



# Office of Undergraduate Education

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## Policies and faculty resources

### ▼ Artificial Intelligence (AI)

There has been a significant increase in the popularity and availability of a variety of generative artificial intelligence (AI) tools, including ChatGPT, Sudowrite and others. These tools will help shape the future of work, research and technology but when used in the wrong way, they can stand in conflict with academic integrity at Ohio State.

All students have important obligations under the [Code of Student Conduct](#) to complete all academic and scholarly activities with fairness and honesty. Our professional students also have the responsibility to uphold the professional and ethical standards found in their respective academic honor codes. Specifically, students are not to use unauthorized assistance in the laboratory, on field work, in scholarship or on a course assignment unless such assistance has been authorized specifically by the course instructor. In addition, students are not to submit their work without acknowledging any word-for-word use and/or paraphrasing of writing, ideas or other work that is not your own. These requirements apply to all students undergraduate, graduate, and professional.

To maintain a culture of integrity and respect, these generative AI tools should not be used in the completion of course assignments unless an instructor for a given course specifically authorizes their use. Some instructors may approve of using generative AI tools in the academic setting for specific goals. However, these tools should be used only with the explicit and clear

permission of each individual instructor, and then only in the ways allowed by the instructor.

[Resources from the Drake Institute for Teaching and Learning](#)

[Resources from the Teaching and Learning Resource Center](#)

[Committee on Academic Misconduct](#)

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## ✓ Content Warning Language

Some students around the country are requesting that professors give a warning ahead of time if there is class material that could evoke a traumatic experience. Ohio State does not have a formal policy regarding content warnings, but the following language could be used by a faculty member who may want to provide such warnings, perhaps in the syllabus:

**Some content in this course may involve media that may elicit a traumatic response in some students due to descriptions of and/or scenes depicting acts of violence, acts of war, or sexual violence and its aftermath. If needed, please take care of yourself while watching/reading this material (leaving classroom to take a water/bathroom break, debriefing with a friend, contacting a confidential Sexual Violence Advocate 614-267-7020, or Counseling and Consultation Services at 614-292-5766 and contacting the instructor if needed). Expectations are that we all will be respectful of our classmates while consuming this media and that we will create a safe space for each other. Failure to show respect to each other may result in dismissal from the class.**

In addition to the university statement above, the following regional campuses have provided additional information and resources:

### **Mansfield campus:**

If needed, please take care of yourself while watching/reading this material (leaving classroom to take a water/bathroom break, debriefing with a friend, contacting a confidential Sexual Violence Advocate at the Domestic Violence Shelter in Mansfield at 419-774-5840, or New Directions SAP at 419-529-9941 and contacting the instructor if needed).

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## ✓ Copyright

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

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✓ **Counseling and Consultation Services/ Mental Health Statement**

In 2013, USG passed a resolution (47-R-13) recommending that all Ohio State campuses encourage every academic department to include a statement on their course syllabi informing students of the counseling and consultation services available to them. Their recommended statement is included below:

**Columbus campus:**

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. Ohio State offers services to assist you with addressing these and other concerns you may be experiencing.

If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting [ccs.osu.edu](https://ccs.osu.edu) or calling 614-292-5766. CCS is located on the 4th floor of the Younkin Success Center and 10th floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at 614-292-5766 and 24-hour emergency help is also available through the 24/7 by dialing 988 to reach the Suicide and Crisis Lifeline.

**Newark campus:**

If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the [Office of Student Life's Counseling Services](#) or 740-755-7262. Twenty-four-hour emergency help is

also available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or at [suicidepreventionlifeline.org](https://suicidepreventionlifeline.org).

**Lima campus:**

### **Lima Statement on Counseling Services**

Campus mental health services: Should you find yourself experiencing personal difficulties, whether related to class or not, please know that you have access to confidential mental health services provided by Ohio State Lima Counseling and Consultation Service (LCCS). All current Ohio State Lima students are eligible for services at no charge. You may contact LCCS by emailing Samantha Haudenschild at [haudenschild.11@osu.edu](mailto:haudenschild.11@osu.edu) or calling 567-242-7158. You can also reach an on-call counselor when Dr. Haudenschild is not available by calling 614-292-5766. For more information about Lima Campus resources, to request an appointment, or to access options for crisis resources, visit our website: [go.osu.edu/LCCS](https://go.osu.edu/LCCS). In addition, students from all campuses may access certain resources offered by Columbus campus Counseling and Consultation Service. For more information, check their website at [ccs.osu.edu](https://ccs.osu.edu). If you are experiencing a clinical crisis, are in need of emergency assistance, or have thoughts of harming yourself, you may contact the National Suicide Prevention Hotline by dialing 988; call 9-1-1 for emergency assistance; or go to your nearest hospital emergency room.

### **Lima Statement on Disability Services**

The Ohio State Lima Office for Disability Services (ODS) is committed to creating an accessible educational experience for students with disabilities. We partner with students, faculty, and staff to design accessible environments and to provide academic accommodations and support services. Disability is a broad term that includes, but is not limited to, mental health conditions, chronic health conditions, temporary injuries, physical/learning disabilities, and ADHD. Students register with ODS to be approved for accommodations. Registration is confidential and does not appear on transcripts. Medical documentation and information are kept private. Contact information:

Wendy Hedrick, B.S., M.S. ED, Ohio State Lima coordinator for Disability Services: [hedrick.39@osu.edu](mailto:hedrick.39@osu.edu)

567-242-6549 Office | 614-500-4445 VR

[Lima-DisabilityServices@osu.edu](mailto:Lima-DisabilityServices@osu.edu)

Our usual hours are: Monday through Friday, 8 a.m. to 5 p.m.

### Mansfield campus:

If you or someone you know are suffering from any of the aforementioned conditions on the Mansfield campus, you can learn more about the broad range of confidential mental health services available on campus by visiting the [New Directions Counseling Center](#) or calling 419-529-9941. Their offices are located in Student Support Services, Ovalwood, second floor. You can reach an on-call counselor when CCS is closed at 614-292-5766 and 24-hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or at [suicidepreventionlifeline.org](https://suicidepreventionlifeline.org).

### Marion campus:

The Office of Counseling and Wellness Services for students are available through tele-mental health appointments via Zoom. Mental health concerns or stressful events can lead to diminished academic performance or a reduction in the ability to function well. If you or a student you know is struggling with life on or off-campus, help is available by calling 740-725-6349 or emailing Leslie Beary ([beary.4@osu.edu](mailto:beary.4@osu.edu)). If you are in crisis, call 9-1-1. To speak to someone outside of normal office hours, students can reach the Ohio State After-Hours Line at 614-292-5766. Help is also available through the National Suicide Prevention Lifeline by calling 800-273-8255 or contacting Crisis Text Line by texting 4Hope to 741-741.

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### ✓ Disability Statement

All instructors are encouraged to include in their syllabus a statement inviting students with disabilities to meet with them in a confidential environment to discuss making arrangements for accommodations. There are several reasons why this syllabus statement is critical. This statement both normalizes the accommodation process and helps to create a positive and welcoming environment for students with disabilities. Also, the statement creates a collaborative vehicle for providing accommodations and serves as a reminder to students who need the accommodations that these arrangements need to be made.

### Columbus campus:

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know

immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion.

If you are ill and need to miss class, including if you are staying home and away from others while experiencing symptoms of a viral infection or fever, please let me know immediately. In cases where illness interacts with an underlying medical condition, please consult with Student Life Disability Services to request reasonable accommodations. You can connect with them at [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; or [slds.osu.edu](http://slds.osu.edu).

Note: We recommend taking some time to review this statement with the class. This may help students feel more comfortable making proactive requests.

### **Newark campus:**

Students who would like to request accommodations regarding disability must first register with Student Life Disability Services (SLDS). Stephanie Rowland or Tyler Guminski in Student Life Disability Services (SLDS) can assist with this process. Once SLDS registration is established, you and your instructors will receive an access letter outlining your accommodations. You do not need to disclose your disability to faculty. Although accommodations may be authorized at any time in a term, it is in your best interest to disclose your academic needs during the first week of class. SLDS is located in Warner Center 226.

Contact information:

Email: [nwk-studentlifedisabilityservices@mail.cotc.edu](mailto:nwk-studentlifedisabilityservices@mail.cotc.edu)

Phone: 740-364-9578.

### **Lima campus:**

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely



fashion.

If you are ill and need to miss class, including if you are staying home and away from others while experiencing symptoms of a viral infection or fever, please let me know immediately. In cases where illness interacts with an underlying medical condition, please consult with Lima Disability Services to request reasonable accommodations. You can connect with them at [Lima-DisabilityServices@osu.edu](mailto:Lima-DisabilityServices@osu.edu).

Contact information:

Wendy Hedrick, B.S., M.S. ED, Ohio State Lima coordinator for Disability Services: [hedrick.39@osu.edu](mailto:hedrick.39@osu.edu)

567-242-6549 Office | 614-500-4445 VR

Our usual hours are: Monday through Friday, 8 a.m. to 5 p.m.

### **Mansfield campus:**

To establish reasonable accommodations, please register with Student Life Disability Services (SLDS) on the Mansfield campus. After registration, make arrangements with SLDS as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: Kodey Kreglow, [kreglow.11@osu.edu](mailto:kreglow.11@osu.edu), 419-755-4304.

### **Marion campus:**

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with the Office for Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion.

If you are ill and need to miss class, including if you are staying home and away from others while experiencing symptoms of a viral infection or fever, please let me know immediately. In cases where illness interacts with an underlying medical condition, please consult with the [Office for Disability Services](#) to request reasonable accommodations. You can connect with them at [marionds@osu.edu](mailto:marionds@osu.edu) or 740-725-6247.

Note: We recommend taking some time to review this statement with the class. This may help students feel more comfortable making proactive

requests.

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### ✓ **Grievances**

A student who encounters a problem related to his/her educational program has a variety of avenues available to seek resolution. (Note: the procedures for grade grievances are explicitly covered in the faculty rules) Typically, a student is advised to resolve any dispute, disagreement, or grievance as directly as possible, engaging with the person or persons most closely involved. The faculty and staff of the departments and colleges are available to work with students in this regard. If this step does not produce acceptable results, the student should follow a logical stepwise progression to address the academic concerns.

According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, take your case to the department chairperson, college dean or associate dean, and to the provost, in that order. Specific procedures are outlined in Faculty Rule 3335-8-23. Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department.

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### ✓ **Intellectual Diversity**

Ohio State is committed to fostering a culture of open inquiry and intellectual diversity within the classroom. This course will cover a range of information and may include discussions or debates about controversial issues, beliefs, or policies. Any such discussions and debates are intended to support understanding of the approved curriculum and relevant course objectives rather than promote any specific point of view. Students will be assessed on principles applicable to the field of study and the content covered in the course. Preparing students for citizenship includes helping them develop critical thinking skills that will allow them to reach their own conclusions regarding complex or controversial matters.

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### ✓ **Lyft Ride Smart**



[Lyft Ride at Ohio State offers eligible students discounted rides, inside the university-designated service area](#), and has expanded service to the Short North area along High Street. Service runs from 7 p.m. to 7 a.m. Prices may be impacted by distance, traffic, time of day, special events and prime time surcharges. More information about the service and the Lyft App, and a link to get started using the [Lyft Ride Smart services](#).

### **Mansfield campus:**

Although we do have Lyft in Mansfield, we suggest you book well in advance as there is limited availability. Additionally, Ohio State Mansfield does not offer this as a service, so students must arrange for pick up and pay for this service on their own. The area also has many taxi companies, and a [bus comes to campus](#).

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## **✓ Religious Accommodations**

Ohio State has had a longstanding practice of making reasonable academic accommodations for students' religious beliefs and practices in accordance with applicable law. In 2023, Ohio State updated its practice to align with new state legislation. Under this new provision, students must be in early communication with their instructors regarding any known accommodation requests for religious beliefs and practices, providing notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course. Instructors in turn shall not question the sincerity of a student's religious or spiritual belief system in reviewing such requests and shall keep requests for accommodations confidential.

With sufficient notice, instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements with respect to students' sincerely held religious beliefs and practices by allowing up to three absences each semester for the student to attend or participate in religious activities. Examples of religious accommodations can include, but are not limited to, rescheduling an exam, altering the time of a student's presentation, allowing make-up assignments to substitute for missed class work, or flexibility in due dates or research responsibilities. If concerns arise about a requested accommodation, instructors are to consult their tenure initiating unit head for assistance.

A student's request for time off shall be provided if the student's sincerely held religious belief or practice severely affects the student's ability to take an

exam or meet an academic requirement and the student has notified their instructor, in writing during the first 14 days after the course begins, of the date of each absence. Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide a reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy.

If students have questions or disputes related to academic accommodations, they should contact their course instructor, and then their department or college office. For questions or to report discrimination or harassment based on religion, individuals should contact the [Civil Rights Compliance Office](#).

Policy: [Religious Holidays, Holy Days and Observances](#)

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## ✓ Sexual Misconduct

Ohio State is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Civil Rights Compliance Office:

Online reporting form at [civlrights.osu.edu](https://civlrights.osu.edu)

Call 614-247-5838 or TTY 614-688-8605,

Or Email [civilrights@osu.edu](mailto:civilrights@osu.edu)

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities

to the Civil Rights Compliance Office to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.

*In addition to the university statement above, the following regional campuses have provided additional information and resources.*

#### **Lima campus:**

To report issues of discrimination, contact the Lima campus, [patton.112@osu.edu](mailto:patton.112@osu.edu).

To report harassment, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Civil Rights Compliance Office as indicated in the section above.

#### **Marion campus:**

For Title IX concerns contact Shawn Jackson, Title IX coordinator ([jackson.368@osu.edu](mailto:jackson.368@osu.edu) or 740-725-6219). To make a confidential report contact the Office of Counseling and Wellness counselors Leslie Beary ([beary.4@osu.edu](mailto:beary.4@osu.edu)) or Ellen Thomas ([thomas.1159@osu.edu](mailto:thomas.1159@osu.edu)). For more information regarding Title IX concerns visit their website.

#### **Mansfield campus:**

For Title IX concerns, reports can be filed at [equity.osu.edu](http://equity.osu.edu) or contact Dr. Donna Hight, assistant dean for Student Success ([hight.6@osu.edu](mailto:hight.6@osu.edu) or 419-755-4317) or Sgt. Don Wallis (419-755-4156). **Title IX officers and other faculty and staff cannot promise confidentiality.** To make a confidential report, contact the Domestic Violence Shelter of Richland County (1-800-931-7233) or [New Directions Student Assistant Program](http://NewDirectionsStudentAssistantProgram.org) (419-529-9941). For more information regarding Title IX concerns, refer to the [Civil Rights Compliance Office](#).

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## ✓ Weather and Short-term Closing

Although Ohio State strives to remain open to ensure continuity of services to students and the public, extreme conditions can warrant the usage of the university's [Weather or Other Short-Term Closing Policy](#). Please [visit this webpage](#) to learn more about preparing for potential closings and planning ahead for winter weather.

Mansfield campus:

[Information Ohio State Mansfield](#)

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## Additional Resources for Faculty

The Office of Undergraduate Education is committed to the success of our students, and that success begins and ends with the support and education provided by our staff and faculty members.

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## ✓ Academic Integrity and Faculty Obligations

Academic integrity is a core institutional principle that all Ohio State faculty should uphold and preserve. Faculty must clarify expectations for students, develop fair and creative forms of assessment, and respond appropriately to academic dishonesty when it occurs.

[Academic Integrity and Faculty Obligations](#)

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## ✓ Civil Rights Compliance Office

The Civil Rights Compliance Office exists to help the Ohio State community prevent and respond to all forms of [protected class](#) harassment, discrimination and sexual misconduct. This centralized office houses the university's Americans with Disabilities Act (ADA), Affirmative Action and Equal Employment Opportunity (EEO), Youth Activities and Programs, and Title IX functions. The Civil Rights Compliance Office's duties and activities

align with Ohio State's [Shared Values Initiative](#), which reflects essential components of Ohio State's culture and excellence.

### [Civil Rights Compliance Office](#)

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#### ✓ FERPA

The Family Education Rights and Privacy Act of 1974 (or FERPA) is a federal law designed to protect the privacy of the student educational records. When faculty, staff, student employees, or contractual agents of the university receive a request for information contained in an education record, they must follow the procedures contained in this policy and the FERPA training.

### [Ohio State's FERPA Policy](#)

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#### ✓ GE and ePortfolio

The General Education Program at Ohio State is an integrated, multi-year curriculum aimed at fostering lifelong learning and collaboration. It begins with a “Launch” seminar and ends with a “Reflection” seminar, encompassing a broad, interdisciplinary education applicable to all majors. All students, regardless of major, engage in the program, which allows for elective exploration and potential additional majors or minors without altering GE requirements. The program includes three main components: Bookend Courses (Launch and Reflection seminars), Foundations Courses across seven diverse categories, and Themes Courses addressing 21st-century issues. Additionally, an ePortfolio provided by PebblePad helps students showcase their achievements and skills. This program enriches students' academic experiences, preparing them with diverse skills and comprehensive knowledge for future challenges and opportunities.

### [General Education at Ohio State | Undergraduate Education at The Ohio State University](#)

### [ePortfolio | Office of Technology and Digital Innovation](#)

### [ePortfolios in the Curriculum: Incorporating Reflection into Your Course | Teaching and Learning Resource Center](#)

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#### ✓ Michael V. Drake Institute for Teaching and Learning

The Michael V. Drake Institute for Teaching and Learning offers career-long professional learning opportunities and teaching resources to all who teach at Ohio State. These tools are meant to prepare faculty to approach teaching using evidence-based practices that reach and inspire generations of diverse students.

### **Michael V. Drake Institute for Teaching and Learning**

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#### **✓ Office of Academic Affairs (OAA) Faculty Development and Resources**

Ohio State offers a wealth of resources to help faculty meet day-to-day needs and advance toward long-term goals. Among the resources are guides on procedures, policies, ethics, and student conduct, as well as campus centers devoted to teaching and learning.

### **OAA Faculty Development and Resources**

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#### **✓ Teaching and Learning Resource Center**

The Teaching and Learning Resource Center is a website for Ohio State educators seeking to enhance their teaching skills and support student success with curated teaching and learning strategies and examples, teaching-related resources, information and opportunities from across the university as well as extensive, Ohio State-specific documentation on the university's eLearning toolset.

### **Teaching and Learning Resource Center** **Crafting Your GenAI Syllabus Statement**

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## **Academics**

**Academic Integrity**

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**Academic Progress to Degree**

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**Buckeye Honor Pledge**

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General Education (GE)



Syllabus Policies & Statements



Policies and faculty resources



# THE OHIO STATE UNIVERSITY

## Office of Undergraduate Education

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