

PhD Program To-do List

This checklist is for your use only and does not qualify as proof of completion for any compliance requirements. Original documents or scanned copies are required. Please be sure to submit documentation to the correct locations or they will not be processed. Please see your Virtual Admissions Packet for more details and submission links.

Immediate action

- ☐ Accepted your admission to the program on Buckeylink through your [Applicant Center](#) or by emailing CON-gradrecords@osu.edu, based on the admissions letter from the College of Nursing.

Technology requirements and course materials

- ☐ Reviewed Technology Requirements and Resources listed in the [Virtual Admissions Packet](#)
- ☐ Purchased [textbooks](#)

Preparing to start the program

- ☐ Enrolled in Autumn 2024 courses, per your personalized Curriculum Plan in [Beacon](#)
- ☐ Saved the date for Graduate Orientation on Thursday, August 15
- ☐ Submitted [FAFSA](#) for financial aid, if needed
- ☐ *Post-master's PhD applicants only: Completed [transfer of master's degree credit hours](#)*
- ☐ [Tuition and fees](#) paid by the registrar's [deadline](#)



Overview of program compliance requirements and deadlines

College of Nursing students are required to be fully compliant with all program compliance requirements in order to enter the program, clinical, health assessment or practicum. Program compliance includes a variety of requirements, each with specific deadlines. Please visit the [compliance website](#) for a more detailed description of each requirement and submission instructions. You are responsible for ensuring your program compliance requirements do not lapse during your time in the program.

A list of compliance requirements is provided below along with deadlines. You can use the “Completed” column to track your own progress.

| Program Compliance Requirement | Deadline | Submission Instructions | Notes | Completed |
|--------------------------------|-------------|---|--|--------------------------|
| RN License | August 1 | Qualtrics Survey | | <input type="checkbox"/> |
| Drug Screening | November 1 | <p>Drug screens may be completed at the Wilce Student Health Center for on-campus students.</p> <p>Online students may have their drug screen completed at another location, but the cost will not be covered by the College of Nursing. Please see these instructions.</p> | <p>Drug screens at the Wilce Student Health Center are done by appointment only. You can make an appointment through MyBuckMD. Drug screens are offered Monday through Friday 8 a.m. to noon and 1-4:30 p.m. Your drug screen cost will only be covered if the test is completed at Wilce.</p> | <input type="checkbox"/> |
| BCI & FBI Background Check | September 1 | Submitted to Ohio State HR | <p>Use codes:</p> <p>BCI Revised Code: ORC 4723.09</p> <p>FBI Revised Code: ORC 4723.09</p> <p>Allow 4-6 weeks for processing.</p> | <input type="checkbox"/> |



| Program Compliance Requirement | Deadline | Submission Instructions | Notes | Completed |
|---------------------------------------|-----------------------|---|--------------|--------------------------|
| CITI Training | End of first semester | <u>CITI Homepage</u> | | <input type="checkbox"/> |
| Responsible Conduct of Research (RCR) | End of first semester | <u>Qualtrics Survey</u> | | <input type="checkbox"/> |
| Conflict of Interest (COI) | End of first semester | <u>Qualtrics Survey</u> | | <input type="checkbox"/> |
| HRSA Survey | August 1 | <u>HRSA Survey</u> | | <input type="checkbox"/> |
| Forms | August 1 | <u>Substance Use Policy Form</u> <u>Image Release Form</u> <u>Intellectual Property Agreement</u> <u>Academic Integrity Form</u> | | <input type="checkbox"/> |

