of poor academic performance in a class.

Students should 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.

Drop for Non-Payment

The Ohio State University drops classes for students who still have outstanding balances on their accounts after the second Friday of classes each term. Outstanding balances can include current term tuition and fees, and any prior term balances. The drop for non-payment process allows the university to clean up enrollment, fee assessments and financial aid records before creating grade rosters, so that students who are unpaid cannot receive a grade. See [link for details](#)

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. 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 Ohio State 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 a 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 student, can first see if the courses are listed in the [Transferology](#) website. This website lists equivalent courses for many colleges and universities in the United States. Students may also refer to the [Ohio State Quick Equivalencies](#). 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 course. When transfer classes have been completed and submitted to Ohio State, 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, all transfer credit and grades will be included in the GPA calculation when a student applies to graduate and professional programs.** Any course from an accredited institution

with a grade of D or higher can be awarded credit. Courses with grades such as P (pass) and S (satisfactory) can also be awarded credit. Courses with a grade of D-, failing grades and audited courses are never awarded 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](#) (Office 281 West Lane Avenue, Columbus, Ohio, 43210) 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 course work evaluated the term they plan to start at Ohio State. 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.

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 may be held when formal allegations are received in the [Office of Academic Affairs](#). BSPH majors are required to complete a Statement of Academic Integrity form.

Options for Multiple Majors

Students choose a second major or dual (or second) degree for a variety of reasons: personal interest in the subject matter, development of knowledge and skills required for further education or for a career, or preparation for graduate or professional school. Talk to your advisor about the feasibility of pursuing a second major or dual/second degree and to discuss specific requirements.

Students pursuing two majors should consider early on whether they wish to complete a single degree with two majors or two degrees.

Single Degree with Two Majors

A single degree with two majors leads to a single diploma, though both majors are noted on the student's record and transcript.

- You must meet the requirements for each major as set by the departments offering the majors.
- Each major must contain at least 18 semester hours not contained in the other.
- Overlap with the GE may be permitted where appropriate. Consult your academic advisors for more information.

- You must complete at least 121 (or 126 if pursuing the EPH specialization and admitted to Ohio State prior to autumn 2022) credit hours to earn a single degree with two majors.

Two Degrees

Pursuit of two degrees leads to the award of two diplomas. The degrees will be designated separately on the student's record and transcript.

- You must meet the requirements for each major as set by the Colleges offering the majors.
- You cannot overlap courses from either major.
- You must earn a minimum of 30 semester hours beyond the total required for one degree (i.e., you must earn at least 151-156 hours).
- You must fulfill all degree requirements for both degrees.
- Overlap between either major and the GE is not permitted, unless specifically allowed by a particular GE category.
- An approved petition is required to graduate with two degrees.

Admissions and Retention Policy for BSPH Majors

The Bachelor of Science in Public Health requires a minimum GPA of 2.5 to be admitted to the major. Once admitted and matriculated into the major, students are required to meet academic criteria described below.

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, or directly into careers 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 2.5 or higher and have better than average grades in all major courses.

Admissions on a Conditional Basis

Some students are admitted to the BSPH on a conditional basis because they are 1) missing a prerequisite course or 2) are lacking a specific grade in a prerequisite course.

The admissions conditions must be completed before the student can be officially admitted to the major.

These students are required to meet their admissions conditions by the beginning of the autumn semester in which they have been accepted. If a student does not meet the conditions of their admission, the student **MUST** file a petition for extension of their conditional admission before the next autumn semester begins. If the petition is not filed before the next autumn semester begins, continued admission is at the discretion of the Undergraduate Committee.

** Please Note: Conditional Admission is NOT noted in the Student Information System (SIS). If a student has been admitted on a conditional basis, the SIS system will NOT indicate Conditional Admission as their admission status. Instead, SIS will note that the student is 'Admitted,' even when a student has been admitted on a **conditional basis**. Therefore, for students 'Admitted with Conditions,' it is important they meet the 'conditions of admission' before they are officially admitted into the major.*

Retention

Students are required to maintain a semester and cumulative GPA of 2.50 (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.

Program Action for BSPH Majors

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

- A student with a semester GPA below 2.50 (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 2.50 or higher the following semester of enrollment.
- A student earns a grade below C- in a foundation 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 (not indicated on the permanent student record)

- A student who earns a cumulative GPA below 2.50 (after a minimum of 24 credits).
- A student is placed on Program Warning for 2 consecutive terms.
- A student earns a semester GPA below 2.5 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 2.5 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. Before enrolling in classes, students **MUST** meet with their academic advisor. Students who are placed on Program Probation will have their schedules **locked** until they have met with an advisor.

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

- A student is at risk of Program Disenrollment if they do not meet the conditions for removing Program Probation outlined in the letter of Program Probation.
- A student is at risk of Program Disenrollment if they incur another reason for Program Warning or Program Probation while on Program Probation.
- A student is at risk of Program Disenrollment if they incur two reasons for Program Probation in the same term.

Reinstatement to the Major

A student is eligible for reinstatement to the major after waiting 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 ASGC, which will decide whether or not to readmit the student.

Academic Sanctions for Pre-Major Students

Program Standing

A Program Standing policy is in place 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.

During the break between terms, all pre-major student academic records are reviewed. Academic advisors complete the review in consultation with the OAPSS Director. Advisors will also review the past term's action and the OnCourse 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

Pre-Major students will be placed on Pre-Major Probation when they are unlikely to be admitted into the BSPH 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. This program action does not appear on the official transcript.

Pre-Major Dismissal

Pre-Major 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 are no longer eligible to reapply to the Public Health major after their dismissal. Program Dismissal results in the following term registration

lock. Students are required to switch to another Ohio State 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 Probation by Special Action

Academic Warning

Students may be placed on academic warning if their grade-point average falls only slightly below a 2.0 after their first semester and they 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. 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 warning.

Academic Probation

Students will be placed on academic probation when their cumulative grade-point average is below a 2.0. 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. 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 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 Cumulative GPA 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 do not show steady academic progress. The College of Public Health reviews academic records 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.

Reinstatement

Students who have been academically dismissed from The Ohio State University may apply for Reinstatement. Applying for reinstatement does not guarantee it will be approved. 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 been away from Ohio State for at least 5 years and have an Ohio State University cumulative GPA under a 2.0 or have been dismissed from the University may want to petition to use Fresh Start. This will remove 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.). 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. Once a student has been approved for Fresh Start, it can't be revoked. All course work taken at The Ohio State University will be calculated in determining eligibility for Latin honors.

Grade Forgiveness Rule

The rule permits students to petition to repeat up to three courses. The grade in the repeated course will replace the grade for the original course in the calculation of the student's cumulative point-hour ratio. (Note: Only a first repeat can be used this way.) Students should meet with an advisor to discuss completing the petition form online. Permission to apply this rule must be obtained by submitting the Grade Forgiveness Petition to the University's Registrar's office no later than **the tenth Friday of the semester or summer term (the tenth Friday of a session during autumn or spring semesters, or a summer session; or the first Friday of a Four Week 1 session) in which the repeated course is taken.**

A notation of the original grade will remain on the student's transcript.

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 Grade 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.

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.

Graduation

Students must complete an application to graduate. See [Undergraduate Graduation](#) details in College of Public Health website. The deadline to apply for graduation is the 3rd Friday of the semester or term prior to the semester the student plans to graduate. Students are required to meet with an advisor to apply for graduation. Once an application has been received, the Office of Academic Programs and Student Services will process the application. Students then receive an email stating all graduation requirements have been met, or list problem areas that need to be satisfied for eligibility to graduate. Students must complete a minimum of 30 credit hours at Ohio State to be eligible to graduate. Students taking a course(s) they need to complete their BSPH degree at Columbus State Community College the term they plan to graduate should submit an [Early Grade Release form](#). Any questions regarding graduation should be directed to the CPH Academic Advising Office 614-292-8350.

Latin Honors

Eligibility for any graduation **Latin** 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. Latin Honors are awarded based on students' cumulative GPA as of the term penultimate to their graduation semester. Should a student earn a higher designation in the last term of enrollment, the higher honor will be awarded. In order to be eligible for these honors.

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 Ohio State 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 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 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 at The Ohio State University will receive the summa cum laude designation on the diploma and transcript.

There are no exceptions made to the above requirements. These are based on **university rules**.

Petitions

Common uses for petitions include:

- Substitution of coursework
- Dual Degree request
- Dropping a course after the deadline
- Switching a specialization
- Increased credit hour load (above 18 credits)
- Evaluation of Special or General transfer credit courses
- To propose an alternative course required for a GE
- 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 a 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 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 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 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, and 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 ASGC Chair will determine if the appeal petition is valid. If the ASGC Chair decides the appeal petition is valid, the ASGC 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 ASGC regarding the appeal petition is final and cannot be further appealed internally.

Grievance Procedures

The College of Public Health has a process in place for reviewing student complaints after efforts between the parties involved to address the concerns have proved unsuccessful. These procedures provide students with avenues for informally resolving complaints and for seeking formal redress if efforts of mediation fail. The Office of Undergraduate Education also has

complaint, grievance, and appeal procedures on their website:
(<http://ugeducation.osu.edu/grievances.shtml>).

Before formal procedures are involved, it is strongly recommended that every effort be made by all parties to resolve differences informally. Students are encouraged to schedule an appointment with the Director of the Office of Academic Programs and Student Services to discuss their concerns and options for resolution.

Non-Grade Grievances

Procedures and remedies with the Associate Dean of Undergraduate Programs should be exhausted before appealing the case at the College level. Sources for grievances include, but are not limited to, the following:

- Unjustified denial of student access to data or inappropriate use of student data
- Professional misconduct toward students
- Unfair, discriminatory, or intimidating treatment of students

Non-Grade Grievances will use the same procedures outlined below for Grade Grievances.

Grade Grievances

Initial jurisdiction over grade grievance lies within the Associate Dean of Undergraduate Programs. Grades are a matter of academic judgment and subject to challenge only on the basis of non-academic criteria, such as considerations of race, politics, religion, sex, or other criteria not directly reflective of performance related to course requirements of improper academic procedures that unfairly affect a student's grade. Student with grade grievances should discuss their concerns first with the professor of record (graduate teaching assistants in the College of Public Health do not assign grades). If the student feels that the problem is not resolved satisfactorily, then the concern should be brought to the attention of the Associate Dean of Undergraduate Programs for review. It is the policy of the university that grievances concerning grades may only be considered if the basis for the grievance is procedural (i.e., that a procedural error was made in the evaluation or recording of the grade). Grades are never modified using any criteria not applied to all students in the class. The alteration of grades is governed by the Board of Trustees (Rule [3335-8-23](#)). If informal procedures fail to settle the matter, the student may initiate a formal grievance process by submitting a written statement to the Associate Dean of Academic and Student Affairs for Academic Affairs. This written statement should describe the nature of the complaint, the facts which support the complaint, and the efforts made to resolve the complaint with the parties involved. The statement must be submitted within 60 days after the alleged cause for the grievance occurred.

The Associate Dean of Academic and Student Affairs will review the allegations in the complaint and ask the other party to provide a written response. When appropriate, the

Associate Dean of Academic and Student Affairs will ask for input from the Associate Dean of Undergraduate Programs, or the Dean of the College of Public Health. Some grievances may be resolved at this stage through a process of counseling and evaluation. Accurate assessment and mutual solution are the goals.

The Associate Dean of Academic and Student Affairs will discuss the matter with the complainant and with the respondent and advise the student of their options:

- a) Taking no action (sometimes discussion with a third party is the goal);
- b) Conversation between the complainant and the respondent with the Associate Dean of Academic and Student Affairs serving as an intermediary in an effort to mediate the concerns;
- c) Request for formal grievance hearing if mediation fails.

Formal Grievance Procedures

If mediation fails, the student may seek a formal grievance hearing. The written request will be forwarded to the ASGC Chair for review. Upon receipt of the complaint, the ASGC Chair will appoint a hearing panel of two ASGC faculty representatives, two ASGC student representatives, and one faculty member from outside the College of Public Health.

The ASGC Chair and the hearing panel will meet with the complainant and the respondent and review any documentary evidence provided. Both the complainant and the respondent will be given copies of any documentary evidence provided by the other party. The committee may also obtain relevant information from other persons. At the conclusion of the hearing, the committee will submit to the dean its findings, a recommendation concerning the merits of the complaint and, if the complaint is judged to have merit, a proposed resolution.

After reviewing the recommendation of the ASGC, the Dean may:

- a) Dismiss the complaint;
- b) Uphold the committee's recommendation and proposed resolution;
- c) Uphold the committee's resolution with what would reasonably be interpreted as an equivalent, but alternative, resolution.

All aspects of an investigation of a student grievance will remain confidential. Upon the conclusion of all deliberations, the decision will be reported in writing to the student and the respondent. A written record of the circumstances and resolution of the grievance will be kept for four (4) years in the Office of Academic Programs and Student Services.

Civil Rights Compliance Office

The Civil Rights Compliance Office (CRCO) coordinates Ohio State's response to complaints of all protected class harassment, discrimination and sexual misconduct affecting students, employees, graduate associates, appointees, volunteers, visitors, suppliers and contractors, and provides information on rights and options for formal investigation. In addition to responding to complaints of harassment, discrimination, and sexual misconduct (Title VI, Title VII, Title IX, and other applicable laws), CRCO oversees the handling of issues involving the

Americans with Disabilities Act (ADA), Equal Employment Opportunity (EEO), and Youth Activities and Programs.

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. 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.” Whenever in doubt, a student should consult with the course instructor.

Guideline for Student Academic and Research Use of Artificial Intelligence (AI)-Powered Programs

Use of artificial intelligence (AI)-powered programs, including but not limited to ChatGPT, for courses (e.g., assignments) and capstones (e.g., ILE, thesis; dissertation) must be first discussed and permitted by the faculty course director or capstone research advisor. The scope of use may range from not permitted (with exception of AI-powered search engines such as Google, Bing, etc.) to a broader spectrum of allowed applications. When AI-powered programs are permitted, faculty must be very explicit regarding the applicable and acceptable scope and use. When AI-powered programs are used by students, the scope of use and content must be specified and references by students accordingly. Students are expected to be aware of the shortcomings of use of AI-powered programs, including risk of academic misconduct (e.g., plagiarism, etc.). In relation, students and faculty should also continue to refer to the existing and evolving university resources that are focused on this topic.

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* **Directory Information**

The Ohio State University, in accordance with FERPA, 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, 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 Aid Office (financial and related information, student employment, Military and Veterans Services), Department of Athletics (intercollegiate sports), University Health Service (health records), Office of International Affairs, 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: HONORS PROGRAM

The College of Public Health Honors Program

Students who are enrolled in the Honors program in the College of Public Health have the opportunity to:

1. Enrich their program of study through honors or honors embedded General Education (GE) or honors major coursework
2. Apply for honors housing
3. Receive priority scheduling
4. Participate in special programming that is offered through the University Honors & Scholars Center and the Office of Academic Programs and Student Services in the College of Public Health
5. Participate in an Honors Capstone (either an Honors internship, Honors Thesis or Honors Field Experience)

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

- Incoming freshmen can apply for the University Honors Program prior to starting at Ohio State. Interested students must indicate this on their application to The Ohio State University.
- Current Ohio State University students (with honors enrollment) who transfer into the College of Public Health from other Ohio State academic units do not need to apply to the College of Public Health Honors program. However, they will need to meet with a College of Public Health undergraduate academic advisor **during the same term** they transferred into the BSPH major or pre-major to complete an Honors Contract in order to retain their Honors status.
- BSPH majors and pre-majors who are not Ohio State Honors students but wish to join the College of Public Health Undergraduate Honors program are required to complete a minimum of 15 OSU credit hours and have a minimum cumulative GPA of 3.4 or higher. They are required meet with a College of Public undergraduate academic advisor to talk about the honors program and to receive instructions on completing the [Honors Application](#). After this meeting the application and an

advising report need to be submitted to the Office of Academic Programs and Student Services, Cunz Hall, Room 100.

- Transfer students (new to Ohio State) -- 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.
- 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, upper division (3000+) or graduate-level courses over the first 2-3 years of study*

*Upper division BSPH core and specialization courses are not considered upper division for the purposes of maintaining Honors status. This is because they are upper division courses taken by all BSPH students (Honors and non-Honors). Substituting an upper division course for a General Education course must first be reviewed and approved by the Honors academic advisor.

Reviews of academic records are conducted each term to confirm that students meet the criteria to remain in the Honors program. 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 academic 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. Once approved by the Public Health Honors Committee, an Honors Contract admits students to candidacy for graduation with honors in Public Health. The contract should be completed within two semesters of entry into the Public Health Honors Program.

Completing the Contract:

1. Complete a Degree Plan and finalize decision about the 6 required Honors, upper division (3000+) or graduate-level courses over the first 2-3 years of study courses, in consultation with the Honors Academic Advisor.
2. Make a preliminary decision on the Honors Capstone Experience type.
3. Submit the contract to the Honors Academic Advisor, who will forward it to the Public Health Honors Committee.

Next Steps:

The Honors Contract will be reviewed by the Public Health 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

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

- Honors Field Experience in Public Health (Study Abroad) EARTHSCI 5797.02
- Honors Internship – PUBHLTH 3191E
- Public Health 4999.01H-Honors Research Thesis

Honors Field Experience (Study Abroad) – EARTHSCI 5797.02

The honors education abroad experience is completed under the mentorship of a faculty advisor. Students must identify an education 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 education abroad experience. Usually, this would be the course instructor.

Honors students will be expected to complete an additional project related to the field experience, typically completed the term the student returns from the education abroad experience or the term following. A faculty member from the CPH Undergraduate Honors Committee will assist the student in developing the project framework and connecting them to an additional faculty member or graduate student with research interests related to the student's project. The project must be approved by the Undergraduate Honors Committee.

Honors Internship – PUBHLTH 3191E

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.

Honors students will be expected to complete an independent project related to the chosen internship site, and a faculty member from the Undergraduate Honors Committee will assist the student in developing the project framework and connecting them to an additional faculty member or graduate student with research interests related to the student's project. The project must be approved by the Undergraduate Honors Committee. This project is typically completed during the term following the student's internship experience, though may be completed during the same term as enrollment in PUBHLTH 3191E if approved.

Honors Thesis (PUBHLTH 4999.01H)

This course is for Honors students who are completing research for their thesis. 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. Ideally, the student would start the thesis research 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 – thesis research 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 they 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, they 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.

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.

Graduation with Honors in Public Health

Students are eligible for graduation with Honors in Public Health if they meet the following criteria:

- They have Honors status when they graduate
- Their cumulative GPA is at least 3.4 when they graduate
- They have completed at least 6 Honors or upper division (3000+) or graduate-level courses over the first 2-3 years of study
- They have successfully completed the Honors Capstone courses

Graduation with Honors Research Distinction

Students are eligible for graduation with Honors Research Distinction in Public Health if they meet the following criteria:

- They have Honors status when they graduate
- Their cumulative GPA is at least 3.4 when they graduate
- They have completed at least 6 Honors or upper division (3000+) or graduate-level courses over the first 2-3 years of study
- They have successfully completed the Honors Capstone courses
- Completed Honors thesis requirements or completed a post-internship or –field experience Honors project with intensive research components that meet a minimum standard set by the Undergraduate Honors Committee

SECTION IX: BSPH 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 Service Staff

Career Advisor

- Provide career support to Ohio State University undergraduate students who are current College of Public Health students
- Coordination of the Capstone program
- Provide career services through referring students to appropriate 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

Career Related Opportunities

Internships

In addition to internship opportunities for the Capstone experience, students are encouraged to consider additional internships. Internships prepare students to assume responsibilities within their areas of interest in public health. The internship will also provide a practical experience in a program that will enhance the student's education.

Handshake

The College of Public Health uses an online job posting system ([Handshake](#)). The new system allows students to explore internship and jobs opportunities, post their resumes for employers to view, sign up for on-campus interviews, and learn about career events on-campus at no additional cost. All students should complete a personal Handshake account as soon as they begin their undergraduate studies at Ohio State.

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.

Career Events

The College of Public Health participates in a university wide career fair annually. Many

organizations and agencies that are relevant to public health students attend the fair to promote career opportunities. Students can network with participating organizations.

SECTION X: STUDENT INVOLVEMENT

There are numerous ways for students to get involved in organizations on campus. The following 3 student organizations and associations relate to the academic areas in the College of Public Health. These are listed below. The College [website](#) includes a list of all student organizations and associations that are affiliated with the College of Public Health.

SECTION XI: UNIVERSITY RESOURCES

[Counseling and Consultation Services](#)

The College of Public Health has a dedicated embedded clinician through Counseling and Consultation Service (CCS) for our students. To be connected with Mental Health Services, the first step is to schedule a consultation at go.osu.edu/phonescreening. During that appointment Public Health students may express a preference to work with the CPH embedded counselor. Students are also welcome to email the embedded clinician, [Ven Palmieri](#) directly with any questions or concerns related to mental health or services at Ohio State.

[Department of Public Safety](#)

[Dennis Learning Center](#)

[Student Life Disability Services](#)

[First Year Experience](#)

[Mathematics and Statistics Learning Center](#)

[Second-year Transformational Experience Program](#)

[Student Advocacy Center](#)

[Wilce Student Health Center](#) (Student Health Services)

[Student Wellness Center](#)

[Office of International Affairs](#)

[Center for the Study of Teaching of Writing](#)