STUDENT HANDBOOK

2024-2025

BUTLER UNIVERSITY

COLLEGE *of* PHARMACY *and* HEALTH SCIENCES

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Message from the Dean

Welcome to the start of another academic year! Over the years, the College and the University have partnered to create graduates who are not only exceptional practitioners and scientists, but also qualified and compassionate contributors to patient care through a variety of avenues. On the following pages, you will see how this long tradition has informed our mission and values with words such as "effective educational experiences," "professionally focused," and goals of "public health, service and leadership." But today, you are more concerned about getting to class, preparing for exams, and honing the skills that will be required for your ultimate success. I will encourage you to think, for just a moment, about how these lofty sounding goals and your day-to-day activities are not so far removed from one another. Every day you are a contributing member of this College and of the larger Butler community. You will have daily encounters that, if you are paying attention, will transform you from the student you are today into a community leader in healthcare. It is up to you to make the most of every opportunity. Here are two ways to maximize your COPHS experience: the details and the big picture.

Know this handbook! It is your primary guide for navigating your journey of professional development. You are surrounded by faculty and staff in the College who are focused on your success and the handbook provides the know how to access all the services available to you.

Learn something new and meet someone new. Your development and progress toward your goals are so much more than a grade in a class. Take advantage of the opportunities that a thriving university and a vibrant city have to offer – new experiences, diverse cultures, and perspectives you never considered before. I encourage you to make the best use of your time.

Best wishes for another successful academic year!

Dean Robert Soltis

Introduction

The College of Pharmacy and Health Sciences Student Handbook applies to all students enrolled in courses and programs offered by the College of Pharmacy and Health Sciences (also referred to in the handbook as COPHS or "the College"). The policies and procedures outlined in this student handbook are in addition to those outlined in the Butler University Student Handbook, which apply to all Butler University students. The Butler University Student Handbook webpage can be found at https://www.butler.edu/student-life/student-handbook/.

Policies and procedures in this Handbook are subject to change without notice. Students are held responsible for the most current version of the Handbook which is always accessible on the College of Pharmacy and Health Sciences (COPHS) website within the menu at https://www.butler.edu/cophs and in the Canvas organization "COPHS Community Resources."

College Mission, Vision, Values, and Goals[1]

Mission
Our mission is to provide innovative and interprofessional educational experiences in the health sciences. Connecting with a liberal arts perspective, we develop life-long learners who serve society as dedicated health professionals, scholars, and community leaders.

Vision
Developing today's healthcare leaders to overcome tomorrow's challenges.

Values
- Professionally focused— Inspired with excellence in teaching and model life-long learning. We have a passion for our life work and have dedicated our careers to training the next generation of health care providers and educators. We look for new ways to improve learning and we adapt to the need for new knowledge, skills, and attitudes. We share our practical experiences with our students so that what they learn is directly connected to actual patient care or to our scholarship. We utilize real-life experiences whenever possible so that students develop an appreciation for the patient and the societal variables that add complexity to care of an individual or of a population. As faculty, we have developed a collaborative learning environment and are respectful and supportive of one another.
- Student focused— Dedicated to our students. We are dedicated to our students and are committed to their development, both inside and outside the classroom, with teaching, advising, project oversight, and experiential learning.
- Patient focused— Dedicated to our patients and our professions. We are experienced health care practitioners and investigators who exude a high regard for patient care that extends to our students. We teach others so our professions can excel and provide better patient care and research each day.

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[1] Approved by COPHS Faculty 2/2018

Goals

- Educate and Practice: Advance the practice of our healthcare professions and the importance of an interdisciplinary approach by providing effective and innovative programs for undergraduate, graduate, and professional level learners.
- Research and Scholarly Activity: Conduct focused research and scholarly activity that is consistent with our expertise and tied to student experiences.
- Public Health, Service, and Leadership: Foster leadership and service for students, faculty, and staff through public health-related community outreach, University and College service, and involvement in professional organizations.
- Employer of Choice: Create a desirable employment environment that provides leadership, personal growth, and resources, contributing to the ongoing vitality of our programs.
- Collaboration: Develop collaborations to increase the reach and effectiveness of our programs and public health initiatives.

College Strategic Plan

College of Pharmacy and Health Sciences
Butler University
2021-24 Strategic Plan

Developing Today's Healthcare Leaders
To Overcome Tomorrow's Challenges

PROMOTE SUSTAINABILITY and GENERATE IMPACT

Diversify and grow COPHS' portfolio of talent, programs, grants and partnerships

- Pursue grants, gifts and partnerships that align with strategic initiatives
- Expand new and existing programs to meet the evolving needs of students, employers, society, and the professional community
- Invest in faculty and staff development

STEWARD the MISSION

Prepare students to serve society as dedicated healthcare professionals, scholars, and community leaders

- Impart skills to enhance students' marketability
- Promote exceptional student experiences

ADVANCE our COMMUNITY

Cultivate an inclusive and supportive environment for students, staff and faculty

- Foster an environment where marginalized members of our community thrive
- Build a culture and practice of well-being

STRENGTHEN OPERATIONAL EFFECTIVENESS

Optimize organizational structure, work process, and space utilization

- Strengthen data-driven decision-making
- Optimize practices and resources to promote operational efficiency and effectiveness

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General Policies

While every member of the COPHS community, including administrators, faculty, and staff is committed to serve students in the accomplishment of their goals, students are the primary focus for the Office of Academic and Administrative Services and the Office of Student Success. The Offices are charged with facilitating student matriculation and successful completion of the College's programs.

The Office of Academic and Administrative Services, headed by the Associate Dean of Academic and Administrative Services, supports student learning through accreditation management, interprofessional education, management of course enrollments, monitoring curricular quality and continuity, college assessment, determining student academic progress, and administering sanctions for students found in violation of the Professional Conduct Code. The Office of Academic and Administrative Services is in PHSB 107.

The Office of Student Success, headed by the Assistant Dean for Student Affairs, is responsible for advising, co-curricular activities, student organizations, College student events, and assisting students in accessing the services related to academic and professional development provided by the Offices of Academic Affairs and Student Success as well as university offices and services. The Office of Student Success is in PHSB 110.

Student Complaints and Concerns

COPHS students may have feedback or complaints about various educational experience issues. The College of Pharmacy and Health Sciences has a duty and obligation to respond to student concerns. This policy outlines the College's organizational structure and how student complaints should be handled by students and the College professionally.

Issues associated with individual course content, policies, or grading should be directed to the course instructor/coordinator. All complaints that extend beyond the classroom to the level of the Assistant Dean, Associate Dean, or Dean will be maintained and includes all filed complaints and the resulting response or action taken. This may be made available at the written request of any College accrediting bodies or any administrative office of the University. Verbal complaints from students may be received by faculty, staff, or administrators, captured in writing, and submitted on behalf of the student(s), but it is preferred that the written complaint be generated by the student or group of students from whom the complaint originated. Email constitutes written communication. Students are encouraged to use the COPHS Student Complaint Form posted in COPHS Community Resources on Canvas and available in Appendix A: College Forms of this Handbook.

Upon receiving a student complaint, the Dean will determine the appropriate way to respond, including delegation of the response to the appropriate administrative officer of the College.

Procedures for appropriate notification of the relevant constituencies regarding this policy include, but are not limited to, inclusion of the policy in the COPHS Student Handbook, discussion of the policy during new-student and new-faculty orientation, and distribution and discussion of the policy with faculty and staff at their respective scheduled meetings.

The institution and all programs in the college are accredited by the Higher Learning Commission. The Pharmacy Program is accredited the Accreditation Council for Pharmacy Education (ACPE) and any complaint not satisfactorily addressed by the College, or any complaint directly related to the standards or policies of ACPE can be submitted to the ACPE Executive Director at www.acpe-accredit.org/complaints/. The PA program is accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc., or ARC-PA, and any complaint directly related to the Standards of Accreditation or policies of ARC-PA that is not satisfactorily addressed by the College can be sent to the attention of the Executive Director, ARC-PA at executivedirectro@arc-pa.org. The Indiana State Board of Nursing awarded initial accreditation to the Bachelor of Science in Nursing program on May 17, 2024. The Nursing program will seek initial accreditation by the Commission on Collegiate Nursing Education (CCNE) at the earliest allowable opportunity with the matriculation of students (fall 2025).

STUDENTS

STUDENT ORGANIZATION CONCERNS — Student organizations
- ORGANIZATION'S FACULTY ADVISOR
- ASSISTANT DEAN FOR STUDENTS AFFAIRS
- DEAN OF COPHS

COURSE CONCERNS — Course content, policies, and grading
- INDIVIDUAL CONCERN
- MULTIPLE STUDENT CONCERN
  - CLASS OFFICERS
- COURSE INSTRUCTOR OR COORDINATOR
- PROGRAM DIRECTOR
- DEPARTMENT CHAIR
- ASSOCIATE DEAN OF ACADEMIC/ADMINISTRATION
- DEAN OF COPHS

PROGRAM CONCERNS — Curriculum or academic issues
- PROGRAM DIRECTOR
- ASSOCIATE DEAN OF ACADEMIC/ADMINISTRATION
- DEAN OF COPHS

NON-ACADEMIC CONCERNS — Non-academic college policies, professionalism, University policy, or college student issues
- ASSISTANT DEAN FOR STUDENT AFFAIRS
- ASSOCIATE DEAN OF ACADEMIC/ADMINISTRATION
- DEAN OF COPHS

ADVISOR/FACULTY CONCERNS — The student's advisor or other faculty member
- FACULTY MEMBER
- DEPARTMENT CHAIR
- DEAN OF COPHS

Important Note:

Any student concern related to being treated differently than their peers, should be reported to the Assistant Dean of Student Affairs or Associate Dean of Academic Affairs.

In some cases, student concerns may not follow this path directly.

If you are unsure who to contact, reach out to your faculty advisor first.

Non-Discrimination and Harassment

Butler University makes equal opportunity available to all persons without regard to race, color, religion, national origin, age, disability, citizenship status, military service status, genetic information, sex* or any other legally protected category.

*The University's policy prohibiting discrimination based on sex, including sexual orientation and gender identity or expression, and the process for reporting and addressing complaints of sex/gender discrimination is found in the University Policy:https://www.butler.edu/student-life/sexual-misconduct/university-policy/.

The personnel responsible for implementing the Title IX policy is:

> Azure Swinford (Acting), Title IX Coordinator
> Jordan Hall, Room 072
> titleix@butler.edu
> 317-940-6509

Student Grievance/Harassment Policy

Butler University is committed to providing an educational and work environment free of inappropriate and unwelcome conduct based on all the criteria listed above. To be unlawful, such conduct – verbal, graphic, physical, electronic, or otherwise – must be so severe or pervasive that it unreasonably interferes with a student's ability to benefit from educational opportunities or an employee's ability to work or take advantage of the benefits of employment. Butler is committed to protecting students and employees from such conduct whether by other members of the university community or third parties.

If you have reason to believe someone is being subjected to behavior that violates this Policy, you need to report the matter to ONE of the following:

> Martha Dziwlik, University Dean of Students
> mdziwlik@butler.edu
> 317-940-9470
>
> Gayle Hartleroad, COPHS Assistant Dean
> ghartleroad@butler.edu
> 317-940- 6535

It is a violation of this policy for anyone to take significant adverse action against a person for making a good faith report of a violation of this policy or participating in the investigation of alleged discrimination or harassment. For the full University policy (approved 07/20/2017) and additional information related to investigations, appeals, etc., please refer to https://www.butler.edu/student-life/student-handbook/campus-life/harassment/.

Privacy Rights of Students

Under Section 438 of the Family Educational Rights and Privacy Act, every Butler student is guaranteed certain rights involving both the student's own access to specified educational records and the protection of personal information from unauthorized publication, release, or examination by others. The entire section, together with guidelines as published in the Federal Register, is available for examination in the Registration and Records Office. For more information on how Butler's policy pertains specifically to students at Butler University, including COPHS students, see https://www.butler.edu/student-life/student-handbook/rights-responsibilities/privacy-rights/.

This University policy includes:

- The Student's Right to Examine Records
- The University's Obligation to Protect Student's Right of Privacy
- University Publication of Directory Information and Release of Information for Academic Programs
- Notification

In addition to the University Policies found at the link above, students need to be aware that as a requirement for participation in experiential educational opportunities, certain types of student information, such as the results of a background check and health information will need to be provided to the experiential educational site. This information may be provided directly to the site by the student or by the College or University on behalf of the student.

Any COPHS students who maintain a professional license due to their participation in the academic programs offered by the College, should be aware that information may be provided to the licensing board (e.g., the Board of Pharmacy) when the student is no longer an active participant in that program or has been sanctioned for any legal actions taken against the student. This information would be limited to items that

are directly related to professional licensure and will be communicated without prior notice to the student. COPHS is obligated to report code violations in response to inquiries from licensing boards for any of its students or alumni.

Smoke/Vape/Nicotine Free Policy

To help ensure a healthy, productive, respectful environment in which to work, learn, and live, Butler University is a Smoke/Vape/Nicotine-Free campus. The use of any form of tobacco, nicotine, or vaping/smoking device is prohibited on the Butler University campus. This includes all buildings (including residence halls), parking structures, campus walkways, University-owned, leased, or rented vehicles; and privately-owned vehicles parked on University property. This policy applies to all students, faculty, staff, contractors, vendors, and visitors to all University properties. Please see https://www.butler.edu/smokefree-campus/.

Use of The College Building

General

When utilizing space in the Pharmacy and Health Sciences (PHSB) building for classes, studying, or activities, professional conduct is expected, and the building should be cared for in a respectful fashion. This includes, but is not limited to:

- If food and/or beverages are served in any room of the Pharmacy and Health Sciences Building, it is the responsibility of the sponsoring group to ensure that the facilities are appropriately cleaned after the event and that all food and beverage refuse is disposed of appropriately.
- To help ensure a healthy, productive, respectful environment in which to work, learn, and live, Butler University is a Smoke/Vape/Nicotine-Free campus (February 1, 2021). This policy is fully supported by the College as part of a commitment to health promotion.
- Pharmacy and Health Sciences building furniture is in many cases moveable and is distributed throughout the lower concourse and floors one through four of the building. Please do not remove the furniture from the building, move to other campus buildings, or move to different floors within the building. Furniture will be set at the beginning of each semester, in areas where it belongs. Keep furniture in the basic location and within the Pharmacy and Health Sciences building.
- The University Department of Student Involvement and Leadership must approve all information posted on bulletin boards or anywhere else in the College of Pharmacy and Health Sciences prior to any posting. If these notices are posted beyond bulletin boards, care should be taken to avoid damaging the paint, walls, doors, etc. All posted materials should be removed in a timely manner when the notice is no longer applicable. Failure to do so could result in suspension of posting privileges.
- Butler University faculty, staff, and students may use the online Event Management System to request spaces and services for successful execution of events and meetings. Student groups should first communicate with their student advisor to ensure Butler University policy is followed. Processes are outlined here: https://butlerartscenter.org/facility-rentals-services/.

Children in the College of Pharmacy and Health Sciences Building

Children of students are generally not permitted in the College of Pharmacy and Health Sciences Building during normal business hours unless special permission is obtained from the Associate Dean of Academic and Administrative Services. While it is recognized that it may, on rare occasions, be necessary for a child to accompany a student to class because of an unexpected urgency or emergency, children are not permitted in the COPHS Building on a regular basis. At no time will the presence of a child in the COPHS Building be permitted to detract from, or disrupt, teaching or student learning. Children are not permitted in a University

or College laboratory environment, unless participating in a scheduled and organized learning activity, due to safety concerns. Children, who are sick and who pose a health risk to others, are not permitted within the COPHS building at any time.

Assignment and Use of Student Lockers

Lockers are available in the basement of the Pharmacy and Health Sciences Building for student use and they are assigned by the Office of Student Success on a priority-need system. They are available to students to facilitate the daily storage of their learning materials and items related to their studies. COPHS manages lockers to ensure responsible use of property and for the health and safety of individuals. By utilizing COPHS lockers, students acknowledge and agree that locker use is a privilege and subject to immediate termination without notice at any time.

Rules related to locker use

- Any student wishing to use a locker must first complete the *Request for Locker Usage* Form available online. A link will be made available during College orientation programming after the 1st year. To obtain a locker during other times of the academic year, contact the COPHS Office for Student Success, PHSB 110, during normal hours of operation. Students must provide their lock combination or extra lock key to the Office of Student Success before the requestor's final locker assignment is completed.
- Locker registrations are valid for one academic year and expire each year on the Monday after Butler's May Commencement. Students must remove the lock and contents from the locker before that time. Failure to do so will result in the lock being cut. Lockers will be emptied, and contents held securely for 14 days. After the two-week grace period, items will be disposed of at the discretion of COPHS. Lock removal and locker cleanup is the responsibility of the user. A $50 fine may be assessed if there is failure to remove lock and clean out the locker.
- Photographs, stickers, magnets, or signage should not be placed on the outside of any locker.
- Locker contents are the sole responsibility of the registered occupant(s) of the locker. COPHS is not responsible for a locker's contents or liable for the loss of or damage to locks and items stored in lockers. Students are discouraged from storing valuables. Locker contents are not insured by COPHS.
- Students should not store perishable or malodorous items, flammable, corrosive, or otherwise dangerous substances; illegal or illicit items or substances; firearms; items banned on campus by university policy; noise-emitting devices; or other items deemed to be harmful, offensive, or inappropriate by COPHS. The College reserves the right to open lockers and dispose of any such items or substances without notice.
- COPHS may carry out or authorize searches and inspections of lockers without notice.

Financial Aid

While program faculty and staff may be able to offer some support, all financially related questions should go to the staff of the Office of Financial Aid and Scholarships. Information about financial aid and resources available to students may be found at: https://www.butler.edu/financial-aid.

Applicants are urged to request information and application forms from clubs, organizations, foundations, and agencies as soon as possible after applying for admission to the program. Many libraries have information on sources of financial aid. In addition, the financial aid offices at nearby colleges and universities

often have information on sources of funding. Applicants are strongly urged to use web search engines in locating scholarships. Scholarship information is available free to applicants by using their local and web resources.

For questions regarding your FAFSA application and financial aid eligibility, go to the financial aid website at https://www.butler.edu/admission-aid/financial-aid-scholarships/ or contact the Office of Financial Aid (877-940-8200 or finaid@butler.edu).

Scholarships

Information on departmental scholarships awarded by the College may be obtained from the Office of Student Success. Undergraduate scholarships are awarded each spring and notification is sent with the student's financial aid package.

Communication Policies and Procedures

Communication with Faculty and Staff

Professional communication is expected. Always maintain a professional demeanor when communicating with a faculty or staff member, even when you feel you may be correct, and they may be wrong. There are many times that you will disagree with other professional colleagues. Learning to communicate professionally is essential for your professional success. The following are general guidelines for your professional communication with faculty, staff, and colleagues.

- Do not communicate "on behalf of the class," unless you are a designated class officer. The faculty, in general, will not entertain these discussions. You may communicate personal feelings, but otherwise, work through your class representatives for feedback on course management.

- When in faculty or staff offices, remember that there are other faculty, staff, and students working nearby, so limit congregating in the faculty pods, and always be aware of your professional conduct.

- You may want to vent to one faculty or staff member about another professor or staff member. We discourage this activity as it may be interpreted as unprofessional behavior.

- When discussing information or questions from one class with the instructor of another class, ask yourself the following questions first:

  o Should the question be addressed to the primary instructor and not this other faculty member?
  o What is the purpose for asking a different instructor, and is it for professional reasons?

- Remember that every faculty and staff member in this College wants to see you succeed. Our goal is to see you grow and excel. Conversely, the most painful event for all faculty and staff is to see a student underachieve or lose professionalism.
- If you feel something is unfair, bring it to the attention of the instructor first, and allow time to respond before making any emotional response.
- Student evaluations are indeed used and have a profound impact on an instructor and their career. Make sure to fill these out based on facts through an entire course, not on feelings on a particular

incident. Try to give constructive input so that the course and the instructor can improve for subsequent students.

- Remember that facts go a lot further than feelings.

Use of Email

Because faculty, University and College administration, and fellow students rely heavily on email for communication, it is an academic expectation that all students will routinely read and respond appropriately to their Butler University email messages (butler.edu). Please know that Canvas e-mail messaging and Butler University e-mail are separate systems. Students can access a Butler University email through Office 365. Forwarding Butler email messages to a non-Butler account can be arranged by contacting the Information Technology Help Desk. Appropriate and professional email etiquette should be observed when using the Butler University email system.

Certain rules should be followed when communicating via email:

- Use your Butler email account (@butler.edu) for any non-course correspondence unless otherwise instructed. This is provided for university correspondence.
- As a rule, check your Butler email account at least twice per day, once first thing in the morning and late afternoon. It is a good idea to check your Butler email during holiday or semester breaks unless the University is closed. Students are expected to respond to a faculty or staff member's queries within one to two business days or as otherwise directed.
- Individual programs and/or faculty within their syllabus may have a more specific policy.
- While faculty attempt to be responsive to urgent needs, they are not required to respond to student communication on weekends or University holidays.
- Show reasonable courtesy in your emails, other forms of communication, and discussions. Profanity and vulgarity are prohibited.
- You have a list for distributing email to everyone in your courses through Canvas. Use this list for course-related topics only.
- Show respect for those to whom you address communications. Use "Dr." or "Professor" when addressing your faculty; and "Mr.," "Ms.," or "Mrs." when addressing staff.
  - Avoid writing in all capital letters. This has the effect of "shouting" your message.
  - Follow normal spelling, punctuation, and capitalization rules. Sending email messages without any capitalization, omitting vowels, and/or ignoring grammar and punctuation is not appropriate in professional communication.
- All your communications should be issue-based and should not be personally oriented.
- Many times, there are sequential messages. "A" responds to "B" who forwards to "C" and to "A," and then "C" responds to everyone while forwarding to "D." In your replies, or forwards, include no more of this sequence than is necessary for your message.

When using electronic means, such as email, discussion boards, etc., for group discussions or deliberations, engage in strong academic discussion without becoming personal. Always be professional. In your group, find a happy midpoint between dominating the discussion and non-participation. Be a positive group member.

Use of Electronic Communication Devices

To respect the learning environment of fellow classmates, students should silence all electronic devices while in these settings. Continued disregard of this policy by a student may result in that student being asked to leave a class or laboratory session by the class instructor.

If a student is expecting an important call related to medical test results or situations of family health concerns, prior arrangements should be made with the faculty member and the student should step out of the classroom or laboratory setting to take the call. Refer to individual course syllabi for more information on how faculty would like to handle these situations.

In the event of an emergency when a student cannot be reached on their mobile device, students should instruct those who might have a need to contact them in an emergency to telephone the College office at 317-940-9322 or the Butler University Police Department at 317-940-BUPD (2873). In cases of emergency, the College staff will make every effort to locate a student who is in the Pharmacy and Health Sciences Building and to transmit requested emergency information.

Social Media

Together, the Office of Marketing and Communications, and Instructional Technology, work with University Colleges, departments, and groups to ensure that externally focused digital communications serve the University's mission and goals. Such outward electronic communication includes University-affiliated social media platforms, including Twitter, Facebook, Flickr, LinkedIn, Instagram, etc.

When using a university-affiliated account, you are representing Butler University and are expected to adhere to the highest standards of ethical and professional behavior. To inquire about creating a social media presence for your department, group, or area, please contact Butler University's Marketing and Communications Department, social@butler.edu.

Guidelines for social media are meant for all students, faculty, and staff at Butler University. Complete information may be found at https://www.butler.edu/marketing/social-media-guidelines.

Guidelines for All Social Media Usage
(Including personal sites that have been approved to use the University's logo)
- Think prior to posting. Do not consider any information posted to social media sites and blogs as private, even if you are using the strongest privacy settings. If you would not say it in public, do not say it online.
- Be respectful. Avoid posting obscene, vulgar, libelous, or defamatory statements. You can be held legally liable for any comment you make online.
- Read and obey the Terms of Service for all social media tools before posting anything.
- Never post confidential and proprietary information. All Butler faculty and staff must adhere to all University policies and procedures and Federal standards, such as Family Educational Rights and Privacy Act and Health Insurance Portability and Accountability Act.
- Be respectful of copyright and trademark information, including Butler University logos and marks. More information and guidelines regarding logos, licensing, and trademarks, is available through Butler University's Marketing and Communications Department.

Guidelines for Institutional Social Media Usage
- The first step is to get approval from your supervisor, director, or Dean and from the Office of Marketing and Communications before creating an official social media account.
- Marketing and Communications maintains the official Butler University accounts on several social media sites, but you may find that your college, department, organization, or program is equipped to maintain its own site. Marketing and Communications can discuss the responsibilities that go with maintaining that site.
- When posting on behalf of Butler University, you must also adhere to any department or school guidelines.

- Always acknowledge that you are representing Butler University when posting online.
- You must provide access to appropriate University officials. Marketing and Communications should be granted administrative access to all Butler University social media sites, but, in some circumstances, this can be avoided by granting access to other supervisors, directors, deans, or human resources.
- Monitor postings on all social media sites where you have an account regularly and respond when appropriate but never engage in hostile exchanges. Remove comments that are vulgar, obscene, defamatory, or libelous immediately.
- Post relevant and timely information, and always verify that the information is accurate. When mistakes are made, withdraw, or correct them immediately.
- Posts should not be used in any way to promote a personal agenda.
- If you no longer want to operate your site, please disable it, or delete it.

Use the Butler University logos for official sites, but do not alter any Butler University logos or insignia. Any further questions can be directed to the University Office of Marketing and Communications.

Academic Policies and Procedures

Each academic program sets its own standards for admissions, curriculum, academic progress policies, and criteria for student academic standing. In addition to the policies described in this section, students should also be aware of program-specific policies. Criteria as well as any other program specific policies are outlined in Appendix D for the Bachelor of Science in Health Sciences Program; Appendix E for the Doctor of Pharmacy (PharmD); Appendix F for the Standard Doctor of Medical Science (DMS) Program; Appendix G for the Doctor of Medical Science-Bridge (DMS-Bridge) Program; Appendix H for the Master of Physician Assistant Studies (MPAS) program; Appendix I for the Bachelor of Science in Nursing program.

Enrollment Eligibility for COPHS Courses

Only students admitted to and currently enrolled in the professional or graduate programs of the College may register for courses designated for these specific programs (i.e., NUR, RX, MPAS, DMS, DMS-BR, or TCP). Students must maintain eligibility in the respective professional or graduate COPHS program to continue enrollment in these courses. The respective Academic Progression Committee or the Associate Dean of Academic and Administrative Services may grant a waiver of these policies.

If a student has lost their enrollment eligibility in a COPHS program for academic reasons, the student may petition to have their enrollment eligibility renewed during a subsequent academic term. The petition must be submitted, in writing, to the Associate Dean of Academic and Administrative Services, at least two months prior to their desired enrollment in a COPHS course. The petition will be forwarded for the appropriate Academic Progression Committee to review. Critical elements of the petition include identification of reasons why the student's academic performance did not previously meet progression standards and what steps have been taken or will be taken by the student to ensure successful academic performance in the future. The petition should also include a future curricular plan designed in consultation with the student's previous academic advisor, if possible.

Academic Advising

All COPHS students will be assigned an academic advisor who is a faculty member in the College. Students should meet with their advisor once each semester to discuss academic and co-curricular activities that support student growth and success. These meetings may be conducted face-to-face, by video conference, and individually or in a group setting. Both the student and the advisor will be responsible for contributing to these meetings.

If a student's academic advisor is unavailable and the student has an emergent issue that needs immediate attention, they should contact the Assistant Dean for Student Affairs (PHSB110) for assistance. In instances where advisors will be on prolonged leave (family leave, sabbatical, etc.), students will temporarily be assigned another academic advisor.

Academic Load and Maximum Credit Hours per Academic Term

Undergraduate students who are enrolled in COPHS' programs are considered full time students when enrolled in no less than 12 and no more than 20 credit hours during either the fall or spring academic semesters. Registration for more than 20 credit hours in a single semester is discouraged, including summer, and requires the approval from the Associate Dean of Academic and Administrative Services. Students are charged additional tuition for each hour above 20 credit hours. Please see the Tuition and Fees area of the https://www.butler.edu/student-accounts for specific information.

Graduate students must be enrolled in at least 6 graduate credit hours during the fall or spring semesters to be considered full time students and must be enrolled in at least 3 credit hours during the summer semester to maintain academic progress.

Request for a Waiver or Variance from the Published Curriculum

Policies and regulations established for the educational programs and operation of the College have been developed and implemented for the good of the student and the University. However, exceptions may be requested through a petitioning process outlined in this section. Such petitions usually relate to a waiver or variance of course prerequisite(s), or approval of a specific professional elective related to the student's career goals.

- A **Variance** is a request to substitute a Butler course for a requirement that the course was not originally designed to fulfill. Example: requesting that a business course be substituted for a professional elective. The student must demonstrate that the substitution will assist in meeting a career goal, such as a career in a pharmacy-related business.
- A **Waiver** is a request for an exception to take a course or requirement, usually based on other relevant experience. Example: A student who has earned a degree in biochemistry is waived from having to take the COPHS biochemistry course. A student majoring in Dance may be waived from the Butler Cultural Requirement based on the many performances attended while a student.

All petitions, whether for variance or waiver, are submitted to the Office of Academic and Administrative Services (PHSB 107). The Program Director (variance), Academic Progression Committees (program director), nor the Associate Dean of Academic and Administrative Services will consider petitions that are based upon the principle that the student did not know about or understand the policies contained in the COPHS Student Handbook.

Petition Process

Exception to regulations and policies of the College of Pharmacy and Health Sciences:

1. Variances for program's elective courses may be requested by filling out a "University Petition Form for Elective Course Variances" for Core and Non-Core classes on Canvas on COPHS Community Resources or Request for Permission for non-CORE Course Variance. Alternatively, advisors may download a "Course Variance" or "Core Course Variance" form found on the Butler University Registrar's website https://my.butler.edu/rr/forms-for-faculty-and-staff/ for the student to submit.
2. The petition should clearly state the specific request being made and include all persuasive arguments that the student would like to have considered. Any supporting documentation should be attached. The petition should be complete, and it should speak for the student.
3. The petition shall be submitted at least three weeks prior to the time that a decision will be needed by the student.

4. The petition is submitted to the Office of Academic and Administrative Affairs (PHSB 107). This allows the petition to be reviewed for completeness and any additional information, which may be helpful or necessary, at the time of submission.
5. The student's academic advisor generally will be consulted for a recommendation regarding the petition. Therefore, the student should discuss the petition with their advisor and seek assistance.
6. Petitions appealing dismissal or disciplinary action should be developed in consultation with the Assistant Dean for Student Affairs and/or the student's academic advisor.
7. The petition will be forwarded by the Associate Dean of Academic and Administrative Services to the respective Program Director for action. After a decision has been made, the student will be informed by the Associate Dean as expeditiously as possible.

Additional Guidelines for Prerequisite Course Waivers

1. Students requesting a waiver of course prerequisite(s) should petition the respective Academic Progression Committee via the Associate Dean of Academic and Administrative Services for approval **before** the course begins. The student should explain why the prerequisite(s) is lacking and cannot be fulfilled. Any positive considerations that would compensate for the missing prerequisite should also be noted. If the student ultimately or concurrently plans to complete the prerequisite course, a plan for how the prerequisite course(s) will be completed should also be included.

Additional Guidelines for Elective Course Variances

1. Students having special interest in electives other than those on the approved list should petition the respective Program Director via the Associate Dean of Academic and Administrative Services for approval before the course is taken. This petition should be completed on the COPHS Petition Form for Elective Course Variances found in Appendix A. A copy of the form is also available under the "College Forms" tab in the Canvas Organization, COPHS Community Resources.

Independent Study

Independent Study courses provide opportunities for students to pursue a topic of specific interest. For example, this is especially helpful to introduce a student to research or to provide insight into a graduate study environment. The faculty has adopted the following policies to assist and guide the student in the successful completion of Independent Study. The Independent Study must be approved by the respective Academic Progression Committee using the form available in Appendix A [College Forms] and available under the "College Forms" tab in the Canvas Organization, COPHS Community Resources. Approval must be obtained before a permission number for registration for the course can be granted.

In the pharmacy program, independent study credits may not be awarded for work that duplicates credits earned in project courses such as RX604, RX605, or RX606.

The following policies were adopted by the College of Pharmacy and Health Sciences faculty (on 08/27/2009) to define independent study courses within a unified structure.

1. To register for an independent study, a student must be enrolled in the College of Pharmacy and Health Sciences and have both a university and, where applicable, a professional cumulative grade point average above 2.0. Students not enrolled in the College may request a waiver to participate in an independent study course with a college faculty member using the RX-designator.
2. The student must have completed coursework or have relevant experience in the subject area where the work will be focused.
3. The enrollment limit for each independent study course is set at zero. Therefore, permission will be issued after approval of the independent study request by the respective Program Director. Consult

with the Office of the Associate Dean of Academic and Administrative Services (PHSB 107) for course number assignment.

4. The Independent Study Approval form must be completed, submitted to the Office for Associate Dean of Academic and Administrative Services (PHSB 107), approved by the respective Program Director before the end of the registration period for the term of enrollment.
5. Registering for a second independent study in the same or different area is possible. The same approval process must be followed for the second independent study. Within the pharmacy program, a maximum of three professional elective credits may be earned in independent study.
6. A student may not be paid for work done as part of his or her independent study.
7. To obtain academic credit as an independent study, a College faculty member must serve as co-advisor for research work at other universities or for experiential programs in industry or government.

Minimum Enrollment and Course Cancellation Policy

The following guidelines will be utilized to determine whether term courses will be taught:

- A course shall be offered when a minimum of eight students enroll.
- Near the end of the enrollment period, courses with an enrollment of fewer than eight students will be reviewed to determine if it will be offered or not. Courses will be reviewed by the Associate Dean of Academic and Administrative Services and the appropriate Department Chair to determine if there are compelling reasons not to cancel the course.
- Courses other than independent study and honors thesis may be canceled if fewer than eight students are enrolled.
- Students will be notified as soon as a decision is made not to offer a course

University Closure related to Individual Class Cancellation Policy

In the event of inclement weather or other unusual circumstances, classes may not be held in-person. Courses may be rescheduled on evenings or weekends if in-person participation is key to the course's learning outcomes. If physical presence is not critical, the content may be presented by electronic or virtual delivery during the normally scheduled class meeting time or made available to students asynchronously. Faculty are expected to communicate with students enrolled in their courses about whether and how class will occur on any day where campus is closed for part or all of a given day.

All students are encouraged to enroll in DawgAlert (https://www.butler.edu/public-safety/dawg-alert/) to receive notifications about campus emergencies, weather-related delays, etc. The University's Adverse Weather Procedures are available at https://www.butler.edu/public-safety/policies-procedures/.

Individual Course Policies

Every COPHS' course will be governed by a course syllabus. The syllabus documents the course content, goals, and expectations. It should guide students in what they can expect for that individual course. The syllabus also functions as a contract between the student and the faculty. By enrolling in the course, the student agrees to the terms of this contract. All COPHS syllabi are also an extension of both the University and College Student Handbooks and as such, COPHS course syllabi should contain the Policy Statements for All Courses Taught through the College of Pharmacy and Health Sciences. To review these policy statements, a copy can be found in Appendix B.

Attendance

In accordance with the University Attendance policy, if it is necessary for a student to be absent from course related experiences, the instructor should be notified in person, by telephone, email, or text message. As an

alternative when offices are closed, a recorded message can be left on the instructor's voice mailbox. Students should consult the course syllabus for course-specific policies related to excused and unexcused absence from a course as faculty are authorized to set course attendance policy.

In the event of a family emergency or personal crisis where the student must make an urgent departure from campus, the Assistant Dean for Student Affairs may be contacted as a single point of contact for all of the student's faculty. Upon return to campus, necessary documentation can also be shared through the Office of Student Success and the Assistant Dean will work with the student, as needed, to coordinate any make-up work.

Needlestick Injury/Biohazard Exposure

POLICY

Students may be involved in activities that expose them to risks associated with blood borne pathogens and hazardous substances. Examples of such activities include participation in health fairs or clinics, class or laboratory activities, or clinical experiences in ambulatory, inpatient, and surgical settings. This Policy is based on Centers for Disease Control (CDC) guidelines and outlines recommended procedures for students in the event of a needlestick injury or biohazard exposure. Students who experience a needlestick injury or biohazard exposure during Butler-approved on or off-campus activities should follow the procedures outlined below.

It is important to note that students will be responsible for any costs associated with recommended testing and/or treatment following a needlestick injury or biohazard exposure. PROCEDURES

General Outline of Steps to Take:
> **Step 1. Provide immediate care to the site of injury/exposure.**
> **Step 2. Seek medical evaluation.**
> **Step 3. REPORT, notify, and seek follow-up care if needed.**

For further details regarding each step, please refer to the information below.

If a student experiences a needlestick injury or biohazard exposure during a class or laboratory activity, during an experiential rotation, or during participation in a Butler-sponsored health fair or clinic, the following steps should be taken:

Step 1: Provide immediate care to the site of injury/exposure.[1]

- Immediately wash injury or exposed area with soap and water for 15 minutes using wash station locations in your area.
- Apply direct pressure to any laceration(s) to control bleeding.
- Flush any exposed mucous membranes with water:
  - Mouth:
    - Rinse several times with water
  - Eyes:
    - Remove any contact lenses.

- If eye wash station is available, flush eyes for 15 minutes.
- If eye wash station is not available, have a peer flush eye with 500 mL lactated ringers or normal saline.
  - If unable to do the above, then flush under the sink with water (preferably tepid) for 15 minutes or as tolerated.
- Keep eyes open and rotate eyeballs in all directions to remove contamination from around the eyes. Help may be needed to hold the eyelids open.

Step 2: Seek medical evaluation.

Students will need to always have their health insurance information accessible. Students who experience a needlestick injury or biohazard exposure during a class or laboratory activity, during an experiential rotation, or during a Butler-sponsored health fair event or clinic will be responsible for any costs associated with any testing and care provided by the site at which testing, and care are sought.

NOTE:

If the injured student is an employee of Butler University __AND__ the injury or exposure occurred while on the job, the student-employee should seek care at Concentra, which is an in-network urgent care provider selected by Butler University to treat all non-critical on-the-job injuries. Upon arrival to a Concentra location, Butler student-employees should inform Concentra staff that they are a Butler University student-employee and that they were injured while on the job.

However, if the injured student is a Butler student-employee but the injury was __NOT__ sustained while working for Butler, the injured student should present their OWN health insurance to Concentra or to the specific site where testing and care are being sought.

- Following a needlestick injury or biohazard exposure, it is critical that the appropriate steps are taken promptly. Students SHOULD seek care within 30 minutes of sustaining injury or exposure at either the clinical site where the incident occurred (if during an off-campus experiential rotation), or at a nearby Emergency Department or Urgent Care Provider (see below under "Local Urgent Care Provider") in the area.
- Students who experience accidental exposure during an experiential rotation should immediately notify the preceptor of the injury/exposure and determine what procedures exist at that site to deal with needlestick/biohazard situations. Based on the services provided at the site, the student should have the appropriate steps taken based on the site's protocol for needlesticks/biohazard exposure. If the clinical site has no protocol in place, or if urgent care at the site is not accessible, the student should then seek care at the nearest Emergency Department or Urgent Care Provider.
- Students who experience needlestick injury/exposure during participation in a Butler-sponsored health fair or clinic or during a class or laboratory should immediately notify the faculty member overseeing the health fair, clinic, class, or laboratory. Together, the student and faculty member can work to determine where the nearest Emergency Department or Urgent Care site is located so that the appropriate laboratory tests can be collected in a timely manner, and any necessary care can be sought.

Local Urgent Care Provider: Concentra is an urgent care provider offering care at several locations in and around the Indianapolis area. The Concentra website, www.concentra.com, can be accessed for up-to-date location information and operating hours.

- Recommended laboratory tests following needlestick or mucous membrane exposures to potential blood-borne pathogens include:
    - Student Testing:
        - Hepatitis B SAG (Hepatitis B Surface Antigen)
        - Hepatitis C Antibody
        - HIV Antibody (Human Immunodeficiency Virus) when consent is given
        - Hepatitis B SAB (Hepatitis B Surface Antibody)
    - Source Patient Testing:
        - Hepatitis B SAG (Hepatitis B Surface Antigen)
        - Hepatitis C Antibody
        - HIV antibody (Human Immunodeficiency Virus) when consent is given
        - Hepatitis B Core Antibody when the exposed patient is HBSAB negative
        - Other tests for confirmation of diagnosis when clinically indicated

Step 3: REPORT, notify, and seek follow-up care if needed.
It should be noted that Butler University Health Services does not provide initial treatment for needlestick injuries or biohazard exposures. However, Butler University Health Services may, in some cases, be available to guide follow-up care if applicable and if desired by the affected student.

- Although the chances of contracting a disease through a needlestick is low, students should be further evaluated by a healthcare provider within 72 hours of the exposure event. The healthcare provider can review the specific risk factors in each case and help determine eligibility for Post-Exposure Prophylaxis (PEP).In all cases of needlestick injury or biohazard exposure during Butler-approved on- or off-campus activities that were not sustained while working on the job as a student-employee, a **COPHS Exposure Incident Report Form (See Appendix A)** should be completed by the student and submitted to the appropriate faculty director as outlined below:
- In the case of an injury or exposure during an experiential rotation (whether off-campus or on-campus), the appropriate Director of Experiential Education (Pharmacy, PA, or Nursing) shall be notified of the incident by the student within 24 hours of the incident.
- In the case of an injury or exposure during a Butler-approved class, laboratory, health fair or clinic, the appropriate Academic Program Director (Pharmacy, PA, Nursing, or Health Sciences) shall be notified of the incident by the student within 24 hours of the incident.
- COPHS Experiential and Academic Program Directors will maintain a record of any received COPHS Exposure Incident Report Forms on file and will also forward an electronic copy of each form received to Stephanie Lovett (slovett@butler.edu) in the Office of General Counsel, Dugan Hall, Ste. 130, Butler University to be kept on file.
- In all cases of needlestick injury or biohazard exposure sustained by a Butler University student-employee while working on the job, a **Faculty/Staff/Student-Employee Accident/Incident Report Form (https://www.butler.edu/human-resources/wp-content/uploads/sites/14/2022/01/incident_report_form_2018.pdf)** should be completed by the student-employee AND by the student-employee's supervisor within 24 hours and then immediately sent to Human Resources in JH-037.

Student Employment

When considering employment either on campus or off, students must recognize that curricular requirements may cause them to be in class between 8 am and 6 pm, Eastern time, Monday through Friday. It should also be noted that required classes as well as other mandatory learning experiences or activities (with advanced notification) may be scheduled in the early evening between 5 pm and 9 pm, Eastern time. Employment is never an acceptable excuse for missing class, laboratory, rotation experiences or other scheduled learning experiences. Employment status does not apply to students enrolled in the online Doctor of Medical Science (DMS) programs with asynchronous delivery designed for working professionals or the DMS-Bridge students in their capstone semester. Students in the Nursing program have further restrictions related to clinical courses and work restrictions. Please see the Nursing program policy for full details.

Religious Holidays

Butler University respects all students' right to religious observance and will reasonably accommodate students' religious practice regarding class attendance, examinations, and assignments when requests are made in a timely manner. The University policy on religious holidays may be found at https://www.butler.edu/registrar/religious-holidays/.

Withdrawing from Class(es)

Prior to withdrawing from a course, students must consult their academic advisor and discuss all potential academic ramifications. This includes concerns related to course sequencing or early assurance programs such as the direct pathway or selective internal admissions, full time student status, probationary status, issues related to housing, and NCAA eligibility and more. Students and advisors should consult the Registrar's website for the withdrawal deadlines and the most current policies and procedures regarding course withdrawal and course repeat. The class may still show on the student's transcript with a grade of W.

Students should also be aware of dates related to tuition refund by consulting the refund policy on Butler's Student Accounts webpage. It is important to note that these dates are often different from the Registrar's withdrawal deadlines. Courses taken during the summer have much shorter drop and withdraw deadlines and tuition refund schedules based on the start date and the course's shorter length.

It is the student's responsibility to consult the Financial Aid Office (Robertson Hall—lower level) and the Office of Student Accounts (Jordan Hall 102) to determine how withdrawing from a course will impact financial aid, tuition, and eligibility for tuition refund.
To access University information regarding policies surrounding class drop, add, or withdrawal, please visit: https://www.butler.edu/registrar/drop-add-withdraw.

Complete Withdrawal from a Term

If it becomes necessary to withdraw completely from Butler, a student should confer at once with the Associate Dean of Academic and Administrative Services. The Assistant Dean for Student Affairs may be consulted to help a student navigate through this process or determine the withdrawal that best fits their situation. There are two types of withdrawals which could be issued at the time of the request or based on last date of attendance in specific situations. These are administrative withdrawals or medical withdrawals.

- Administrative withdrawal - In instances where an administrative withdrawal is being sought, students must meet with the Associate Dean of Academic and Administrative Services to discuss specific extenuating circumstances. The Associate Dean or Dean, regardless of whether the student is passing all courses, may consider an administrative withdrawal from ALL courses if circumstances warrant.

- Medical withdrawal - A medical withdrawal can only be approved by the University's Office of the Dean of Students. Stipulations may be imposed for future re-enrollment. (See Leave of Absence Policy for students enrolled in one of the professional degree programs of the University.)

Any student may completely withdraw from any program of COPHS at any time, by following the standard withdrawal policies of the University and the College. The program will accept the decision to withdraw if this decision is communicated in oral, electronic, or written format to any faculty member of the College. The faculty member to whom this decision was communicated will document this decision in writing and forward it to the Associate Dean of Academic and Administrative Services. The Associate Dean will send a certified letter to the student, which will ask the student to confirm or deny their intention to withdraw from the program and note that failure to confirm or deny this intention within two calendar weeks of receipt will be interpreted as a confirmation of a withdrawal decision. Confirmation of a withdrawal decision frees the program of any further responsibility to the withdrawn student.

Students who maintain a professional license due to their participation in the academic programs offered by the College, should be aware that their withdrawal will be communicated to the appropriate licensing board (i.e., the Board of Pharmacy) indicating the student is not an active participant in the program. At that time, the professional license will likely be terminated without additional action taken by the student directly with the licensing board.

Students who completely withdraw from Butler University are asked to complete an exit interview with a member of the Office of the Vice President for Student Affairs (Atherton Union) or the Center for Academic Success and Exploration (Jordan Hall 136). Students can email learning@butler.edu to arrange for a short exit interview.

All equipment (computers, laboratory supplies, books, manuals, software, etc.) owned by the University or College shall be returned to the appropriate office of the University at the time of departure.

Leave of Absence for Students in the Professional Programs

A student accepted into or already enrolled in the professional phase of a COPHS program may be granted a leave of absence (LOA) and moved to inactive status for a period of no longer than one calendar year counted from the beginning of the semester the leave is taken. Notification of the intention to return must be made to the Associate Dean of Academic and Administrative Services as stipulated in the LOA letter.
Students who are granted a leave of absence and maintain a professional license due to their participation in the academic programs offered by the College, should be aware that their leave of absence will be communicated to the appropriate licensing board (i.e., the Board of Pharmacy) indicating the student is temporarily not an active participant in the program. At that time, the professional license may be suspended for the leave of absence by the licensing board.

Due to the sequential and cumulative nature of the Nursing, PA, and Pharmacy professional programs, each program has responsibility for determining re-entry requirements for its returning students via the respective Academic Progression Committee. All COPHS professional students should consult the Associate Dean of Academic and Administrative Services regarding a leave of absence from the program.

Students seeking renewed enrollment in the COPHS after an absence from the College **of two semesters or more** must seek approval for renewed enrollment from the Dean of the College. Remedial coursework and/or assessment of current knowledge and skills may be required as a condition for renewed enrollment. Students who take a leave of absence from any professional program of the College return into the respective curriculum in effect at the time of the student's return. Since curricula change, this may require

that the returning student successfully complete courses that were not required in the student's initial program of study or those that have substantially changed.

All questions regarding financial aid or student loans should be directed to the Office of Financial Aid.

Note: As a specialized accredited program, this policy includes the nursing program but does not apply to other undergraduate programs in the college. See University policy.

Students who are granted a leave of absence are expected to return any University or College-owned property (e.g., computers, software, laboratory supplies, books, manuals, etc.) prior to departure unless specific arrangements are made in advance and in writing with the Office of the Associate Dean of Academic and Administrative Services.

Interprofessional Education

Interprofessional education (IPE) refers to occasions when students from two or more professions in health and social care learn together during all or part of their professional training to cultivate collaborative practice for providing patient-centered care. The IPE program provides students in health professions a skill set that will ultimately increase patient safety, reduce errors, maximize efficiencies, and improve quality of care. The College incorporates IPE throughout the curriculum through courses, experiential education, and co-curricular activities. Butler University collaborates with medical and other health profession preparatory schools to allow students across disciplines the opportunity to work together and learn how each function within a health care team.

Vision

Our College's IPE vision is for all pharmacy, nursing, and physician assistant graduates to be able to collaborate across professions to provide safe, cost-effective, and efficient patient-centered care.

Mission

Our IPE mission is to develop highly competent graduates who are leaders in interprofessional education, collaborating to improve population health and individual health outcomes.

Goals/Objectives

Develop IPE experiences throughout the Bachelor of Science in Nursing, Doctor of Pharmacy, and Master of Science Physician Assistant Curricula to promote achievement of the Interprofessional Education Collaborative (IPEC) core competencies of:

- Values/Ethics for Interprofessional Practice
- Roles/Responsibilities
- Interprofessional Communication
- Teams and Teamwork

Examination Policies

The purpose of examinations is to evaluate the acquisition of desired knowledge, skills, and attitudes by students, to provide feedback to students on areas of learning that require further development, to assist students in preparation for passing national licensure examinations or graduate school admissions examinations (when applicable), and to assess the extent to which the College's curricular outcomes are being achieved.

Refer to course syllabi for course-specific examination policies including such things as seating assignments, where books and papers are placed during the exam, the use of calculators, computers, personal devices, and/or other examination aids, and time limits. The Academic Integrity Policy of Butler University is included

in the Butler University Student Handbook and is available at https://www.butler.edu/student-life/student-handbook/academic/academic-integrity/. The current COPHS policy governing academic integrity is contained in this handbook. If contradictions or conflicting processes become apparent in the interpretation or enforcement of these two academic integrity policies, the University Academic Integrity Policy will take precedence.

Each faculty member, or course coordinator in courses with multiple faculty members, establishes whether graded examinations will be returned to students in an individual course. It is the instructor's prerogative whether previous examinations will be available for review by the students before the current examination.

Scheduling Final Examinations

The College must follow the University schedule for final examinations with two exceptions.

1. The college may adjust the final examination schedule as needed to ensure that the scheduling of experiential rotations is not hindered by the final examination schedule. In such cases, the College may deviate from the published examination schedule.
2. Final examinations may also be rescheduled based upon availability of classrooms for proctoring of exams.

Final examinations may not be rescheduled to avoid two examinations on the same day or to improve the sequence in which the final examinations fall during final examination week. Students may not approach faculty requesting an adjustment in the timing for final examinations based on the student's travel schedule. This is both inappropriate and unprofessional.

If a college final examination is shifted to a time slot that creates a time conflict with another non-College final examination for any student, it is imperative that the student takes the non-College final examination at its regularly scheduled University final examination time. The instructor of the College course will assist the student in finding an alternative time to take the College final examination that is in conflict.

Exam Administration and Proctoring

The College and faculty take academic integrity seriously. Incidents of academic dishonesty in assignments and exams will be reported to the Associate Dean of Academic and Administrative Services for review and possible sanctions. COPHS faculty have agreed upon general rules for test administration in COPHS. An individual faculty member can also set specific rules and apply course sanctions per the syllabus as they deem appropriate based on the course content and the testing platform being used (Please consult individual course syllabi). These sanctions are varied and can range from point, percentage, or grade reduction of the final grade, zeros on assignments or exams, to failure of the course. All proctors are aware of these conditions and students should come to exams prepared, knowing the rules exam administration for a given course:

General rules for in-person test administration in COPHS:

1. All exams will be proctored, and a faculty member will be physically available during each exam. Exams in Student Disability Services (SDS) will be proctored via in person/on camera by SDS or COPHS staff.
2. Faculty members may require students to sign-in, provide identification, and/or sign an academic integrity statement at the beginning or end of an exam form.
3. Proctors may direct students to a specific seat before or during an exam. Students are not permitted to request specific seating for exams in the classroom or in SDS.
4. Students will not wear hats of any kind during an exam (this includes hooded sweatshirts). Exception-religious headscarves/caps.

5. Students will not eat or drink during the exam (no food or drink at desk/table). Cough drops are allowed if checked by proctor.
6. Coats, backpacks, books, notes are not allowed at student's seat. Leave these items in the front of the room or in the designated area depending on where the exam is taken.
7. Students should not have cell phones, smart watches, or other wearable devices at their desk or on their person. Phones should be turned off or set to "Do Not Disturb" so they do not ring or vibrate in backpacks.
8. Non-graphing/approved calculators without the cover are allowed. Graphing calculators are only permitted if specific instructions are given per faculty.
9. Students should not wear earbuds or noise cancelling headphones. If a student gets distracted by noises, ear plugs may be acceptable, if approved by the instructor.
10. Proctors (faculty and staff) may move students suspected of academic dishonesty or other students around them. Proctors may move a student for any reason.
11. Proctors may advise the class or the individual to maintain eyes on their own work. These actions are intended to inform the student that their activities or body movements give the impression they may be engaging in academic dishonesty, and it would be in the student's best interest to take any corrective actions.
12. No questions will be answered about exam content/material during an exam. For computer-assisted testing (Exam Soft/Canvas), questions about technical issues (access/network issues) may be brought to the attention of the proctors.
13. For computer-assisted exams, all other windows and apps must be closed prior to the start and through the duration of the exam.
14. Students may not leave the room unless it is an acute emergency, and only with permission of the proctor. Students will not be granted restroom breaks unless they have documented SDS accommodation (proctor notification related to all testing accommodations must come from faculty).
15. If students arrive late at the testing location, the time allotted to the student will only be the **balance of the time remaining**.
16. Individual faculty members may have additional test-taking rules.
17. It is up to the discretion of individual faculty members/course coordinators whether exams are returned to the students or just made available for review.
18. Students may be given paper for making notes during an exam. Students should expect these notes to be collected upon exam completion (all at the faculty's discretion).

General rules for remote test administration in COPHS:

1. Exams administered in a remote manner will be proctored via faculty/staff or remote proctoring software and may be recorded.
2. Students should be seated in a seat with computer on table/desk (not in bed) and have cleared the general area of any notes or papers.
3. Students should be taking exams alone in a quiet space. If multiple students need to take the assessment in the same room faculty should be notified and a specific plan developed.
4. Follow all procedures related to exam administration software (Proctorio vs. ExamSoft) and any specific instructions provided by faculty and/or the course syllabus.
5. Some programs may require a second device to monitor video during the exam (in addition to exam taking device)

Proctorio Administered Assessment Procedures and Student Expectations

Faculty may choose to use Proctorio for assessments administered in Canvas. Students in those courses agree to proctoring through Proctorio.com. As part of this agreement:

- Students agree to having their identity verified by Proctorio
- Students agree to allow Proctorio to monitor them by webcam, microphone, browser, desktop, and other means including a scan of their surroundings and computer display
- Proctorio integrity videos and reports will be passed on to the instructor and/or institution
- Additional notifications are found on the Canvas site used in this and other Butler courses. Additional information is also available on Proctorio's site for Terms of Service and Privacy Policy.

Additional information may be found at the following link:

https://butleru.force.com/askbutler/s/article/Proctorio-Student-FAQs

ExamSoft® (Professional Phase Pharmacy, Nursing, and Physician Assistant Students Only):

Students are required to ensure that their personal computer meets the minimum system requirements to run Examplify® (*Pharmacy | Physician Assistant students)*, to install Examplify® software, and to bring their personal computer to class, fully charged, for all quizzes/exams administered through Examplify®. Students can download Examplify® at the Pharmacy ExamSoft Portal or the Physician Assistant ExamSoft Portal respectively (click on Exam Taker Login Button and enter Butler email address and Butler password).

Students must know how to disable their Anti-Virus prior to entering a quiz/exam and re-enable Anti-Virus after the quiz/exam. If anti-virus issues are encountered, they should contact ExamSoft® Technical Support. Lack of preparation may result in an inability to take the exam, adjustments to course grades at the discretion of Course Director, and/or an unprofessional conduct referral to the Student Professional Conduct Committee.

Any problems with Examplify® or ExamSoft® should be addressed with 24/7 ExamSoft® Student Technical Support by phone at (866) 429-8889, by email to support@ExamSoft.com, or Live Chat at: https://examsoft.force.com/etcommunity/s/. Students also have access to Searchable Self-Help Documentation. They should not expect their Course Director to troubleshoot technology issues. Students may contact Academic Partnerships at aphelp@butler.edu or 317-940-8575 to report issues with ExamSoft. Students using ExamSoft® or Examplify® improperly to gain unfair academic advantage are violating the Academic Integrity Policy. Violations such as "academic dishonesty" and/or "professional misconduct" would include but are not limited to tampering with exam files, utilizing a password inappropriately, falsifying upload or download information, or attempting to circumvent the security features of the software.

Examplify® Administered Assessment Procedures and Student Expectations:

1. The Course Director maintains the right to require additional procedures during quizzes/exams as specified in the course syllabus.

2. Students are expected to have all quizzes/exams **downloaded 2 hours prior to the quiz/exam**, though it is recommended to download by midnight the day prior to the quiz/exam. In the event of a download issue, students should contact ExamSoft® Student Technical Support. Course Directors will communicate with students, through an automated message sent from Examplify, when a quiz/exam is ready for download.

3. Students are expected to arrive at all quizzes/exams requiring the use of Examplify® with:
   - Personal computer with Examplify® already installed.

- Personal computer that is fully charged and a charger for their device and/or an additional external battery (if applicable). **Examplify® will not allow an exam to start if the charge is <25%**.
- Any additional device hardware required by the Course Director (e.g., earbuds for audio portion of exam).

4. Loaner Devices:

- If a student's personal computer goes down prior to a quiz/exam and the student needs to obtain a loaner computer (PC or Mac) from the [Science Library or Irwin Library](#).
- Prior to the quiz/exam students must also visit the IT (Information Technology) Help Desk during their open hours to have Examplify® installed on the loaner computer.

5. Students must disable Anti-Virus prior to entering a quiz/exam and re-enable Anti-Virus after the quiz/exam, unless Examplify® has been added as an Exclusion.

6. All exams should be uploaded after submitting the assessment. In the event of a submission or upload issue, students should raise a hand to alert a proctor.

7. **Students must show their green "Congratulations" screen to a proctor and turn in scratch paper (if applicable) before exiting the room. This includes taking quizzes/exams in the Student Disability Services (SDS) Office and during Exam Re-Takes. There are no exceptions.**

8. After the quiz/exam, students are encouraged to ensure their Wi-Fi re-connects to the Butler Secure network, not the Butler Guest network, which will be drastically slower and not secure.

9. Make-up Assessments in Examplify®

- Accessing an assessment prior to the alternatively scheduled date of the make-up assessment is considered academic dishonesty and will be dealt with as such.
- **Students unable to attend class on the day of the assessment for reasons consistent with a planned excused absence from the Course Director must not download the exam file before the scheduled exam date.** Students must schedule a make-up date with the Course Director well before the assessment date. The Course Director will re-release the exam to the student on the day of the make-up for download and testing.
- Students who download the exam file before the exam day and do not attend it due to unplanned illness or emergency must not attempt to access it. Students must contact the Course Director to schedule a make-up assessment. The Course Director will release the exam to the student on the day of the make-up for download and testing.

All sections of this policy related to specific software and "Loaner Devices" are maintained by Butler University's Instruction Technology team. Any questions related to this policy should be addressed to aphelp@butler.edu.

Grades and Grade Appeal Processes

Communication of Academic Performance Measures to Students
An individual faculty member decides if, and when, grades for a particular exam, assignment or course will be posted. For grade-posting purposes, converting numerical grades to letter grades is also an individual decision by each faculty member. It is also the prerogative of individual faculty to post grades on Canvas. Grades will not be released to students by telephone or email transmission.

Incomplete Grades
The University's incomplete grade policy can be found at https://www.butler.edu/registrar/incomplete-policy.

Right of Appealing a Grade

Once a final course grade has been reported to the Registrar, it can be changed only upon written request of the instructor and with the written approval of the Department Chair and the Office of the Dean of the College. Ordinarily, only a demonstrable clerical or computational error will be accepted as grounds for changing a grade.

If a student has good reason to believe that a summative assessment and/or grade has been improperly assigned for reasons other than a penalty for academic dishonesty, they must follow the following process for a grade appeal:

Appeal Process for a Didactic Course

Step 1: If, after discussing the matter with the instructor of record, a student wishes to appeal a course grade, the student must submit the written appeal to the instructor of record within 5 business days of the publication of the grades by the Office of the Registrar or when emailed the final grade by the instructor (e.g., DMS or off cycle course completions). The instructor of record will provide a written response (approved or denied) to the student appeal.

Step 2: If the appeal is denied, the student may appeal the grade to the instructor of record's Department Chair. If the instructor of record is the Department Chair, the dean will forward the appeal to another Department Chair in the College. A written appeal must be submitted to the Department Chair within 5 business days of the decision from the instructor. If appealing a grade to the Department Chair, the student should also notify the Associate Dean of Academic and Administrative Services that an appeal has been submitted. This notification will suspend any action that may be taken by the College until the appeal process is resolved.

Step 3: If the appeal is denied, the student may appeal to the Dean of the College. If the student appeals to the dean, the appeal must be submitted within 5 business days of the decision of the Department Chair. The request for appeal to the Dean must be based on an error of fact. The decision of the Dean is final.

Appeal Process for PA, Nursing, and Pharmacy Program (IPPE and APPE) Experiential Rotations

Policy

A. Students on experiential rotations will continue rotations until the appeal process is complete unless there is documentable concern for patient safety, unprofessional student behavior (Student Conduct Code, COPHS Student Handbook), if this is a second rotation failure if pharmacy student or second course (including didactic and/or rotation failure for PAs), or if charges of criminal misconduct are pending.

B. If the appeal is successful, the grade will be changed to an appropriate grade supported by the information provided in the appeal.

C. If the appeal for a change in grade is unsuccessful and this is the student's first failed rotation, the student will be scheduled by the respective Experiential Office with an appropriate faculty member or preceptor. The student will not be re-scheduled with the preceptor who assigned the grade appealed. Time within the student's schedule and/or availability of an appropriate site/preceptor may require that the student complete the remedial rotation in the next rotation year, which may result in extra tuition charges for the student and a delay in graduation. If the repeating rotation cannot be assigned until the next rotation academic year, the student may continue with previously scheduled rotations unless there is a valid reason, and / or governing policy, for the repeating rotation to be completed before previously assigned rotations may be taken.

D. If the student successfully meets expectations for the repeated rotation, they will be allowed to continue in the program. The failing grade will remain on the transcript and will count negatively toward assessment of satisfactory academic progress.

E. If the student receives a failing grade in any two experiential (IPPE and APPE) pharmacy rotations or if this is a second didactic and/or rotation failed course/rotation for a PA student, the student will stop forward progress until the case is referred to the respective Academic Progression Committee for review under the guidelines of the Academic Progress Policy (COPHS Student Handbook).

Process

1. First the student shall review the evaluation submitted by the preceptor responsible for the rotation. If the student disagrees with the grade assigned, the student may submit a written appeal within 5 business days of the electronic notification of grades sent by the Experiential Director. The written appeal must be sent to the Director of Experiential Education for the student's program of study.

2. If the appeal is denied by the Director of Experiential Education, the student may submit a written appeal to the Department Chair within 5 business days of the notice of denial. When appealing to the Department Chair, the student must also notify the Associate Dean of Academic and Administrative Services.

3. If the appeal is denied by the Department Chair, the student may appeal to the COPHS Dean within 5 business days of the notice of denial. Appeals to the Dean must be based on an error of fact. The decision of the Dean is final.

Student's Perceptions of Instructor and Course

During the final weeks of the Term or Session, students will have the opportunity to provide their perceptions of College courses and course instructors. This is a responsibility that should be taken seriously. Realistic appraisals from the student's perspective can be helpful in improving the quality of education. Positive and constructive suggestions are beneficial and aid the faculty in designing courses that create the most successful learning environments for students. Students' perceptions are made available to the individual faculty member, the faculty member's department chair, the College's Assessment Director, the Associate Dean of Academic and Administrative Services, and the Dean at the conclusion of the course offering.

Minimum Graduation Requirements

To earn an undergraduate degree from the College of Pharmacy and Health Sciences, a student must complete all program curricular requirements and have a university grade-point average (GPA) of at least 2.0, as well as at least a 2.0 for ALL coursework taught/sponsored through the college. Per University policy, graduate students must earn a 3.0 GPA to be eligible to graduate. In addition, the student must not have any unresolved conduct code violations. Curricular requirements for degree completion in all programs of the College may be obtained from the Office of the Associate Dean of Academic and Administrative Services (PHSB 107) or in the "COPHS Community Resources" Canvas organization.

If there is any question regarding a student's completion of all degree requirements, the student should consult with their academic advisor. However, the student is responsible for ensuring all degree requirements have been met to qualify for graduation. Students can review their progress toward their degree completion at any time by reviewing their advisement report at my.butler.edu. Instructions on how to access the advisement report can be found at https://www.butler.edu/registrar/advisement-report.

Graduating students must file for their degree through the Office of Registration and Records when registration for their final semester opens. Instructions for how to file, specific dates based on anticipated graduation date, and a specific checklist for graduation preparation can be found on the Office of Registration and Records' website at https://www.butler.edu/registrar/graduation.

Permission to Walk at Commencement

Students must request permission to take part in the Commencement ceremony if they have not met graduation requirements at the time of Commencement. If the student is an undergraduate, they must have already completed the Butler Cultural Requirement (BCR) before the request is reviewed. Students who have not yet matriculated into a program are not eligible to request permission to walk in a commencement ceremony for the subsequent program (e.g., MPAS graduate immediately entering DMS Bridge program). The student must also have an approved plan to meet graduation requirements by the end of the fall semester following the May commencement ceremony. The plan must be approved by the Associate Dean of Academic and Administrative Services. The deadline to submit the form for the May Commencement is before the **second Friday in April**. The link to request "Permission to Walk" is https://butler.qualtrics.com/jfe/form/SV_6hSOsqS2cNbtpSS or found on the Forms for Faculty and Staff, Office of Registration and Records' site at https://my.butler.edu/rr/forms-for-faculty-and-staff/.

University Honors

Undergraduate students may be admitted to the University Honors Program through one of three pathways. Outstanding students who apply with Early Action by November 1 may be invited to apply to enter the Honors Program upon matriculation to Butler University. Transfer and current students may petition to join the program. Minimum criteria for the University Honors Program may be found at: https://www.butler.edu/academics/honors/application-process/. To graduate with Latin honors, (i.e., magna cum laude or summa cum laude) from Butler University, students must complete the University Honors Program. The Honors Committee and the College's advisors monitor the progress of the College's students in this program. Certain pre-professional and/or professional course substitutions may aid students in completing this program.

Departmental Distinction

COPHS undergraduate students who excel academically may graduate with honors, high honors, or highest honors, also known as "departmental distinction." Information regarding departmental distinction may be obtained from the Butler University Bulletin, on the University website at https://www.butler.edu/academics/honors/graduating-honors/, or from the student's academic advisor.

These honors are separate from the University Honors Program. That is, students may qualify for departmental distinction even if they do not participate in the University Honors Program. To approach uniformity of requirements and to provide information for the student seeking departmental honors, the College of Pharmacy and Health Sciences faculty has adopted the following guidelines.

Honors Thesis

The undergraduate student shall select a full-time faculty member, who will be responsible for guiding the completion of the thesis by the student. If the research is conducted off-campus, a clinician, clinical preceptor, or research/industrial scientist may directly supervise the work. However, a full-time faculty member is responsible for the quality and quantity of the work, necessary approval required by off-campus facilities, and a satisfactory working relationship between institutions and their personnel.

The research may be based on laboratory work, clinical studies, and/or appropriate surveys coupled with critical analyses. The student must be an active participant in all phases of the project from experimental design to conclusions and their justification. All work must be done over and above any regular course or work-for-pay assignments.

The thesis for departmental honors is synonymous with that of the University Honors Program. Therefore, all guidelines, procedures, deadlines, and supervision apply to the Honors Thesis whether it is being used for Departmental Honors or the University Honors Program. A brochure outlining such requirements is available from the Honors Program Office in Jordan Hall. Organization and preparation of the final written research report shall also conform to any guidelines approved by the College Honors Committee.

Comprehensive Honors Examination

The individual program directors shall arrange the time and place of the comprehensive examinations for their program's undergraduate students. Students in the undergraduate programs will be invited to sit for the Honor's Examination if their cumulative grade point average at the end of their second to last semester is high enough to make it likely that they will qualify for Honors at the end of their program. Retaking the examination to improve performance is not permitted. Students will be notified of the results of the examination as quickly as possible. Each program has specific guidelines that will guide the student in the exam's content.

ACADEMIC PROGRESS POLICY[2]

Each program has an Academic Progression Committee (APC), and it is charged with the duty to oversee students' academic progress, to impose stipulations, to establish remediation, or to deny enrollment to those students whose performance falls below a stipulated level. Each student's academic progress will be reviewed at the end of each semester of enrollment by the respective APC.

Academic Standing

Undergraduate, Professional, and Graduate Students are considered in good standing if they have not been placed on university or College academic or professional probation. If a student is on probation, they are considered to not be in good standing.

Satisfactory Academic Progress

"**Satisfactory Academic Progress**" is defined as a student:

- Completing each semester with a term GPA of 2.0 or greater for undergraduate programs (i.e., pharmacy and BSHS) and a GPA of 3.0 or greater for graduate programs (i.e., DMS, DMS-Bridge, or MPAS).
- Completing requirements in the major in an organized, timely sequence.
- Completing all university graduation requirements (e.g., undergraduate core curriculum, including the Butler Cultural Requirement) in an organized, timely sequence.

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[2] Revisions approved by COPHS Faculty 6/18/2024

- Making satisfactory academic progress while on academic probation and meeting stipulations as defined by the respective Academic Progression Committee.

University Academic Probation and Dismissal

Any undergraduate Butler student, regardless of major, is placed on university probation when the cumulative GPA drops below 2.0. COPHS students on University Probation will be reviewed and monitored by the respective program's Academic Progression Committee for academic progress.

A COPHS student on University probation can be terminated if the student fails to improve their academic performance or meet any stipulations of the University probation. Termination from the University automatically results in termination from any College program in which the student is enrolled. For more information on University academic probation and conditions for readmittance once dismissed, please consult the Butler University Student Handbook or the Butler University Bulletin.

Academic Probation for COPHS Students

Each academic program sets its own criteria for what constitutes a level of academic performance that places a student on academic probationary status within University policies. These criteria are outlined in the following Appendices:

- Appendix D   Health Sciences
- Appendix E   Doctor of Pharmacy (PharmD)
- Appendix F   Doctor of Medical Science (DMS)-- Standard Program
- Appendix G   Doctor of Medical Science (DMS)– Bridge Program
- Appendix H   Master of Physician Assistant Studies (MPAS) Program
- Appendix I   Bachelor of Science in Nursing (BSN) Program

When a student performs below the standards set in the program-specific criteria, all appropriate academic records will be obtained by the Office of the Associate Dean of Academic and Administrative Services for presentation to the appropriate Academic Progression Committee (APC). After reviewing the student's academic performance and comparing it to the standards set by the specific program faculty, the appropriate APC will determine sanctions, and if applicable, will determine an academic plan for the student. All actions and communications will be through the Office of the Associate Dean of Academic and Administrative Services and not through the APC. If the student is placed on probation, all policies in the Student Handbook related to academic probation will be in effect for the student (i.e., inability to hold a college leadership role, inability to graduate, etc.). Academic Standing of all students will be reviewed after each semester. The APC will also specify any sanctions, which could include, but are not limited to:

- Academic sanctions: required study tables or tutoring, remedial curricular requirements (such as repeating courses where the student performed poorly or repeating courses which provided necessary preparatory content for courses where the student performed poorly), etc. The student will be responsible for all financial implications of course remediation.
- Non-academic sanctions: limits on extracurricular involvement, limits on employment hours, mandating the student to seek assistance from other campus support services such as the Counseling Center or the Learning Resource Center, etc.
- Stopping or slowing forward academic progress toward degree completion until academic deficiencies are remedied.

These, and any other sanctions, would only be imposed when the committee believes the sanctions are in the student's best interest for academic success.

Students placed on academic probation or receiving sanctions will receive written notification from the Associate Dean of Academic and Administrative Services related to the decision of the APC. The notification will also include the conditions by which the student can be removed from academic probation. A student may appeal this or any other decision of the APC within 5 business days of receiving the written notification (see the Academic Appeals section in the Student Handbook).

Students placed on academic probation or receiving sanctions will receive written notification from the Associate Dean of Academic and Administrative Services related to the decision of the APC. Students who are on academic probation will have their academic progress reviewed at the end of the next enrolled semester / term and their academic probationary status will be reconsidered and determined at that time. APC may remove a student from academic probation or further stipulations.

The APC will consider the student's performance and / or the number of times a student has been on probation in their deliberations if the student's coursework and determine if academic probation and / or further stipulations are warranted or should be continued.

A student may appeal the decision of the APC within 5 business days of receiving the written notification (see the Academic Appeals section in the Student Handbook).

Dismissal from College Programs for Academic Reasons

The Academic Progression Committees have the authority to dismiss a student from a program of the College for not meeting academic standards. Students who are dismissed can reapply to the same program after a specified period (see "Reapplication Process for Dismissed Students" later in this policy). Academic causes for dismissal from a College program include:

- The student on COPHS academic probation has finished the academic term with a lower cumulative University or term GPA than that at the beginning of the term.
- The student has failed to satisfy stipulations for more than one academic term while a student in the College.
- The student has failed the same required course twice in any COPHS program.
- In addition, MPAS students will be dismissed from the College following failure of any two MPAS courses.
- The student receives a grade of F in two experiential rotations or internship experiences while enrolled in any COPHS program. This includes the Introductory and Advanced Pharmacy Practice Experiences in the Pharmacy Program; the rotation experiences in the MPAS program; and all internships in the BSHS program.
- Failure of any 2 Doctor of Medical Science courses or repeated failure of the same DMS course in the curriculum results in dismissal from the DMS Standard program. Cumulative GPA below 3.0 at the end of a semester may also result in dismissal from the DMS program.
- A cumulative GPA below 3.0 at the completion of any semester could result in dismissal from the DMS-Bridge program. Two failed courses will result in dismissal from the DMS-Bridge program.
- Students with a cumulative GPA less than 2.0 are placed on university probation. Two consecutive semesters of GPAs less than 2.0 will lead to termination from the university and college.

Students dismissed will receive written notification from the Associate Dean of Academic and Administrative Services related to the decision of the APC. Students who maintain a professional license due to their participation in the academic programs offered by the College, should be aware that their dismissal will be communicated by the Associate Dean of Academic and Administrative Services to the appropriate licensing board (i.e., the Board of Pharmacy) indicating the student is not an active participant in the program. At that time, the professional license will likely be revoked by the licensing board.

Reapplication Process for Dismissed Students

An undergraduate student declared academically ineligible will not be readmitted to Butler until at least one full semester has elapsed. If, after that absence, the student feels that the problems that led to the academic difficulty have been solved, the student may petition for renewed eligibility by writing a letter to the Dean of the college in which they were enrolled. This letter should be submitted at least 30 days before the start of the session for which the student wishes to enroll.

The petition should be sent to the Associate Dean of Academic and Administrative Services. This information will be provided to the Dean who will consider both the student's record and the evidence presented in the letter to determine whether another opportunity to enroll is warranted. If the Dean concludes that the student has a reasonable chance to redeem the earlier record and earn a degree, they may grant renewed eligibility—ordinarily with the stipulation that the student must earn a 2.50 average during the first two semesters of further work and must then continue to reduce the probation through subsequent semesters, to remain eligible.

A graduate or professional student dismissed from the College of Pharmacy and Health Sciences may petition for readmission into the program from which they were dismissed after a time lapse of not less than one academic semester (note: re-entry point will be contingent upon course sequencing). The exact period will be noted in the student's dismissal letter. Note, readmission will not be considered where more than 2 years have lapsed for graduate and professional program readmission considerations. Beyond 2 years, students desiring to return to professional and graduate programs must re-apply to the respective program for consideration and must be re-evaluated along with other applicants by the Admission Committee (e.g., CASPA and PharmCAS applications must be submitted). Advanced standing for courses previously taken would be reviewed and approved by the appropriate Academic Progression Committee if admission is granted by the Admission Committee.

The petition for readmission to either undergraduate, graduate, or professional program must be in writing (by letter or e-mail) and addressed to the Associate Dean of Academic and Administrative Services for the College of Pharmacy and Health Sciences. In addition, transcripts for courses taken elsewhere (when applicable) should accompany the letter. The letter of petition and any supporting documentation must be submitted at least 60 days prior to the start date of the term for which the student wishes to re-enroll. The letter of petition and transcripts will be presented to the appropriate Admission Committees for professional and graduate programs for consultation. The Committee will consider both the student's record and the evidence presented in the letter to recommend whether another opportunity to enroll is warranted. Once the appropriate committee has reviewed the materials, they will make the recommendation to the Dean, who will make the final decision on readmission.

If re-enrollment is granted, the undergraduate, graduate, or professional student may be required to retake certain aspects of the curriculum or undergo assessment of current knowledge and skills as a condition for readmission based on the recommendation of the appropriate Academic Progression Committee.

Students dismissed during experiential rotations in the PharmD, Nursing, and MPAS programs may be designated a shorter readmission consideration by the Academic Progression Committee. If a different timeline is established, it will be designated in the letter of dismissal.

Termination from Program for Academic Reasons

A student terminated from any program in the College may not petition or apply for readmission to that program. Termination from a College program is final with no recourse for appeal. A student will be terminated from their program for any of the following academic reasons:

- The student has been re-admitted after dismissal from the College or dismissal from the University and has finished the semester with a lower cumulative University or professional GPA than that carried at the beginning of the semester or term.
- The student has been re-admitted after dismissal from the College or dismissal from the University and has failed to satisfy stipulations.
- A pharmacy student has failed for a third time the same required course used in the calculation of the professional GPA.

Students who maintain a professional license due to their participation in the academic programs offered by the College, should be aware that their termination will be communicated to the appropriate licensing board (i.e., the Board of Pharmacy) indicating the student is not an active participant in the program. At that time, the professional license will likely be revoked without intervention by the student directly with the licensing board.

Academic Appeals

Any student who feels that unreasonable stipulations or actions stemming from the Academic Progress Policy have been imposed by the Academic Progression Committee (APC) has the right to petition the APC for reconsideration. This appeal must be in writing (letter or email is acceptable) to the Associate Dean of Academic and Administrative Services for the College within 5 business days of the notification. The student may also appeal any decision of the APC to the Dean of COPHS. However, neither the APC nor the Dean will consider petitions that are based on the principle that the student did not know or understand policies outlined in the student handbook.

Return of University or College-Owned Equipment

All equipment (computers, laboratory supplies, books, manuals, software, etc.) owned by the University shall be returned to the appropriate office of the University at the time of a dismissal or termination from the College of Pharmacy and Health Sciences or the University.

PROFESSIONAL CONDUCT CODE[3]

Upon admission to the undergraduate, pre-professional, professional, or graduate programs of the College, the student agrees to comply with these rules and regulations. The guidelines and policies contained within this section have been established for the protection, safety, and well-being of the College community and are set forth in writing to give students general notice of prohibited conduct. The guidelines and policies should be read broadly and are not designed to define misconduct in exhaustive terms. Failure to adhere to

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[3] Revisions approved by COPHS Faculty 8/19/15; 9/16/2020, 2021, 2022; 6/18/2024

the Professional Conduct Code may result in probation, suspension, dismissal, or termination from COPHS programs.

Appearance and Attire Guidelines

COPHS students must be aware of the professional demeanor befitting a healthcare professional in the practice of their profession. Students in the COPHS are expected to present themselves in a manner always befitting them and the college while attending class on the Butler University campus, experiential rotations/internships, or when attending required academic or co-curricular functions off campus.

Clothing must be clean, not ripped or torn, and devoid of offensive advertising or slogans. No alcohol, tobacco product or drug names may be displayed on any apparel item such as clothing, ball caps or backpacks. Except for earrings, visible body piercing is not recommended due to standards related to infection control and environmental control during procedures requiring aseptic technique. Students must always be clean and well groomed. Shoes or sandals must be worn at all times. Hats or caps must be removed during class. Inappropriate wearing apparel includes dirty and torn jeans or other clothing, crop tops, muscle shirts, tight clothing, pajamas, offensive language, and/or pictures on clothing, or clothing that exposes the midriff.

Specific course activities may require the enforcement of further dress and appearance guidelines. Such activities include laboratories, class presentations, internships, experiential rotations, interviews, professional meetings, and off-campus trips sponsored by the College. In such circumstances, laboratory jackets, nametags, business dress attire, removal of visible piercings, etc., may be required. In these special circumstances, the course faculty or preceptor will establish and communicate the appropriate appearance standards for students. For those courses having special appearance or dress expectations, such expectations will be clearly communicated in the course syllabus, in the experiential rotation handbooks, and/or by Experiential/Program Directors.

COPHS Student Nametag Policy for Professional students[4]

The College of Pharmacy and Health Sciences requires nursing and pharmacy students in the professional phase of their education and MPAS-2 students to wear photo nametags created by Butler University throughout their professional education. These nametags are initially presented to the student

upon entry into the professional programs. Nametags will be produced with the student's first and last name, as recorded with the Registrar.

Students are required to wear photo nametags when they participate in certain COPHS classes (as indicated in individual course syllabi) and during all experiential rotations. These photo nametags may also be used for many other COPHS-specific or Butler University-sponsored events. Students should not wear their Butler University nametags outside of these activities and events. Students should not wear their Butler University nametags while working at their place of employment.

Replacement nametags may be purchased at Butler University Police Department (BUPD). If the nametag is lost or damaged, there is a cost associated with replacement nametag that will be charged to the student's account. If the nametag is stolen, the student is required to fill out a police report, and the stolen nametag

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[4] Approved 08/2013; 6/18/2024

will be replaced at no charge. Questions about the student photo nametags should be directed to the COPHS Office of Student Success.

University Undergraduate, Graduate, and Professional Phase Students

Upon being admitted to Butler University, a student assumes an obligation to conduct oneself in a manner compatible with the University's functions as an educational institution. The word "student" includes all persons admitted or taking courses at Butler University, both full-time and part-time, pursuing undergraduate or graduate studies and those who attend post-secondary institutions other than Butler University and reside in Butler University residence halls. Students who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students."

Rules, policies, and guidelines should be read broadly and are not designed to define misconduct in exhaustive terms. The Rules of Conduct shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Students are also responsible for the behavior of their guests. Because the actions of guests also affect members of the Butler community, students assume responsibility for those they host.

The conduct of a person who is a student and an employee may be reviewed under this system, the employee conduct code, or both, and may be subject to sanctions in both capacities.

A student may be found responsible for a violation of the Rules of Conduct if they attempt, facilitate, or engage in prohibited conduct.

Undergraduate, graduate, and professional students are all subject to sanctions of violations to the University Rules of Conduct. Misconduct for which students may be subject to sanctions from the University are found at https://www.butler.edu/student-life/student-handbook/rights-responsibilities/conduct-system/. Alleged violations of University rules and regulations may be brought to the attention of the Vice President for Student Affairs by any member of the University community and from external constituencies.

College Evaluation of Unprofessional Conduct

Undergraduate and Pre-Professional Students

The College (through the Associate Dean of Academic and Administrative Services and Assistant Dean for Student Affairs) is notified of all violations that occur at the University level. This is outlined in the Butler University conduct system.

The Associate Dean of Academic and Administrative Services of COPHS will meet with all undergraduate and pre-professional students either by teleconference, video conference, or in person on behalf of the College to discuss implications from a College perspective. The University violation will be shared with the faculty advisor and program director. Advisors must meet with undergraduate and pre-professional students to take a formative role regarding development of professionalism and potential professional consequences of actions as outlined below:

- Advisors take an active, formative role in talking about professionalism with those undergraduate and pre-professional students who are cited for conduct code violations at the university level.
- After meeting with the Associate Dean of Academic Affairs and Administration, the student must request a meeting with their advisor within 30 days.
- After the meeting, the advisor must submit written verification of communication with advisee to the Associate Dean of Academic Affairs and Administration. This meeting should occur within 30 days of the advisor being notified.

- If the advisor cannot meet with the student, the Office of Student Success may meet with the student within the 30-day time limit.
- If the student does not request a meeting or meet with their advisor within 30 days, the Associate Dean of Academic and Administrative Services should be notified by the advisor of the student's inaction.
- The College's Student Professional Conduct Committee will be convened to consider the student's conduct in the same process as outlined in the Procedures upon Alleged Violation of the Professional Conduct Code for Graduate and Professional Students.
- If the student does not respond to the Associate Dean's initial request for a meeting within 30 days, the Associate Dean will convene the SPCC to consider the violation of the Professional Conduct Code.
- Undergraduate or pre-professional students with recurrent or repeated violations of the University Conduct will be required to meet with the College's Student Professional Conduct Committee using the same process as outlined in the Procedures upon Alleged Violation of the Professional Conduct Code for Graduate and Professional Students.

Students who are on probation (University or College) and seek graduate / professional school admissions must report it on CAS forms and or graduate school admission applications.

Graduate and Professional Students

A report of a graduate or professional student's engagement in unprofessional conduct on-campus or off-campus shall be sufficient grounds for the Student Professional Conduct Committee of COPHS to initiate a review of the allegation and (if charged with a violation) appropriateness of the student's continuing enrollment in the courses and programs of the College.

Unprofessional Conduct

Unprofessional conduct includes, but is not limited to:

Acts of Academic Dishonesty

1. **Plagiarism:** Fraudulent misrepresentation of any part of another person's work as one's own. This includes submitting any writing that does not properly acknowledge the quoting or paraphrasing of another person's words or that fails to give proper credit for another person's ideas, opinions, or theories. This includes self-plagiarism or re-submitting an entire paper, copying, or recycling previous work.

2. **Cheating:** Use of unauthorized materials; receiving or giving help on papers, experiments, reports, compositions, projects, or examinations without the instructor's permission; possession or using unauthorized materials, electronic resources, and aids such as books, unauthorized website materials, one's own notes or those of another, and unauthorized calculators during an examination. Attempts at cheating shall be interpreted as cheating having taken place.

3. **Fabrication:** Falsification or invention of fictitious information or data in reports, lab results, patient data, bibliographies. Lying, intentionally misleading, or false communications with faculty, staff, administrators, patients, or preceptors, or any other academic/clinical undertaking.

4. **Interference:** Theft, alteration, destruction, or obstruction of the work of another person, including the theft, defacement, or destruction of learning resources such as computers, library periodicals, books, or electronic resources to deprive others of information.

5. **Collusion:** Assisting other students in acts of academic dishonesty or failure to report suspected incidents. This assistance could include unintentional or inadvertent dishonesty by not exercising proper care to protect the integrity of academic activities, whether formative or summative.

Incivility, Unethical, or Otherwise Unprofessional Behavior

1. Unprofessional Behavior or Incivility, including but not limited to rude, sarcastic, obscene, disruptive, or disrespectful remarks or behavior, verbal or physical threats, or damage to property.

2. Creating or accessing screen displays that could be visible to students, staff or faculty that have pornographic content or content that could be offensive to other viewers.

3. Creating and/or distributing electronic forms of communication that defame or discredit the College and/or its students, staff, or faculty.

4. Failure to maintain the tenet of patient confidentiality.

5. Behavior or action that could deceive, defraud, or harm the public, the College, and/or profession.

6. Lying or providing a false version of the truth that has been deliberately created

7. Falsifying, making incorrect entries, or failing to make essential entries in patient health records.

8. Failure of the student to identify student status when working with others.

9. Removal or suspension from any clinical or academic setting by appropriate administrative authority, or request to University or College personnel that it be considered.

10. Behavior that may endanger the campus community, patients, or the public, including participating in intentional acts or the failure to carry out appropriate or assigned duties where lack of doing so may endanger the health or well-being of a patient or client.

11. Failure to comply with College, program, or course policies and procedures (e.g., dress code, timely communication with instructor, preceptor or experiential coordinator, adherence to schedules, attendance policy, unexcused absences, enrollment, etc.). Student employment is never an acceptable excuse for missing class, laboratory, experiential rotations, internships, or other scheduled learning experiences.

12. Failure to return all equipment (computers, laboratory supplies, books, manuals, software, etc.) owned by the University (or external partners of the University) to the appropriate office of the University at the time of voluntary termination, dismissal, or termination.

13. Any act that denies, deprives, or limits the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community based on their actual or perceived membership in a federally protected class is a violation of the University policy on nondiscrimination. Protected classes include but are not limited to race, sex, religion, ethnicity, national origin, citizenship status, age, sexual orientation, gender, gender identity, and veteran or military status.

14. Any allegations of student misconduct that are perceived to infringe upon the federally protected civil rights of any member of the University community or its visitors will be addressed through the Civil Rights Equity Grievance Process found in the University Student Handbook, Campus Life Policies, https://www.butler.edu/student-life/student-handbook/campus-life/harassment/.

15. For allegations regarding harassment, sexual misconduct, sexual harassment, and domestic violence, see the university policy: https://www.butler.edu/student-life/student-handbook/campus-life/harassment/. This link includes procedures for harassment in a teaching or classroom setting.

Substance Abuse[5]

1. Abuse of alcohol or any illegal or controlled substance.

2. Alteration of records to conceal drug abuse.

3. Misappropriation, or illegal possession, use or sale of pharmacologically active agents.

4. Operating a motor vehicle while under the influence of alcohol and/or other drug(s).

5. Activities that result in the conviction of a drug-related or alcohol-related misdemeanor.

6. Violation of the Butler University alcohol/drug policies as contained in the Butler University Student Handbook.

7. Noncompliance or positive test results of required screenings or assessments.

Loss of or Failure to Procure Professional Credentials

1. Activities that result in probation, revocation, or suspension of any professional credentials by any healthcare regulatory board.

2. Practicing without appropriate credentials (e.g., intern license, technician license or expired credentials, affiliation agreement; insurance; non-enrollment).

3. Activities that result in actions taken by any Board of Pharmacy or other licensing Board within the United States resulting in probation and/or suspension or revocation of a professional license (e.g.., pharmacy technician license or pharmacy intern license) or refusal by a Board to grant a professional license.

4. Activities resulting in academic or professional actions or sanctions taken by other post-secondary institutions.

Misconduct or Illegal Activities

1. Activities that result in the conviction of a felony.

2. Termination of employment, internship, or experiential rotation for unprofessional or unethical conduct.

3. Any court-directed or law enforcement actions (e.g., local or state police, BUPD, State Excise Police - including, but not limited to arrests) for violations of city or state law (e.g., public intoxication, underage drinking, driving under the influence (DUI), driving while intoxicated (DWI), domestic violence, battery, theft) even if expunged from a permanent record.

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[5] For additional information related to substance abuse, see the College of Pharmacy and Health Sciences' policy on Substance Use, Abuse, and Dependency Policy

4. Misconduct for which students may be subject to sanctions as described in the most recent publication of the Butler University Student Handbook. Note that this is based only on the preponderance of evidence and does not necessarily require involvement of the criminal justice system or a conviction.

Reporting a Suspected Violation of the Professional Conduct Code

Faculty, staff, and students of the College have a responsibility to report all alleged violations of the professional conduct code by graduate and professional phase students to the Associate Dean of Academic and Administrative Services or the Assistant Dean for Student Affairs. The Assistant Dean for Student Affairs will immediately report the information to the Associate Dean of Academic and Administrative Services who will conduct an appropriate inquiry into the alleged code violation(s). "Alleged" refers to suspect behaviors that may have resulted in a violation of the professional conduct code. It is the responsibility of the Student Professional Conduct Committee, upon receipt of a report from the Associate Dean of Academic and Administrative Services, to determine whether charges should be brought against the student. Reporting alleged violations only opens an investigation.

Graduate and professional phase students must self-report their own potential violations of the conduct code, regardless of whether they occurred on- or off-campus, within 96 hours of the alleged event.
Faculty and staff who become aware of alleged violations of the professional conduct code both on- and off-campus have the responsibility to report this to the Associate Dean of Academic and Administrative Services. Faculty should also encourage graduate and professional phase students to self-report the incident within the appropriate period and/or suggest the student meet with the Associate Dean of Academic and Administrative Services or Assistant Dean for Student Affairs for guidance.

Students should report observations of suspected academic dishonesty to the course instructor or to the Associate Dean of Academic and Administrative Services. Written or verbal reports of violation of the Professional Conduct Code may be made by students, faculty, or proctors who identify themselves.
Faculty, staff, and/or proctors who observe or suspect academic dishonesty during an examination or who are informed of academic dishonesty by another student should:

- Remove unauthorized materials from the student
- Note the names of students in adjoining seats of the examination
- Allow the student to complete the examination
- Make photocopies or other electronic documentation of all relevant materials such as student papers, examinations, or electronic record.
- Report the incident to the 'faculty of record'

If the faculty of record believe there is sufficient grounds, they will report the incident by providing any documentation along with a narrative to the Associate Dean of Academic and Administrative Services who can also support the faculty in procedural questions. The faculty member's Department Chair may provide guidance and support to the faculty member as needed. All reports will be submitted to the University Dean of Students.

The COPHS Assistant Dean for Student Affairs can assist the student as a non-partial party in the reporting process; however, all reports received by the Assistant Dean of Student Affairs will be forwarded to the Associate Dean for Academic and Administrative Services for review.

Procedures upon Alleged Violation of the Professional Conduct Code

Once the incident is reported to the Associate Dean of Academic and Administrative Services (regardless of the source), the Associate Dean may visit informally with the person bringing the complaint about the incident. The Associate Dean of Academic and Administrative Services may interview the graduate and

professional phase alleged violator(s), make informal inquiries to gain a sense of depth to the alleged violation, or may request that the faculty involved (when appropriate) investigate the situation to the best of their ability, including interviewing the suspected student(s) for purposes of collecting information necessary for the Student Professional Conduct Committee (SPCC) reviewing the allegation. This information will be shared with the Chair of SPCC.

If the Associate Dean and Chair of the Student Professional Conduct Committee determine that there is not sufficient evidence to forward the allegation to SPCC, they may cancel further action. Both the Associate Dean and SPCC Chair must agree that there is not sufficient evidence to forward the allegation to SPCC. If there is disagreement between the two, the information will be taken to SPCC.

If the decision is made not to bring the allegation of graduate and professional phase students before the committee, a record of the investigation will be maintained in the student's permanent file with the notice of lack of responsibility. If a potential pattern of concern is noted with any future allegations, the Associate Dean of Academic and Administrative Services and Chair of SPCC may refer any previous or concurrent allegations to the Student Professional Conduct Committee to consider.

If the Associate Dean of Academic and Administrative Services and the Chair of SPCC determines substance to an allegation exists, the Associate Dean will prepare a typed statement to the alleged violator(s) that:

- Lists the specific allegation(s) by paragraph letter(s) and number(s) from the Professional Conduct Code
- Describes the incident under review, and,
- Lists facts in evidence that support the allegation
    - Including reference to information (as applicable) such as timeline, other witnesses, others in the area, and evidence (e.g., cheat sheet, assessment of similar exams, original and duplicate in alleged plagiarism, computer logs with time stamp, evaluation form). Opinion, speculation, personal feelings, or comments from a third party (hearsay) will be avoided in the statement.
- The originator of the allegation and any other witnesses asked to provide a written statement should be aware that the information provided is confidential but will be shared with the SPCC and the accused in totality.

The alleged violator can provide a written statement related to the allegations, which will be included in materials presented by the Associate Dean to the Student Professional Conduct Committee.

The Associate Dean of Academic and Administrative Services will present this information to SPCC for its review. After reviewing an alleged violation of the Professional Conduct Code, SPCC will determine whether the graduate or professional phase student is responsible for a violation of the Code. In its deliberations:

- A quorum of the voting members of the Committee must be present.
- Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to a party may result.
- The Committee may interview witnesses and the person(s) allegedly responsible for the Code violation.
- The student has the right to prepare a written statement and submit it in advance of the deliberation.
- At the student's request, an advisor may assist a student. The advisor may be the student's academic advisor or any other person of the student's choice. The advisor may act in an advisory capacity only and may not actively participate in the procedures (e.g., advisors may not question witnesses, provide opening or closing statements, or otherwise provide comments). An advisor will not be permitted to interfere with any procedure or review. The Chair may dismiss an advisor from the

hearing for actions perceived as being disruptive. The advisor may only be present when the student is present in the proceedings. After all the evidence has been heard and discussion has concluded, the Committee shall convene privately and decide whether the student is responsible for the alleged violation, and if so, determine the sanction(s), if any. An administrator of the College, usually the Associate Dean, shall also attend the hearing as a non-voting resource representing the College to provide background information to the parties as requested.

- All decisions shall be made by majority vote. The Committee will consider the totality of the information presented in reaching its decision and will use the "*preponderance of the evidence*" standard. For a finding of *responsible*, the Committee needs to conclude it was *more likely than not* that the student violated the Professional Conduct Code. The decision does not require evidence "beyond a reasonable doubt" but does require a preponderance of evidence (i.e., more likely than not).

- If the Committee concludes that there was no violation of the professional conduct code, a record of the investigation will be sent to the student and maintained in the student's permanent file with the notice of lack of responsibility. If future allegations arise, suggesting a pattern of concern, the Associate Dean of Academic and Administrative Services will include previous allegations, previous decided violations, and concurrent allegations to SPCC. Any records of investigation that yielded a decision that the student was not responsible for the violation will be expunged from the student's permanent file at the time of graduation from the University.

If the Committee believes the code has been violated, it will:
a) Recommend the appropriate sanction(s) for the code violation to the Associate Dean of Academic and Administrative Services.
b) Direct the Associate Dean of Academic and Administrative Services to notify the graduate or professional phase student in writing by e-mail with read/receipt, or hand delivery that the student is charged with a violation of the Code and the specific sanction(s) for the violation.
c) Direct the Associate Dean of Academic and Administrative Services to notify the faculty involved in the allegation that the Student Professional Conduct Committee has reviewed the case and what action was taken. Faculty associated with the case may discuss the outcome with the Associate Dean of Academic and Administrative Services.
d) The student's academic advisor and program director will be notified of the final decision / sanctions letter sent to the student.

The graduate and professional phase student's rights should be outlined to include:

a. The student may discuss the allegations and sanctions informally with the Associate Dean and/or Student Professional Conduct Committee.

b. The student may 1) accept the decision / sanctions of the Student Professional Conduct Committee, 2) appeal the decision of SPCC to the Dean of the College if they disagree with the decision / sanctions, or 3) request SPCC to review new information, if appropriate.

c. The rights of parties in a University student conduct review procedure as described in the Butler University Student Handbook will be observed during the hearing process.

For violations currently awaiting criminal, civil, or regulatory review, the Student Professional Conduct Committee, at its discretion, may delay any decision until the other body has made their decision. In this situation, the Student Professional Conduct Committee will assess the situation as it relates to the professionalism of the student and any effect on academic performance.

If there is new or clarified information that was unknown or unavailable during the original SPCC discussions that could impact the student's case, a student can request that SPCC review their case again. Withholding information during or declining to participate in the initial review is not grounds for an appeal based on new information. This request should be made to the Associate Dean of Academic and Administrative Services and include:

1. Source of the new information and explanation of that information.
2. Name(s) of who can present this information
3. Reason(s) why this information was not presented during the initial review.
4. Reason(s) why this information would significantly impact the original decision

If an SPCC decision is appealed to the Dean, the decision of the Dean is final.

Possible Sanctions for Violations of the Professional Conduct Code

The Student Professional Conduct Committee may recommend one or more of the following sanctions for violation of the Code to the Dean. The Dean of the College or their designee will invoke sanctions. Sanctions may include, but are not limited to:

- A written warning.
- Probation for a specified period, with specific conditions.
- Suspension from the College for a defined period.
- Dismissal as a student from the College for a defined period (e.g., duration of dismissal for academic reasons). Also, similarly, the student must apply for readmission to the College if they wish to return. (See Reapplication Process for Dismissed Students in the Academic Progress Policy) The Dean of the College shall act on the application for readmission.
- Termination as a student or candidate for a degree without possibility of readmission to the College.

Other sanctions

In some circumstances, the Student Professional Conduct Committee may recommend a sanction not listed above but which seems appropriate to the offense.

- Examples of such sanctions may include but are not limited to restrictions on student privileges, community service, reflection paper, research assignment, completion of an educational program, evaluation, and compliance of recommendations by credentialed counselors, referral for alcohol and/or drug use assessment, screening for substances of abuse, letter of apology, or personal apology.

Students on experiential rotations (Nursing, PA, or pharmacy) are also subject to sanctions from their respective Experiential Office. Students should contact the Experiential Office of their respective discipline for more information related to sanctions for a specific rotation.

For students, whose academic program requires that they apply for and hold licensure with state or federal agencies:

- If the offense is deemed by SPCC as reportable or is included in any list of reportable offenses provided by the licensing agency, the Associate Dean of Academic and Administrative Services must report the student to that licensing agency for potential action by their respective board.

A copy of the sanction(s) shall remain in the student's file in the office of the Dean of the College of Pharmacy and Health Sciences for a minimum of 5 years from date of graduation or last date of eligibility for undergraduate and graduate students within their degree program time limits.

At the discretion of the Instructor of Record, the student may also be subject to disciplinary action for academic dishonesty or issues of professionalism as described in the syllabus of the course in which the violation occurred.

APPEALS AND DUE PROCESS POLICY for GRADUATE AND PROFESSIONAL PHASE STUDENTS

If a student encounters a situation at the College that cannot be satisfactorily resolved by consultation among the parties concerned, or if a student believes they have been unfairly treated, they should communicate concerns to the Associate Dean of Academic and Administrative Services within 5 business days after the incident occurred.

All College students have the right to appeal the decisions of the Student Professional Conduct Committee or the Associate Dean to the Dean of the College. The request for appeal must be based on an error of fact or a procedural error that significantly impacted the outcome of the hearing. It is recommended that students address any concerns initially to the Associate Dean of Academic and Administrative Services or the Assistant Dean for Student Affairs.

The student may appeal a decision regarding sanction(s) invoked by submitting a written appeal to the Dean of the College of Pharmacy and Health Sciences within 5 business days of receiving the College's decision.

All professional conduct decisions made by the Dean are final.

Authority

If a graduate or professional phase student's act results in a violation of the COPHS student professional conduct code together with a violation of the University regulations as defined in the Butler University Student Handbook, the Associate Dean will consult with the Dean of Students for the University. They shall determine whether the Student Professional Conduct Committee or the Dean of Students will have authority over the matter. In matters of professional conduct, both jurisdictions may hear the case.

Student Substance Use, Abuse or Dependency Policy

Purpose

Recognizing that chemically dependent students may potentially harm themselves, the greater campus community or the public, the College advocates treatment and rehabilitation for such students in a manner that protects public health and that creates the opportunity for recovery and continuation in the programs of the College.

In developing and implementing this policy, the College's goals are to:

- Provide compassionate assistance for chemically impaired students in a way that protects the right of the individual to receive treatment in strict confidence
- Protect society from harm that impaired students may cause
- Afford recovering students who are not legally restricted and no longer chemically dependent the opportunity to continue their education without stigma or penalty

Definition

According to the American Psychiatric Association, "the essential feature of Substance Dependence is a cluster of cognitive, behavioral, and physiological symptoms indicating that the individual continues use of

the substance despite significant substance-related problems. There is a pattern of repeated self-administration that can result in tolerance, withdrawal, and compulsive drug-taking behavior."

Procedures

Students enrolling as part-time or full-time students in the educational programs of the College of Pharmacy and Health Sciences are required to sign a statement agreeing to abide by this policy as a condition to initial and/or continuing enrollment in the College's programs.

A student who recognizes a problem that may relate to their use of alcohol, or a chemical substance is encouraged to voluntarily seek assistance from their family physician, a licensed substance abuse professional, or other appropriate assessment and treatment facility. A student may make a confidential request to the Butler Counseling and Consultation Services Office in the Health and Recreation Complex to obtain a list of assessment and treatment facilities for substance abuse in the Indianapolis area.

Butler University faculty, staff or students who believe that a student may be experiencing problematic use of chemical substances should report their concerns to the Associate Dean of Academic and Administrative Services. Upon the recommendation of the Student Professional Conduct Committee, the Associate Dean may require a student to undergo a professional assessment for substance use, abuse, or dependency. Student behaviors or circumstances that could cause the Associate Dean to take this action include:

- Precipitous deterioration in academic performance

- Frequent and/or regular absences from class or rotations

- Physical symptoms such as dilated or constricted pupils, incoherent, rambling, or slurred speech, tremors, unsteady gait, recurring nausea, and vomiting, aggressive or belligerent behavior, precipitous weight loss, or smell of alcohol or marijuana on person

- Corroborated or credible written report(s) from faculty, staff, students, University residential life, or law enforcement or regulatory agencies regarding suspected substance use, abuse, or dependency by a student

When any of the above circumstances raise concerns regarding a student's possible substance use, abuse, or dependency, the Associate Dean will gather information regarding the possible substance use and will provide this information to the Student Professional Conduct Committee (SPCC). The student will sign the appropriate releases authorizing the Dean of Students office and BUPD (Butler University Police Department) to provide all relevant information relating to prior incidents of substance use, abuse, or dependency. SPCC will review all available information and will make a recommendation as to whether the student will be required to undergo a professional assessment for substance use, abuse, or dependency. If such an assessment is deemed appropriate, SPCC shall advise the Associate Dean who shall notify the student that they are required to undergo such an assessment. When a student is required to undergo a professional substance abuse assessment, the Associate Dean will provide a list of persons who are approved to conduct the assessment. The student will promptly sign the appropriate releases so that the results of the assessment may be communicated to the Associate Dean.

If a student is found, by professional assessment, to be chemically dependent, the student will be required to participate in a treatment and recovery program approved by the Dean of the College of Pharmacy and Health Sciences. The treatment and recovery plan may be monitored by an agency with specialized expertise working in the student's discipline area and mutually agreed to by the Dean of the College and the student. The student will promptly sign the appropriate releases so that information on the student's ongoing

treatment and recovery may be provided to the College to demonstrate continuing policy compliance. If the treatment and recovery plan require that the student be away from the University for a period that is inconsistent with continuing academic progress, the leave of absence policies of the University and College will apply. The student will bear the cost of the professional assessment and of all subsequent treatment and recovery care.

Students who fail to adhere to this policy in any respect, including, without limitation, undergoing a required professional assessment for substance use, abuse, or dependency, will be subject to disciplinary action, up to and including dismissal or termination from the College. As with all disciplinary actions, the student's right to appeal a disciplinary action is governed by the policies of the College. The disciplinary appeal procedures for the College are described in the professional conduct code contained in the COPHS Student Handbook.

The Associate Dean will coordinate a student's continuation or re-entry into the academic activities of the College. The continuation or re-entry agreement may place restrictions on the student's classroom, laboratory or rotation activities that are in the best interest of the recovering student, the University, and the public. All records of actions taken under this policy will be governed by the same confidentiality and access restrictions as all other student academic records. Nothing in this policy shall be interpreted as superseding or amending any University policy relating to a student's use of alcohol or illegal drugs. Accordingly, disciplinary action may be taken by the University, up to and including dismissal of the student, consistent with the University's policies. In addition, this policy may be amended by the COPHS at any time at its sole discretion.

Any student concerned about a substance-related problem can consult with local substance abuse counselors. Butler University's Counseling and Consultation Services recommends facilities such as Community Fairbanks Recovery Center, Tara Treatment Center, or The Willow Center.

Although on-going therapy is voluntary, students from COPHS who are required by the Student Professional Conduct Committee and/or Associate Dean to undergo a professional substance abuse assessment, the student will be financially responsible for any assessments, required monitoring, or therapy. For more information, students may call CCS at (317) 940-9385.

Policy Statement on Technical Standards (Non-Academic Criteria)

Required for Professional Program Admission and Retention

The College of Pharmacy and Health Sciences of Butler University is committed to treating all individuals within the University in a fair and equitable manner. To this end, all qualified individuals, including those with disabilities, will be considered for admission into the professional programs. Furthermore, it is the policy and practice of the University to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Under these laws, no otherwise qualified individual with a disability will be denied access to or participation in services, programs, and activities of the College. Individuals are not required to disclose the presence or nature of a disability. However, a candidate/student may wish to discuss concerns about the technical standards with the relevant faculty or staff member. Depending on the circumstances, this may include the Dean or their designee and/or the Director of Student Disability Services (JH136, 940-9308).

The following technical standards describe the essential functions that students must demonstrate to fulfill the requirements of the pharmaceutical and PA programs and thus are prerequisites for entrance, continuation, and graduation from the programs. Candidates/students need to possess the skills and abilities, with or without reasonable accommodations that will allow successful fulfillment of the requirements necessary to complete the program.

The College will consider any candidate who demonstrates the ability to perform or learn to perform, with or without reasonable accommodations, the skills that are listed in this document. Continued enrollment and graduation will depend on the successful demonstration, again with or without reasonable accommodations, of both the knowledge and skills listed in this document as well as successful completion of academic requirements. The respective program's Academic Progression Committee will monitor the individual student's ongoing demonstration of such knowledge and skills.

Students who believe they will require disability accommodations while attending class in the Pharmacy and Health Sciences Building should contact the Director of Student Disability Services as soon as is convenient after matriculating to the University, but preferably no later than September 1st of the academic year they enter the University. Students who believe they will need to have disability accommodations arranged for their pharmacy or PA experiential rotations should consult the Director of Student Disability Services. For pharmacy students, they should make this notification before April 1st of their P1 year. MPAS students should make this notification upon matriculation into the PA program. The Director of Student Disability Services will initially meet with the student to determine how best to accommodate the student's disability and then will communicate this information to the program rotations coordinator and the Associate Dean of Academic and Administrative Services.

Required Technical Standards

The College of Pharmacy and Health Sciences faculty has specified the following non-academic criteria ("technical standards") that all candidates/students are expected to meet, with or without reasonable accommodation, to participate in the educational programs of the College.

1. **OBSERVATION:** The candidate/student must be able to participate actively in all demonstrations and laboratory exercises in the basic sciences, and to assess and comprehend the condition of all patients assigned to him or her for examination, diagnosis, and treatment. Such observations and information acquisition usually requires the functional use of visual, auditory, and somatic sensation.

2. **COMMUNICATION:** The candidate/student must be able to communicate effectively and sensitively with patients to elicit information, describe changes in mood, activity, and posture, assess non-verbal communications, and be able to effectively and efficiently transmit information to patients, fellow students, faculty, staff, and all members of the healthcare team. Communication skills include speaking, reading, and writing, as well as the observation skills described above.

3. **MOTOR:** The candidate/student must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers, be able to perform basic laboratory tests, possess all skills necessary to carry out diagnostic procedures and be able to execute motor movements required to provide general care and emergency treatment to patients. The candidate/student must possess the fine motor skills to perform the requirements of the profession.

4. **INTELLECTUAL:** The candidate/student must be able to measure, calculate, reason, analyze, and synthesize. Problem solving the critical skills demanded of healthcare providers requires all these

intellectual abilities. In addition, the candidate/student must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. The candidate/student must have the capacity to perform these problem-solving skills in a timely fashion.

5. **BEHAVIORAL and SOCIAL ATTRIBUTES:** The candidate/student must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients and others. Candidates/students must also be able to tolerate taxing workloads, function effectively under stress, adapt to changing environment, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, commitment, and motivation are personal qualities which each candidate/student should possess.

Student Organizations and Student Leadership

Mission of Student Organizations

The Butler University COPHS has always recognized and encouraged participation in student activities and organizations as a vital part of a student's total educational experience and professional development.

Student Organizations must abide by all policies of the University's Department of Student Involvement and Leadership, which may be found at https://www.butler.edu/involvement.

New Organizations

Students wishing to establish a new organization must first submit their proposal at the University level to the Student Involvement and Leadership (SIL) Office and follow all guidelines to become a recognized student organization. During this process, it will be determined that the organization may be associated with COPHS. Once an organization is recognized at the University level, the SIL office will notify COPHS of its approval with potential of being recognized by COPHS. The new organization may request via email to be recognized at the College level directly. Requests should be directed to the COPHS Office of Student Success. This recognition requires approval in writing from the Assistant Dean of Student Affairs and the Dean. The student organization must continue to comply with all University Campus Activities guidelines. Benefits to COPHS recognized student organizations include:

- Ability to submit announcements, requests, etc. to COPHS News You Can Use newsletters and digital displays
- Promotion to potential and new students through Admissions recruiting events and outreach activities
- Inclusion in COPHS Student Organization Fairs
- Support from COPHS administration through representation in COPHS Health Science Student Assembly (HSSA)

All student organizations must have a faculty advisor. Student organizations who change advisors during its existence can consult with the College's Office of Student Success (OSS) to determine which faculty members are eligible. Faculty Advisor agreement forms are distributed via the University's Department of Student Involvement and Leadership in the Spring semester for the next academic year. These forms can be found in

the SIL Engage website available to all student organizations. Training for all faculty advisors is offered to those who volunteer for this position through the SIL office.

Academic and Professional Eligibility for Leadership Roles

Any undergraduate member of an organization who wishes to run for or hold office must have a GPA of 2.0 and not be on academic or professional probation. Any graduate student who wishes to run for or hold an office must have a GPA of 3.0. A list of potential students nominated to run for an office must first be cleared by the OSS. For student confidentiality, this list should be provided by the faculty advisor.

Any organization officer that does not have a semester AND cumulative average of at least a 2.0 and/or is currently on academic or professional probation must resign their position.

Event Registration

All COPHS student organizations must review and abide by all University policies and complete all the necessary documentation based on the type of event as required by the University's Department of Student Involvement and Leadership. All relevant policies and forms can be found in *Butler Engage,* the comprehensive student engagement platform used by the University's Department of Student Involvement and Leadership. The Office of Student Success must be informed of all events at least two weeks in advance of the event. COPHS OSS reserves the right to intervene with or cancel an event if it is deemed inappropriate or hurtful to its mission, goals, or policy and procedures.

Fundraisers

It is recognized that each organization will have fundraisers throughout the year to support the organization and its activities. All student organizations must review and abide by all University policies and complete all the necessary documentation based on the type of fundraiser as required by the University's Department of Student Involvement and Leadership. All relevant policies and forms can be found in *Butler Engage* website including an approved vendor list. The Office of Student Success must be informed of all fundraising efforts at least two weeks in advance of the event. COPHS OSS reserves the right to intervene with or cancel any fundraiser if it deems inappropriate or hurtful to its mission, goals, or policy and procedures.

Solicitation of funds from corporate sponsors may not be done without the approval of the COPHS Dean.

Organization Funds from the College

Student organizations may request College support for special activities. Students must discuss the request with the Assistant Dean for Student Affairs and the request will be forwarded to the Dean of the College for consideration.

Use of University Logo, Stationery, Trademarks, and Images

All student organizations must review and abide by all University policies and complete all the necessary documentation using the Butler University logo and university owned images. All relevant policies and forms can be found in *Butler Engage website.* COPHS OSS reserves the right to intervene with or cancel any use of the COPHS logo if it deems inappropriate or hurtful to its mission, goals, or policy and procedures.

Health Sciences Student Assembly

The Health Sciences Student Assembly (HSSA) serves as the official forum in which the College's students can express their positive aspirations, concerns, and ideas for the College and their respective professions. HSSA facilitates the development of responsible and representative student government and serves as a liaison

group with each of the classes and student organizations. Each COPHS program class and recognized student organization will have representation on HSSA. Post-professional programs do not participate in the HSSA.

For a student to be eligible to participate in HSSA, one must not be under University or College academic or professional probation.

Each program class and student organization must submit to the Office of Student Success its elected officers at the beginning of each semester to verify maintained eligibility. This review will be conducted in collaboration with the Office of Academic Affairs. For student confidentiality, this list should be provided by the faculty advisor. If a student becomes ineligible while an organization officer or HSSA representative, the student must resign from office.

The Constitution for the Health Sciences Student Assembly can be found in Appendix C of the COPHS Student Handbook.

Student Elections for Class Officers and HSSA Representatives

The procedure for election of the College's class officers were developed in consultation with students. The Office of Student Success will accept nominations and oversee elections at the start of each initiating term (April for BSHS and Pharmacy students, and May for PA students). Elections will be by electronic ballot. The Assistant Dean for Student Affairs will report the results of each electronic election to the respective class as expeditiously as possible. Post-professional programs do not participate in the HSSA, nor do they have class officers.

Students holding office either as class officers or as student members of the HSSA must not be on academic or professional conduct probation.

These procedures shall apply to the following elected positions and terms of office:

BSHS students

In the 1st and 2nd year classes, each will elect one representative to HSSA from each major.

For students with Junior and Senior standing, each class will elect the following officers to serve a 1-year term.

- President - Serves on the Deans' Student Advisory Council
- Vice President - Serves as class representative on HSSA or appoints class officer designee
- Secretary-Treasurer
- Social Chair

Pre-pharmacy students

Both the PP1 and PP2 classes will each elect one representative to HSSA.

Professional Phase Pharmacy students—P1, P2, and P3

Each professional phase pharmacy class will elect the following offers to serve a 1-year term except the P3 class officers, which will serve a 2-year term for both P3 and P4 years.

- President - Serves on the Deans' Student Advisory Council
- Vice President - Serves as class representative on HSSA or appoints class officer designee
- Secretary-Treasurer
- Social Chair

MPAS students - MPAS 1 and MPAS 2

The MPAS 1 class will elect a class President who will serve for a 2-year term.

- President - Serves on the Deans' Student Advisory Council

The MPAS students are also governed by the Physician Assistant Club (PAC) Officers since all MPAS students are part of the PAC. PAC Officers each serve a 1-year term

- PAC President
- PAC Vice President - Serves as class representative on HSSA
- PAC Secretary/Treasurer
- PAC Outreach Chair
- PAC Fundraising/Social Chair - Serves as class representative on HSSA

COLLEGE HANDBOOK APPENDICES

Appendix A – Orientation College and University Forms

Faculty advisors can obtain forms at https://my.butler.edu/rr/forms-for-faculty-and-staff/

Petition for Elective Course Variance –University

Core

Core Variance Form

COMPLETE FORM AND SEND TO CORE@BUTLER.EDU FOR CORE DIRECTOR REVIEW
This form is for courses taken at Butler. For non-Butler classes, use a Transfer Course Approval Form (found at https://www.butler.edu/registrar/transfer-credits).

Student Name:		Date:		
ID Number:		Advisor:		
Email Address:		Primary Major:		
Local Address:	Street Address:			
	City:	State:	Zip Code:	

Core Course:
- ☐ Analytical Reasoning
- ☐ First Year Seminar
- ☐ Global and Historical Studies
- ☐ The Natural World
- ☐ Perspectives in the Creative Arts
- ☐ Physical Well Being
- ☐ The Social World
- ☐ Texts and Ideas

Other Graduation Requirement:
- ☐ Indianapolis Community Requirement
- ☐ Social Justice and Diversity

Proposed Replacement Course:

Semester Taken:

Approved:

_____   _____
FYS/GHS Director or Chair of Department Offering Course   Date

_____   _____
Faculty Director of the Core Curriculum (JH109)   Date

NOTES: Copies of the approved request form will be distributed to: 1) the Registration and Records Office; 2) your advisor; and 3) your dean's file. You will receive notice whether or not your request has been approved.

Last Updated: August 2021   1

Non-Core
Faculty advisors can obtain forms at https://my.butler.edu/rr/forms-for-faculty-and-staff/

Request for Permission for non-CORE Course Variance

Student: _____ Student ID #: _____ Date _____

Major/Minor for which the variance is requested: _____

College: LAS   LSB   COPHS   COE   JCA   CCOM   DPS

Check One: First-Year   Sophomore   Junior   Senior   Graduate

The information below is to be completed by the student's advisor or relevant department chair

Required Course/Requirement:

_____
Course - Letter designator, Number, Title, and # of credits

Substitution:

_____
Course - Letter designator, Number, Title, and # of Credits   Semester Enrolled

Justification and/or Rationale for substitution:

_____

Variance Approved   Variance Denied

_____
STUDENT SIGNATURE & DATE (LSB, CCOM)

_____
ADVISOR SIGNATURE & DATE (LSB, COE, CCOM)

_____
DEPT HEAD/DEPT CHAIR/DIRECTOR SIGNATURE & DATE (LAS, CCOM, JCA)
or FACULTY MEMBER WHO TEACHES THE COURSE (COPHS) & DATE

_____
ASSOCIATE/ASSISTANT DEAN SIGNATURE & DATE (COE, JCA, LSB, COPHS, CCOM)
or (LAS: only required for an LAS Language Requirement variance)

Comments: _____

December 2020 /Revised January 2024

Independent Study Approval

Please expand your responses onto a separate sheet of paper to effectively answer the questions!

Student Name: _____ Butler ID number: _____

Student's Academic Program/Major (circle one):

  BSHS-HS BSHS-HCB Pre-Pharm Pharmacy PA MSPS

Current Year in Program/ Major: _____

Information on the Independent Study Course:

Course number/Name: _____

Butler faculty advisor/instructor: _____Credit hours:_____

Academic term when work will be completed: Semester _____Year _____

Will the independent study be completed at Butler University? (please circle) Yes No

If no, where and with whom will the work be completed? _____

_____

STATEMENT OF THE PROBLEM TO BE SOLVED:

_____

_____

GOALS OF THE PROJECT:

_____

_____

PROJECT METHODOLOGY:

_____

_____

METHOD OF EVALUATION TO BE USED FOR THIS COURSE:

_____

_____

Budget Requested: _____

Is student receiving financial remuneration? (please circle)   Yes   No

If yes, explain: _____

Student Signature: _____DATE _____

APPROVAL   _____DATE _____

Butler Project Mentor/Instructor

APPROVAL   _____DATE _____

Associate Dean of Academic and Administrative Services

APPROVAL   _____DATE _____

Chair, Academic Progression Committee

For Academic Affairs Use Only:

COURSE NUMBER ASSIGNED: _____

Locker Request

This is a copy of the online form which must be completed prior to lockers being assigned. It is provided here for your information only. Questions or inquiries should be addressed to the Assistant Dean for Student Affairs, Dr. Gayle Hartleroad at ghartleroad@butler.edu

Student Name printed: _____

Student Cell #: _____   Student ID#: _____

Program/Class year: (check one)

      PharmD P1 _____   PharmD P2 _____   PharmD P3 _____

      MPAS 1_____   Other: _____

Priority will be given to students in the following order:

- Do you have a disability or special need (e.g., Do you qualify for special parking?)
- You must be willing to share with at least one other student. Students sharing lockers should submit forms together.
- Are you a commuter student?
- Will you have a lab course in the building?

Please explain if you qualify for priority assignment for these or other reasons:

_____

_____

Complete the back of this form and return it to the COPHS Office of Student Success (PHSB 110) during normal business hours.

Please call 317-940- 6122 with questions or comments.

Locker Rules

(review and initial where indicated)

1. Students will be permitted to use the locker for one academic year, expiring each year on the Monday after Commencement.

2. Students must remove the lock and contents from the locker by the Monday immediately following May Commencement. Failure to do so will result in the lock being cut and the contents discarded after 14 days (about 2 weeks). Lock removal and locker cleanup is the responsibility of the user. A $50 fine may be assessed if there is failure to remove lock and clean out locker.

   Please initial: _____

3. Photographs, stickers, magnets, or signage should not be placed on the outside of any locker.

4. COPHS is not responsible or liable for any damage or theft of property from the lockers. Use the lockers at your own risk. Locker contents are not insured by COPHS; therefore, students are discouraged from storing valuables.

5. Due to the potential for bugs and other pests, food must not be stored in the locker. Also, perishable, or malodorous items; flammable, corrosive or otherwise dangerous substances; illegal or illicit items or substances; firearms; items banned on campus by University policy; noise-emitting devises; or other items deemed to be harmful, offensive, or inappropriate by COPHS may not be stored in the locker.

   Please initial: _____

6. Student will lose locker privileges for violation of any College policies.

7. Locker is **subject to inspection** without advance notice.

I have reviewed these, and all policies related to locker usage which are outlined in the COPHS Student Handbook. I agree to these rules and policies.

Signature of student: _____ Date: _____
Student Signature

For Office of Student Success Use Only:

Assigned Locker number: _____

Combination number or date extra key provided: _____

Processed by: _____

Student Complaint

BUTLER
COLLEGE of PHARMACY and HEALTH SCIENCES

Student Complaint Form

(adapted from the Butler University Student Complaint Form available at www.butler.edu)

This form is to be used to submit a formal complaint regarding an issue in which a student has not been able to satisfactorily find resolution as outlined the COPHS Student Handbook in the General Policies section, "Handling Student Complaints and Concerns". Completed forms will be routed to the Office of Student Success or the Associate Dean for Academic Affairs for distribution as appropriate. For assistance with completing this form, please contact the Assistant Dean for Student Affairs by phone or email.

Background Information

The College of Pharmacy and Health Sciences will not be able to respond to complaints submitted anonymously. Please include our contact information below:

Your full legal name and Butler ID number:

Phone number where you are most easily reached:

Your email address:

Your campus (or local) address:

Nature of the complaint (REQUIRED to check at least one):

- ☐ Academic
- ☐ Experiential
- ☐ Co-curricular
- ☐ Policy related
- ☐ Service related
- ☐ Interpersonal
- ☐ Group (class or academic unit)
- ☐ Group (student organization)
- ☐ Other (please explain):

Date and location of incident (REQUIRED):

Information About Your Complaint (REQUIRED)

Please describe your complaint in detail. Include names of individual involved, locations and dates:

What attempts have you made to resolve your complaint? Include who you contacted and what transpired including dates:

Why do you think the complaint was not able to be resolved in your prior attempts?

What resolution are you seeking?

Supporting documentation in the form of photos, videos, email or other supporting materials may be provided.

For COPHS faculty/staff completion only: Date/time form received:	By whom:

Receipt of Handbook

All COPHS students will be instructed during Orientation to complete the following forms electronically (all three sections). Students may update their election related to the Appearance Release form at any time. Both the initial acknowledgements and any updates will be completed using the link found with the COPHS Handbook in COPHS Community Resources on Canvas. A copy is provided here for your reference. These forms were initially ratified Fall 2000 and updated Fall 2020.

Acknowledgement of COPHS Handbook

Please carefully read the important information in all the next three sections/pages. At the end of each, please click to acknowledge you have read and agree/certify to their contents. On the final page, please provide your information and signature.

CERTIFICATION OF RECEIPT AND ORIENTATION TO THE COLLEGE OF PHARMACY AND HEALTH SCIENCES STUDENT HANDBOOK

By my signature, I certify that I have received and read a copy of the *COPHS Student Handbook*, that I have participated in a discussion of its contents, and that I agree to follow the policies and procedures contained therein. My signature also certifies that I acknowledge it is my responsibility to initiate a conversation if I have questions or need additional assistance above what was provided to the class related to the *COPHS Student Handbook* or if I missed the scheduled orientation. This can be scheduled through the Office of Student Success, PHSB 110. Policies and procedures in the Handbook are subject to change without notice. Students are held responsible for the most current version of the Handbook which is always accessible both on the College of Pharmacy and Health Sciences (COPHS) website at https://www.butler.edu/cophs and in the Canvas organization "COPHS Community Resources."

Please click the statement below

☐ I acknowledge I have received, been oriented to, and agree to the College of Pharmacy & Health Sciences Student Handbook.

COPHS Appearance Release

BUTLER UNIVERSITY COLLEGE OF PHARMACY AND HEALTH SCIENCES APPEARANCE RELEASE FORM

By my signature, I agree for Butler University and the College of Pharmacy and Health Sciences to capture my likeness and authorize permission to use my likeness in a photograph or video for all its publications, including but not limited to all printed and digital publications, video presentations, and all social media created both within and outside the classroom related to educational purposes. I understand and agree that any photography using my likeness will become property of the College of Pharmacy and Health Sciences and will not be returned, unless otherwise specified. I understand that class sessions and projects may be audio and/or video recorded. I have no objection to Butler University using my name, voice or likeness for educational purposes, and I hereby permit Butler to release the education records that consist of recordings of my voice or likeness as I participate in classes (such as when I am making presentations or asking questions in the class) and/or depictions in the recordings of presentation slides or other materials I have created for classes. This information may be released and viewed by third parties (e.g., primarily future Butler University students). I am allowing this release of my education records for educational purposes to further the education of other students. There is no time limit on the validity of this consent and release. I understand my agreement is voluntary and is not a condition or requirement of my participation in the class or my attendance at Butler.

Please select your response below
- I agree to the terms above
- I decline permission to post any presentations or likeness of me in audio, video, or still photographic formats, for any use including website, social media, educational purposes, or in printed publications and will submit a digital photograph of me to the Assistant or Associate Dean of the College to ensure the College will not include me.

You will also be asked to provide the following:

First, Middle, Last Name
Student ID Number
COPHS Program and Anticipated Year of Graduation

Please sign below acknowledging your receipt of the information provided and confirmation of your responses.

Signature: _____

Exposure Incident Report Form

Student-employees: Report ALL workplace accident/incidents associated with resulting injury or illness to human resources within 24 hours or as soon as possible. The form for student-employees can be found on the HR website. https://www.butler.edu/human-resources/forms/

If a student is not an employee of the university, they should report all other exposures or incidents using the Exposure Incident Report Form in found in Appendix A. This form should be completed by the Student and submitted to the Program Director of your Academic Program.

Exposure Incident Report Form

To Be Completed by Student and Reviewed with the Program Director and / or the Director of Experiential Education of your Program

Student_____   Date of Birth_____

Best Contact Phone #_____   Date Report Completed_____

Exposure Date_____   Exposure Time_____

Name of **Course and Faculty Member** or **Rotation, Preceptor** and **Location** at the time of exposure:

_____

_____

Nature of incident: Check appropriate box.

      Type of Exposure: [ ] Blood   [ ] Chemical   [ ] Other:

                            [ ] Body Fluid   [ ] Airborne

Describe details of incident:

_____

_____

Describe what task(s) were being performed when the exposure occurred:

_____

_____

Were you wearing Personal Protective Equipment (PPE) at the time of the incident (gloves, gown, goggles, splash guard, etc.)?   Yes_____   No_____

If yes, please list:

_____

_____

Did the PPE fail?   Yes_____   No_____

If yes, explain how:

_____

_____

To what fluids/particles/chemicals were you exposed?

_____

_____

What parts of your body became exposed?

_____

_____

Were there any witnesses to the incident?   Yes_____   No_____

If yes, who (list their name and role at the site of the incident)?

_____

_____

Please provide the contact information of the witness:

_____

_____

Did you receive medical attention?   Yes _____   No_____

If yes,

Where_____

When_____

By whom_____

What protocols were followed, tests ordered?

_____

_____

Health status of source (if known): *Please do NOT include identifiers of the source like name, DOB, etc.*

_____

_____

Student Signature_____   Date_____

 Faculty / Preceptor Signature_____   Date_____

Program Director or Experiential Education Office

Date received/reviewed:_____

Program Director Signature:_____

Follow-up Notes:

_____

_____

_____

_____

_____

_____

       Date:_____

       Signature:_____

Follow-up Notes:

_____

_____

_____

_____

_____

_____

       Date:_____

       Signature:_____

Acceptance of Professional Conduct Code including Substance Use, Abuse or Dependency Policy

COLLEGE OF PHARMACY AND HEALTH SCIENCES PROFESSIONAL CONDUCT CODE AND STUDENT SUBSTANCE USE, ABUSE, AND/OR DEPENDENCY POLICY AGREEMENT

As a condition of acceptance into the Butler University College of Pharmacy and Health Sciences programs, students are asked to sign this agreement indicating that they will adhere to the terms and conditions of the Professional Conduct Code and the Student Substance Use, Abuse, and/or Dependency Policy. When signed, this agreement will remain in effect if the student is enrolled in the College. Students who are believed to be

chemically dependent will be required to undergo a professional assessment to determine if substance use, abuse, and/or dependency is present. If substance abuse or dependency is confirmed the student will be required to complete a treatment and recovery program as recommended and implemented under the supervision of appropriate healthcare professionals. The treatment and recovery plan will be monitored by entities designated by the Indiana Board of Pharmacy or by another agency mutually agreed to by the Dean of the College and the student. All medical costs incurred for the initial substance abuse assessment and for subsequent treatment and recovery programs are the responsibility of the student. Students who do not adhere to this policy will be subject to disciplinary action, up to and including possible termination from the College of Pharmacy and Health Sciences. I agree to adhere to the conditions of this agreement as stated above. I understand that any **failure or refusal** to adhere to the terms and conditions of this agreement may result in disciplinary action, up to and including possible termination from the College of Pharmacy and Health Sciences. I agree, to the extent permitted by law, to hold harmless the Butler University College of Pharmacy and Health Sciences and Butler University from any claims arising out of my participation in our compliance with the Professional Conduct Code and Student Substance Use, Abuse, and/or Dependency Policy.

Please click the statement below
  ☐ I acknowledge I have read and agree to the College of Pharmacy & Health Sciences Professional Conduct Code and Student Substance, Abuse, and/or Dependency Policy

Appendix B – Course Policy Statements

Policy Statements for All Courses in College of Pharmacy & Health Sciences

All students taking courses in the College of Pharmacy and Health Sciences (COPHS) are subject to the terms of the Course Policy Statements.

Professional Responsibility

All enrollees in COPHS courses are expected to adhere to professional decorum in all activities related to this course and programs. Students are responsible for their own attendance, preparedness, handling of common COPHS resources and equipment, participation, and their performance in this course.

Academic Integrity

Academic dishonesty in all its manifestations is unacceptable behavior and is inconsistent with the professional integrity required. Students must be fully aware of what constitutes academic dishonesty as claims of ignorance cannot be used to justify or rationalize dishonest acts. Behaviors that constitute academic dishonesty are clearly described in the Professional Conduct Code of the College in The College of Pharmacy and Health Sciences Student Handbook that is located on Canvas under "COPHS Community Resources." Students in COPHS courses are expected to read and to abide by this policy. The procedures outlined in this policy will be followed should any breach of academic integrity occur in this course.

Use of Turnitin

Students agree that by taking this course all assignments may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All papers submitted to Turnitin become source documents in the Turnitin.com reference database, which is used solely for detecting plagiarism of such papers. Additional notifications are found on the Canvas site used in this and other Butler courses. Additional information is also available on the Usage Policy posted on the Turnitin.com site.

Use of Proctorio

Students agree that by taking this course, all quizzes and exams may be subject to proctoring through Proctorio.com with integrity videos and reports passed on to the instructor and/or institution. Students agree to having their identity verified by Proctorio and allowing Proctorio to monitor them by webcam, microphone, browser, desktop, and other means including a scan of your surroundings and computer display. Additional notifications are found on the Canvas site used in this and other Butler courses. Additional information is also available on Proctorio's site for Terms of Service and Privacy Policy.

Audio and Video Capture

As a part of coursework, students may be asked to demonstrate content knowledge and counseling skills using audio and video capture via Panopto, Zoom, or other recording devices. This material will then be made available to the student for self-assessment. It may also be shared with other students in the same course and with the instructor for feedback. It is important to understand the copyright, intellectual property, and patient/student privacy implications of these and similar recordings:

1. "The University generally owns and/or has license rights to all copyright, trademark, service mark, patent, trade secret, and know-how rights created or developed by the faculty, staff, and students of the University. The University does not, however, generally claim ownership to academic work created by students." The University maintains an Intellectual Property Policy.
2. Any outside use, reproduction or mixing of audio and video materials recorded by students or faculty as part of a course is forbidden without the express written consent of the course instructor and all parties involved in the recording. This includes use in e-Portfolios or on social media and internet sites such as YouTube or Facebook, etc.

Violation of this policy be considered a violation of the COPHS Professional Conduct code. Such a Code violation will result in appropriate sanctions by the College's Academic and Professional Affairs Committee.

Computer Policy, Skills, and Competency

All COPHS students must adhere to the computer use policies outlined under "Computer Procedures and Guidelines" in the "University Computing" section of the Butler University Student Handbook. Students in this course are expected to read and to abide by these policies. If you have any concerns, call the Help Desk at 317-940-4357.

Use of Electronic Communication Devices

Use of electronic devices for non-academic purposes during class time is inappropriate and may result in sanctions. In respect to the learning environment of fellow classmates, students are expected to turn off pagers and cellular telephones while in class or class-related activity. Acoustic devices that block the auditory canal from normal hearing are not to be worn in the classroom or during exams. Use of laptops/tablets or technology other than for instructional use during class is inappropriate (e.g., checking e-mail, surfing the Internet, instant messaging, etc.). Students who fail to comply may be asked to leave the course-related activity. It may be considered an unexcused absence. If the problem is recurrent, it may be considered unprofessional conduct.

Should a student need to be reached in an emergency, the student should direct the person needing to contact them to telephone the College office (317-940-9322). In cases of emergency, the College staff will make every effort to locate a student who is in a college-related course and to transmit requested emergency information. Disregard of this policy by a student may result in that student being asked to leave a class or course-related activity by the instructor.

Appendix C – Constitution for the COPHS Health Sciences Student Assembly

(Note: this appendix does not apply to online graduate programs in the college)

CONSTITUTION OF THE HEALTH SCIENCES STUDENT ASSEMBLY

COLLEGE OF PHARMACY AND HEALTH SCIENCES, Butler University

ARTICLE I   Members

All students who have declared a major offered by the College of Pharmacy and Health Sciences shall have representation on The Health Sciences Student Assembly (HSSA). In accepting membership in the HSSA, students are expected to exhibit constructive leadership qualities in service to fellow students, faculty, the College, the University, the profession, and society.

ARTICLE II   Name

This organization shall be known as the Health Sciences Student Assembly, College of Pharmacy and Health Sciences, Butler University.

ARTICLE III Purpose

The Health Sciences Student Assembly shall:

1. Serve as an official forum in which students may express their positive aspirations for the College and their professions, along with their concerns and ideas. This could include innovative proposals aimed at improving the functions and effectiveness of the College of Pharmacy and Health Sciences.
2. Facilitate the development of responsible and representative student government and serve as a liaison group with each of the classes and student organizations relative to any issues of student welfare making recommendations, as appropriate to College administration.
3. Recommend regulations and policies on student conduct and discipline in all matters not covered by the current edition of the Butler University Student Handbook and College of Pharmacy and Health Sciences Student Handbook.
4. Maintain a line of communication between all COPHS classes and student organizations to coordinate and advertise approved student activities and approved fundraisers.
5. Be interested in and promote through inter-professional College events:
   - Enrichment of COPHS student lives
   - Character and scholarship of students
   - Improvement of the educational experience for future health professionals within COPHS
   - Commitment to serve the needs of our society
   - Enhancement of learning relationships between students and faculty
   - Enhancement of the stature of the College and its professions
   - Processes for achieving lifelong learning among the College's graduate practitioners

ARTICLE IV Membership

1. All Student Chapters of organizations approved by Butler University's Student Government Association within the College of Pharmacy and Health Sciences as listed in COPHS Community Resources online.
2. PA Club (PAC); student chapter
3. One elected representative of each Pharmacy professional phase class and two from each pre-professional class. One elected representative from each MPAS class
4. One elected representative from the MSPS Program

5. One elected representative of the BSHS junior and senior classes
6. Two elected representatives from both the BSHS 1st and 2nd year classes and from each major (i.e., two Healthcare and Business 1st year representatives and two Health Sciences 1st year representatives, etc.)

ARTICLE V   Rights and Responsibilities of HSSA Members

Each organization represented on the Health Sciences Student Assembly shall have one vote in voting situations. No proxy votes are permitted.

ARTICLE VI   Conduct of Business

HSSA meetings, which shall be open to all Butler University College of Pharmacy and Health Sciences students, will be held at least twice a semester during the academic year. Special meetings may be held upon call of the Deans, the chairperson, or five or more of the HSSA members. A quorum shall consist of at least five HSSA members.

Student leadership of HSSA, in consultation with the Assistant Dean of Student Affairs, shall be selected by the voting members of HSSA at the last meeting of each academic year and can be held in person or as an electronic vote. This leadership will be a 5-person administrative board with a chairperson elected from the membership of the board. The Board should have membership from the BSHS, Pharmacy, and Physician Assistant Programs with no more than two members from a single program. A student member selected by the voting members of the HSSA serves as secretary. It shall be their duty to keep and distribute minutes of HSSA meetings. All minutes will be distributed to HSSA members and posted to the HSSA section in COPHS Community Resources for review by COPHS students, faculty, and staff.

All recommendations to the Dean will be routed through the Assistant Dean for Student Affairs, located in the COPHS Office of Student Success – PHSB110.

Ratified spring 2019

Appendix D –Bachelor of Science in Health Sciences Program Policies

Program Handbook, 2024-2025 Academic Year

Mission, Vision, Values

Mission
To develop graduates who improve the world's health

Vision
To be the premier destination for undergraduate health education

We value
Collaboration
Community
Inclusivity
Integrity
Student, faculty, and staff wellbeing

BSHS Director's Welcome

Welcome to the BSHS program and family! We strive to provide a supportive community, intellectually challenging and engaging learning experiences, and skills necessary for twenty-first century health professionals.

Program Contact Information

Bachelor of Science in Health Sciences Program
Health Science and Healthcare & Business majors
Butler University College of Pharmacy and Health Sciences
4600 Sunset Avenue
Indianapolis, IN 46208
Phone: 317-940-6485
Email: BSHSProgram@butler.edu
Website: https://www.butler.edu/pharmacy-health/bachelor-of-health-sciences/

College of Pharmacy and Health Science Administration
Dean: Robert P. Soltis, PhD
Associate Dean: Jennifer A. Snyder, PhD, PA-C
Assistant Dean for Student Affairs: Gayle Hartleroad, EdD
Director & Chair, Department of Health Sciences: Amy Peak, PharmD, MSDA
Assistant Director, Health Sciences Program: Mikaela Drake, PhD

Bachelor of Science in Health Sciences Program Faculty
Mikaela Drake, PhD, Associate Professor, Tenured, mldrake1@butler.edu
Heidi Hancher-Rauch, PhD, MCHES, Assistant Professor, hhancherrauch@butler.edu
Jinhyun Lee, DPT, PhD Assistant Professor, jlee16@butler.edu
Michele Moore, PhD, Associate Professor, mnmoore1@butler.edu
Amy Peak, PharmD, MSDA, Associate Professor, apeak@butler.edu
Oscar Beltran Perez, PhD, Assistant Professor, obeltranperez@butler.edu

Susanna Scott, PhD, Assistant Professor, sfoxwort@butler.edu
Kristin Trainor, PhD, LCSW, MSW, Assistant Professor, kfriedme@butler.edu
Jeffrey Williams, PhD, LAT, ATC, Associate Professor, jwilliams4@butler.edu

Program Staff

Tina Vawter, Administrative Specialist, tvawter@butler.edu

Introduction

There are two majors within the Bachelor of Science in Health Sciences program: Healthcare & Business and Health Sciences.

Healthcare & Business (HCB) Major

The HCB major is a collaboration between the College of Pharmacy and Health Sciences and the Lacy School of Business. This major is designed to prepare students to be successful professionals in a variety of areas within the healthcare sector. Graduates from this program are well-prepared for direct entry into the workforce, as well as entry into graduate programs. Examples of industries/areas in which graduates pursue careers include but are not limited to non-clinical areas within hospitals & healthcare systems, pharmaceutical and medical device industry, health insurance, healthcare consulting, clinical research organizations, public health, law/public policy, and a variety of graduate programs.

Health Sciences (HS) Major

The health science major was designed to optimally prepare students for a variety of clinically focused graduate programs in the healthcare field. Most students in this major plan to continue their education past the bachelor level. This curriculum was designed to ensure necessary skills for all healthcare professionals, regardless of setting, and to satisfy typical prerequisite requirements for admission into a wide variety of healthcare related graduate programs. Examples of careers pursued by graduates include but are not limited to physician assistant, physician, dentist, optometrist, physical therapist, occupational therapist, anesthesiologist assistant, pathologist assistant, genetic counselor, cardiovascular perfusionist, chiropractor, and athletic trainer.

Student Learning Outcomes

Healthcare and Business

Students successfully completing this program will be able to:

- Demonstrate ethical, professional, collaborative, and culturally sensitive behavior in business and healthcare settings.
- Integrate natural & social sciences and healthcare fundamentals with business principles to solve complex problems and optimize health outcomes.
- Locate, critically analyze, and apply data in a manner that supports evidence-based healthcare.
- Communicate effectively with laypersons, health professionals, and business leaders on health and business-related matters.

Health Sciences

Students successfully completing this program will be able to:

- Demonstrate ethical, professional, collaborative, and culturally sensitive behaviors within the healthcare setting.

- Integrate knowledge and skills from natural, formal, and social sciences with healthcare fundamentals to solve complex problems and optimize health outcomes.
- Locate, critically analyze, and apply data in a manner that supports evidence-based healthcare.
- Communicate effectively with laypersons and healthcare professionals on a variety of health-related topics.

Program of Study

Within the Bachelor of Science in Health Sciences (BSHS) program, there are two majors: Healthcare & Business, and Health Sciences.

Current curricula for the majors with BSHS program are located on COPHS Resources on Canvas. Curricular requirements are based on the date students enter the program, not the date one started at Butler (if different.)

Students entering the BSHS program in Fall 2022 or later must complete a minimum of 200 qualifying hours of experiential education. BSHS experiential education requirements are explained and tracked in the BSHS 300 Explore.Prepare.Succeed (EPS) series.

Departmental Distinction and University Honors

University Honors

Qualifying students participating in the University Honors Program may earn the Latin honors of *Cum laude, Magna cum laude,* or *Summa cum laude* upon graduation. Details of the University Honors Program are located at https://www.butler.edu/academics/honors/

Departmental Distinction

Qualifying students within the BSHS program may earn graduation honors via Departmental Distinction. Qualification for Departmental Distinction is based on a combination of the following factors:
- Departmental (not cumulative) GPA
- Departmental distinction exam results
- Successful completion of research that is:
  - Approved by an Institutional Review Board
  - Approved by the BSHS Department Distinction committee or another department's corresponding department distinction committee
  - Results in:
    - A reviewed presentation at a professional conference (which can include the Butler Undergraduate Research Conference, the conference at the end of the Butler Summer Institute, or any appropriate professional conference in the area in which the research is conducted
    - An approved thesis submitted as part of the university honors program, to the Butler University Undergraduate Research Journal, or a manuscript submission to any professional peer-reviewed journal in the respective discipline.
- Professional and ethical conduct

Levels of departmental distinction
- "In (major) with Distinction" may be awarded to individuals who earn a departmental (not cumulative) GPA of at least 3.6 at the time of graduation.

- "In (major) with High Distinction" may be awarded to individuals who earn a departmental (not cumulative) GPA of at least 3.7 AND pass a comprehensive departmental distinction exam OR complete approved research that is presented at a professional conference OR results in thesis or manuscript.
- "In (major) with Highest Distinction" may be awarded to individuals who earn a departmental (not cumulative) GPA of at least 3.8 AND pass the departmental distinction exam AND complete research that results in a thesis or manuscript submission.

Research may be conducted inside or outside the BSHS department. All research must be approved by an Institutional Review Board, regardless of location. Students must submit a research proposal to the BSHS Departmental Distinction Committee if the research is not being done as part of the University honors program (and receiving necessary approvals thru that process.). If research is being reviewed and conducted in another department on campus, approval by that department would be accepted by the BSHS department and dual submission is not necessary, but the BSHS Department Distinction Committee should be notified of said approval. If research is being done through an outside organization, all appropriate ethical research and safety precautions must be undertaken. If approved by an IRB outside of Butler, a copy of that IRB approval must be submitted to the Departmental Distinction Committee. If a research student is not listed as an author on a manuscript that has been accepted for publication by the deadline prior to graduation, a departmental thesis must be prepared, reviewed, and approved by their Butler mentor and a second Butler reviewer by the deadline to qualify for highest distinction.

Professional and ethical conduct
Anyone wishing to qualify for department distinction must complete a form either attesting that they have no conduct violations or disclose the outcome of any conduct violation that has been addressed at any university level, or any misdemeanor or felony conviction or pending charge. These will be reviewed on an individual basis. Individuals with severe conduct violations or violations related to academic dishonesty may be disqualified.

Academic Policies

University Policies
In addition to program-specific academic policies, all University academic & graduation policies apply. See the Butler University Student Handbook Academic Polices section (https://www.butler.edu/student-life/student-handbook/academic/) for detailed information on University academic probation, the course repeat policy, and other academic policies.
See also the policies outlined in the Butler Bulletin (https://www.butler.edu/bulletin/), especially those related to Graduation Requirements. Note that no less than 45 credit hours of coursework must be completed at (through) Butler to earn a Butler undergraduate degree, and at least 30 of these hours must be in the college granting the undergraduate degree. At least 40 hours of the total curriculum must be in courses numbered at the 300 level or above.
Satisfactory Academic Progress within the BSHS program
All courses used to satisfy curricular requirements in a BSHS major are included in the evaluation for COPHS academic probation. Students who earn more than 5 credit hours of grades lower than C- will be placed on probation. In addition, any student with a term GPA less than 2.0 will be placed on probation. Note that for initial probation, first attempt grades of W, I, or NC will not be considered. Students who earn up to 5 credit hours of grades lower than C- will receive a written warning.

Students are encouraged to remediate all courses with grades below C-. However, students will be removed from academic probation and returned to good academic standing when they have remediated enough courses to no longer have more than 5 credit hours of grade less than C-.

Remediation should occur within a calendar year, if possible. The University course repeat policy applies to course remediation in the BSHS program.

Students on COPHS academic probation are not eligible for graduation. In addition, students are not eligible for graduation with an F, I, or X in any course used to meet graduation requirements in a BSHS major or with a pass/fail or noncredit/audit in a course normally taken for a grade.

All policies related to academic performance and professional conduct outlined in the COPHS Student Handbook including sanctions by the Academic Progression Committee will apply to BSHS students. (policy updated 2/16/2023)

Academic Dismissal from the BSHS Program
A student will be dismissed from the BSHS program for any of the following:
- Failure to satisfy probation stipulations.
- Earning a failing grade in the same course twice.
- Earning a grade of less than a C- on the first attempt in any four courses used to satisfy graduation requirements in a BSHS major.

Appeals of dismissals or other academic or professional matters are guided by pertinent COPHS policies- See COPHS student handbook.

BSHS Student Responsibilities
All BSHS students are expected to conduct themselves in a respectful manner, be good university citizens, and act in accordance with federal & state laws, and the University student handbook (available at https://www.butler.edu/student-life/student-handbook/). All students are expected to do their part to make this a safe and welcoming environment.

Additionally, all BSHS students are expected to:

- Communicate and interact respectfully and effectively with peers, professors, and other members of Butler community.
    - Ask questions and seek assistance as appropriate
    - Respond to professors, advisors, and peers in a timely fashion
    - Make and keep appointments
- Understand and appropriately utilize campus resources designed to improve student success, including but not limited to:
    - Your academic advisor within COPHS
    - Pre-health advising services, if applicable to your career path
    - The Career and Professional Success Office (CaPS), https://www.butler.edu/internships-careers/
    - Center for Academic Success & Exploration (CASE), https://www.butler.edu/academic-services/learning/
    - Wellbeing resources such as Health Services, Counseling and Consultation Services, Advocacy and Prevention Services (https://www.butler.edu/well-being/)

- - If appropriate, Student Disabilities Services (SDS, https://www.butler.edu/academic-services/disability/) for long-term or the Office of the Dean of Students for temporary disabilities.
- Explore and discern your optimal career path, and actively participate in professional development activities and opportunities provided
  - Research and understand what optimal preparation should be for your individual career path (i.e., What skillsets & experiences are necessary, internships/jobs, prerequisite coursework, standardized test preparation, certifications, research, etc.)
  - Network with professionals and connect with alumni
  - Personally track all professional development and experiential education activities
- When applicable, understand how (mis)conduct could impact professional certifications, licensure, graduate school admission, and future employment
- Complete program, course and instructor evaluations/surveys when asked, including the 6-month post-graduation survey
- Report potentially unsafe situations to campus police.
- Accept responsibility for your decisions and actions.

Appendix E –Doctor of Pharmacy Program Policies

Mission[1]

To develop individuals to enter pharmacy practice with a commitment to patient welfare and the knowledge, skills, and attitudes necessary to assume responsibility for the outcomes of drug therapy for their patients.

Student Learning Outcomes[6]

1. Acquire knowledge and apply rational decision-making and problem-solving skills

a. Apply foundational pharmaceutical and health-related knowledge.
b. Ensure the safe and effective use of medications.
c. Provide and promote both patient-centered and population-based care and wellness.

2. Function as an effective communicator and educator

a. Use appropriate interviewing and counseling skills.
b. Engage and collaborate with members of the interprofessional health care team and all applicable audiences.
c. Assist patients with navigating the healthcare system and advocate for their needs.

3. Demonstrate the principles of practice

a. Use fundamental pharmacy practice skills.
b. Effectively manage medication use-systems.

4. Emulate the principles of professionalism

a. Inculcate ethical, legal, and compassionate conduct and values.
b. Recognize diversity and demonstrate cultural awareness to diminish health disparities.
c. Practice independent learning and self-awareness.
d. Use leadership, innovation, and entrepreneurship skills to accomplish goals.

Ability-Based Outcomes[7]

Graduates of the Doctor of Pharmacy curriculum will be able to do the following:

I. Provide pharmacist-delivered patient care.

- Procure, prepare, dispense, and, when appropriate, administer drugs and medical devices consistent with medical appropriateness, legal standards, and ethical considerations.
- In the context of varied healthcare systems and practice settings, develop and manage medication distribution, use, and control systems, including reporting and managing medication errors and adverse medication reactions, conducting drug use evaluation, and developing a methodology for population-based decision-making.
- Identify, respect, and portray empathy regarding patients' differences, values, preferences, and expressed needs.
- Employ evidence-based practice and cognitive skills to integrate a strong scientific and quantitative background, current clinical expertise, economic considerations, sound research, and patient values

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[1] Approved by COPHS Faculty 11/8/16

[2] Approved by COPHS Faculty 5/18/04

to make appropriate decisions to guarantee the safe and effective use of medications and to improve patient-specific outcomes.

- Utilize professional knowledge, skills, and attitudes to make decisions regarding the need for self-care by the patient, or the need for referral to other healthcare providers.
- Listen to, clearly inform, communicate with, and educate patients and caregivers. Locate, assimilate, and disseminate pharmaceutical and health-related information and education to other healthcare providers and the community.
- Focus on population health by continuously advocating and promoting disease prevention, wellness, and healthy lifestyles and by providing emergency information and care as appropriate, including emergency first aid treatment, emergency preparedness, cardiopulmonary resuscitation, and access to poison control and treatment information.
- Find and utilize information using available technology and informatics to communicate, manage knowledge, mitigate error, and support decision-making.
- Document the provision of pharmacist-delivered patient care.

II. Work in interprofessional teams.

- Collaborate, coordinate, and, when appropriate, take responsibility for patient care in integrated teams to ensure that care is continuous and reliable. Share the decision-making and management of patient care.
- As the pharmacist in charge, manage pharmacy operations including human, facilities, and fiscal resources to deliver quality patient care.

III. Apply quality improvement principles.

- Utilize professional knowledge, skills, and attitudes to measure and improve the quality of care in terms of structure, process, and outcomes in relation to the patient, and monitor the patient to ascertain if desired outcomes have been achieved.
- Collaborate to decrease the incidence of and to formulate recommendations for intervention in medication errors or other drug-related problems, and, when appropriate, provide and educate the patient regarding optimal treatment.

Outcome Statements for Specialized Academic Concentrations the Pharmacy Curriculum

Entrepreneurship Concentration Learning Goals and Outcomes

- Provide students with a fundamental knowledge of concepts and skills necessary for practice in traditional and emerging areas of the profession.
- Teach student how to apply principles of operations, financial management, marketing, and innovation to pharmacy practice-related problems
- Make students problem-solvers, helping them to overcome the unique and ever-changing challenges of delivering healthcare.

Pharmaceutical Sciences Research Concentration Learning Outcomes

At the completion of the Research Concentration, the student will be able to:

- Conduct a thorough literature review and write a concise summary of the literature relevant to a research project using appropriate critical thinking and analysis skills.
- Using one or two laboratory techniques, conduct laboratory experiments with sufficient proficiency to function with minimal supervision.
- Generate, evaluate, and interpret experimental data using the principles of scientific research integrity.

● Create and present an oral presentation summarizing the background, methods, results, and conclusions of the conducted research.

Patient Care Research Concentration Learning Outcomes

At the completion of the Patient Care Research Concentration, the student will be able to:

- Conduct a thorough literature review and write a concise summary of the literature relevant to a research project using appropriate critical thinking and analysis skills.
- Generate, evaluate, analyze, and interpret patient-care data using the principles of scientific research integrity.
- Prepare and submit an IRB (Institutional Review Board) application or complete an IRB continuing review for the research project.
- Using knowledge gained through independent study and research seminar courses to conduct a patient-care research study with minimal supervision.
- Create and present a written manuscript and oral presentation summarizing the background, methods, results, and conclusions of the conducted research.

Medical Spanish Concentration Learning Outcomes

At the completion of the Medical Spanish Concentration, the student will be able to:

● Effectively communicate with Spanish-speaking patients to elicit an accurate medical history, including relevant drug information.
● Effectively communicate in Spanish (both verbal and written) to provide requisite drug information to Spanish-speaking patients.
● Effectively incorporate his or her understanding of the Hispanic/Latino cultural influences into patient care activities, including therapeutic recommendations and patient counseling activities with Hispanic/Latino patients.

Interprofessional Education (IPE) Goals:

1. Incorporate IPE experiences each semester in the professional didactic curriculum involving different health professional learners inclusive of physicians and medical student prescribers as schedules allow.
2. Incorporate IPE in Introductory Pharmacy Practice Experiences (IPPE) through discussions and guided experiences.
3. Incorporate IPE in Advanced Pharmacy Practice Experiences (APPE) through team-based activities while documenting competency as a member of an Interprofessional team.
4. Develop and maintain comprehensive assessments of students' competencies as they relate to IPE throughout the curriculum.
5. Enhance, document, and assess co-curricular activities that involve IPE.

Students will participate in IPE throughout the professional phase of the pharmacy program, through required didactic experiences, co-curricular experiences, and experiential education.

Admission Criteria and Procedures

(Effective with the P1 class entering Fall 2022 – approved by Pharmacy Program faculty 12/16/2021)

The Pharmacy Admissions Committee is responsible for all admissions policies and decisions related to the Butler Doctor of Pharmacy Program and adheres to all University and College policy statements related to non-discrimination.

The Doctor of Pharmacy curriculum requires that students complete all pre-requisite coursework, typically during two pre-professional years, and then progresses to four professional years of study. Acceptance into

the professional phase of the pharmacy program allows students to begin the first professional year (P1) coursework. All students entering the fall semester of the first professional year (P1) must satisfactorily complete all math/science prerequisite required coursework with a C- or better as well as be able to meet the College's technical standards for enrollment.

Current Butler students can be admitted to the Professional Pharmacy Program by either the Direct or Standard Pathways. External transfer students who are applying directly into the first professional year (P1) with no more than 12 Butler credit hours, can be admitted by the Priority Admission or Standard Pathways. All applicants for the professional pharmacy program must apply through PharmCAS. All eligible, pre-pharmacy students who meet the criteria for the direct application pathway will be accepted into the professional pharmacy program. Offers of admission and enrollment outside of the Direct Pathway or Priority Admission Pathway are contingent upon enrollment capacity limitations for the pharmacy program. The College of Pharmacy and Health Sciences reserves the option to modify its pharmacy program admission and advancement procedures at any time.

Pre-requisite course requirements for admission
- General Chemistry with lab – 2 semesters
- Organic Chemistry with lab – 2 semesters
- Cell biology – 1 semester
- Microbiology with lab – 1 semester
- Human Anatomy and Physiology (lab not required) – 2 semesters
- Calculus – 1 semester

The Pharmacy Admissions Committee reserves the right to disqualify a student from the Direct Pathway based on criminal violations or institutional sanctions (i.e., academic sanction, etc.). In accordance with the PharmCAS Code of Conduct which states "applicants must also reveal information about previous legal offenses pertinent to admission to a professional program (for example, previous felony convictions or drug or alcohol offenses)" both at the time of application as well as after submission of the PharmCAS application. A student's failure to disclose criminal or institutional issues will be considered an act of academic dishonesty, their application will be denied, and it will be reported to PharmCAS.

The Online Pathway
In addition to the stated pre-requisite courses, students wishing to pursue the online, distance pathway must have completed a bachelor's degree or higher at an accredited institution.

Direct Pathway for Eligible Butler Pre-Pharmacy Students
Students enrolling in their first year at Butler University who declare pre-pharmacy as their major prior to the last day to add a class for credit during their first fall semester will be eligible for "Direct Pathway" into the professional program after completion of their THIRD consecutive semester of Butler enrollment if they meet the following criteria:
- Cumulative grade point average (GPA) at Butler University of 3.0 or higher
- GPA greater than 3.0 in nine selected, critical pre-pharmacy courses listed below (i.e., the pre-professional GPA)
- No grade less than C on the 1st attempt in any of the critical pre-pharmacy courses stipulated below. In addition**,** a student may not withdraw from any of the critical pre-pharmacy courses listed below.
- Completion of the PharmCAS application prior to the published deadline
- Successful completion of a standardized interview
- Successful completion of an essay based on a standardized writing prompt administered in a proctored setting.

- While lesser criminal or institutional offenses may not prohibit a candidate from being admitted to the Doctor of Pharmacy Program, it may result in ineligibility for the Direct Pathway.

Courses that determine the pre-professional GPA for Direct Pathway admission:

FYS 101	First Year Seminar 1	FYS 102	First Year Seminar 2
MA106	Calculus and Analytical Geometry	BI105	Introductory Cell Biology
CH105	General Chemistry 1	CH106	General Chemistry 2
CH351	Organic Chemistry 1	PX326	Anatomy and Physiology 1
PX100	Exploring Pharmacy 1		

*Based on results of placement exams, students may fulfill the requirements of MA106 by taking MA104 and MA105. General chemistry requirements (CH105 and CH106) may be fulfilled by taking CH107. These alternative courses will be utilized in place of MA106 or CH105/106 in calculating the pre-professional GPA for Direct Pathway admission, if applicable.

Direct Pathway eligibility into the P1 year of the professional pharmacy program ceases after the student's review for professional phase admission at the end of their third semester at Butler University.

A student seeking admission into the professional pharmacy program by the Direct Pathway may not count more than three courses transferred from another University or awarded through advanced placement (AP) or the International Baccalaureate (IB) program toward the calculation of their direct path pre-professional GPA. Students who wish to request a variance to maintain their eligibility for the Direct Pathway with more than three courses as described can apply for a variance from the Pharmacy Admissions Committee during the fall of their sophomore year.

A student failing to meet the criteria for admittance by the Direct Pathway will be considered for admission into the professional program on a competitive, space-available basis. Their name will be automatically moved for consideration by the Standard Pathway without any further action required by the student.

Priority Admission Pathway for external transfer students

Butler is committed to the diversity that external transfers bring to the classroom in the preparation of student pharmacists. That commitment is through the Priority Admission Pathway where each fall, a select group of external students who have met the following criteria, will be invited to campus to complete a standardized writing prompt and interview. Students may also have the option to complete this in a virtual environment. These candidates, if accepted by the Pharmacy Admissions Committee, will be offered early admission into the professional pharmacy program in December of the year prior to admission.

Criteria for admission to the Professional Pharmacy Program by this pathway include:
- Not currently enrolled at Butler University
- Must be eligible for admission into Butler University
- Must have a 3.0 cumulative and math/science pre-requisite GPA
- Should have not more than 3 outstanding pre-requisite courses
- Preference is given to students who have a previous degree

- A conduct code review of PharmCAS reported infractions for all candidates

For consideration, students must submit their PharmCAS application prior to the deadline published in PharmCAS.

Standard Pathway

All Standard Pathway students may apply for admission into the P1 class on a competitive, space-available basis. All standard pathway applicants must complete a PharmCAS application, interview and provide a proctored writing sample.

Students eligible for the Standard Pathway for admission include:

- Students who enrolled at Butler their first year after high school and declared a major other than pre-pharmacy
- Students who enrolled at Butler their first year after high school and declared pre-pharmacy as their major, but failed to meet the criteria for the Direct Pathway
- Students who transferred to Butler as an undergraduate student prior to application into the P1 year with 12 or more credit hours completed after high school graduation
- Students applying from outside of Butler University must be eligible for admission to Butler University

In addition, the following are considered for the standard pathway application process:
- cumulative GPA for all coursework completed at all universities
- math/science GPA in pre-requisite coursework
- student's ability to successfully progress through Butler's PharmD program as evidenced by collegiate coursework and recommendation by faculty or professionals along with a student's personal statement. It should be noted that if a student has had to repeat multiple courses, especially over multiple semesters, the Admissions Committee could have concern about the student's ability to be successful in the PharmD Program. This concern could even lead to denying a student admission.
- attribute assessment through an interview to assess personal and professional characteristics such as communication skills, self-awareness, cultural sensitivity, leadership, and collaboration as examples.
- successful completion of an essay based on a writing prompt
- a conduct code review for Butler students as well as a review of PharmCAS reported infractions for all candidates

Butler students interested in this option can obtain more information from the Office of Student Success in PHSB 110.

Additional Information related to Pharmacy Admissions:

Option to Remain a Pre-Professional Pharmacy Student for Six Semesters

Pre-professional pharmacy students who do not gain admission into the professional pharmacy program by the Standard Pathway application process upon their first attempt may remain in the pre-professional pharmacy program at Butler University for a maximum of six semesters. During this time, they may repeat the requisite coursework to improve their GPA, re-interview, and/or complete an additional writing prompt. These students must again apply for admission into a subsequent P1 class through PharmCAS. The admission criteria and curriculum in effect for the P1 class they will be entering will apply. If students fail to achieve admission into the P1 class at the end of six semesters of Butler enrollment, they will be required to change their major.

Change of Major to Pre-Pharmacy

For the student seeking to change their major to pre-pharmacy, the Assistant Dean will review the student's academic record. Based on this review, with consultation of BU Admissions or the Pharmacy Program Director, when necessary, the Assistant Dean can advise the student on potential challenges or benefits of the major change and make a recommendation to the Associate Dean related to accepting the student into pre-pharmacy. Students admitted into the pre-pharmacy major in this manner are not eligible for the Direct Pathway.

Admission eligibility into the Pre-pharmacy major for students entering Butler University after 12 or more hours of collegiate coursework elsewhere:

Transfer students not currently enrolled at Butler University should contact the Transfer Admission Coordinator in the Admissions Office for university admission information. All students who satisfy the requirements to transfer to Butler University may apply for admission into the pre-professional pharmacy major at the discretion of the Associate Dean of Academic and Administrative Services in consultation with the Assistant Dean for Student Affairs. These students, once admitted as pre-pharmacy majors, will apply to the professional phase of the PharmD Program by the Standard Pathway using the PharmCAS Application.

Students transferring from another professional pharmacy program into Butler's Professional Pharmacy Program:

Students eligible for admission to Butler University who are currently enrolled in an accredited professional pharmacy program in the United States may apply for admission to Butler's PharmD Program. If they are entering at the beginning of the P1 year, they will follow the same standard admission pathway as other external transfer students. If they are interested in entering Butler's program at a point after the start of the P1 year, an assessment of their transcript will be completed by the Associate Dean of Academic and Administrative Services in consultation with the Pharmacy Program Director. If approved for admission by the Associate Dean, these students will not need to apply through PharmCAS.

Program Entrance Dates

Because of the sequential nature of the Doctor of Pharmacy curriculum, all students entering the professional phase of the program must enter the program only at the scheduled start of the P1 year. Non-Butler University students seeking transfer admission into the P1 year of the pharmacy program must complete a PharmCAS application no later than the published PharmCAS deadline prior to the scheduled start of the desired P1 program admission. Information on the PharmCAS application process may be obtained at www.pharmcas.org.

Technology Requirements

To be successful in the Pharmacy program ALL Professional Phase students are required to have a mobile computing device with integrated stylus/pen functionality for all professional years of the program. The requirements are found on https://www.butler.edu/pharmacy-health/doctor-of-pharmacy/technology-requirements/

Curriculum

The current curriculum and course descriptions for the Doctor of Pharmacy degree program can be found in The Bulletin at https://www.butler.edu/bulletin/cophs/pharmd or on Canvas in the COPHS Community Resources Organization in the "Program Curricula" section.

Academic Progress

Students who are admitted into the professional phase of the Doctor of Pharmacy curriculum must maintain full time enrollment (12 or more credit hours each semester) and make satisfactory progress as defined by the Academic Progress Policy to remain eligible for continued enrollment in the program.

Pharmacy Program definition of Liberal Education Electives

Any course offered by Butler University that does not carry the course designator of CH (chemistry), BI (biology), MA (mathematics), AR (analytical reasoning), AS (astronomy), or PH (physics), or their transfer equivalents, may be selected to complete the liberal education elective requirement of the Doctor of Pharmacy curriculum. Also, no courses offered by the College of Pharmacy and Health Sciences (PX, RX, AP, MPAS, BSHS) can count toward liberal education electives. No course taken to satisfy the liberal education elective requirement of the Doctor of Pharmacy curriculum may be taken pass/fail.

Professional Pharmacy Electives

Non-required RX 300, RX 400 level and RX 600 level courses are considered professional pharmacy electives. Professional electives may not be taken on a Pass/Fail basis unless the student has already completed the required number of professional elective hours needed to fulfill graduation requirements.

A petition for approval of a course given outside the College to be taken as a professional elective must be submitted to the Academic Affairs Office (PHSB 107) before the course is taken. Guidelines for writing the petition are described in the "Request for a Waiver or Variance from the Published Curriculum" section of the Student Handbook with appropriate forms available in Appendix A – College Forms.

Policy to Switch Pharmacy Pathways

Pharmacy Faculty approved 8-25-2022

Requirements

- To switch from the campus-based pathway to the online pathway requires that the student must have an undergraduate degree.
- To switch from the online pathway to the campus-based pathway may require that the student take additional courses as described below.

Entry/exit points for students to switch pathways

- After the first online term (fall term 1), online students may switch from the online pathway to the campus-based pathway for the campus-based spring P1 semester. This necessitates that the student takes two online courses during the summer term 3 as follows:
  - RX319 Introduction to Healthcare Analytics
  - RX321-Social Justice & Diversity (SJD)-Diversity and Inclusivity in Healthcare
- Campus-based students may switch to the online pathway for the online spring term 2 with no additional course requirements. These students must have successfully completed RX319 Introduction to Healthcare Analytics and RX321 SJD-Diversity and Inclusivity in Healthcare in the campus-based fall semester; therefore, are not required to take them in the online summer term 3.
- After completion of the first full academic year:
  - Upon completion of terms 1-3, online students may switch to the campus-based pathway for the fall P2 semester.
  - Upon completion of the campus-based P1 year, campus-based students may switch to the online pathway for the online fall term 4.
- Online student may switch to the campus-based pathway, after the online summer term 6.

The Process to Switch Pathways

- Students may switch one time from one pathway format to another pathway format with the permission of the Dean of the College of Pharmacy and Health Sciences (COPHS) in consultation with the Assistant Program Director for the Online Pathway.

- The student must submit the request to switch pathways, in writing, to the Dean of COPHS at least 30 days before the first day of the next term/semester the student is requesting to begin.
  - The letter to the Dean must include the student's proposed academic plan to complete the degree within the proposed pathway.
- All requests to switch pathways are pending availability.
- Exceptions to this policy will be evaluated on a case-by-case basis.

Procedures for Approval of Transfer Credit

Butler University will grant transfer credit only for courses passed with grades of C- or higher. Grades earned at other Colleges and universities do not affect the Butler University cumulative grade point average, which is the average of grades earned only at Butler University. Transfer credit will not be granted for any course that duplicates one which has already been passed at Butler. A grade earned at Butler cannot be replaced with a higher grade earned elsewhere. Credits earned at an institution that is on the quarter system will be converted to semester credit hours at Butler using the standard conversion of three-quarter hours being equal to two semester hours.

The Pharmacy and PA Studies, in general, do not accept credit for courses taken elsewhere for substitution for professional courses in the curricula of these programs. Contact the Associate Dean of Academic and Administrative Services for the College if there are questions.

If a COPHS student wishes to take any course at another college or university, advance approval is required. COPHS students often find it helpful to take some courses during the summer sessions to complete liberal education electives or core courses. The best place for a Butler student to take summer work is at Butler since there can be no question as to the acceptability of credits or the manner in which courses fit curricular requirements or sequences. Any COPHS student intending to enroll for the summer session(s) at Butler University should inform his or her advisor when conferring in the spring advising session.

Any COPHS student planning to take courses elsewhere to apply towards a degree at Butler University should carefully note the proper procedures and regulations. University guidelines are available at https://www.butler.edu/registrar/transfer-credits in addition to College guidelines for writing the petition are described in the "Request for a Waiver or Variance from the Published Curriculum" section of the Student Handbook with appropriate forms available in Appendix A – College Forms.
After completion of the course elsewhere, the student must request from the registrar at the school where the course was taken that a transcript be sent to the Office of Registration and Records at Butler University.

The student should check their transcript or a transfer credit report on My.Butler to ensure that the transfer credit was processed. If the transfer credit does not appear in My.Butler in a reasonable time, inquire at the Butler University Office of Registration and Records to verify receipt of the transcript and to request that an evaluation be sent to the COPHS. This allows the College as well as the Office of Registration and Records to record the completion of the work.

Professional phase Pharmacy transfer students sometimes have College credit for course(s), which might be acceptable as equivalent to pre-professional course(s) or elective courses required for a College degree. The form should be submitted to the Office of the Associate Dean of Academic and Administrative Services to initiate the request for approval of the equivalency of such transfer credit. Guidelines for writing the petition are described in the "Request for a Waiver or Variance from the Published Curriculum" section of the Student Handbook with appropriate forms available in Appendix A – College Forms.

Remedial Credit Hours in Summer Sessions

A Pharmacy student may not register for more than 9 credit hours of COPHS' remedial courses (e.g., courses with previous earned grades less than C in the Pharmacy program) during each summer session. Students wishing to exceed this enrollment limit must be approved by the Associate Dean of Academic and Administrative Services.

Academic Probation Policies

Students are highly encouraged to remediate any required course in which a grade of C- or below is earned, regardless of probation status. Remediation should occur within one calendar year, when logistically feasible. Per the University's repeat policy, during the same course's second attempt, a student may not withdraw or change to non-credit unless they withdraw from the University.

Any prepharmacy or pharmacy student who has exceeded five (5.0) credit hours less than C in professional coursework: Academic Probation.

Any prepharmacy or pharmacy student who has exceeded five (5.0) credit hours of professional coursework (PX and RX) with earned grades less than C (2.0) in courses numbered 300 or higher (including preprofessional courses: PX326, 327 Human Anatomy and Physiology 1 & 2, and PX325 Ethical Issues in Health Care) is on professional probation. The professional GPA is calculated with respect to courses in the professional curricula (PX and RX) only.

Pharmacy Students entering fall 2022 and after who have exceeded five (5.0) credit hours less than C in professional coursework: Academic Probation (approved 5/11/2022)

Any pharmacy student who has exceeded five (5.0) credit hours of professional coursework (RX) with earned grades less than C (2.0) in courses numbered 300 or higher is on professional probation. The professional GPA is calculated with respect to courses in the professional curricula (RX) only.

Conditions for Continued Eligibility

Students on academic probation:

- Will have a specified level of academic achievement required for continued eligibility in COPHS.

- Will be prohibited from earning grades of non-credit, withdrawal, or incomplete in professional courses in which the student initially enrolls for credit, except in unusual cases approved by the program's Academic Progression Committee (APC).

- May be required to take remedial coursework, repeat a selected course or courses, and/or postpone taking a selected course or courses.

- Pharmacy students may have his or her academic load and/or extracurricular involvement restricted to allow the student to increase his or her study time for individual courses.

Once a student has successfully remediated or repeated a course earning a grade of C or higher, the previous attempt will no longer count toward the total of 5 hours less than C which would lead to probation or dismissal of a student for academic reasons. At that time, APC may remove a student from academic probation and further stipulations. However, the APC will consider the number of times a student has been on probation in their deliberations if the student were to again exceed 5 hours less than a C in professional coursework.

Recognition of High Academic Achievement through the Dean's List

Undergraduate student academic accomplishment is recognized at the end of each semester by eligible students being named to the Dean's List. The top 20 percent of COPHS students in each curricular year are named to the Dean's List based on the student's University semester GPA. Students on disciplinary probation are not eligible for the Dean's List. Receipt of an "F" grade in any semester disqualifies a student for Dean's List consideration for that semester.

Experiential Rotations

All questions regarding the introductory/advanced pharmacy practice experiential (IPPE/APPE) rotations required of pharmacy students should be directed to the Pharmacy Office of Experiential Education in PHSB203. All pharmacy students, in designated courses and in pre-announced town hall style meetings, will be provided detailed information regarding schedule, site selection, requirements, and operation of the program. It is imperative that all students participate in early advising and registration for the experiential rotations. The critical issue is that students must be officially registered for all experiential rotations/associated courses for the professional liability insurance policy carried by the University to cover them in the experiential portion of the curriculum. Each campus-based pharmacy student must have an active Pharmacy Intern License from the Indiana Board of Pharmacy during the P1-P4 years. Students are required to obtain a pharmacy intern license for the state that each of their rotations is located. There is often a delay from a state Pharmacy Board to get a license should a student need a rotation in Indiana or another state. This is beyond the control of the pharmacy program and may delay rotation participation.

IPPE and APPE Rotation Manual, 2024-2025

E*Value Website URL: www.e-value.net

Website: https://www.butler.edu/pharmacy-health/experiential/

Drug Information Center: https://www.butler.edu/pharmacy-health/drug-information-center/

Contact Information
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Director of Drug Information
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Student Criminal Background Checks Policy
To ensure compliance with site affiliation agreements, all students will complete an online background check annually during the professional phase of the program, and any time requested by a rotation site.

PROCEDURES:
Students shall be required to complete an online criminal background check at their own expense through the service provider identified by the Pharmacy Experiential Education Office. The following steps shall be followed:

Students will upload a copy of the completed report to their ePortfolio.
Failure to complete the criminal background check may result in failure of the associated Interprofessional Education & Professional Development course (e.g., RX301 or RX401) or the Introduction to Rotations course (RX502) and/or removal from the IPPE or APPE rotation schedule. Students will not be allowed to begin experiences until the background check has been posted as requested.
Students with recurrent offenses, drug-related, or theft-related offenses will be referred to the Associate Dean for review and potential referral to the COPHS Student Professional Conduct Code.

When necessary, the Experiential Education Office will discuss specific situations with sites as required by the specified affiliation agreement.

Site Placement Policy

Experiential sites will be assigned by the Experiential Education Office. Although students are allowed input regarding rotation preferences and efforts are made to honor these, the Director of Experiential Education makes the final rotation scheduling decisions. These decisions may be influenced by available resources, program requirements, development of a new rotation preceptor, site and/or rotation type, previous student academic performance, and the student's need for additional learning challenges.

After the rotation schedule is finalized in the spring, changes to the schedule may occur due to preceptor availability, program/college needs, or emergent student requests. Emergent requests for rotation changes, including a withdrawal from the rotation, will be reviewed on a case-by-case basis utilizing university and program policies, reviewed on a student-by-student basis. If you wish to discuss an acceptable reason to change a rotation, you must first contact the IPPE or APPE coordinator. Students are not permitted to approach the preceptor with any such request. The decision of the Director is final in all cases.

PROCEDURES:

1. Butler University must have an affiliation agreement on file with the site and the supervisor must be an approved preceptor prior to the student beginning the rotation.
2. Placement is assigned by the Experiential Education Office. If students have contact information regarding a new site or preceptor, they should provide this information to the IPPE or APPE coordinator rather than contacting the sites or preceptors directly.
3. PRIOR to beginning IPPE and APPE rotations, students must have:
    a. Active Indiana license and required licensure for the state of scheduled rotations (if applicable)
    b. A verified criminal background check
    c. All health record requirements completed and verified
    d. A 10-panel drug screen for institutional IPPEs and APPEs
    e. Up to date BLS certification
    f. HIPAA Training for Healthcare Professionals certification (through CEImpact)
    g. OSHA Bloodborne Pathogens training certification (through CEImpact)
    h. Immunization certification (once completed)
    i. Current insurance information

All necessary documentation should be posted to ePortfolio as instructed. Students must also complete any additional requirements of the site according to the site's instructions and posted deadlines.

4. Labor Laws prevent an employee from doing "volunteer work" at the same place of employment from which an employee receives a paycheck unless the person can show that it is substantially different work than for which the person is getting paid. If the student would like to complete an IPPE or APPE at their site of employment, they must provide a written explanation of how the hours will be different from their current job and must receive approval by the Experiential Education Office, in conjunction with their employer, prior to completing them.
5. Students will not be placed at any facility where ownership or direct supervision is performed by a family member. Additionally, student family members will not be placed together simultaneously at the same practice site for the same experience type.
6. **IPPE:**
    - Students are required to complete their required IPPE hours before beginning advanced rotations. If all required IPPE hours are not completed, additional remedial hours may be required at the discretion of the Experiential Education Office.

- Students will meet IPPE hour requirements based on graduating class year. The college has the right to modify requirements based on ACPE requirements. Modifications may be imposed at any time.
7. **APPE:**
   - Students will choose from a list of available experiential opportunities.
   - All selections will be made either manually by the Experiential Education Office or through the optimization process administered by E*Value.

Intern License Submission Policy

To ensure timely documentation of an active intern pharmacist license, each student is required to submit the required materials by the assigned deadline. This will include one or both of the following items:
Indiana Board of Pharmacy Intern License
Out of State Pharmacy Intern License or Technician License as required by other states if scheduled to complete IPPE or APPE rotation(s) outside of Indiana

PROCEDURES:
- Students are <u>not</u> allowed to complete a rotation without an active intern license unless they are completing IPPE and APPE rotations in a state that does not have licensing requirements. Therefore, for states where an intern or technician license is required (i.e., Indiana), no IPPE or APPE hours can be obtained without a valid license.
- Indiana Intern License
  - P1 students will submit the intern license application during the fall semester. Once instructed, documentation of their active license will be submitted to ePortfolio by the specified due date. Failure to submit evidence of licensure may result in delayed scheduling of experiential rotations.
  - P2-P3 students will submit documentation of their active license to ePortfolio by **September 15 or the last business day prior to September 15**. Failure to submit evidence of licensure may result in delayed scheduling of experiential rotations.
  - P4 students must submit verification of their active license to ePortfolio by **September 1 or the last business day before September 1**. Students without an active intern license by the midpoint of block 5 cannot proceed to their block 6 rotation. Students may also be required to complete remedial hours at the discretion of the Experiential Education Office.

Out of State Licenses
  - P1-P4 students will submit verification of their active intern (or technician license depending on state requirement) **at least 60 days** in advance of their rotation start date to their e-portfolio. Students who do not have their license approved by this date will need to have a discussion with the IPPE or APPE coordinator which may result in a site reassignment.
  - It is the student's responsibility to research the requirements of the state in question. The Experiential Education office suggests starting the application process **at least 120 days** from the rotation start date.
- EXCEPTIONS:
  - Students assigned to rotations at out of state government facilities do not require an out of state license as long as they have an active pharmacy license. Examples of government facilities include Veteran Affairs Medical Centers, some Indian Health sites, CDC, FDA and NACDS.
  - Students assigned to rotation sites in states that do not have intern or technician license requirements may complete their IPPE and APPE hours without the need for appropriate

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credentials.

- According to the COPHS student handbook, if a student practices without appropriate credentials in a state with license requirements (e.g., active intern license, technician license requirements) they are in violation of the professional conduct code and their name will be submitted to COPHS Student Professional Conduct Committee and the Experiential Education Office for further action.

Remediation of Rotations Policy

Students are expected to be prepared daily for their rotation, complete assignments, and follow-up activities in a timely manner, as well as function at a professional level consistent with the expectations of the preceptor and site. Preceptors should communicate their individual expectations of performance and professionalism at the beginning of the rotation (during week 1). Any issues related to these items should be immediately communicated to the Experiential Education Office for prompt follow-up.

Grade Appeal Process for a Failed Rotation

A. Process
1. First the student shall review the evaluation submitted by the preceptor responsible for the rotation. If the student disagrees with the grade assigned, the student may submit a written appeal within 5 business days of the electronic notification of grades sent by the Experiential Director (through the preceptor's completed final evaluation in E*value). The written appeal must be sent to the Director of Experiential Education for the student's program of study.
2. If the appeal is denied by the Director of Experiential Education, the student may submit a written appeal to the Department Chair within 5 business days of the notice of denial. When appealing to the Department Chair, the student must also notify the Associate Dean of Academic and Administrative Services.
3. If the appeal is denied by the Department Chair, the student may appeal to the COPHS Dean within 5 business days of the notice of denial. Appeals to the Dean must be based on an error of fact. The decision of the Dean is final.

B. Students on experiential rotations will continue rotations until the appeal process is complete unless there is a documentable concern for patient safety, unprofessional student behavior (Student Conduct Code, COPHS Student Handbook), if this is a second rotation failure, or if charges of criminal misconduct are pending.
C. If the appeal is successful, the grade will be changed to an appropriate grade that is supported by the information provided in the appeal.
D. If the appeal for a change in grade is unsuccessful and this is the student's first failed rotation, the student will be scheduled by the respective Experiential office with an appropriate faculty member or preceptor. The students will not be re-scheduled with the preceptor awarding the failing assessment. Time within the student's schedule and/or availability of an appropriate site/preceptor may require that the student complete the remedial rotation in the next rotation year, which may result in extra tuition charges for the student and a delay in graduation. If the repeating rotation cannot be assigned until the next rotation academic year, the student may continue with previously scheduled rotations unless there is a valid reason, and/or governing policy, for the repeating rotation to be completed before previously assigned rotations may be taken. All IPPE hours need to be completed prior to progression to APPE.
E. If the student successfully meets expectations for the repeated rotation, they will be allowed to continue in the program. The failing grade will remain on the transcript and will count negatively toward the assessment of satisfactory academic progress.
F. If the student receives a failing grade in any two experiential (IPPE and APPE) pharmacy rotations or if this is a second didactic and/or rotation failed course/rotation for a PA student, the student will

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stop forward progress until the case is referred to the respective Academic Progression Committee for review under the guidelines of the Academic Progress Policy (COPHS Student Handbook).

Rotation Attendance Policy

It is mandatory for the student to attend the site and/or complete rotation activities on a daily, full-time basis, for an average of at least 40 hours and no greater than 60 hours per week unless there is specific approval from the EEO. Students are reminded that scheduled hours are at the preceptor's discretion, including nontraditional schedules that may include evening hours or weekends. Students must be prepared for all contingencies.

If a student knows they are going to be absent more than 2 days of the rotation block, they must email the Director of Experiential Education and have this absence approved by the Experiential Education Office. The student must email the Director at least 4 weeks before the block starts.

If the student has unplanned absences during the rotation that exceeds 2 days, the student should email the Director within 48 hours of the absence. The Experiential Education Office will also consult the preceptor regarding the absence and make up of hours.

PROCEDURES

- Absences for all introductory and advanced pharmacy practice experiences will be recorded on the evaluation form submitted by the preceptor after each rotation block.
- Because of the intense nature of rotations, students must consult their preceptors for rotation expectations, requirements, and schedules before committing to outside employment or other extracurricular activities.
- The student must inform the preceptor prior to the start of the rotation (preferably during your 2-week email) of known absences. It is up to the preceptor's discretion if these absences are considered excused or unexcused.
- Students must report unplanned absences/tardiness directly to the preceptor utilizing the preceptor's preferred communication and timeline, as noted by the preceptor or in the rotation syllabus.
- **Any time missed from rotation due to any absence is required to be made up**. The format of how this time is made up will be dictated by the preceptor, which may include time made up on weekends, additional projects, and/or other patient-care activities. Students should also plan to make up time during non-rotation blocks, if necessary.
- A student may accumulate up to 2 excused absence days per rotation block and no more than 5 excused absence days for the APPE rotation cycle. If more than 2 absences occur during one rotation block, the preceptor and Experiential Education Office will discuss ramifications, which may include the student receiving an incomplete or failure of the rotation.
- If the student is absent from a preceptor-designated rotation site for reasons other than defined below or cannot produce, upon request, supporting documentation of the below reasons within 72 hours, they will automatically be assigned an unexcused absence. Any unexcused absence may result in the student receiving an incomplete or failure for the experiential activity as determined by the Experiential Education Office in collaboration with the preceptor. Two or more unexcused absences may be considered grounds for dismissal.
- Reasons which constitute excused absences include:
  - Illness
  - Jury duty
  - Religious holidays*
  - Recognized site holidays
  - Presentation of poster at a state or national meeting (e.g., ASHP or APhA) *
  - Attendance at a professional meeting*
  - Official representative of Butler at state or national conferences*

- o Residency and/or job interviews*
- o Death of a family member

*Must notify preceptor of these events prior to the start of the rotation.

- All absences (unexcused and excused) will be recorded on the evaluation form completed by the preceptor.
- The Director of Experiential Education may be consulted for an opinion regarding the allowance of an absence.
- If you are not working under the direct supervision of your preceptor/on-site, you are required to communicate with your preceptor or their designee (email, phone, etc.) on a daily basis.
- The following are components of a rotation and count as APPE rotation hours; therefore, students will be permitted to leave a rotation early for attendance at the following. Students must notify the preceptor of these events prior to the start of the rotation:
  - o Interview Day (if applicable)
  - o Residency and Fellowship Showcase (if applicable)
  - o Departmental Honors Exam (for selected students by invitation only)

Rotation Materials and Late Submission Policy for APPE Students

To ensure timely documentation of successful completion of rotations, each student is required to submit required materials in a timely manner. This includes an affidavit for each assigned rotation block (signed by preceptor and with intern number). Students are also required to update their ePortfolio with their pre- and post-reflections, quarterly reflections for PPCP and leadership, and rotation documents. This includes the following: midpoint and final evaluation by preceptor, student evaluation of site/preceptor, copy of affidavit, and any written projects completed during the rotation.

PROCEDURES

- Students will turn in required written rotation documentation materials to the Experiential Education Office. This includes an affidavit with the preceptor's original signature (preferred) or electronic signature (in unique situations) which should be submitted by the following deadline: the first day of the second subsequent rotation (i.e., paperwork for rotation block 1 is due by the first day of rotation block 3).
- By the last day of the summer, fall, and spring semesters, all affidavits must be submitted (other than a rotation that the student is currently completing—i.e., block 4 or block 8).
- ePortfolios should be updated by the first day of the next rotation. The Experiential Education Office will check and provide feedback on ePortfolios quarterly (during week 2 of blocks 4,7,10, and 1 week before graduation).
- Attendance at the Quarter Check Ins (or review of material)

Late submissions:

- Students who do not meet the above deadlines will receive an incomplete for that rotation until materials are submitted.
- For the first occurrence of any late submission of materials (affidavit, ePortfolio, review of quarter check-ins), a reminder email will be sent to the student and a specified time will be given to submit materials.
- A second occurrence of late submission of materials will require the student to complete a written reflection on time management/professionalism and meet with the Director of Experiential Education.
- A third occurrence may result in referral to the COPHS Student Professional Conduct Code committee for further action.

Drug Screen Policy

Rationale

Health care providers are entrusted with the health, safety, and welfare of patients, have access to controlled substances, confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Therefore, there are times when an assessment of the student's possible impairment that could diminish the student's capacity to function in such a setting will be evaluated. This helps to promote the highest level of integrity in patient care.

Clinical facilities that serve as educational and training sites for students increasingly require drug screening for individuals who provide services within the facility and particularly for those individuals who provide patient care. Introductory pharmacy practice experiences (IPPEs) and advanced pharmacy practice experiences (APPEs) are essential elements of the curriculum and are required of the PharmD program. Thus, the Experiential Education Office is required to identify, via drug screening, students who may not be allowed to participate in an IPPE or APPE due to their use of unprescribed or illegal substances.

Process

All students will be required to undergo a urine drug screen in preparation for their Institutional IPPEs and APPEs. This will occur through the designated vendor, and it is possible that a contract with a specific site may have specific requirements dictating the process, handling, and reporting of "for cause" drug screening of an individual student while the student is participating in their IPPE or APPE. Students may be required to complete more than one drug screen through their APPE year.

Students will receive information about the requirement for drug screening, deadlines for compliance, results reporting, and associated fees. Students will be responsible for the cost of required drug screenings. Students who refuse to submit to any required drug screen will be provided to the Associate Dean of Academic and Administrative Services for referral to the Student Professional Conduct Committee as indicated.

The student has the right to review the information reported by the designated vendor for accuracy and completeness and may institute a dispute process with the vendor if they have a question about the validity of the results. This will result in a retest by the vendor of the sample that was provided and would be an additional cost to the student. The student should be prepared to validate any positive results with the vendor within 24 hours of receiving the results of the testing. Failure to respond immediately to these requests could result in disciplinary action, delay in rotation start dates, and/or dismissal from the Program.

Results of the student drug screens are reviewed by the Experiential Education Office (EEO). If a student has a positive drug screen due to unprescribed or illegal substance use (as defined by federal law), the EEO will notify the COPHS Student Professional Conduct Committee, and students are subject to sanctions as outlined in the Substance Abuse section of the Professional Conduct Code as written in the COPHS Student Handbook. The student will also be unable to complete their rotation as scheduled.

Prior to making a final determination that may adversely affect the student, the Experiential Education Office will inform the student of their rights, how to contact the designated vendor to challenge the accuracy of the report, and the role of the designated vendor in any decisions made.

Negative Dilute Results

This result occurs when a student drinks a large amount of liquid before giving the sample for drug screening. Negative Dilute is not an acceptable result and an additional panel will need to be submitted at the student's expense.

Positive Drug Screen Results

Students with a positive result due to prescription medicine will be contacted by the Medical Review Team. The Medical Review Team will gather the necessary information to verify the medication AND the prescription, which will require additional time to validate the results. Students should account for the additional time needed when considering any deadlines for ePortfolio due dates or rotations requirements.

Students with a positive result due to unprescribed medication or illegal substance use may face disciplinary action, including removal from the rotation and sanctions as assigned by the COPHS Student Professional Conduct Committee. Students may be referred for evaluation and treatment as a condition for remaining in the program. Costs incurred are the responsibility of the student.

Student Responsibilities for Experiential Education Experiences

Requirements for Participation in Rotations

- Before beginning rotations, all curriculum prerequisites must be met or waived by petition.
- Students must agree to comply with all policies provided in this document, the COPHS Student Handbook, and the Butler University Student Handbook.
- Valid Indiana internship license and license in the state where rotations are completed, if required.
- Criminal background check results within the calendar year (some sites may require an additional background check).
- Complete health-related requirements and documentation posted to the ePortfolio according to posted instructions & deadlines.
  - P1 Health Requirements:
    - Documented receipt of annual influenza vaccine
    - Updated Tdap vaccination and documentation, as needed
  - P2 & P3 Health Requirements:
    - Documented receipt of annual influenza vaccine
    - Updated Tdap vaccination and documentation, as needed
    - Complete & documented quantitative immunologic titer collection for (hepatitis B virus, measles (rubeola), mumps, and rubella viruses, and varicella virus (varicella-zoster virus)
    - Documented receipt of all necessary vaccines according to the initial immunologic titer results
    - Completion and documentation of any additional required titers according to the initial titer results
    - Complete & documented interferon gamma release assay (IGRA) collection
    - Complete a 10-panel drug screen (all P2s and P3s)
- Completion of any additional site-specific onboarding requirements according to the sites' instructions and deadlines
- HIPAA training (through CEImpact) documentation required for P1-P4 (some sites may require additional HIPAA training)
- Bloodborne Pathogens training documentation (through CEImpact)

- Valid Basic Life Support (BLS) certification & documentation by the American Red Cross or the American Heart Association
- Documentation of health insurance coverage while on rotations
- IPPE only: Completion and submission of the IPPE Rotation Placement Agreement according to posted instructions and deadlines
- APPE only: Verification of course self-registration for Summer, Fall, and Spring semesters by dates specified by the Experiential Education Office.

Requirements for ePortfolio:

- Students are required to create, maintain, and update the information in their ePortfolio via WordPress each year (P1-P4). Students are expected to grant access to and send a link for the ePortfolio to their preceptor 2 weeks prior to the rotation.
- Students should also discuss the contents of their ePortfolio with their rotation preceptors at the beginning of each rotation. This provides an introduction between student and preceptor, assists the student and preceptor in discussing shared expectations for their rotation experience, and helps students share their experiences and accomplishments.
- This portfolio serves as a compilation of a student's work and should contain a representative sample of work from all rotation blocks. It is a reference for the student, preceptors, and potential employers or residency directors.
- The Experiential Education Office reserves the right to review the student's ePortfolios at any time and will send e-mails to students who are not compliant with ePortfolio requirements.

Information required to be retained in student ePortfolios includes the following:

- Personal contact information (current email and phone number)
- Biography
- Professional picture
- Criminal background check results
- Drug screen results
- Emergency contact information
- Current Health & Immunization Record
- Health insurance coverage documentation
- Current resume (P1) or CV (P2-P4)
- Proof of valid intern license
- Proof of any out of state licenses (and any relevant paperwork)
- Valid BLS Certification
- Documentation of HIPAA training (through CEImpact)
- Documentation of Bloodborne Pathogens training (through CEImpact)
- Immunization Certification (if student is certified)

Each IPPE and APPE rotation section must also include the following

- Midpoint evaluation
- Final evaluation of student
- Final evaluation of site/preceptor
- Copy of Affidavit (for APPE only)

- Any presentations and projects completed such as:
  - Formal presentation
  - Case presentation
  - Journal Club presentation
  - Topic discussions
  - CE/In-service
  - Care plans
  - Protocols
  - Articles (authored or published)
  - Drug information questions
  - Health topic reports
  - Patient education materials
  - Health care professional materials
- Reflective writing blog entries in paragraph form, **minimum of 100 words for each question**
  - Pre-rotation question(s)
  - Post-rotation question(s)
  - Quarterly leadership reflections (APPE only)
  - Quarterly PPCP reflections (APPE only)

Assessment

Student assessment and evaluation is the joint responsibility of the preceptor and student. Student assessment is an ongoing process that requires continuous, constructive feedback and demonstrated competency. In addition to informal assessments, there are two formal assessments for each rotation completed via E*Value: the midpoint and final evaluation.

- Midpoint Evaluation: Preceptors will complete a midpoint evaluation of the student. Students are not required to complete a midpoint evaluation but may be asked by the preceptor to self-assess their performance to date. Preceptors and students should both contribute to the plan of action.
- Final Evaluation: Preceptors will complete a final evaluation of the student. Student will, in turn, complete a final evaluation of the preceptor/site. Students are encouraged to share this evaluation with their preceptor during their last day assessment. Please note there are 3 confidential questions included in the evaluation that are not visible by the preceptor.

If students have any concerns while on their rotation, they should reach out to the Director of Experiential Education and/or complete an Ad Hoc concern card on E*value. The concern card is only sent to the Director of Experiential Education and is not visible to the preceptor.

Attendance

Refer to the Rotation Attendance Policy at the beginning of the IPPE and APPE rotation manual.

Professional Appearance and Attire Guidelines

Students are to dress professionally at experiential sites as outlined in the COPHS Student Handbook. Sites may have specific requirements and it will be the student's responsibility to ask each preceptor about appropriate attire. The dress code is enforced for the acceptability of the patients and the assigned site, and as an expression of your professionalism. Students with attire considered unprofessional by the preceptor may be sent home for the day and will be required to make up all missed time.

Attire considered professional includes:

- Dress shirts with or without a tie. Shirts should not expose shoulders, backs, or midriffs.
- Layers such as cardigans or quarter-zip sweatshirts are appropriate when temperature dictates as such, but hoodies and athletic sweatshirts are not preferred.
- Leggings or tights are not to be worn in place of pants but can be appropriate when worn under a dress or tunic.
- The length of skirt or dress must exceed the length of the white lab coat.
- Clean, neat, and ironed white lab coat - unless it is not worn based upon practice location (e.g., pediatrics, psychiatry); preferred length is no longer than mid-thigh.
- Butler COPHS name tag and/or assigned badge (to be worn at all times within the institution).
- Socks/hosiery required (for health & safety purposes).
- Shoes should be appropriate, comfortable, and closed toed/closed back (no sandals or slip-ons). Shoes should match your professional attire as determined by your preceptor and site.
- Scrubs, as determined by preceptor and site, may be worn. White coats may be required over scrubs. If scrubs are not unacceptable for the practice setting, they should not be worn.
- Body Piercing and/or tattoos: adhere to site policies that address body piercing and/or tattoos.
- All students must always be clean, well groomed, and wear clothing that is not ripped or torn and devoid of large logos, advertising, or slogans.

Student Outside Employment

Rotations are courses and, therefore, have equivalent requirements of attendance, proper daily preparation, appropriate and timely completion of assignments, and appropriate professional behavior. It should be remembered that rotations also require the completion of "homework," and that appropriate time, effort and preparation are necessary, as with any other course. Students are required to spend an average of 40 hours per week at the site and/or engaged in rotation activities. Additional time beyond that may be required at the site and on the student's own time. Time on rotations and "homework" is the student's opportunity to fill in any "gaps" in their didactic knowledge base. Site schedules may include evenings and weekends and experiential experiences must always take priority over outside employment. Outside employment is not an excuse for altering site schedules. Because of the intensive nature and required daily preparation for rotations, outside work/employment is strongly discouraged. Rotations are more intensive than semester courses and outside activities/employment will interfere with meeting quality expectations of rotations and will jeopardize your grade. Any decline in academic performance is sufficient justification for the Academic Progression Committee to evaluate critically the extent of time a student should devote to a part-time job.

Inclement Weather

Students will follow the attendance procedure as dictated by the individual preceptor(s) at the practice sites in the event of inclement weather. If the student is unable to attend the site due to a delayed or canceled opening, the missed time will need to be made up as described in the absence policy (i.e., at the preceptor's discretion). Students on Introductory or Advanced Pharmacy Practice Experiences should contact their preceptor regarding any weather-related absences.

Personal Emergencies

In the event of an emergency, the student should contact the Experiential Education Office as well as the preceptor at the site to make them aware of the situation. This policy refers to legitimate emergencies and not routine illnesses or absences referred to in the attendance policy.

Confidentiality

Patient confidentiality is a basic patient right and must be maintained at all times in accordance with HIPAA, state regulations, and COPHS policies. Students should be aware of and follow any site-specific policies regarding confidentiality, which includes policies regarding social media. Discussion of patient-specific information must take place in areas where confidentiality can be maintained (e.g., not in cafeteria/elevator)

It is considered a breach of confidentiality if a student reveals information about a patient (even if a name is not given) in conversation with friends, etc. outside the institution. Students are reminded that no identifying patient information should be removed from the site (i.e., taken home) or given in case presentations or patient discussions. A chart/patient record is only to be reviewed as a learning resource, and only if the student is following the care of that patient. Chart review of acquaintances, people in the news, etc. is not allowed unless the student is directly involved with the care of that patient. Students are strictly prohibited from viewing their own records, as well as the records of their family members. Intentional, repeated, and serious breaches of confidentiality by a student will be reported and evaluated by COPHS Student Professional Conduct Code Committee for further action.

Legal Responsibilities

It is the student's responsibility to be aware of and follow all state and federal laws relating to the practice of pharmacy. The students are expected to know the legal practice guidelines for the professional situations within which they will be working. If the student is unsure about the regulations regarding their practice site, they should confer with the preceptor. Legal violations will be evaluated for severity and addressed at the time of grade assignment. A major violation could result in the failure of the rotation and/or termination of the program.

Ethics

The practice of pharmacy is founded on ethical behavior. The principles of ethics are based on moral obligation, virtues, and responsibilities of a pharmacist to their patients. Respect, compassion, confidentiality, dignity, honesty, and integrity are all components of ethical behavior. Butler University College of Pharmacy and Health Sciences students represent themselves, the college, and the profession of pharmacy. Ethical and professional behavior is mandated, and unethical behaviors will not be tolerated. If a student is found to be in violation of basic ethical principles, the infraction will be evaluated and will be referred to the Student Professional Conduct committee for further action.

Professionalism

Students are reminded to refer to COPHS Student Handbook regarding the Professional Conduct Code. As student pharmacists, all enrollees in COPHS professional rotations are expected to adhere to professional decorum in all activities as defined by the site and the COPHS program. As professionals, students are responsible for their own attendance, preparedness, handling of common COPHS resources and equipment, participation, and ultimately their performance on rotation.

Professionalism describes the attitudes, values, and behaviors expected of a healthcare professional. The attributes of professionalism are knowledge and skills, commitment to self-improvement, service orientation, pride in the profession, covenantal relationships, creativity and innovation, conscience and trustworthiness, accountability, ethical sound decision-making, and leadership.

Students must maintain a positive attitude toward patients, guests, coworkers, healthcare professionals, and their clinical faculty preceptor. Using flexibility and understanding during unforeseen occurrences and events, students will develop a broader knowledge base and enhanced personal growth. Student attitude will be evaluated and be considered as a part of the final evaluation/grade. Students with questions regarding professionalism may refer to the COPHS Student Handbook.

Students will treat all people with whom they interact with dignity and importance. Students will respect the diversity of backgrounds and ideas for those persons, whether patients, family members, other healthcare professionals, or casual observers involved in any situations the students may find themselves. Students will be sensitive to and consider the differences these people bring to a situation. Students will evaluate these differences in a positive manner and use them as a learning experience. Uncomfortable situations should be discussed with the preceptor, and the preceptor should give the students feedback regarding acceptable behavior in situations that may arise.

If a student repeatedly acts in a manner that does not show respect to those involved, this behavior will be evaluated, and may result in failure of the rotation—refer to procedures to be followed upon alleged violation of the professional conduct code in the COPHS Student Handbook.

Academic Integrity

Academic dishonesty in all its manifestations is unacceptable behavior and is inconsistent with the professional integrity necessary to be a health care practitioner. Students must be fully aware of what constitutes academic dishonesty; claims of ignorance cannot be used to justify or rationalize dishonest acts. Behaviors which constitute academic dishonesty are clearly described in the Professional Conduct Code of the College which is contained in the COPHS Student Handbook and in Canvas under the COPHS Community Resources section. Students in COPHS courses are expected to read and to abide by this policy. The procedures outlined in this policy will be followed should any breach of academic integrity occur in this course.

Plagiarism

Plagiarism is defined as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." This includes lecture materials (e.g., slides, handouts, charts) created by faculty members. Appropriate paraphrasing and proper referencing are necessary to avoid plagiarism. Please refer to the COPHS Citation Guide, available in the COPHS Community Resources section of Canvas, for proper referencing/citation formats. Students in COPHS courses are expected to read these guidelines and adhere to them in the submission of all written assignments. All instances of plagiarism will be addressed as outlined in the COPHS Professional Conduct Code.

Intellectual Property

Any outside use, reproduction or mixing of audio and video materials recorded by students or faculty as part of a course is forbidden without the express written consent of the course instructor and all parties involved in the recording. This includes use in ePortfolios or on social media and internet sites such as YouTube or Facebook, etc. For additional information on copyright and intellectual property click here. Violation of this policy will be considered a violation of the COPHS Professional Conduct code. Such a code violation will result in appropriate sanctions by the COPHS Professional Conduct Code committee.

Communication

Protocol for Sending Email Communications: Students are expected to address administrators, faculty and staff, preceptors and other healthcare professionals using their proper titles. In addition, the subject line must be filled in with the reason for the email. Students should always use their BU email account for this purpose. If a student uses their personal email account, the College of Pharmacy is not responsible for the loss or breach of confidential information. Common courtesy dictates that emails end with a proper closing such as "thank you," "regards" or other suitable statement. The sender should always close signing their complete name, Class Year, and if a student organization officer, their title. As a rule, students should check their Butler email account twice per day, once first thing in the morning and once late in the afternoon, each day. This includes non-rotation blocks and University closures. Students are expected to maintain their Butler email account and are responsible for messages sent to and from their account. Many faculty, staff and students will use this medium to converse, post important information, and provide updates.

Technology

The personal use of cell phones and other electronic devices for phone calls, text messaging or web surfing while on rotations is not allowed. Communication by text may only be used if it is the preferred form of communication by the preceptor. Engaging in social media is not acceptable during student learning. Using phones for drug information questions and research is at the discretion of the site/ preceptor. Preceptors are encouraged to discipline students accordingly if such situations arise during the course of a rotation.

Accommodations for Disabilities

It is the policy and practice of Butler University to provide reasonable accommodations for students with properly documented disabilities. Written notification from Student Disability Services is required. If you are eligible to receive an accommodation and would like to request it for this course, please contact Student Disability Services. Allow one-week advance notice to ensure enough time for reasonable accommodations to be made. Otherwise, it is not guaranteed that the accommodation can be provided on a timely basis. Students who have questions about Student Disability Services or who have, or think they may have, a disability (psychiatric, attentional, learning, vision, hearing, physical, medical, etc.) are invited to contact Student Disability Services for a confidential discussion in Jordan Hall, Room 136 or by phone at 317-940-9308.

Reporting Discrimination or Harassment

For information regarding non-discrimination and harassment refer to the COPHS student handbook section titled "Non-discrimination and Harassment."

Drug/Alcohol Abuse Policy

All COPHS students must adhere to the drug/alcohol abuse policies outlined in the COPHS Student Handbook.

Student Guidelines for Rotation Completion

TWO WEEKS BEFORE START OF ROTATION:

I. Contact preceptor, at minimum, two weeks prior to the start of a rotation. Be sure to communicate directly with your preceptor. If the name of the preceptor has changed, please contact the appropriate Experiential Education staff (IPPE—Ms. Alison Carrico; APPE—Mrs. Juli Nichols-Shelp) so that E*Value can be updated, and appropriate material can be sent to the preceptor.

II. You will need to add your preceptor as a user to your ePortfolio to ensure they have access prior to sending your email with the link to your ePortfolio.

III. Verify the following in your email (remove not applicable information, such as directions for virtual rotations):
   - Directions to site
   - Where to park on the first day and if there is a fee to park
   - Where to meet the preceptor on the first day
   - What to bring
   - What type of attire should be worn
   - Recommendations for additional ways to prepare for the rotation
   - Any additional information that may be required prior to the start of the rotation

Note: Some preceptors may request a meeting before the rotation or may ask you to call them closer to the start date. Some sites will contact you weeks or months prior to your rotation start with specific requirements. Complete them as assigned within the requested time frame. Failure to meet deadlines may result in your inability to complete a rotation as assigned. A new rotation would then be assigned by the Experiential Education Office and scheduled either during your non-rotation block or at the end of your rotation year, if necessary.

FIRST DAY:
- Review your ePortfolio with your preceptor.
- Discuss rotation requirements and expectations, evaluation criteria, and desired outcomes (for student and preceptor), schedule, etc. with your preceptor

- Required institutional/department orientation (may not be required at all sites)

DURING ROTATION:
- Follow the attendance policy noted in Rotation Manual.
- Butler student name tags must always be worn. Some sites may require additional ID tags for institutional security purposes.
- Communication is very important while on rotations. It is the student's responsibility to check their Butler email and reply appropriately within 24 hours of a request throughout the school year (even during non-rotation blocks).

LAST DAY (OR BEFORE):
- Complete final evaluation of preceptor/site.
- Share feedback with your preceptor.

END OF ROTATION:
For APPE only: Students need to submit their affidavit with the preceptor's signature (this can be an original or electronic signature). Each section of the affidavit must be completed and typed or printed in blue or black ink. The affidavit should be submitted either via the drop box (outside of PHSB 203) or via mail to Krissy Haganman after completion of the rotation. The affidavit form is available on page 61 of the rotation manual.

Krissy Haganman
Pharmacy Experiential Academic Program Coordinator
Butler University, COPHS
4600 Sunset Avenue
Indianapolis, IN 46208-3485

PHARMACIST LICENSE APPLICATION INFORMATION
Students preparing to graduate should begin the application process for their pharmacist license(s) approximately two to three months before graduation. Important licensing information can be found at the following sites:

I. Indiana application for Pharmacist License
www.IN.gov/pla

II. Registration for the NAPLEX (North American Pharmacist Licensure Examination) and MPJE (Multistate Pharmacy Jurisprudence Examination)
https://nabp.pharmacy/

Refer to Canvas RX502 for updated information and instructions regarding the application process. It is recommended that students review the Board of Pharmacy websites for any state-specific information. Contact Ms. Krissy Haganman for any licensing questions.

Preceptor Expectations
We utilize a computerized rotation management system, E*Value. The Rotation Manual is available online at www.e-value.net. We also utilize a computerized ePortfolio system for our students, WordPress. Students will share their ePortfolio links with preceptors. Preceptors should review the student's ePortfolio before the student begins the rotation and/or on the first day of the rotation.

Overnight/Supervision

Students are required to be supervised by a licensed health care professional while performing patient care activities which includes preparation and dispensing of medication orders and prescriptions. Preceptors should provide time devoted to the student.

Communication

- The preceptor should review the student's ePortfolio prior to or on day 1 to determine the student's goals and areas of interest for the rotation experience.
- The preceptor should communicate all rotation expectations and assessment methods with the student during orientation.
- The students should receive an orientation to the site and the computer system.
- A rotation calendar including dates for rotation activities (e.g., rounds, projects, topic discussions) is highly encouraged.
- The preceptor should maintain an open line of communication (if not through direct contact, through email/phone) with students on a daily basis.

Mentoring

- Preceptors should serve as a role model for the students and for the profession of pharmacy.
- As a role model, preceptors are encouraged to hold students accountable for behavior, performance, and attainment of all course objectives.
- Preceptors should encourage students to engage in active learning and provide regular feedback with guidance on self-improvement.

Preceptor Expectations of the Student

- The "student responsibilities" section of the manual outlines the minimum expectations the preceptor should have of the students' behavior, attitude, and expectations. Each site may have their own list of rules and expectations and preceptors should provide these to students at the start of the rotation.
- Student attendance is required. Please refer to the attendance policy in the Rotation Manual.
- Students are required to spend a minimum of 40 hours/week and a maximum of 60 hours/week on rotations. Students are aware that additional time, both on and off site, may be necessary; however, our students may have additional commitments (such as MBA classes or PharmD projects) and may need to request your cooperation to balance these with their rotation requirements. **The best way is often for the preceptor and student to discuss time commitments required for the next four weeks at the start of the rotation.**

Student Relationship

Preceptors should develop a professional relationship based on the teacher-student model rather than the typical employer-employee relationship. Students are not to be compensated by the facility for any experiential activity which the student may receive academic credit from Butler University. Preceptors are cautioned that fraternization may endanger the teacher-student relationship.

Conflict Resolution

- Preceptors and students must attempt to resolve any conflicts that may develop.
- In the event there is a conflict between preceptor and student that cannot be resolved without intervention, the Experiential Education Office should be notified as soon as possible.
- If resolution is not a viable alternative, the student may be reassigned to another preceptor or site.

Evaluation and Assessment

- Student assessment and evaluation is the responsibility of the preceptor and student.
- Student assessment is an ongoing process that requires continuous, constructive feedback to ensure student competency.
- Feedback should be solicited from staff and other health care providers who have substantial interaction with the student.
- Formal assessment occurs at the midpoint and end of rotation.
- Final evaluations must be completed in E*Value within five business days of a student's completion of their experiential activities. Ideally, the evaluation should be completed and shared with the student on the last day of the rotation. Preceptors are also encouraged to ask for student feedback regarding the student's rotation experience.
- Informal assessment and feedback can also be completed at any time through Ad-Hoc evaluations available in E*Value.
- In all rotations, students are assessed on their General Professional Skills and Rotation Specific Activities**.**
- Preceptors may access their evaluation summaries at any time.

Syllabi Template Information

- Syllabi templates are available for all required IPPEs and APPEs and can be found in the Appendix of this rotation manual. The IPPE syllabus contains foundational competencies necessary for a student to achieve basic practice performance and understanding in that area. These foundational competencies also serve as the evaluation outcomes for the rotation. Additional supplemental competencies have been identified as activities students need exposure to and would benefit from learning about to succeed in pharmacy environments.
- Preceptors are required to utilize all information in the syllabus template but can add any additional information or requirements for their specific rotation. For quality assurance, the Experiential Education Office is required to have a copy of your syllabus on file. We also ask that you use our grading format and assessment sheet.
- All preceptors are reminded that the syllabus templates represent the minimum course outcomes and objectives. Preceptors can enhance the minimum requirements or necessitate the completion of additional objectives by the student.

Introductory Pharmacy Practice Experience Grading Policy

IPPE will be graded on a pass or fail basis. An entrustment scale of Meets Expectations, Needs Improvement and Not Applicable is used to assess students' knowledge and skills of foundational competencies, based on their pharmacy education level completed before the rotation. In addition, students are assessed on their attitudes and professionalism using a scale of Consistently or Inconsistently.

On the final student evaluation, preceptors may recommend that a student be referred to the IPPE Curriculum Coordinator for inconsistencies in attitudes and/or professionalism. Students will be required to meet with the IPPE Curriculum Coordinator to discuss the identified areas of concern. An action plan for improvement may be developed with the goal of better preparing the student for APPEs.

Some reasons for Automatic Failure of an IPPE rotation:

- Professional behavior was inappropriate and/or unethical.
- Patient confidentiality and HIPAA were breached.
- Rotation site policies or laws/regulations related to pharmacy practice were violated.
- Competencies or tasks were performed at a level of significant concern to patient care.

If a student fails an IPPE rotation, the completed hours will not count towards the IPPE hour requirement, and the rotation will need to be repeated (see remediation/retake policy). The student will not be eligible for APPE lottery rotations (APPE rotations that are highly requested and have very limited number of available spots) and may be required to complete additional remedial hours at the discretion of the Experiential Education Office. In addition, the IPPE Curriculum Coordinator will be notified, and the student's name may be submitted to the Pharmacy Academic Progression Committee for further action.

Advanced Pharmacy Practice Experience Grading Policy

- The final evaluation consists of 2 different sections: (1) Professional and Work Ethic and (2) Pharmacy Entrustable Professional Activities.
- Student must be able to meet expectations in each of the areas specified in order to graduate. Since it is expected that students will improve skills in these areas as the year progresses, preceptors are urged to grade a student without regard to whether this is the student's first or last rotation. In this way, students will better appreciate the areas for which further attention is required.
- Students' performance on the Professional and Work Ethic section on items are evaluated with the following grading scale: (**C**) Consistently, (**I**) Inconsistently, (**N**) Never. Comments are required for any scores of "inconsistently" or "never."
- Students' performance on the Pharmacy Entrustable Professional Activities section will be evaluated on items in this section using the grading scale below. Comments are required for any scores of "below expectations" or "fail."

Exceeds Expectations	Ready for supervision at a distance. I trust the learner to completely and accurately...
Meets Expectations	Ready for reactive supervision. I trust the learner, with limited correction, to...
Below Expectations	Ready for direct, proactive supervision. Learner requires direct supervision and frequent correction, to...
Fail	I do not trust the learner to...

- Overall performance:
  - Preceptors are asked to evaluate the student's overall performance as "pass" or "fail."
    - This reflects not only entrustable professional activities, but also professionalism.
  - It is suggested that if the preceptor feels the student is not capable of functioning as a pharmacist, it should be reflected in the evaluation and may be grounds for failure of the rotation.
  - In addition, the preceptor should review the below list of automatic failures below prior to assigning a final grade and contact the Experiential Education Office if they have any questions.

Automatic failures:

- Breaches patient confidentiality or violates policies of the site.
- Did not meet requirements and expectations outlined by the preceptor in the corrected plan of action.
- Displays skills, abilities, and/or knowledge areas that require significant improvement and are a concern for patient care.
- Professional behavior is inappropriate and/or unethical (e.g., exceeds absences allowed, inappropriate language or communication)

APPE Skills-based Competencies

- The competency checklist was developed around the concept that a student needs to demonstrate

specific competencies prior to graduation.

- It is not necessary for students to attain all these skills on any one rotation; however, the student needs feedback monthly in each of the competency areas so that they may attain the requisite knowledge, skills, and attitudes prior to graduation.
- The level of competency or achievement is set at a level that is minimally necessary for competent practice as a pharmacist in that particular practice setting. The student's level of practice should show performance that provides safe and effective patient care in the defined areas.
- Please see Appendix for skills-based competency form.

APPE Monitoring and Referral Process

- On the final student evaluation, preceptors may recommend monitoring or referral to the Experiential Education Office for any of the following: professionalism, time management, communication, and drug information. Students must meet with the Director of Experiential Education and Preceptor Development to discuss the identified problem and produce a longitudinal plan for improvement.
- For monitoring, this includes but is not limited to: (1) continued monitoring of the identified area by the Experiential Education Office (with the goal that the student should receive meets or exceeds expectations for the remainder of rotation experiences), (2) additional assignments to help the student improve.

- For referral, this includes (but is not limited to): additional assignments or activities to help the student improve, additional assessments to verify improvement, or referral to the learning resource center.
- If a student fails a rotation and the preceptor has concern that a student has significant knowledge deficits, the preceptor may suggest that additional therapeutic topics be discussed prior to the student's retake of the rotation.

Rotation Schedule

For the 2024-2025 Academic Year:
Block 1: May 6 – May 31, 2024
Block 2: June 3 – June 28, 2024
Block 3: July 1 – July 26, 2024
Block 4: July 29 – Aug 23, 2024
Block 5: Aug 26 – Sept 20, 2024
Block 6: Sept 23 – Oct 18, 2024
Block 7: Oct 21 – Nov 15, 2024
Block 8: Nov 25 – Dec 20, 2024
Block 9: Jan 6 – Jan 31, 2025
Block 10: Feb 3 – Feb 28, 2025
Block 11: March 3 – March 28, 2025
Block 12: March 31 – April 25, 2025

Required Rotations

IPPE

- Students complete 160 hours of community practice experience during the summer after successfully completing their first professional (P1) year.
- Students complete 160 hours of institutional practice experience during the summer after

successfully completing their second professional (P2) year.

- Throughout the professional curriculum, students have additional course assignments and patient care simulation exercises that prepare them for their introductory pharmacy practice experiences.

APPE

- A total of 10 APPEs (minimum of 1600 hrs.) are required for all students. Required rotations are listed below.

Required APPEs: (for students not on concentrations or dual degrees)

- 1 General Medicine
- 1 Acute Care Inpatient
- 1 Hospital/Health System
- 1 Ambulatory Care
- 2 Community Practice
- 2 Patient Care Elective (in-patient or out-patient)
- 2 Elective rotations (either patient care or non-patient care)

Required APPEs for Medical Spanish Concentration:

- Same requirements as above.
- 1 patient care elective will be at an underserved site that is Spanish speaking (i.e., Shalom, Timmy Foundation Trip)

Required APPEs for Pharmaceutical Sciences and Patient Care Research Concentrations:

- 1 General Medicine
- 1 Acute Care Inpatient
- 1 Hospital/Health System
- 1 Ambulatory Care
- 2 Community Practice
- 1 Patient Care Elective (Pharm Sciences) or 1 Patient Care or Non-Patient Care Elective (Patient Care)
- 3 Pharmaceutical Sciences Research or Patient Care Research

Required APPEs for PharmD/MBA:

- 1 General Medicine
- 1 Acute Care Inpatient
- 1 Hospital/Health System
- 1 Ambulatory Care
- 2 Community Practice
- 2 Patient Care Elective (in-patient or out-patient)
- 2 Administrative/Management Rotations (RX651, RX675, RX693, RX671, and specified RX699)

Listing of Currently Offered APPEs

RX 650	Academic Experience
RX 651	Administration, Law, and Management
RX 652	Advanced Ambulatory Care*
RX 655	Compounding**

RX 657	Ambulatory Care*	
RX 658	Cardiology*	
RX 660	Patient Care Research	
RX 661	Community Practice*	
RX 662	Critical Care*	
RX 664	Drug Information	
RX 665	Emergency Medicine and Trauma*	
RX 666	General Medicine*	
RX 667	Geriatrics*	
RX 670	Home Healthcare*	
RX 671	Industrial Pharmacy	
RX 672	Infectious Disease*	
RX 674	Long Term Care**	
RX 675	Managed Care/Health Policy**	
RX 677	Neurology*	
RX 678	Nutrition Support*	
RX 679	Oncology*	
RX 680	Pharmaceutical Sciences Research	
RX 681	Neonatology*	
RX 682	Pediatrics*	
RX 686	Pharmacy Systems and Technology	
RX 687	Poison Control and Toxicology**	
RX 688	Pulmonary*	
RX 690	Psychiatry and Neuropsychology*	
RX 691	Radiopharmaceuticals	
RX 692	Underserved Clinic Experience*	
RX 693	State Board/Associations of Pharmacy	
RX 694	Surgery*	
RX 695	Transplantation*	
RX 696	Women's Health*	
RX 699	Special Topics/ Elective in Pharmacy Practice**	

See Pharmacy Program APPE and IPPE Handbook

Appendix F Doctor of Medical Sciences—Standard

Director's Welcome

Welcome to the Doctor of Medical Science Program at Butler University!

This is an exciting time to be a Physician Assistant (PA). PAs can be found in all aspects of medical care impacting the future of medicine. Communities continue to witness the expertise of PAs as critical members in healthcare. PAs continue to have an ever-expanding role within their communities, serving as PA educators, leaders, and advocates, directly influencing, and improving the future of healthcare. With the continually changing field of medicine, PAs seek additional skills and experiences to not only enhance their readiness for existing opportunities, but to be the individuals creating new opportunities. Congratulations on your decision to invest in your personal and professional development. You have chosen a program that will impact your career, your patients, and the PA profession. The Butler Doctor of Medical Science program will deepen your medical knowledge and in your selected concentration, and it will enhance your ability to understand and apply medical literature. The Doctor of Medical Science Certificate Programs provide an opportunity to expand knowledge in a focused concentration of healthcare and business, PA education, orthopedic, or critical care. Combining leadership development with a chosen concentration at the doctorate level will open career doors that impact healthcare! Thank you for choosing the Butler University DMS degree and taking this journey toward improving the future of healthcare delivery!

Jennifer Zorn, DMS, PA-C
Professor and Program Director
Doctor of Medical Science

Program and Faculty Information

Address, Email, and Phone

Doctor of Medical Science
Department of Medical Sciences
College of Pharmacy and Health Sciences
Butler University
4600 Sunset Avenue
Indianapolis, IN 46208
Phone: 317-940-9678
Email: DMSprogram@butler.edu
Program Office Fax: 317-940-9857
Admission questions: DMSAdmissions@butler.edu
Website: https://www.butler.edu/pharmacy-health/doctor-medical-science/degree/

College of Pharmacy and Health Science Administration

Dean: Robert P. Soltis, PhD
Associate Dean: Jennifer A. Snyder, PhD, PA-C
Assistant Dean of Student Affairs: Gayle Hartleroad, Ed.D.
Chair, Department of Medical Science and DMS Program Director: Jennifer Zorn, DMS, PA-C

Doctor of Medical Science Faculty

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Staff

Katie Coby, MBA, Admission and Marketing Coordinator, kcoby@butler.edu

Instructional Faculty

Timi Agar, MBA, Adjunct
Brigitta Cintron, DMSc, CTTS, PA-C, Adjunct
Agnes Compagnone, DMSc, PA-C, Adjunct
Sandra M. Keavey, DHSc, DFAAPA, PA-C, Adjunct
Philip King, PharmD, BCPS, Adjunct
David Lane, DMS, PA-C, Adjunct
John E. Lopes Jr., DHSc, PA-C, Adjunct
Ashley Malliett, DMSc, MPAS, PA-C, Adjunct
Folusho Ogunfiditimi, DM, MPH, PA, DFAAPA, Adjunct
Rev. Josanne Kissel Pagel, M.Div., MPAS, PA-C, DFAAPA, Adjunct
Joel Ruetz, DMS, PA-C, Adjunct

Introduction

The Doctor of Medical Science (DMS) Student Handbook is published for the convenience of students enrolled in the Butler University DMS Program, and those who may be interested in the program. The 2024 -2025 DMS Student Handbook's effective date is May 13, 2024.

Butler University is the sole sponsoring institution of the DMS program. The Higher Learning Commission accredited the DMS program in June 2019. It is Butler University's mission to provide the highest quality of liberal and professional education and to integrate the liberal arts with professional education, by creating and fostering a stimulating intellectual community built upon interactive dialogue and inquiry among students, faculty, and staff. Butler University provides equality of opportunity in its educational programs for all persons. It is the policy of the University to provide equality regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.

The DMS Program Student Handbook is an appendix to and includes parts of the College of Pharmacy and Health Sciences (COPHS) rules and policies, and does not constitute a contract, either expressed or implied. The Butler University DMS program reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion. Furthermore, the provisions of this document are designed by the Butler University DMS program to serve as firm guidelines rather than absolute rules, and exceptions may be made based on extenuating circumstances. This DMS Program Student Handbook is an extension of the College of Pharmacy and Health Sciences Student Handbook. In cases of perceived conflict, the COPHS Student Handbook shall take precedence.

PAs

PAs are well-recognized and highly sought-after members of the health care team. Working interdependently with physicians, PAs practice medicine and value team-based care in virtually all medical specialties and settings. In all fifty states, PAs have the authority to prescribe medications.

PAs practice in all specialty fields; twenty-five percent of all PAs provide primary care services, especially in family and general internal medicine, and twenty-two percent provide surgical care. Their job descriptions are diverse, and they serve in both clinical and non-clinical roles.

History
The program began admitting students in the fall of 2019 with courses offered in spring of 2020. Dr. Jennifer Snyder was the founding DMS Program director. The program has grown increasing full time faculty, course offerings, and concentrations.

Accreditation
The Higher Learning Commission accredited the Doctor of Medical Science program in June 2019. *Note: The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) does not accredit post professional doctorate programs like the DMS program.*

Program of Study
The College of Pharmacy and Health Sciences offers a 50-credit hour, completely online, post-professional academic degree program for PAs leading to the Doctor of Medical Science degree. Each of the program's 17 modules is 6 weeks in length and taught by doctorate level faculty. The modules will cover a range of important medical specialties/topics and include best practices, evidence-based decision-making, new guidelines for care, and critical thinking. All students will take 13 required modules. Students will have an option if they want to focus on the Healthcare Practice and Administration, Foundations in Critical Care, Foundations in Orthopedic Care, or PA Educator concentration.

The degree provides an avenue for those interested in expanding their understanding of medical knowledge, developing their leadership and business skills, and promoting lifelong learning. All courses are online allowing students to continue to work within their communities while taking classes and to achieve an advanced degree in a way that best suits their schedule. The flexible program allows PAs to build on their previous education and experiences with a continued focus on primary care.

The Doctor of Medical Science program will focus on meeting PANRE requirements while introducing critical thought processes through evidenced-based medicine activities. Patient care will likely improve as this degree helps you understand and apply medical literature to your patient care. By adding doctorate-level education to the mix—leadership skills, business acumen, and the ability to critically evaluate and apply medical literature—Butler's DMS degree will likely help PAs improve access to lower-cost healthcare in this country.

This degree does not earn you the right to practice independently. State law dictates how a PA practices and their degree of autonomy. This is not changed by earning a Doctor of Medical Science degree, anywhere!

Mission Statement

The mission of the Medical Science program is to promote evidenced-based, life-long learning of PAs, to develop a greater depth of medical knowledge for the changing healthcare environment, to enhance leadership skills, and to develop PA educators.

Program Goals / Student Learning Outcomes

Healthcare Practice and Administration Learning Outcomes

1. Appraise and assimilate relevant scientific and clinical evidence addressing a problem or issue
2. Design and implement strategies to assess an issue, treat a condition, or measure the impact of a change or intervention
3. Exhibit the ability to apply concepts or practices to novel problems or apply newly discovered knowledge to serve the patient's or health institution's needs
4. Draw relevant conclusions using an evidenced-based approach
5. Demonstrate professionalism and a commitment to advancing the practice of medicine through communications and interactions

PA Educator Learning Outcomes

1. Appraise and assimilate relevant scientific and clinical evidence addressing a problem or issue
2. Design and implement strategies to assess an issue, treat a condition, or measure the impact of a change or intervention
3. Exhibit the ability to apply concepts or practices to novel problems or apply newly discovered knowledge to serve the patient's or health institution's needs
4. Draw relevant conclusions using an evidenced-based approach
5. Demonstrate professionalism and a commitment to advancing the practice of medicine through communications and interactions
6. Acquire the essential knowledge and skill needed to be successful in academic roles within the area of administration, curriculum, and assessment.

Foundations in Critical Care Learning Outcomes

1. Appraise and assimilate relevant scientific and clinical evidence addressing a problem or issue
2. Design and implement strategies to assess an issue, treat a condition, or measure the impact of a change or intervention
3. Exhibit the ability to apply concepts or practices to novel problems or apply newly discovered knowledge to serve the patient's or health institution's needs
4. Draw relevant conclusions using an evidenced-based approach
5. Demonstrate professionalism and a commitment to advancing the practice of medicine through communications and interactions
6. Develop a multifaceted care plan for common critical illness and/or injury in adult patients including components of ventilatory, cardiovascular, renal, and nutritional support while incorporating other patient specific factors.
7. Utilize injury or illness specific prognostic and patient factors to engage in shared decision making with patients and families, specifically, as it pertains to end-of-life and palliative care.

Foundations in Orthopedics Learning Outcomes
1. Appraise and assimilate relevant scientific and clinical evidence addressing a problem or issue
2. Design and implement strategies to assess an issue, treat a condition, or measure the impact of a change or intervention
3. Exhibit the ability to apply concepts or practices to novel problems or apply newly discovered knowledge to serve the patient's or health institution's needs
4. Draw relevant conclusions using an evidenced-based approach
5. Demonstrate professionalism and a commitment to advancing the practice of medicine through communications and interactions.
6. Develop a multifaceted care plan for common orthopedic injury in adult and pediatric patients including components of prevention, diagnosis, treatment, prognosis, and rehabilitation while incorporating other patient specific factors
7. Develop ethically appropriate, culturally sensitive non-surgical, pre-operative, surgical, post-operative care, and rehabilitation care plans for orthopedic patients. Eligibility and Admission

Transfer Credit

A request for transfer of graduate credit will be considered. For graduate coursework completed elsewhere to be applied towards the DMS degree at Butler University, students need to submit the Request for the Transfer of Graduate Credit application: https://www.butler.edu/registrar/transfer-credits. Send completed application requests to the DMS Admission email, dmsadmissions@butler.edu.

Estimated Time Each Week

Each 3-credit hour graduate course offered over a 6-week period will have at least 6 contact hours per week through dynamic asynchronous content.

The courses will require additional total engagement time per week on the part of the individual student to master, apply, and integrate the information. The amount of "engagement time" is dependent on the individual learner's previous knowledge of the content being presented and ability to assimilate the information efficiently and effectively. When students begin working on their capstone project (after completion of 10 modules one can begin the proposal process for the programmatic capstone), more time will be required each week.

Residency

Campus residency is not required. All course content is completed online. However, all students are invited and encouraged to attend the University and College commencements, after completion of the Program.

Admission

The Butler DMS program acknowledges the clinical experience of the most seasoned PAs and *does not require a master's degree*. Applicants to the Doctor of Medical Science program must be PAs.

Standard Admission Requirements

Individuals are eligible to apply if they have earned an entry-level, PA degree from a program that is accredited by the Accreditation Review Commission on the Education for the Physician Assistant (ARC-PA) and either one of the following:
- State license to practice medicine or
- National certification from NCCPA

An encumbered state license or NCCPA national certification is subject for review by the admissions team and may result in a denial of admission to the program.

A GRE is not required.

Applicants must be able to meet University technology requirements during the entirety of the doctoral program. Students will need access to a reliable computer and high-speed internet. Strong computer skills and/or the ability to quickly learn and adapt to new technology is necessary for success.

To apply, candidates should submit the following:
- Butler University application
- Official transcripts from all colleges and universities where a degree has been earned
  - Either mailed or sent electronically to gradadmission@butler.edu.
- An updated, comprehensive curriculum vita
- An unencumbered, active state license number or NCCPA certification number
- A maximum 250-word essay describing the goals for enrolling in the DMS program

A phone or Zoom interview may be required.

Applicants must be fluent in English (the language of instruction of this program). When the applicant speaks and/or writes in English as a second language, the applicant must submit Test of English as a Foreign Language (TOEFL) scores for review. International students must have a TOEFL score and evaluation of any international transcripts. Please note that this takes additional time. A TOEFL score of 550 (paper-based test) or 79 (internet-based test) meets Butler University's English language proficiency requirements. Butler's TOEFL school code is 1073. World Education Services or Educational Credential Evaluators must evaluate all international transcripts.

Applicants who believe the TOEFL requirement should be waived may petition the University Office of Admission.

International Admission Requirements

International applicants who have completed a recognized PA Program, and nationally certified and currently licensed/registered in Canada, Ireland, the United Kingdom, or New Zealand are also eligible to apply for the Doctor of Medical Science (DMS) online program. The applicant is responsible for determining if their country and/or employer recognizes the United States Online Doctor of Medical Science program. Completion of this program will not make one eligible to be certified by the National Certification of PAs (NCCPA). Additional information for International Applicants can be found on the following web link: https://www.butler.edu/pharmacy-health/doctor-medical-science/degree/admission/

Please visit https://www.butler.edu/dms for more information or feel free to reach out to the program at DMSadmissions@butler.edu.

Admission Notification

DMS program admission is competitive and seeks highly qualified PAs. The DMS Program has a rolling admission process, and applicants will be considered as they apply to the program. Following receipt of

all necessary information, the admissions committee will review the applicant's file. Applicants will then be assigned to one of the following categories: 1) Accept, 2) Defer, or 3) Reject. Once files are complete, applicants will be notified as soon as possible following the committee's decision. Admission decisions are made by the program and are considered final. Selected candidates will be extended a conditional offer of admission into the Butler University DMS program, via email, with a formal letter sent by the University. The candidate must meet all University requirements to enter the program.

Offer of Admission
The decision to admit students into the DMS Program will be made by the DMS Program Admission Committee.

Degree
Students who complete all requirements of the Program will earn a Doctor of Medical Science (DMS) degree. All students who have completed requirements must register to graduate. Additional information and deadlines to register for graduation can be found at this link: https://www.butler.edu/registrar/graduation/.

Doctoral Candidate
Students may use Doctor Medical Science Doctoral Candidate in a signature line only after their scholarly project has been approved and until they graduate. Until that time, they may indicate they are a Doctoral Student in a Doctor Medical Science program.

Academic Calendar
Go to https://www.butler.edu/registrar/academic-calendar-2024-2025/
Click the link to view the 6-week 2024-2025 Academic Calendar for students in the Doctor of Medical Sciences program offered by the College of Pharmacy and Health Sciences.

Tuition and Fees
Flat rate pricing will be initiated based on the student's matriculation (start) date of the program. However, to continue to be eligible for the student's matriculation rate, the student must graduate at the "Standard Pace" or at the end of 9 semesters to maintain the initial rate through their program (see definition of "Standard Pace" above).

For the 2023-2024 academic year, tuition is $750 per credit hour for the academic year or $37,500 for the program.

Tuition is anticipated to increase in subsequent academic years. The increase generally occurs in the summer and has been around 3%. The Board of Trustees reviews and traditionally adjusts tuition rates on an annual basis. New tuition rates begin at the start of the Butler University financial year and implemented in the Doctor of Medical Science program at the beginning of summer session A.

There are no fees for this program. They are included in the cost of tuition.

Any books used within the program will be available electronically through the Butler University Library--along with access to journals.

If a student does not maintain a "Standard Pace," they will be transitioned to the tuition schedule in place at the beginning of their tenth semester. This new tuition will be in place for the remainder of their program (or until the 5.5 years required program completion time limit).

Office of Student Accounts

The information regarding student paying tuition or due dates (eBills) can always be found on the student account web page: https://www.butler.edu/campus-services/student-accounts/.

Visit my.butler.edu …Go to Self Service Student Homepage → Student Center
Under the Finances section, click on the Account Inquiry link
Students can change the search parameters to search for specified dates, or a range of dates, to view their billing statements online.

Please contact the Office of Student Accounts at (317) 940-9353 or at studentaccounts@butler.edu with any questions regarding tuition or billing.

Tuition Discounts

We provide a 15% discount from tuition for up to 15% of DMS students who have earned eligibility serving as a preceptor to our entry level PA program (MPAS students). Additionally, this is dependent on MPAS Program needs.

If you are eligible for a preceptor discount, please contact Jennifer Guthrie at (jrguthri@butler.edu) to initiate the process. This must be established 7 days in advance of the start of the module and must be completed every time you register for classes. If you register for both sessions prior to the start of the semester, you only have to verify your eligibility once at the time of registration as described above. More information regarding eligibility and maintenance of preceptor discounts can be found at "Becoming a Preceptor:" https://www.butler.edu/pharmacy-health/experiential/physician-assistant-preceptors/

To be ELIGIBLE for the discount, DMS students
- Must serve as a preceptor for a minimum of three, four-week rotations in the previous 12 months from matriculation into DMS program
- This is limited to 15% of the DMS population
- Earn a minimum average Likert score on preceptor evaluation of 3.2 or higher over three evaluations
- No earned egregious comments on preceptor evaluation
- MPAS Programmatic need for preceptor as defined by the Director of Experiential Director of MPAS program
- Approval of DMS Program Director

DMS students can maintain the discount rate if they continue to serve as a preceptor. To maintain the discount, DMS students
- Must serve as a preceptor for one MPAS student in previous semester or three in one year.
- Earn a minimum average Likert score on preceptor evaluation of 3.2 or higher over three evaluations
- No earned egregious comments on preceptor evaluation

- MPAS Programmatic need for preceptor as defined by the Director of Experiential Director of MPAS program
- Approval of DMS Program Director

Tuition Refunds

All tuition and special course fee refunds are based on the date of official drop, withdrawal, or disenrollment as per Butler University policy. Please contact the Butler University Office of Student Accounts for 6-week course policies.

Registration/Drop-Add Policy

The drop/add/withdrawal process is used to drop, add, or withdraw from a class. Students may initiate this process through their my.butler.edu account. The drop/add deadlines are published in the schedule of classes. Withdrawals will appear as W on a transcript; a dropped class does not appear.
Please note that the refund schedule is separate from the drop/add deadlines.

Academic Advisor

As advisors, faculty members advise; they do not make decisions for students. Faculty members primarily are academic advisors, but they also are available to assist with any problem, which even remotely affects academic progress. They may not have all the answers, but they will help find the right people who do have the answers. The student is responsible for ensuring they have the correct requirements for graduation. Academic advisors do not counsel students on medical, personal, or mental health issues; rather, they will refer students to campus resources in the University Counseling Center for assistance.

As advisors, faculty members are available anytime during the school year, not just during class registration periods. If an advisor is out-of-town or otherwise unavailable, one may seek assistance from Katie Coby, kcoby@butler.edu.

Academic Accommodations

If you have a disability and would like to request an accommodation, you must report your disability directly to Student Disability Services (SDS). This should be done as soon as you are aware that a disability may exist. Accommodation requests cannot be considered until the student has submitted the appropriate documentation to SDS and has engaged in an interactive discussion with the appropriate SDS staff member. Please contact SDS at 317-940-9308 or at sds@butler.edu for an individualized, confidential discussion regarding your specific situation.

For accessibility information or to request disability-related accommodations, please visit https://www.butler.edu/academic-services/disability/.

Course of Instruction

Course semester credit hours are the recognized units for academic work in the DMS program. All courses are required. A semester hour is generally equivalent to one or two lectures per week.

The academic degree program's curriculum consists of 17 modules totaling 50 credit hours. Students are required to complete all modules to graduate. Each module is 6 weeks in length.

The student's personal schedule and module availability will determine individual student module selection. The length of time it takes to complete the program is dependent on the number of modules

a student enrolls and successfully completes in a given term, and the availability of the module due to enrollment minimums being met. While more than one module may be offered per session, the program has projected a "Standard Pace" to be one module per term (or two per semester). This "Standard Pace" would result in program completion in 9 semesters.

The program will add modules per term pending student interest and as enrollment numbers necessitate. Module enrollment is limited to 30 students per offering; minimum enrollment is 8 students. Students can choose the number of modules they take at a time provided they maintain forward academic progress. The student who takes more modules per term would complete their degree more quickly. Students are required to complete the program in 5.5 years.

Learning Management System

Canvas is the learning management system used at Butler University.

Curriculum

Students enrolled in the Doctor of Medical Science program must complete the Core Required Modules, the Concentration Modules, the CITI Training for Student Researchers, and the Programmatic Capstone requirement. All Modules can be taken independent of each other and do not need to be taken in a certain, sequential order.

Students enrolled in the Doctor of Medical Science program may select between one of 4 different Concentrations of study: Foundations in Critical Care, Foundations in Orthopedic Care, Healthcare Practice and Administration, and PA Educator. The curriculum for each concentration can be found on the DMS [website](#), the Canvas Doctor of Medical Science Umbrella page, and the [Butler](#) self-service student homepage. Students must choose their concentration at the start of their program. Students may change concentrations or take modules from the other concentration with Program Director approval.

DMS Degree Courses

Must complete all modules for each respective concentration. Each module is 3 credit hours unless otherwise specified. See the individual DMS program Handbook for Course and Course Descriptions.

Foundational Science Courses

Medical Science Courses

Patient Population Courses

Business and Leadership Courses

PA Educator Courses

Critical Care Specific Courses

Orthopedic Specific Courses

Certificate Programs

Butler University offers Graduate Certificates in Healthcare Practice & Administration, PA Education, and Medical Science. Each certificate consists of four classes (12 credit hours) and the classes are taken in four consecutive, 6-week sessions. The classes for each certificate can be found on [Butler's website](#).

Applicants to the PA Educator Certificate program must have successfully graduated from a PA program accredited by the Accreditation Review Commission on the Education of a Physician Assistant. If you are not a PA, you may be eligible to apply if you are an educator in a PA program or within a healthcare profession. If you do not meet either of those expectations, you must have permission from the program director to apply.

CITI Requirements and Programmatic Capstone

All students must complete the CITI Requirements and a programmatic capstone project.

The Collaborative Institutional Training Initiative (CITI Program) is dedicated to promoting the public's trust in the research enterprise by providing high quality, peer-reviewed, web-based educational courses in research, ethics, regulatory oversight, responsible conduct of research, research administration, and other topics pertinent to the interests of member organizations and individual learners.

All students are required to complete the Collaborative Institutional Training Initiative (CITI). Following investigators' initial training, refresher courses must be taken every three years to remain current during the Capstone Requirement. All students must maintain a "passed" CITI status while participating within the programmatic capstone required activity. Each module may take from 10 to 30 minutes to complete, and most contain a quiz. The modules do not have to be completed all in one session. Student researchers must complete the Student Researcher Course of CITI training and submit the completion report as proof of certification.

Entry-level physician assistant program curricula must include instruction to prepare students to search, interpret, and evaluate the medical literature, including its application to individualized patient care. The Butler Doctor of Medical Science (DMS) program builds on this existing scholarly knowledge.

Scholarship in the DMS program is defined as those activities that systematically advance the teaching, research, and practice of medicine through rigorous inquiry that: is significant to the profession; can be documented; can be replicated or elaborated; and can be peer-reviewed through various methods. Students are required to complete a scholarly activity designed to target a novel problem or current issue in either clinical practice, leadership, or research. The student is required to work closely with a doctoral faculty advisor to develop, formally approve, and finalize the scholarly activity.

In particular, the scholarly activity should focus in one of four aspects: discovery, teaching, applications in clinical practice, or integration of ideas. These areas support the values of a profession committed to both social relevance and scientific advancement. This description is not intended as prescriptive or exclusive of other considerations but may be used to guide the student in developing their scholarly activity.

The capstone project for the PA Educator concentration is designed to support work that is more consistent with scholarly activities recognized for promotion and tenure. Therefore, a Category I approved CME presentation or Case study submission will satisfy the Capstone for the PA Educator concentration.

Regardless of which concentration is selected, the student can begin the capstone requirement process after completing 10 modules.

Continuing Medical Education (CME)

Butler University has obtained a total of 108 hours of AAPA Category 1 Continuing Medical Education (CME) Enduring Material Approval for successful completion of a portion of 9 courses in the program. The course work was reviewed by the AAPA Review Panel and is compliant with AAPA CME Criteria. Approval is valid for one year from 03/09/2023. Some of you may be allowed to use CME funding to offset the cost of your education--check with your institution about the possibility!

PAs may only claim credit commensurate with the extent of their participation, successful completion of the post-test, and survey to earn AAPA Category 1 CME credit. Please contact DMS Program, dmsprogram@butler.edu for any questions or difficulties in obtaining your certificates of completion.

Students may earn up to 12 credit hours of AAPA Category 1 CME per course:
DMS720 Neurology
DMS722 Pulmonary
DMS726 Renal and Urinary
DMS728 Gastroenterology
DMS730 Endocrinology
DMS732 Hematology
DMS734 Rheumatology
DMS736 Infectious Disease
DMS724 Cardiology

Professionalism

Students will exhibit professional behavior toward other student learners, Butler University administration, and faculty/staff in all interactions, whether in-person or electronically. Professionalism is a required component of each course.

Professionalism violations identified by program faculty or staff will be referred by the Program Director for further evaluation to the College of Pharmacy and Health Science's Student Professional Conduct Committee (SPCC). Faculty and the Program may use professionalism violations when responding to regulatory questions or when providing recommendations for employment or privileges at institutions. Deficiencies in any areas of professionalism will be brought to the student's attention by his/her advisor, and/or Program Director in the form of written evaluations. Remediation will be implemented where appropriate; however, violations could result in immediate probation, suspension, dismissal, or termination from the program per the College of Pharmacy and Health Sciences Professional Conduct Code.

Honor Code

Students are responsible for conducting themselves in a manner that is above reproach at all times. Ethical conduct is one of the most important attributes of a competent health care professional. Students are accountable for their own professional behavior. They are also charged with reporting to the program any unprofessional behavior or infractions of this honor code on the part of others. Having adopted the high ethical standards of the PA profession, the program expects that each student will complete all assignments on an individual basis unless otherwise directed by program faculty.

Academic Integrity

Butler University is an academic community. It exists for the sake of the advancement of knowledge; the pursuit of truth; the intellectual, ethical, and social development of students, and the general well-being of society. All members of our community have an obligation to themselves, to their peers and to the institution to uphold the integrity of Butler University. In the area of academic integrity, this means that one's work should be one's own and that the instructor's evaluation should be based on the student's own efforts and understanding. When the standards of academic integrity are breached, mutual trust is undermined, the ideals of personal responsibility and autonomy are violated, teaching and learning are severely compromised, and other goals of the academic community cannot be realized.

Students are responsible for being fully aware of what constitutes academic dishonesty; claims of ignorance cannot be used to justify or rationalize dishonest acts. Academic dishonesty can take several forms, including but not limited to cheating, plagiarism, fabrication, facilitation, and interference.

For more information on Butler University's Policy on Academic Integrity, please visit the website below:
https://www.butler.edu/student-life/student-handbook/academic/academic-integrity/

Computer use

Login and Password

One must protect their University Login and Password and must not share or allow anyone else to utilize these to access University services including but not limited to registration portal, library access, course access.

Proctorio

Proctorio is used in the DMS program. See policy on Proctorio and Proctorio Administered Assessment Procedures and Student Expectations.

Turnitin

Turnitin is a software detection tool/service that the DMS program may utilize to evaluate written documents for plagiarism. See Use of Turnitin policy

Grades

The faculty of record assigns grades for all courses.
Programmatic Grading Scale
The grade scale in the Doctor of Medical Science program is:

A	94.00 - 100.00%
A-	90.00 - 93.99%
B+	87.00 - 89.99%
B	83.00 - 86.99%
B-	80.00 - 82.99%
F	≤ 79.99%

There will be no rounding.
Professionalism + Module Activities/Exams + EBM activities = 100%

Learning Mastery Scores and Gradebook

Students should use the Learning Mastery Gradebook in your course to help direct their learning and focus study efforts! Instructors use learning Mastery scores to measure performance based on classroom standards or outcomes. Outcome scores may be tied to assignments and other items throughout Canvas.

Course Remediation Policy

If a student should not meet the stated minimum competency on an exam or activity within individual courses, the student will be required to successfully remediate the material to ensure an understanding of the objective(s). The course coordinator will determine requirements to remediate the individual activity or exam.

Incomplete Course Grades

As outlined in the Butler University Student Handbook, a grade of Incomplete (I) may be assigned by an instructor when exceptional circumstances such as illness prevent a student from finishing all work required in a course. The student must, apart from the work to be completed, be passing the class. The Incomplete must be removed within the next session (fall, spring, or summer semester). If the incomplete, "I", is not completed within the stated time, or the student chooses to graduate without completing the class, the "I" will be changed to "X."

A grade of (I) may not be assigned as a grade option to avoid assignment of a poor or failing grade that a student has earned in a course, or to delay assignment of a grade for a course when the student intends on repeating the course in a future semester.

Appeal of Course Grades

The student shall first discuss the matter with the instructor. The student must inform the instructor in writing of the intent to appeal a grade within 5 business days of the publication of grades by the Office of the Registrar. The appeal must be filed within 5 days of the notice of intent to appeal. If not satisfied, the student may appeal to the Department Chair and then to the Dean of the College (COPHS Student Handbook).

Academic Progress

A student must earn a Pass or grade of B- or better in any course within the DMS program to be considered "successfully completed."

Satisfactory Academic Progress

Students enrolled in the Doctor of Medical Science degree program are expected to make satisfactory academic progress toward the completion of their plan of study and degree requirements. All modules must be passed with a minimum grade of "B-" or better and a 3.0 cumulative grade point average (GPA) must be maintained throughout enrollment in the program. Modules may be repeated only once, and a cumulative GPA below 3.0 at the completion of any semester could result in dismissal from the program. Exceptions may be considered by the program director and are not guaranteed.

Continuous enrollment is expected. If students are not active for two continuous terms, they will be disenrolled from the University and will be required to obtain permission from the Program Director and complete paperwork to continue their program of study. Students requiring more than 5.5 years to complete the program must receive permission from the Dean or his/her appointee to continue.

Disenrollment from the University for a student will occur after no coursework has been taken for 2 semesters. This includes students who have completed all coursework but have not completed their capstone project. When one is disenrolled they lose access to their email account, course access, and library access. One must meet with the Program Director if they have been disenrolled. With approval from the program director to reenroll, one must complete paperwork to be enrolled again as an active student. It does take time to reactivate these services.

Course Failure and Academic Probation

A student who receives a failing grade in any course will have this information referred to the DMS Academic Progress Committee. The student must retake the failed course at the next course offering within the program and earn a passing grade.

Students with a failed course are limited to two modules/courses (6 credit hours) per session until they have successfully remediated the course. Students must consider implications of continuing coursework prior to remediating a failed course as failed modules may only be repeated 1x.

Failure of any 2 courses or repeated failure of the same course in the curriculum results in dismissal from the program.

Cumulative GPA below a 3.0 at end of a semester may also result in dismissal.

Any Butler graduate student, regardless of major, is placed on University probation when the cumulative GPA drops below 3.0. COPHS students on University Probation will be reviewed and monitored by the DMS Academic Progress Committee for academic progress.
A COPHS student on University probation can be terminated by the University if the student fails to improve their academic performance or meet any stipulations of the University probation. Termination from the University automatically results in termination from any College program in which the student is enrolled. For more information on University academic probation and conditions for readmittance once dismissed, please consult the Butler University Student Handbook or the Butler University Bulletin.

Withdrawal

See Withdrawal from a Course(s) policy and Complete Withdrawal from a Term Policy

Leave of Absence

See Leave of Absence for Students in the Professional Programs

Student Evaluation of Courses

See Student's Perceptions of Instructor and Course Policy

Student Grievance/Harassment Policy

For information regarding non-discrimination and harassment refer to the COPHS student handbook section titled "Non-discrimination and Harassment."

Technology

Microsoft365

Microsoft Office 365 is free for all current Butler students, faculty, staff, and affiliates. Your license is valid until you leave Butler. At that point, your Microsoft Office programs will no longer work after 30 days (unless you purchase a subscription through Microsoft). Your Microsoft Office files will remain on

your computer and will not be affected. Go to portal.office.com and log in with your full Butler email address and password.

E-mail and Computer Use

Important information is usually communicated through the Butler email system in the DMS Program. Students are expected to utilize their Butler e-mail and address for communication with faculty and administration at Butler. Because faculty, College administration, Butler University, and fellow students rely heavily on e-mail for communication with students, it is an academic expectation that all students will routinely read (at least 1x per day) and respond appropriately (within 24 hours to Butler faculty and staff) to their Butler University e-mail messages. Communication related to Capstones will be sent to one's Butler e-mail address.

Appropriate use of computers and e-mail, both in the classroom and elsewhere, is an academic issue. Use of e-mail should be consistent with professional standards. Use of computers during class must be limited to tasks associated with the learning activity.

E-mail addressed to DMS classes should be addressed as bcc (blind copy) to suppress the long list of addresses.

Technology Requirements

All students are required to have a computing device and internet access throughout the Program. Computers must have webcams that are either built-in or external. Students will be able to choose and purchase a device from any manufacturer that meets their learning needs. It is the student's responsibility to ensure that they have a functioning device for all modules at all times, with no exceptions. Students may want to purchase headsets for comfort while listening or producing recordings. This is recommended but not required if they have built-in speakers/recording with their computer.

Devices That Are Not Acceptable:
- Dedicated Tablets running Windows RT or Android operating system
- Chromebook
- iPad (as primary device)

Butler Technological discounts:
- Butler offers hardware discounts on purchases through Apple, Dell, and HP (https://butleru.force.com/askbutler/s/article/Computer-Discounts).
- Various software discounts are available as well https://butleru.my.site.com/askbutler/s/article/What-kind-of-software-discounts-can-I-get-through-Butler).

If you have additional questions, please contact the IT Help Desk by phone or email: 317-940-HELP (4357) or helpdesk@butler.edu.

Change of Name and Address

If a student has a change of address, it should be registered with the University at the Office of Registration and Records to ensure receipt of all university communications. The same procedure should be followed for any name changes.

Veterans

Butler University recognizes and thanks those for their commitment to military service. As a military-friendly University, we certify Chapter 33-Post-911, Chapter 30, Chapter 31, Chapter 35, Chapter 1606, and Chapter 1607 education benefits for use at Butler. https://www.butler.edu/admission-aid/veterans/.

Once you have been admitted to the University, forward your DD214 and COE to Sheila Blackwell, Assistant Director of Financial Aid, 317-940-8200, http://butler.edu/financial-aid.

Requirements for Graduation

You should plan to apply for graduation about a year in advance of when you anticipate completing all degree requirements. You can apply to graduate by filling out the application for graduation found in your Student Center.

This application is necessary even if you do not plan to take part in the Commencement Exercises. This form triggers the Graduation Audit process and provides a vehicle for you to tell us exactly how you want your name formatted on your diploma.

https://www.butler.edu/registrar/graduation

If there are any question regarding a student's completion of all degree requirements, the student should consult with his or her academic advisor. However, it is the responsibility of the student to make sure all degree requirements have been met to qualify for graduation.

Ceremony

All students are invited and encouraged to attend the Doctoral Hood Ceremony and Commencement, after completion of the Program. Students who intend to walk in the May ceremony must complete their Capstone with all final approvals by April 15th prior to graduation ceremony in May. Please see the additional information below.

University May Graduation Requirements:

For a student to walk and participate in May Commencement

1. The Capstone project MUST receive FINAL approval from the Academic Advisor AND Program Director by April 15th and all other required academic work successfully passed prior to graduation.

   a. If the Capstone project is returned between April 1st and April 15th, the student will not be able to graduate for another 6 weeks, assuming the project is approved during that time.

   OR

2. The Capstone project MUST receive FINAL approval from the Academic Advisor AND Program Director by April 15th and if there is one outstanding course, there is a formal process to request permission to walk at graduation from the Dean of the College.

   a. Students should communicate with the program director early if they desire to walk at May graduation, and believe they meet/will meet the requirements to request permission.

   OR

3. The student graduated after the previous year's May graduation ceremony.

Off Cycle Graduation

Graduation may occur at months outside of University Scheduled Dates

Students in the DMS program may graduate at the designated University Graduation dates in August, May, and December as well as at the end of the month excluding April, August, and December. Butler has a graduation ceremony in May and anyone who has graduated at any point in the year may participate in the formal graduation ceremony that May.

End of Month "Off Cycle" Graduation Requirements

To graduate at the end of a designated month
>   1.   One must receive final approval of their Capstone Project the Friday prior to the last full week of the month at all approval levels (Capstone advisor, Faculty advisor, Program Director). This will meet the Registration and Records deadline for the student to earn the degree at the end of that month.
>   2.   If that deadline is not met, the student's graduation will be shifted to the next month. Please be sure to understand the requirement to Walk in Graduation in May (See above).

Transcripts

Official transcripts are kept on file in the Office of Registration and Record. DMS students' grades are recorded on the transcript for each individual didactic and clinical course completed. To access transcript please go to the Office of Registration and Records website for more information: https://www.butler.edu/registrar/transcripts-and-verifications

Upon recommendation of the faculty and the President, and by action of the Board of Trustees, the students will earn the degree of Doctor of Medical Science upon satisfactory completion of the educational program.

From the time you apply for graduation up until one year after you have graduated, you are entitled to a maximum of 5 free transcripts which can be obtained by contacting Registration and Records. Following that time there is a fee for each transcript. The current cost is $9.00 per copy and can be ordered online thru the National Student Clearinghouse.

The Registration and Records Office is available by telephone at 317-940-9203 and by fax at 317-940-6539. They are happy to answer your questions about graduation, commencement, enrollment verifications or transcripts. https://www.butler.edu/registrar/graduation

Student Identification

Butler University uses a computer assigned number for the student identifier. New or returning students automatically will receive this number when they are admitted.

The Social Security number will be a secondary identifier for all students. In accordance with federal and state law, students have the right to refuse disclosure of this number. Students can do so by contacting the Office of Registration and Records. The full text on the privacy rights of students is contained in the Butler University Bulletin, which is available in the Student Affairs office.

As a student of the program, you will have all rights and responsibilities of a student on campus. If you live near campus, you can get an ID to access different parts of the campus. Cards are issued by the

Butler University Police Department, Office of Parking Services located at 4702 Sunset Drive, Suite 500, Indianapolis, IN 46208—first floor of the parking garage. You must follow all parking guidelines, including obtaining a parking sticker, if you are not going to pay to park in the garage.

COPHS Office of Student Success   317-940-6122
The Office of Student Success will assist DMS students with many issues, including policy clarification, and support as a confidential student advocate. Email: COPHSOSS@butler.edu

Ask.Butler
Many questions can be answered electronically! If you have any question, please access https://butleru.force.com/askbutler/s/

University Services

Information Technology
Information technology's goal is to advance Butler University's mission through leadership, thoughtful application of technology, and quality service. Students may access the information technology website by going to https://www.butler.edu/information-technology/help/.

Students initially receive a Butler user ID and password prior to matriculation from Information Technology. Students who did not receive or who have misplaced it should contact the HELP Desk.

HELP Desk
The HELP Desk provides a single point of contact for the technology needs of Butler students, faculty, and staff. The Help Desk provides phone, email, and walk-in support for a variety of technology services.

Contact the HELP Desk
- •Submit and view service requests online: http://ask.butler.edu/
- •Phone: 317-940-HELP (4357)
- •Email: helpdesk@butler.edu

Health and Recreation Complex   317-940-4472
Graduate students may obtain a membership to work out at the Health and Recreation Complex (HRC) for $590/annual membership. The HRC also has monthly and quarterly membership rates. To learn more about wellness opportunities, go to https://www.butler.edu/well-being/health-recreation-complex/. Students can enroll either by going to the front desk at the HRC or by going online to https://www.butler.edu/well-being/health-recreation-complex/about/membership/, click on register now. It is important that everyone read the instructions under students, faculty/staff, and current member's section. Contact hrc@butler.edu or 317-940-6073 with any questions.

Counseling and Consultation Services   317-940-9777
Counseling and Consultation Services (CCS), a part of the student Health Center located in the Health and Recreation Complex, provides licensed and professionally trained staff that offers counseling services to all currently enrolled students. CCS support the educational mission of Butler University by providing short-term therapeutic intervention that supports students in their personal and academic goals. In accordance with this mission, the services are not focused on remedial or reconstructive (long-term therapy or multiple appointments weekly) experiences. Likewise, CCS is not appropriate for students whose conditions are deemed more complicated (for example, medically, in level of severity, pharmacologically, legally, or due to specialized circumstances) than can be treated in an ethically appropriate way by CCS staff. Students presenting with such conditions will be referred to appropriate resources in the community at the discretion of the Director. Students are responsible for paying the costs incurred for services and treatment provided

through outside agencies. To learn more about CCS go to https://www.butler.edu/well-being/counseling-services/.

Center for Academic Success and Exploration   317-940-9308

The Learning Resource Center (LRC) is a coordination site for services, programs, and resources that promote academic success. The LRC is committed to supporting and guiding students as they strive to reach the highest standards of academic excellence. To learn more about the LRC go to https://www.butler.edu/academic-services/learning/.

Libraries   317-940-9401

The collections of the Ruth Lilly Science Library are available for use by all members of the Butler community. All graduate students currently enrolled at Butler University are eligible to check out materials from the Butler University Libraries. A Science Librarian is available weekdays for assistance.

Student Health Services   317-940-9385

Butler University Health Services provides ambulatory health care to students currently enrolled in the University. The Student Health Services located at the HRC places an emphasis on treating the medical, emotional, and educational needs of students. To learn more about Butler University's Student Health Services go to https://www.butler.edu/well-being/health-services/.

Campus Safety and Security

Butler University Police Department

In cases of fire or medical emergency
- Call 911 from campus phone
- Call Butler University Police Department at 317-940-9999 (in addition to 911) from any other phone

For other emergencies
- Call Butler University Police Department at 317-940-9396

Student Property

Butler University is not responsible for loss or damage to a student's personal property on premises owned or operated by the University, regardless of cause.

Letters of Reference

Without exception, all requests for letters of reference or for completion of forms relating to academic performance and/or personal qualities require written authorization from the student (or graduate) for release of such information. Most faculty prefer an email or personal request in writing with sufficient lead-time (it is best requested two weeks in advance), and instructions such as date and format of the letter. When making a request to faculty, please include the full name of the scholarship/position and the overall purpose and guidelines.

National Organizations

National Commission on Certification of Physician Assistants (NCCPA)

All graduates of PA Programs accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) are eligible to sit for the national boards offered by the National Commission on Certification of Physician Assistants (NCCPA).

The NCCPA offers the Physician Assistant National Certifying Examination (PANCE) exam. PANCE is a 300-question, multiple-choice exam that is prerequisite for licensure in all states. This examination is being offered 50 weeks out of the year and is administered in a computer-generated format.

Please see the NCCPA Web site at www.nccpa.net for further information.

American Academy of PAs (AAPA)

The American Academy of PAs (AAPA) is the national professional organization of PAs. Its membership includes graduate and student PAs as well as affiliate membership for physicians and PA educators. The Academy provides a wide range of services for its members from representation before federal & state governments & health related organizations, public education, pamphlets and brochures, insurance and financial programs, and employment assistance. Students will be provided a student membership through the Program. Membership will last from matriculation until four months after graduation. Please see the AAPA Web site at www.aapa.org for services and benefits.

PA Education Association (PAEA)

The PA Education Association (PAEA) is the national organization representing PA educational programs in the United States. PAEA provides services its member program faculty, as well as to other stakeholders. Please see the PAEA Web site at www.paeaonline.org for additional information.

Campus Contact Information

OFFICE	LOCATION	TELEPHONE	WEB SITE
DMS Program College of Pharmacy & Health Sciences	Pharmacy & Health Sciences Building Room 101 4600 Sunset Ave. Indianapolis, IN 46208	Phone: 317-940-6487 Fax: 317-940-9857 Email: DMSprogram@butler.edu Admission questions: DMSAdmissions@butler.edu	https://www.butler.edu/pharmacy-health/doctor-medical-science/degree/
Butler University Bookstore	Atherton Union	Phone: 317-940-9228	https://www.bkstr.com/butlerstore/home
Student Disability Services	Jordan Hall, Room 136	V/TT: 317-940-9308 Fax: 317-940-9036	https://www.butler.edu/academic-services/disability/

Counseling Center	Health & Recreation Complex Room 120 530 W. 49th St. Indianapolis, IN 46208	Phone: Phone: 317-940-9777 Fax: 317-940-8637	https://www.butler.edu/well-being/counseling-services/
Office of Registration & Records (including transcripts)	Jordan Hall, Room 180	Phone: 317-940-9203 Toll Free: 800-368-6852 ext. 9203 Fax: 317-940-6539	https://www.butler.edu/registrar/
Financial Aid	Robertson Hall, Lower Level	Phone: 317-940-8200 Toll Free: 877-940-8200 Fax: 317-940-8250	https://www.butler.edu/admission-aid/financial-aid-scholarships/
Student Health Services	Health & Recreation Complex Room 110 530 W. 49th St. Indianapolis, IN 46208	Phone: 317-940-9385 Fax: 317-940-6403	https://www.butler.edu/well-being/health-services/
Information Technologies Help Desk		Phone: 317-940-HELP	https://www.butler.edu/information-technology/
Office of Student Affairs – Title IX Coordinator	Atherton Union, Room 200 titleix@butler.edu	Phone: 317-940-6509	https://www.butler.edu/student-life/sexual-misconduct/
General Information	Butler University 4600 Sunset Ave.	Toll Free: 317-940-8000	https://www.butler.edu/

	Indianapolis, IN 46208	Phone: 800-368-6852	
The Ruth Lilly Science Library	Holcomb Building, Room 200	Phone: 317- 940-9401	https://www.butler.edu/library/spaces/science/
Parking Services	4702 Sunset Avenue Suite 500 Indianapolis, IN 46208	Phone: 317-940-9243	https://www.butler.edu/campus-services/parking/permits/
Butler University Police Department (BUPD)	525 W. Hampton Drive Indianapolis, IN 46208	Emergency Phone: 317-940-9999; 911 Non-emergency Phone: 317-940-9396 Fax: 317-940-6578	https://www.butler.edu/public-safety/
Emergency Medical or Indianapolis Metropolitan Police Department		Emergency Phone: 911	(Call BUPD in addition to 911—they assist with all campus call)
American Academy of PAs (AAPA)	2318 Mill Road Suite 1300 Alexandria, VA 22314	Phone: 703-836-2272 Fax: 703-684-1924	www.aapa.org
National Commission on Certification of Physician Assistants (NCCPA)	12000 Findley Road, Suite 100 Johns Creek, Georgia 30097	Phone: 678-417-8100 Fax: 678-417-8135	www.nccpa.net
PA Education Association (PAEA)	655 K Street NW, Suite 700, Washington, DC 20001-2385	Phone: 703-548-5538	www.paeaonline.org

Program Handbook

2024-2025 Academic Year

Director's Welcome

Welcome to the Butler University Doctor of Medical Science Bridge Program!

Throughout the history of the profession, PAs have risen to meet the challenges of quality, accessible patient care delivery. Today, as challenges abound, there are opportunities for physician assistants to provide thoughtful leadership and dedicated service to the profession and the broader healthcare system. The faculty and staff of the Butler University DMS Bridge Program are dedicated to equipping our graduates with the knowledge, skills, and credential to offer a unique perspective and knowledge for the challenges and opportunities that lie ahead.

The curriculum is intended to provide a rigorous academic experience that will challenge students to think critically, develop new research skills, and apply the lessons of the classroom to real life situations. Your ability to think deeply, pose important questions, and explore how those questions might best be answered will serve you well far beyond the bounds of this curriculum.

We look forward to partnering with you as a student-scholar to grow your knowledge, skills, and abilities. The opportunities to impact your organizations, communities, and the patients you serve through leadership, service, research, and patient care are significant. We are excited to offer an educational experience that aims to prepare you for such opportunities!

Cody A. Sasek, PhD, PA-C
Program Director
Doctor of Medical Science Bridge Program
Butler University

Program Contact Information

Doctor of Medical Science Bridge Program
Department of Medical Science and PA Studies
College of Pharmacy and Health Sciences
Butler University
4600 Sunset Avenue
Indianapolis, IN 46208
317-940-6485
DMSBridgeInfo@butler.edu
https://www.butler.edu/pharmacy-health/doctor-medical-science/bridge-program/

College of Pharmacy and Health Science Administration

Dean: Robert P. Soltis, PhD
Associate Dean: Jennifer A. Snyder, PhD, PA-C
Assistant Dean of Student Affairs: Gayle Hartleroad, EdD
Director, Doctor of Medical Science Bridge Program: Cody A. Sasek, PhD, PA-C
Chair, Department of Medical Science: Jennifer Zorn, DMS, PA-C

COPHS Office of Student Success

The Office of Student Success will assist DMS Bridge students with many issues, including policy clarification and support as a confidential student advocate. The office can be reached at 317-940-9297.

Core Program Faculty

Cody A. Sasek, PhD, PA-C
Brenda Quincy, PhD, MPH, PA-C

Program Staff

Erin Choate, Admission and Marketing Coordinator

Introduction

The Doctor of Medical Science (DMS) Bridge Program Student Handbook is published for the convenience of students enrolled in the Butler University DMS Bridge Program. The DMS Bridge Program is housed in the Butler University College of Pharmacy and Health Sciences (COPHS). Professional programs in COPHS include the MPAS Physician Assistant Program, the Doctor of Pharmacy Program, an additional DMS program for practicing clinicians, and a Master of Science in Data Analytics program. Undergraduate programs include Pre-Pharmacy, Health Science, and Healthcare and Business.

It is the mission of Butler University to provide the highest quality of liberal and professional education and to integrate the liberal arts with professional education, by creating and fostering a stimulating intellectual community built upon interactive dialogue and inquiry among students, faculty, and staff. Butler University provides equality of opportunity in its educational programs for all persons. It is the policy of the University to provide equality regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.

The DMS Bridge Program Student Handbook does not constitute a contract, either expressed or implied. The Butler University DMS Bridge Program reserves the right at any time to change, delete, or add to any of the

provisions related to the student handbook or any other governing document at its sole discretion. The provisions of this document are designed by the Butler University DMS Bridge Program to serve as firm guidelines rather than absolute rules, and exceptions may be made based on extenuating circumstances as determined by program and/or College leadership.

This DMS-Bridge Program Student Handbook is an extension of the College of Pharmacy and Health Sciences Student Handbook. In cases of perceived conflict, the COPHS Student Handbook shall take precedence.

History

The Butler University Doctor of Medical Science Bridge Program was formally established in 2021, with its first cohort matriculating in June 2021. The DMS Bridge Program is designed as a professional, doctoral degree developed exclusively for PAs who have graduated from an Accreditation Review Commission on Physician Assistant Education (ARC-PA) accredited, entry-level program and passed the Physician Assistant National Certification Examination (PANCE) within 6 months of their intended DMS Bridge start date.

The DMS Bridge Program provides an avenue for new graduate PAs interested in expanding their understanding of issues of clinical practice, developing leadership skills, and achieving the end point of earning a Doctor of Medical Science degree. The DMS Bridge program differs from the standard DMS Program by focusing on developing targeted research skills for clinically focused PAs. All courses are online allowing students to complete coursework without the need for residence in Indianapolis. The initial 7-week term of the program is completed on a full-time basis with the program capstone project carried out with part-time enrollment, typically over the course of a semester.

The program was awarded permanent program status by the Butler University Curriculum Committee and Faculty Senate in February 2024.

Accreditation

The Butler University Doctor of Medical Science Bridge Program has received accreditation by the Higher Learning Commission.

Note: The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) does not accredit post-professional doctoral programs like the Doctor of Medical Science programs.

Program of Study

The College of Pharmacy and Health Sciences is proud to offer a 50-credit hour, completely online, post-professional academic degree program specifically tailored for new graduate PAs leading to the Doctor of Medical Science degree.

The DMS Bridge Program incorporates 36-credit hours already completed during supervised clinical practice experiences (SCPE) from students' entry-level master's degree programs. The program's additional 14-credit hour curriculum includes two phases—the initial seven-week term, followed by completion of a semester-long Capstone Project.

During the initial seven-week term, the student is encouraged to avoid working due to the intensive, full-time nature of the program. Students must be available for synchronous and asynchronous online activities during that time. With the nature and timeline of the program's initial semester of coursework, students will not be positioned for success if they have other significant competing interests or responsibilities.

The program's Capstone Project is firmly grounded in biostatistics and research design and can be completed on a part-time basis. It is anticipated the typical student will complete their Capstone Project in one

semester. If the Capstone Project is not completed at the end of the term, students will be required to enroll in a Capstone Continuation Course to maintain active enrollment with the program. The Capstone must be completed within one year of starting the project unless permission is obtained from the DMS Bridge Program Director. During the semester-long Capstone Project, students may choose to work clinically.

The following previously earned SCPEs are combined with the 14-credit hour online, 700-level Bridge courses.

Supervised Clinical Practice Experience Equivalence	Credit Hours
Behavioral / Mental Health	4
Emergency Medicine	4
Adult / Internal Medicine	4
Family Medicine	4
Pediatric Medicine	4
General Surgical Care	4
Women's Health	4
Elective Experiences	8

In addition to the above coursework, students complete the following courses as part of the DMS Bridge program of study to attain the DMS degree.

Program Courses	Credit Hours
DMS-BR 778: Issues in Clinical Practice	3
DMS-BR 780: Biostatistics	3
DMS-BR 782: Research Design	3
DMS-BR 784: Capstone Project	5
DMS-BR 786: Capstone Continuation Course*	3

*The capstone continuation course is only required for those students unable to complete their program capstone within one semester.

This DMS degree does not earn a graduate the right to practice independently. State law dictates how PAs practice and their degree of autonomy. This is not changed by earning a Doctor of Medical Science degree, no matter the location of practice.

Mission Statement

The mission of the Butler University Doctor of Medical Science Bridge Program is to provide an avenue for those interested in expanding their understanding of issues of clinical practice, developing leadership and research skills, and achieving the end point of earning a Doctor of Medical Science degree. The program aims

to build on an intensive, entry-level PA curriculum to ensure PAs meet the changing demands of the healthcare environment.

Program Goals

- Build on an intensive, entry-level, curriculum to ensure PAs meet the changing demands of the healthcare environment.
- Provide a rigorous, professional doctorate curriculum that focuses on a greater understanding of medicine, research, and leadership skills for PAs.
- Demonstrate application of knowledge by producing targeted clinical research.
- Create opportunities for developing enhanced decision-making skills and upward mobility in the workplace.

Student Learning Outcomes

Graduates of the Doctor of Medical Science Bridge Program will be able to:

- Apply leadership, decision-making, and problem-solving skills to patient care situations
- Identify and participate in corrective strategies that improve patient safety and enhances patient satisfaction, or quality of care outcome
- Search, interpret, evaluate, and apply scientific/medical literature/research to individualized patient care
- Perform and interpret results from descriptive and inferential statistical analyses
- Design a research study to address a research question

Policies

Eligibility and Admission

Requirements for Admission

Applicants to the Butler University Doctor of Medical Science program must be Physician Assistants that have successfully graduated from an entry-level PA program accredited by the Accreditation Review Commission on the Education of Physician Assistant within 6 months of their intended DMS Bridge Program start date. Matriculants must earn certification from the National Commission on Certification of Physician Assistants after graduating from their entry-level program prior to matriculating into the 700 level courses of the program.

Applicants must be able to meet University technology requirements during the entirety of the doctoral program. Students will need access to a reliable computer and high-speed internet. Strong computer skills and/or the ability to quickly learn and adapt to new technology is necessary for success.

Application Process

Students enrolled at an ARC-PA accredited PA program may initiate the admission process near the end of the didactic portion of their entry-level education.

To apply, candidates should submit the following:

- Butler application
- Official transcripts from all degree-granting colleges and universities should be sent immediately by mail or electronically to gradadmission@butler.edu*
- NCCPA certification number, must be received prior to matriculation
- Updated, comprehensive curriculum vitae

- 400-word personal statements answering:
    - Why should physician assistants earn a doctorate and what you plan to do when you complete your doctorate degree?

*If a student has not graduated from their entry level PA Program, they should provide a copy of an unofficial transcript. An official transcript must be sent from the issuing institution immediately upon graduation and before matriculation into the DMS Bridge Program.

A telephone or virtual interview may be required.

Admission Decision

The decision to admit, decline, or place on an admission waiting list is at the sole discretion of the Butler University DMS Bridge Program. Admission to the Butler DMS Bridge Program is competitive and limited based on space availability. The DMS Bridge Program has a rolling admissions process, and applicants will be considered as they apply to the program. Applicants will be notified as soon as possible following the committee's decision. Admission decisions are considered final.

PAs who graduated prior to six months before matriculation date, are not eligible for the Bridge Program; however, they may apply to the standard [Butler University DMS Program](#).

Language Requirement

Applicants must be fluent in English (the language of instruction of this program). When the applicant speaks and/or writes in English as a second language, the applicant must submit Test of English as a Foreign Language (TOEFL) scores for review. International students must have a TOEFL score and evaluation of any international transcripts. Please note that this takes additional time. A TOEFL score of 550 (paper-based test) or 79 (internet-based test) meets Butler University's English language proficiency requirements. Butler's TOEFL school code is 1073. World Education Services or Educational Credential Evaluators must evaluate all international transcripts.

Applicants who believe the TOEFL requirement should be waived may petition the Office of Admission.

Technical Standards for Admission

The College of Pharmacy and Health Sciences faculty has specified non-academic criteria ("technical standards") that all candidates/students are expected to meet, with or without reasonable accommodation, to participate in the educational programs of the College.

Please refer to the COPHS Handbook for further details regarding technical standards for admission and continuation in COPHS programs, including the DMS Bridge Program.

Transfer Credit

Other than the approved supervised clinical practice experiences noted previously, no other courses may be transferred into the DMS Bridge Program.

Technology

Technology Requirements

All students are required to have a computing device and internet access throughout their respective Program. See program specific requirements. Computers must have a webcam and microphone that are either built-in or external. Students will be able to choose and purchase a device from any manufacturer that meets their learning needs. It is the responsibility of the student to ensure they always have a functioning

device for all courses, with no exceptions. Students should have access to a stable high-speed internet connection.

Devices That Are Not Acceptable (they may not work with all Canvas applications):
- Dedicated Tablets running Windows RT or Android operating system
- Chromebook
- iPad (as primary device)

E-mail and Computer Use

Important information is typically communicated by e-mail in the DMS Bridge Program. Students are expected to check their e-mail once a day. Because faculty, College administration and fellow students rely heavily on e-mail for communication with students, it is an academic expectation that all students will routinely read and respond appropriately to their Butler University e-mail messages. Respond to email or phone messages from Butler faculty and staff within 24 hours.

Appropriate use of computers and e-mail, both in synchronous sessions and elsewhere, is a professionalism issue. Use of e-mail should be consistent with professional standards. Use of computers during class must be limited to tasks associated with the learning activity.

Students may forward Butler e-mail messages to a non-Butler account by contacting the Information Resources Help Desk.

Technology Resources

A variety of technology resources are available through one's time as a Butler University Student. Several include:
- Microsoft Cloud Apps--Word, Excel, PPT, etc.
- Adobe Creative Cloud – Student access must be requested for students by faculty with the Butler IT Support Desk
- Butler Licensed Databases via electronic library

Microsoft 365

Microsoft 365 is free for all current Butler students, faculty, staff, and affiliates. This license is valid until the end of a student's time at Butler. At that point, the Microsoft Office programs will no longer work after 30 days (unless a subscription is purchased through Microsoft). Microsoft Office files will remain on the student's computer and will not be affected.

To receive Office 365 on your computer, please follow these steps:
1. Go to office.com and log in with your full Butler email address and password
2. Click Install Office, then Office 365 apps in the top right of the webpage
3. When the download is finished, run the installer, and follow the prompts
4. Once the install is finished, launch any one of the Microsoft Office programs, and activate your license by signing in using your Butler email address and password

Butler Technology Discounts

Butler offers hardware discounts on purchases through Apple, Dell, and HP (https://www.butler.edu/it/hardware-devices).

Various software discounts are available as well (https://www.butler.edu/it/software/university-owned).

Technology Support

For IT-related questions, please contact the IT Help Desk at 317-940-HELP (4357) or email helpdesk@butler.edu.

Ask.Butler – Many questions can be answered electronically! This service can be accessed at https://butleru.force.com/askbutler/s/.

Support information/tools can also be found on Canvas and in course materials.

Academic Policies

Satisfactory Academic Progress

Students enrolled in the College of Pharmacy and Health Science's Doctor of Medical Science Bridge Program are expected to make satisfactory academic progress toward the completion of their plan of study and degree requirements. Continuous program enrollment is expected.

All program courses must be passed with a minimum grade of "B" or "Pass." Courses may be repeated only once. A cumulative GPA below 3.0 at the completion of any semester could result in dismissal from the program. Two failed courses will result in dismissal from the program.

Appeals of dismissals or other academic or professional matters are guided by pertinent COPHS policies. These policies can be found in the COPHS Student Handbook.

Residency

Campus residency is not required. All coursework is completed online. However, all students are invited and encouraged to attend the University and COPHS hooding and commencement ceremonies after completion of the program.

Degree

Students who complete all requirements of the DMS Bridge Program will be conferred a Doctor of Medical Science degree. All students who anticipate completing program requirements must register to graduate.

Academic Calendar

The DMS Bridge Program follows the seven-week university academic calendar for courses, with seven-week courses following the B term calendar. Capstone courses will follow the traditional three semester (fall, spring, summer) calendar.

Academic Advisor

As advisors, faculty members advise; they do not make decisions for students. Faculty members primarily are academic advisors, but they also are available to assist with any problem, which even remotely affects academic progress. They may not have all the answers, including matters related to financing of the program, but can help direct the student to resources. The student is responsible for ensuring they have the correct requirements for graduation. Academic advisors do not counsel students on medical, personal, or mental health issues; rather, they will refer students to the appropriate campus resources for assistance.

Class Attendance

Students are expected to attend and participate in all class activities and sessions. This includes synchronous class sessions. With the nature and timeline of the program's initial semester's coursework, students will not be positioned for success if they have other significant competing interests or responsibilities. Work during the first seven weeks of the program is not advised.

We understand that emergencies occur. If a student has an urgent matter come up and a request needs to be made, the student should reach out to the course's faculty to discuss alternate options in the event of extenuating circumstances. Excused absences are only granted for significant, unalterable events. Unexcused absences may result in loss of points or credit for activities, such as group interactive sessions or quizzes, which cannot be reasonably replicated. Excessive absences may be reason for deceleration or dismissal from the program.

Academic Accommodations

It is the policy of Butler University to provide reasonable accommodations to qualified students with a disability so they can meet these required technical standards. Whether a requested accommodation is reasonable will be determined on an individual basis. Determining what is a reasonable accommodation is an interactive process which the candidate should initiate with the DMS Bridge Program Director in collaboration with Student Disability Services (SDS) office and the COPHS Assistant Dean of Student Affairs.

If a student has a disability and would like to request an accommodation, the student must report the disability directly to Student Disability Services (SDS). With the rapid nature of the DMS Bridge Program, this should be done as soon as a student is aware that a disability may exist. Accommodation requests cannot be considered until the student has submitted the appropriate documentation to SDS and has engaged in an interactive discussion with the appropriate SDS staff member. Please contact SDS at 317-940-9308 or sds@butler.edu for an individualized, confidential discussion regarding the specific of the situation. For accessibility information or to request disability-related accommodations, please visit https://www.butler.edu/disability.

Accommodations for Religious Observance

The Accommodation for Religious Observance policy, provided below, was first approved by Faculty Senate on November 6, 2012. The policy outlines the steps to take if you seek an accommodation for your religious practice or observance. Students can receive academic accommodations for religious observance if academic requirements create a conflict with required religious observance. It is the student's responsibility to be in communication with their professors at least two weeks prior to the need for the accommodation.

> Butler University respects all students' right to religious observance and will reasonably accommodate students' religious practice with regard to class attendance, examinations, and assignments when requests are made in a timely manner. Butler University recommends that each class should have a syllabus that provides a schedule of activities for the class. It is the student's responsibility to inform instructors of course conflicts resulting from religious observations at least two weeks in advance of the observance so that accommodations can be made. Requests must be made in writing, and the student should include a proposed alternative due date, examination date, or make-up outline. The professor should review the request and if the student's proposed suggestion is acceptable, should notify the student of the agreement. Any solution that is mutually agreeable to both student and faculty member is acceptable. If accommodations cannot be agreed upon, the instructor and students should seek the advice of the associate dean in the appropriate college. No adverse or prejudicial effects will result to students because they have made use of these provisions.

Leaves of Absence

See Leave of Absence for Students in the Professional Programs

Grades and Grade Appeal Process

Course Grades

Please refer to Butler's Grade Policies for more information related to absences, early term grades, final grades, pass/fail options, repeat grades, right of appeal, and withholding grades. Please note that graduate students may not use the pass/fail option unless the course has already been designated as a pass/fail course by their graduate program.

The faculty of record assigns grades for all courses. The DMS Bridge Program course grading scale is as follows:

Grade	Score
A	94.00 - 100.00%
A-	90.00 - 93.99%
B+	87.00 - 89.99%
B	80.00 - 86.99%
F	≤ 79.99%

Course Remediation Policy

If a student does not meet the stated minimum competency on an exam or activity within individual courses, the student will be required to successfully remediate the material to ensure an understanding of the objective(s). The course instructor will determine requirements to remediate the individual activity or exam.

Incomplete Course Grades

As outlined in the Butler University Student Handbook, a grade of Incomplete (I) may be assigned by an instructor when exceptional circumstances such as illness prevent a student from finishing all work required in a course. The student must, apart from the work to be completed, be passing the class. The Incomplete must be removed within the next session (fall, spring, or summer semester). If the incomplete, "I", is not completed within the stated time, the "I" will be changed to "X." A grade of (I) may not be assigned as a grade option to avoid assignment of a poor or failing grade that a student has earned in a course, or to delay assignment of a grade for a course when the student intends to repeat the course in a future semester.

Appeal of Course Grades

The student shall first discuss the matter with the course instructor. The student must appeal to the instructor in writing within 5 business days of the publication of grades by the Office of the Registrar. The appeal must be filed within 5 days of the notice. If not satisfied, the student may appeal to the Department Chair and then to the Dean of the College (per COPHS Student Handbook).

Program Completion

Students have one year to complete their capstone project from the date they begin their initial DMS-BR 784 Capstone Course, unless granted an extension by the DMS Bridge Program Director. Students must remain continuously enrolled in program courses from the time of matriculation to graduation, including the Capstone Continuation course, as required to complete all program requirements.

Professionalism

It is expected that students will exhibit professional behavior toward other student learners, Butler University administration, and faculty/staff in all interactions, whether in-person or electronically. Professionalism is a required component of each course.

Faculty and students of the College have a responsibility to report all alleged violations of the professional conduct code by graduate and professional phase students to the Associate Dean of Academic and Administrative Services or the Assistant Dean of Student Affairs. Professionalism violations identified by program faculty or staff will be referred by the Program Director for further evaluation to the College of Pharmacy and Health Sciences Student Professional Conduct Committee. Faculty and the DMS Bridge Program will also consider professionalism violations when responding to regulatory agencies or when providing recommendations for employment or privileges at healthcare or educational institutions.

Deficiencies in any areas of professionalism will be brought to students' attention by their advisor, and/or Program Director in the form of written evaluations. Remediation will be implemented where appropriate; however, violations could result in immediate probation, suspension, dismissal, or termination from the program per the College of Pharmacy and Health Sciences Professional Conduct Code.

Honor Code

Students are responsible for conducting themselves in a manner that is above reproach at all times. Ethical conduct is one of the most important attributes of a competent health care professional. Students are accountable for their own professional behavior. They are also charged with reporting to the program any unprofessional behavior or infractions of this honor code on the part of others. Having adopted the high ethical standards of the PA profession, the program expects that each student will complete all assignments on an individual basis unless otherwise directed by program faculty. Misrepresentation or lack of honesty is not acceptable.

Academic Integrity

Butler University is an academic community. It exists for the sake of the advancement of knowledge; the pursuit of truth; the intellectual, ethical, and social development of students, and the general well-being of society. All members of our community have an obligation to themselves, to their peers and to the institution to uphold the integrity of Butler University. In the area of academic integrity, this means that one's work should be one's own and that the instructor's evaluation should be based on the student's own efforts and understanding. When the standards of academic integrity are breached, mutual trust is undermined, the ideals of personal responsibility and autonomy are violated, teaching and learning are severely compromised, and other goals of the academic community cannot be realized.

Students are responsible for being fully aware of what constitutes academic dishonesty; claims of ignorance cannot be used to justify or rationalize dishonest acts. Academic dishonesty can take a number of forms, including but not limited to cheating, plagiarism, fabrication, facilitation, and interference. Plagiarism includes self-plagiarism. As such, it is not appropriate to submit work previously completed at another institution or in another course.

For more information on Butler University's Policy on Academic Integrity, please visit the website below: https://www.butler.edu/student-handbook/academic-integrity.

The College also has its own academic integrity policy. Please refer to the COPHS Student Handbook for further information.

Use of Artificial Intelligence (AI)

While generative AI technology is new and constantly evolving, please know that using ChatGPT or any other AI text generator to assist in writing your papers counts as plagiarism and will be treated as such, unless explicitly stated that a generative AI platform is to be used to complete an assignment. If use of AI is

suspected, a student may be asked to schedule an oral exam or other method to reiterate the paper's material. Consequences for the use of AI in any many outside the bounds what is allowed includes the failing the assignment, failure of the class, and/or referral to the College Student Professional Conduct Committee.

Please check with the course instructor before the use of artificial intelligence engines, software, artwork-generating programs, or the like, to produce work for any program class or activity. If permission is granted for such use, it will be limited to the specific purpose in which you proposed it. Otherwise, the use is prohibited in the DMS Bridge Program.

Use of the Doctoral Credential

Students and graduates should pay careful attention to the appropriate use of the 'doctor' credential. In an academic setting, it is common for those with a clinical doctorate, such as a Doctor of Medical Science degree to be referred to with the doctor title. You will find the formality of title use varies considerably from institution to institution.

In a clinical setting, it is the position of the Butler DMS Bridge Program that the doctor title should be reserved for physicians, so as not to confuse patients or staff or lead to a misunderstanding of the level of medical training which we possess. State medical boards would also likely frown upon any confusion this might cause.

When appropriate, graduates may use the DMS credential in correspondence, email signatures, and other appropriate occasions. The Butler conferred Doctor of Medical Science credential is abbreviated DMS, without periods or spaces. At Butler, we avoid the DMSc as a "c" following a doctoral credential is occasionally used to denote a student who is a candidate for but has not yet received their degree. This is more common in academic degrees with longer programs and qualifying exams for candidacy (a specific period in training after coursework is completed), such as is the case for the PhD or EdD degrees.

Proctorio

Proctorio is used in the DMS Bridge program. See policy on Proctorio and Proctorio Administered Assessment Procedures and Student Expectations.

Turnitin

Turnitin is a software detection tool/service that the DMS Bridge program may utilize to evaluate written documents for plagiarism. Course assignments and capstone projects may be submitted through Turnitin. The use of Turnitin is intended to serve as both a formative check for the student to avoid unintentional plagiarism as well as way for the program to ensure academic and professional integrity. See Use of Turnitin policy.

Student Services

Many student services are available to Butler students, whether attending classes in-person on campus or remotely.

Counseling and Consultation Services

Counseling and Consultation Services (CCS), a part of the student Health Center located in the Health and Recreation Complex, provides licensed and professionally trained staff that offer counseling services to all currently enrolled students. CCS supports the educational mission of Butler University by providing short-term therapeutic intervention that supports students in their personal and academic goals. In accordance with this mission, the services are not focused on remedial or reconstructive (long-term therapy or multiple

appointments weekly) experiences. Likewise, CCS is not appropriate for students whose conditions are deemed more complicated (for example, medically, in level of severity, pharmacologically, legally, or due to specialized circumstances) than can be treated in an ethically appropriate way by CCS staff. Students presenting with such conditions will be referred to appropriate resources in the community at the discretion of the CCS Director. Students are responsible for paying the costs incurred for services and treatment provided through outside agencies. To learn more about CCS go to https://www.butler.edu/counseling-services/.

Learning Resource Center
The Learning Resource Center (LRC) is a coordination site for services, programs, and resources that promote academic success. The LRC is committed to supporting and guiding students as they strive to reach the highest standards of academic excellence. To learn more about the LRC go to https://www.butler.edu/learning.

Libraries
The collections of the Ruth Lilly Science Library are available for use by all members of the Butler community. All graduate students currently enrolled at Butler University are eligible to check out materials from the Butler University Libraries. A Science Librarian is available for assistance during working hours Monday-Friday.

Student Health Services
Butler University Health Services provides ambulatory health care to students currently enrolled in the University. Student Health Services, located at the HRC, places an emphasis on treating the medical, emotional, and educational needs of students. To learn more about Butler University's Student Health Services go to https://www.butler.edu/health-services/.

Health and Recreation Complex
Graduate students may obtain a membership to work out at the Health and Recreation Complex for $590/annual membership. The HRC also has monthly and quarterly membership rates. To learn more about wellness opportunities, go to https://www.butler.edu/hrc/. The HRC offers annual membership and will start immediately and end one year later. Students can enroll either by going to the front desk at the HRC or by going online to https://www.butler.edu/hrcmembership, click on register now. It is important that everyone read the instructions under students, faculty/staff, and current members section. Contact Josh Downing, Associate Director, HRC Operations directly at jdowning@butler.edu or 317-940-6144 with any issues.

Campus Safety and Security - Butler University Police Department
In cases of campus fire or medical emergency:
- Call 911 from campus phone
- Call Butler University Police Department at 317-940-9999 (in addition to 911) from any other phone

For other campus emergencies:
- Call Butler University Police Department at 317-940-9396

Butler University is not responsible for loss or damage to a student's personal property on premises owned or operated by the University, regardless of cause.

Registration and Records

The Office of Registration and Records is a helpful resource for students seeking support while registering for classes or when seeking a transcript. Registration and Records can help with the class drop/withdrawal process, facilitate name change requests, and also publishes the academic calendars the DMS Bridge Program follows.

Graduation

Students should plan to apply for graduation in their first semester of enrollment in the DMS Bridge Program. This application is necessary even if the student does not plan to take part in Commencement Exercises. This form triggers the Graduation Audit process and provides an opportunity for the student to submit the preferred formatting of their name for their diploma.

To access the online graduation application from the My.Butler.edu Student Center, select the Other Academics tab, choose the Apply for Graduation option, then click on the Apply for Graduation link. Select the term all program requirements will be completed, click on Continue, and then click on Submit Application. Further information can be found at https://www.butler.edu/registrar/graduation.

If there are any questions regarding a student's completion of all degree requirements, the student should consult with their academic advisor. However, it is ultimately the responsibility of the student to make sure all degree requirements have been met to qualify for graduation. All students are invited and encouraged to attend the Doctoral Hooding and Commencement Ceremonies after completion of the Program. See Permission to Walk at Commencement policy. If requirements for graduation are delayed, see "Off Cycle Graduation" Policy.

Letters of Reference

All requests for letters of reference or for completion of forms related to academic performance and/or personal qualities require written authorization from the student (or graduate) for release of such information. Most faculty prefer an email or personal request in writing with sufficient lead-time (it is best requested two weeks in advance), and instructions such as date and format of the letter. When making a request to faculty, please include the full name of the position and the overall purpose and guidelines for the letter, as well as the person to whom it should be addressed and the method of submission.

Student Evaluation of Courses

See Student's Perceptions of Instructor and Course Policy

Student Grievance/Harassment Policy

For information regarding non-discrimination and harassment refer to the COPHS student handbook section titled "Non-discrimination and Harassment."

Appendix H– Master of Physician Assistant Program

Updated 5/2024

Program Contact Information

Department of PA Studies
College of Pharmacy and Health Sciences
Butler University
4600 Sunset Avenue
Indianapolis, IN 46208
Phone: 317-940-6026
Email: PAprogram@butler.edu
PA Program Office Fax: 317-940-9857
PA Program Experiential Office Fax: 317-940-9857
Admission questions: PAadmission@butler.edu
Website: https://www.butler.edu/pharmacy-health/physician-assistant/

College of Pharmacy and Health Science Administration

Dean: Robert Soltis, PhD
Associate Dean: Jennifer Snyder, PhD, PA-C
Assistant Dean of Student Affairs: Gayle Hartleroad, EdD, MA
Associate Dean for External Affiliations: Julie Koehler, PharmD, FCCP
Chair, Department of PA Studies: Elizabeth Schmidt, DMS, PA-C

PA Administration

Program Director: Elizabeth Schmidt, MS, PA-C (Accreditation Standards A2.02a; A2.06)
Director of Experiential Education: Jennifer Guthrie, MPAS, PA-C
Medical Director: Lauren Granger, MD (Accreditation Standards A2.02; A2.11)

Principal Faculty

The following individuals are principal faculty of the PA Program (Accreditation Standard A2.02b):
Kevin Bogenschutz, DMS, PA-C, Assistant Professor, kbogensc@butler.edu
Andrew Chastain, MSPAS, PA-C, Assistant Professor, achastain@butler.edu
Jaclyn Demeter, DMS, PA-C, Assistant Professor, jdemeter@butler.edu
Annie Geary, MPAS, PA-C, Assistant Professor, ageary1@butler.edu
Jennifer Guthrie, MPAS, PA-C, Associate Professor, jrguthri@butler.edu
Chris Roman, DMS, PA-C, Associate Professor, croman@butler.edu
Elizabeth Schmidt, MS, PA-C, Assistant Professor, ehschmid@butler.edu
Carol Sitzman, MPAS, PA-C, Assistant Professor, casitzman@butler.edu
Dan Sturm, MMS, PA-C, Associate Professor, dsturm@butler.edu
Kali Veness, MPAS, PA-C, Associate Professor, kveness@butler.edu

Instructional Faculty

The following are instructional faculty of the PA Program (Accreditation Standard A2.13):
Sarah Amrine, NP, MSN, BA, BSN, MA, Women's Health, samrine@ecommunity.com
Markian Bochan, MD, PhD, FIDSA, Internal Medicine, markian.bochan@ascension.org
Hemalatha Hemachandra, Pediatric Medicine, hhemachandra@shalomhealthcenter.org
Kevin Henderzahs, MD, Women's Health, khenderzahs@ecommunity.com
Kate Kaiser, PA-C, Emergency Medicine, kate.kaiser1@gmail.com
Muhammad Munir, MD, Mental Health mmunirmd@gmail.com

James Pike, DO, Internal Medicine, drpike@pikemedical.com
Emily Skeeters, PA-C, Women's Health, eskeeters@ecommunity.com
Lori Vasquez, PA-C, Surgery, lvasquez@ecommunity.com

Staff
These individuals are administrative support staff of the PA program (Accreditation Standard A2.18):
Karen Corby, Experiential Education Liaison, kcorby@butler.edu
Heather LeFebvre, Academic Program Coordinator, hlefebvre@butler.edu
Katherine Patton-Eilers, Administrative Specialist, kpattone@butler.edu
Olivia West, Clinical Coordinator, obwest@butler.edu

Introduction
The PA Student Handbook is published for the convenience of students enrolled in the Butler University PA Program, as well as those who may be interested in the program. Additionally, the Handbook helps meet accreditation Standards established by the Accreditation Review Commission on the Education of the Physician Assistant (ARC-PA). (Accreditation Standards A3.02; A3.15).

Butler University is the sole sponsoring institution of the PA Program. (Accreditation Standard A1.01) The Higher Learning Commission accredits Butler University. Butler University, founded on ideals of equity and academic excellence, creates, and fosters a collaborative, stimulating intellectual learning environment. We are inspired to boldly innovate and broadly educate, enriching communities and preparing all learners to lead meaningful lives. Butler University provides equality of opportunity in its educational programs for all persons. It is the policy of the University to provide equality regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category. (Accreditation Standard A3.13)

This PA Program Student Handbook is an extension of the College of Pharmacy and Health Sciences Student Handbook. In cases of perceived conflict, the COPHS Student Handbook shall take precedence. The PA Program Student Handbook does not constitute a contract with the Butler University PA Program, either expressed or implied. The Butler University PA Program reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion. Furthermore, the provisions of this document are designed by the Butler University PA Program to serve as firm guidelines rather than absolute rules, and exceptions may be made based on extenuating circumstances.

Physician Assistants
PAs (Physician Assistants) are well-recognized and highly sought-after members of the healthcare team. Working interdependently with physicians, PAs practice medicine and value team-based care in virtually all medical specialties and settings. In all fifty states, PAs have the authority to prescribe medications.

PAs practice in all specialty fields; 23.7% (NCCPA 2022) of all PAs provide primary care services, especially in family and general internal medicine. Their job descriptions are diverse, and they serve in both clinical and non-clinical roles. While these nonclinical positions do not involve patient care, they depend on a strong clinical knowledge base.

Butler University PA Program

History
In the early 1990s, the report of the Indiana Health Care Commission noted that many areas of Indiana were medically underserved. During this same period, Methodist Hospital expanded its mission of

"curing disease and rescuing from disaster" to include "delivering primary care services" and the Butler University College of Pharmacy and Health Sciences recognized an educational void in Indiana. The creation of the PA Program, co-sponsored by Methodist Hospital and Butler University, was recognized as a way to address all of these issues and program development commenced in 1992.

The PA Program admitted its first class of nine students in January 1995 and this class graduated in August 1996 with a Bachelor of Science in Health Sciences. In 2006, the Program matriculated its first master's degree granting class. Graduates have been awarded a Master of Physician Assistant Studies (MPAS) degree since 2006. (Accreditation Standard A1.02e)

Today, the PA Program is operated solely by Butler University (Accreditation Standard A1.01) and most aspects of didactic training occur on the Butler University campus. (Accreditation Standard A1.08) Beginning with the 2015 summer term, the PA Program transitioned to a class size of 75 and a 24-month graduate only program awarding the MPAS degree. The new MPAS program replaced the previous 33-month undergraduate-graduate program. The transition to a graduate only curriculum was designed to maintain a strong academic curriculum, address the cost of education, and promote opportunities for graduate scholarships while continuing to exceed accreditation standards.

The PA Program is fully accredited by the ARC-PA. (Accreditation Standard A3.12a) Upon completion of the Program, graduates are eligible to sit for the Physician Assistant National Certifying Examination (PANCE) administered by the National Commission on Certification of Physician Assistants (NCCPA).

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to the Butler University Physician Assistant Program sponsored by Butler University. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the *Standards*. The approximate date for the next validation review of the program by the ARC-PA will be March 2027. The review date is contingent upon continued compliance with the Accreditation *Standards* and ARC-PA policy.

Program of Study

The PA Program is designed to provide an understanding of the knowledge, skills, and attitudes used as a PA. The MPAS graduate only curriculum is twenty-four consecutive months. The first twelve months of the Program are devoted to didactic studies in the basic medical, clinical, and behavioral sciences. The remaining twelve months focus on the clinical experiences in primary care, and medical and surgical specialties.

The didactic curriculum is integrated to introduce the student to medical sciences as they relate to specific organ systems and clinical problems. Learning strategies include the traditional lecture format, interactive classroom activities, basic science laboratory, hybrid classes, small group tutorials, and patient case discussions. Regular patient contact is an important part of the Program. Students begin to see patients early during the didactic year. Standardized patient evaluations, through simulation and actors, are also a part of the didactic curriculum.

As part of the clinical curriculum, students participate in rotations and didactic course work. Students are required to participate in core rotations in Emergency Medicine, Family Medicine, General Surgery, Internal Medicine, Mental Health, Pediatrics, and Women's Health in addition to one elective. In the clinical year, students also participate in Core Topics, Issues of Professional Practice, and the Summative Practicum to prepare them for transition into clinical practice.

Mission Statement
The Butler University PA Program mission is to produce graduates with a foundation in primary care to deliver high quality, patient-centered care in a wide variety of clinical settings.

Program Goals
(Approved by PA faculty on 12/5/14; approved by COPHS faculty on 2/19/15)
1. Select highly qualified applicants through the admission process who will successfully complete our PA Program.
2. Provide a quality educational experience that provides students with the knowledge, skills, and attitudes for entry-level practice as PAs.
3. Provide an educational experience that prepares our graduates to provide primary care in a wide variety of clinical settings.
4. Help our students develop a sensitivity that will allow them to effectively work with patients who are different than they.
5. Maintain our status as the longest accredited PA program in the state of Indiana.
6. Promote professionalism, leadership, and service of students and faculty.

Academic Calendars
Subject to change
See PA Program Appendices I and J

Admission to the PA Program
The pathways to gain entry to the PA Program are the Selective Internal Admission Pathway (current Butler University students and/or alumni) and the Standard Admission Pathway. (Accreditation Standards A3.13, A3.14, and A3.16)

PA Program Admission Goal Statement
To select highly qualified applicants through the admission process who will successfully complete our PA Program.

Specific details regarding admissions requirements and processes for each pathway, special considerations, and timelines can be found on the Butler PA Program website, https://www.butler.edu/bulletin/cophs/pa-program/pa-program-admission/. Please contact PAadmission@butler.edu for additional admission questions.

Tuition and Fees
Tuition and Fees will be made available as soon as established. (Accreditation Standard A3.12f) By the date stated in the offer of admissions, prospective PA students are required to pay a non-refundable program deposit of $1,000.00. For those who matriculate, the program deposit is applied to the cost of tuition. Further information about MPAS program tuition and fees can be found at https://www.butler.edu/pharmacy-health/physician-assistant/financial-information/

Full cost of attendance budgets may be found on the Office of Financial Aid website:
https://www.butler.edu/campus-services/student-accounts/tuition/

For financial aid purposes, federal regulations establish the maximum period for completion of the Program, please see the financial aid website for information.

*A student is financially responsible for any tuition and/or fees associated with taking additional courses due to failure, remediation, or deceleration in the Program for any reason. The University will establish cost of additional tuition and fees.

Criminal Background Check

On January 1, 2004, the Joint Commission on Accreditation of Healthcare organizations (JCAHO) instituted new regulations that must be followed for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these regulations requires that all persons who are involved with inpatient care activities, i.e., employees, volunteers, and students, must have criminal background checks as well as other healthcare-related checks (e.g., up-to-date vaccinations, TB tests).

Candidates offered admission to the PA Program will undergo a criminal background check during orientation and at least once during enrollment. Students will be required to pay for this process. Continuation within the Program is dependent on an acceptable background check that would allow completion of the Program and credentialing requirements and is at the discretion of the Program Director in consultation with the Office of the Dean. Further, any infractions may prevent continuation in the didactic phase of the Program, delay or prevent clinical placement and/or graduation. Should an incident occur any time during the program, the student must self-report the incident to the Program Director or Associate Dean of the College immediately.

More information will be provided at the time of matriculation and orientation to help students obtain criminal background checks.

Drug Screening

Rationale

Health care providers are entrusted with the health, safety, and welfare of patients, have access to controlled substances, confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Therefore, it is imperative that an assessment of the student's possible impairment that could diminish the student's capacity to function in such a setting be evaluated. This helps to promote the highest level of integrity in patient care.

Clinical facilities that serve as educational and training sites for students increasingly require drug screening for individuals who provide services within the facility and particularly for those individuals who provide patient care. Clinical rotations are an essential element of the curriculum and are required of PA degree programs. In addition, many licensing agencies require that individuals pass a drug screen as a condition of licensure and/or employment. Thus, it is in the interest of both students and the Program to identify and resolve potential issues where a student may not be allowed to participate in a clinical rotation due to the use of controlled or illegal substances.

The Program has the responsibility to attend to factors that may adversely affect the security of the clinical environment and thus increase liability exposure. As a result, the Program seeks to enhance its scrutiny of the students involved in patient care activities and who are in clinical settings. (Accreditation Standard A3.17b, A3.19)

Process

All students will be required to undergo a drug screen in preparation for clinical rotations. A negative drug screen is required for participation in any clinical experience. Additionally, at any point in the Program, a student may be requested to undergo an immediate, random drug screen if there is a compelling indication to do so. The Program may re-screen students at any time. Students enrolled in the PA Program will receive information about the requirement for drug screening, deadlines for compliance, results reporting, and associated fees. Students will be responsible for the cost of required drug screening. (Accreditation Standard A3.17, A319)

Results of the student drug screen will be reported to the Program Director. Students who receive a positive screen will be reviewed by the PA Program and/or College's Student Professional Conduct Committee and are subject to the Student Substance Use, Abuse and/or Dependency Policy of the College as printed in the COPHS Student Handbook, 2016-17.

The student has the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the drug screen results are correct. The student should be prepared to validate any positive results with the laboratory Medical Review Officer within 24 hours of testing. Failure to respond immediately to these requests could result in disciplinary action, delay in rotation start dates, and/or dismissal from the Program. Prior to making a final determination that may adversely affect the student, the Program will inform the student of his/her rights, how to contact the designated vendor to challenge the accuracy of the report, and the role of the designated vendor in any decisions made.

If required by a specific clinical site, a student may be required to submit to an additional drug screening based on the contractual agreements with those clinical sites. This may occur through the designated vendor, or it is possible that a contract with a specific clinical training site may have specific requirements dictating the process, handling, and reporting of "for cause" drug screening of an individual student while the student is participating in a clinical rotation there. All drug screens are obtained at the student's expense.

Students who refuse to submit to any required drug screen will be dismissed from the Program.

Positive Drug Screen Results

Students who do not pass a required drug screen may face disciplinary action, including administrative withdrawal from courses, placement on a leave of absence, or dismissal from the Program. Students may be referred for evaluation and treatment as a condition for remaining in the Program. Costs incurred are the responsibility of the student.

Students found to have a substance use problem that will likely pose a danger to patient care, as determined through the drug screening evaluation process, will be referred for independent evaluation and treatment at the student's expense.

Release of Information and Likeness

Butler University has the right to release, for reasons deemed legitimate, the following information and/or likeness about any Butler student including honors lists, programs, student directories, yearbooks, news releases, and similar publications. The student has the right to request otherwise. Students will sign a release of information waiver at orientation.

Medical Terminology Requirement

Students entering the PA Program are expected to demonstrate competency in the use of medical terminology by successfully passing a 100 level or higher medical terminology course or by passing a program developed medical terminology examination. For those matriculants demonstrating competency by examination, a study list will be sent out upon receipt of the enrollment deposit. The examination is administered online, will be available by April 1, and may be taken as many times as needed to receive a passing score. Failure to pass the 100-question examination prior to May 1 with a score of 80% or higher will result in the student being declared ineligible to matriculate in the Program.

Academic Advisor

As advisors, faculty members advise; they do not make decisions for students. Faculty members primarily are academic advisors, but they also are available to assist with any problem, which even remotely affects academic progress. They may not have all the answers, but they will help find the right people who do have the answers. The student is responsible for ensuring they have the correct requirements for graduation. Academic advisors do not counsel students on medical, personal, or mental health issues; rather, they will refer students to campus resources in the University Counseling Center for assistance. (Accreditation Standard A3.10)

As advisors, faculty members are available anytime during the school year, not just during class registration periods. If a student's academic advisor is unavailable and the student has an emergent issue that needs immediate attention, he or she should contact the Office of Student Success or the Assistant Dean for Student Affairs for assistance. In instances where advisors will be on a prolonged leave (parental leave, sabbatical, etc.), students will temporarily be assigned another academic advisor. (Accreditation Standards A1.04; A3.10)

COPHS Office of Student Success   317-940-6122

The Office of Student Affairs will assist PA students with many issues, including policy clarification, support as a confidential student advocate, class officers and elections, Health Sciences Student Assembly (HSSA), college awards, and obtaining space in COPHS lower concourse.
E-mail: COPHSOSS@butler.edu

University Services

Information Technology

Information technology's goal is to advance Butler University's mission through leadership, thoughtful application of technology, and quality service. Students may access the information technology website by going to https://www.butler.edu/information-technology/help/.
Students initially receive a Butler user ID and password prior to matriculation from Information Technology. Students who did not receive or who have misplaced it should contact the HELP Desk.

HELP Desk

The HELP Desk provides a single point of contact for the technology needs of Butler students, faculty, and staff. The Help Desk provides phone, email, and walk-in support for a variety of technology services.

Contact the HELP Desk

- •Submit and view service requests online: https://butleru.force.com/askbutler/s/
- •Phone: 317-940-HELP (4357)
- •Email: helpdesk@butler.edu
- •Walk-in: Holcomb Building 350

Health and Recreation Complex   317-940-4472

Graduate students may obtain membership to work out at the Health and Recreation Complex. The HRC offers annual membership and will start immediately and end one year later. The HRC also has monthly, and quarterly membership rates. To learn more about wellness opportunities, go to https://www.butler.edu/well-being/health-recreation-complex/.

*It should be noted that undergraduate student *must* pay for membership and do so through undergraduate fees. Since living arrangements for graduate students are off campus, these students have the *option* to enroll in membership.

The PA Program encourages all students to meet recommended levels of exercise. Students can enroll either by going to the front desk at the HRC or by going online to https://www.butler.edu/well-being/health-recreation-complex/about/membership/. It is important that everyone read the instructions under students, faculty/staff, and current members section.
*Note: Butler University undergraduate students enrolled full-time in the fall and spring of the preceding year are an active member of the HRC until July 31 of the first summer term of the PA Program. To continue membership after July 31, see above.

Counseling and Consultation Services   317-940-9385

Counseling and Consultation Services (CCS), a part of the student Health Center located in the Health and Recreation Complex, provides licensed and professionally trained staff that offers counseling services to all currently enrolled students. CCS support the educational mission of Butler University by providing short-term therapeutic intervention that supports students in their personal and academic goals. In accordance with this mission, the services are not focused on remedial or reconstructive (long-term therapy or multiple appointments weekly) experiences. Likewise, CCS is not appropriate for students whose conditions are deemed more complicated (for example, medically, in level of severity, pharmacologically, legally, or due to specialized circumstances) than can be treated in an ethically appropriate way by CCS staff. Students presenting with such conditions will be referred to appropriate resources in the community at the discretion of the Director. Students are responsible for paying the costs incurred for services and treatment provided through outside agencies. (Accreditation Standards A1.04; A3.10) To learn more about CCS go to https://www.butler.edu/well-being/counseling-services/.

Learning Resource Center   317-940-9308

The Learning Resource Center (LRC) is a coordination site for services, programs, and resources that promote academic success. The LRC is committed to supporting and guiding students as they strive to reach the highest standards of academic excellence. Students are encouraged to take advantage of these resources and services early in their academic careers to enhance their prospects for academic success. All services are available free of charge to Butler students. (Accreditation Standards A1.04; A3.10) To learn more about the LRC go to https://www.butler.edu/academic-services/learning/.

Libraries   317-940-9401

All graduate students currently enrolled at Butler University are eligible to check out materials from the Butler University Libraries. Borrowers must present a valid ID card at the Circulation Desk when checking out materials. In addition to printed materials, the library maintains extensive DVD/videocassette

collections and provides online access to numerous science and technology databases. A Science Librarian is available weekdays for assistance.

Several computer workstations are available to Butler University students, faculty, and staff that allow access to the libraries' electronic resources as well as Microsoft Office and the Internet. Wireless access is available throughout the library. Loaner laptops are available for checkout for 48 hours. A scanner is also available directly across from the Circulation Counter. Comfortable furnishings and a skylight on the third floor create a pleasant and quiet atmosphere for research and study. Individual and group study areas are available throughout the library.

Student Health Services   317-940-9385
Butler University Health Services provides ambulatory health care to students currently enrolled in the University. The Student Health Services located at the HRC places an emphasis on treating the medical, emotional, and educational needs of students. (Accreditation Standards A1.04; A3.10) The Student Health fee is mandatory for all undergraduate students. To learn more about Butler University's Student Health Services go to https://www.butler.edu/well-being/health-services/.

Required Physical Examination
Students are required to have a physical exam by a licensed healthcare provider that has been completed within three months of beginning the MPAS program. The required physical examination and many immunizations may be provided at Butler University Health Services prior to orientation. Students must provide completed immunization records, health history, and a TB screening questionnaire prior to orientation. Complete required forms and schedule appointments by going to https://myhealth.butler.edu. Students are financially responsible for the costs associated with obtaining physical exams. If students have any questions or concerns, call 317-940-9385.

Required Immunizations
Students are required to have proof of immunizations prior to matriculation. The PA Program requires immunization based on current Centers for Disease Control recommendations for health professionals and in compliance with Butler University. (Accreditation Standards A3.07; A3.08, A3.19) Students are financially responsible for the costs associated with immunizations. Below are the required immunizations to be completed prior to matriculation to the University, clinical rotations, and international travel.

The vaccinations currently required prior to matriculation to the University include (https://www.butler.edu/well-being/health-services/faq/):

Matriculation to University
> *COVID-19
>> Must provide date and proof of completed vaccination series
>> May provide date(s) of additional booster immunizations received
> *Tdap must be up to date
> *Hepatitis B (3 or 2, depending on product given)
>> Must provide dates of two valid immunizations with Heplisay-B; or must provide dates of three valid immunizations with RecombivaxHB or Engerix-B

Must have started series prior to arrival on campus

May provide a quantitative (numeric) blood test as proof of serum immune titers

*Varicella (Chicken Pox) (2)

Must provide dates of two valid immunizations

May provide a quantitative (numeric) blood test as proof of serum immune titers

*MMR (Measles, Mumps, and Rubella) (2)

Must provide dates of two valid immunizations May provide proof of serum titers immune results

*Meningococcal B vaccine for students under 26 years of age (2) Brand names: Bexsero or Trumenba Two doses

*Meningococcal conjugate vaccine Serogroups ACWY (2) Brand names: Menactra, Menveo, or MenQuadfi Two doses

Recommended

- Hepatitis A
- HPV series for men and women (2-3)
- Influenza

International Travel Immunizations

- All required immunizations listed above
- Those students participating in international rotations are expected to meet CDC immunization recommendations for international travel for that particular country prior to travel dates. (Accreditation Standard A3.07)

*Required to matriculate into the University.

Additional Immunizations and Screening Tests

Students will be required to have a flu shot annually as well as IGRA/Quantiferon Gold Plus blood testing for tuberculosis during orientation, followed by an annual screening. Many clinical site partners are now requiring the initial COVID vaccine series and annual COVID vaccine boosters, so it is highly advised to complete these annual requirements to maximize your clinical rotation placement opportunities. Additionally, a urine drug screening is also required of all students before starting clinical rotations. (Accreditation Standard A3.19, A3.07)

Required Health History & TB Questionnaire

All students must access the myhealth.butler.edu portal using the Butler ID and password you received via email. Here you access the Health History and Tuberculosis Screening Questionnaires. Students with questions or concerns should contact 317-940-9385 or healthservices@butler.edu.

Antibody Titers & TB Skin Tests

Blood draws for Varicella, Rubella, Rubeola, Mumps and Hepatitis B as well as IGRA/Quantiferon Gold Plus blood testing will be done in conjunction with Student Health Services during orientation. If you have had a positive TB skin test in the past, you will need to submit a copy of the TB test result, physician clearance documented on letterhead from the past 12 months, and a copy of the chest x-ray report if completed as a part of a TB work up/evaluation/treatment during orientation.

Health Documentation

Student's physical exam and immunization records should be uploaded to Exxat.

Campus Safety and Security

Butler University Police Department

In cases of fire or medical emergency, call	911 (from campus phone)
(Call BUPD in addition to 911)	317-940-9999 (from any other phone)
Butler University Police--Other emergencies	317-940-9396

While our campus is generally a very safe place, never walk alone on campus after dark. Organize travel to walk with a group of friends. Choose a well-lit pathway for travel. For a safety transportation escort on campus contact the University police at 317-940-2873. (Accreditation Standard A1.02g)

Pharmacy and Health Sciences Building Safety Information

From the Public Safety Emergency Preparedness website:

"In the event of a fire or other emergency, seconds count ... the cooperation and participation of every building occupant is essential. Every person … in a building on campus has an individual responsibility to know how to evacuate in an emergency and to accomplish the evacuation when the fire alarm device sounds or when directed by an authority."

Pre-Plan Your Evacuation

- Be aware of two exits per floor. For building floor plans, look for directional signage by elevators or visit www.butler.edu/sites/default/files/pharmacybuilding-floorplan.pdf.
- Do not use the elevators during an evacuation.

In Case of Fire or a Fire Alarm

- Whenever the alarm is sounded, leave immediately. Fire doors will shut automatically.*
- Exit by the nearest route.
- When leaving an area, the last person out should close the door as he or she exits.
- Once outside, meet at a designated rally point (see below) and report those missing.

*Fire doors are to be left in the open position, except in case of an actual alarm sounding, a scheduled alarm test, or a lock down. Authorities will automatically close them as determined in these cases.

Rally Points

Rally points should be away from the Pharmacy and Health Sciences Building (not on the sidewalks), such as on the lawn in front of Robertson Hall or in Cornerstone Plaza. Refer to the campus map at www.butler.edu/campus-map for these and other locations.

Shelter-in-Place

- Avoid hallways with doors at each end.

- Avoid locations with exterior window glass.
- Interior spaces in a building are the best locations.
- Refer to Shelter-in-Place signage.

Areas of Rescue
- Refer to the Areas of Rescue signage.
- Individuals with mobility impairment that prevent their evacuation should move to marked areas on each floor and await rescue.

Fire Code
- Exit areas, classroom doorways, hallways, or pathways to exits should be unobstructed at all times. Hallway seating or event tables are allowed, but only on one side of a hallway. Loose items that present a trip hazard (e.g., chairs or tables, especially in elevator or lobby spaces) are not allowed in these areas.
- No more than 20 percent of the area of a door or window in a classroom or office may be covered. Use of fire-retardant materials is encouraged. (Do not use paper or other flammable materials.)

Reaching a PA Student in an Emergency

Should a student need to be reached in an emergency, the student should direct the person needing to contact him or her to contact the PA Program office at 317-940-6026 (didactic) or 317-940-9327 (experiential). In cases of emergency, the PA Program Office staff will make every effort to locate the PA student and to transmit requested emergency information.

Vehicle Registration

All University parking facilities, except metered spaces, are regulated by a permit system. To utilize these parking lots, vehicles must be registered with the Office of Parking Services. These lots are monitored 24 hours a day, 7 days a week.

Students should plan to obtain a permit to park their cars / motorcycles while on campus in their didactic and clinical year. Students can obtain this commuter parking permit prior to orientation, or time will be dedicated to this during orientation.

The current parking fee schedule can be found at https://www.butler.edu/campus-services/parking/permits/. The cost of commuter permit parking from May 11 to July 31 is prorated. A special arrangement for experiential year parking has been reached. The student is required to obtain a commuter permit or alternatively may pay $35 for a parking garage permit and 30 validation tickets.

The cost of permits will be charged to a student's account.

Permits allow parking in commuter spaces located in the Hinkle parking lot and the Sunset Avenue Garage for part-time or full-time students who do not live on the Butler campus. Permits are valid from August 1 to July 31. It is the permit holder's responsibility to know the expiration date and renew, as necessary.

Register vehicles with the Office of Parking Services:
> Vehicle Registration and ID
> 4702 Sunset Ave, Suite 500
> Indianapolis, IN 46208

(317) 940-9243

The following information is needed in order to purchase a permit:

- Year of vehicle
- Color of vehicle
- Make of vehicle
- Model of vehicle
- License plate number

Student Property

Butler University is not responsible for loss or damage to a student's personal property on premises owned or operated by the University, regardless of cause.

Liability Insurance

Butler University provides professional liability insurance for all PA students for didactic and experiential coursework. This insurance applies only while students are in the United States and are acting within their duties as PA students under the supervision of the faculty of the PA and other program-approved preceptors approved by the school.

Students must adhere to course enrollment deadlines. Failure to do so can result in loss of malpractice coverage.

The student should be aware that from the time they enter the PA Program, until they officially graduate from the Program, they are regarded as PA students 24 hours a day, seven days a week. As such, students may not set up independent clinical training situations – whether this is direct patient contact or "shadowing" – without the written prior approval of the Director of Experiential Education or Program Director. In other words, students may only see patients under approved clinical settings and with prior approval of the Director of Experiential Education or Program Director.

Students are also cautioned against rendering medical services, except in an emergency, under any circumstances not covered by the above.

Registration/Drop-Add Policy

Didactic courses are required and are offered as a cohort. There are no opportunities to drop or add a course. Students must be enrolled prior to starting either didactic or experiential courses. Please note, this includes unexpected changes to clinical rotation assignments that could result in dropping/adding a course late.

Conference Attendance Policy

Attendance at a state or national conference is encouraged and is the financial responsibility of the student. Faculty will attempt to honor a student's request to attend a conference given adequate notice of attending; however, excuse from class, lab, or rotations will be approved by individual faculty.
If a student is requesting to miss part of his/her rotation experience due to a conference, it must be submitted in writing to the Director of the Experiential Education by January 1 prior to the start of rotations for review and approval. Those submitted after January 1 may be denied.

Clinical Year Attendance Policy

Student attendance is mandatory at the following:

- Any on-site orientation required by rotation site

- Rotation specific pre- and/or post-rotation meetings with individual faculty
- End of Rotation (EOR) meetings
- Summative Exam and any practice sessions pertaining to this
- Clinical year courses

Students are expected to be at their rotation/experience every day. Any student missing a clinical day must report the absence to the Director of Experiential Education immediately. Please complete the Butler University PA Program Request for Excused Absence form within 72 hours of absence (PA Program Appendix A). This request must be approved by the student's preceptor. Documentation (i.e., doctor's note, obituary) may be required to justify the absence(s) at the discretion of the Director of Experiential Education.

Unexcused absences may result in failure of clinical year courses. Students missing days will be required to meet with the Director of the Experiential Education for the PA Program and/or the PA Program Director to discuss the course of action to be taken. This may include make-up days, a failed or incomplete rotation, review by the Student Professional Conduct Committee, and/or other actions as deemed appropriate.

Travel to Attend an End of Rotation Meeting

If an End of Rotation meeting begins the day following a student's last rotation day and the student is completing a rotation at a distant rotation (more than two hours), please follow these guidelines regarding absence:
- If a rotation site is two-to-five-hour drive from campus, one half day from rotation will be excused for travel.
- If a rotation site is more than a five-hour drive from campus, one full day from rotation will be excused for travel.
- It is expected that weekend days are utilized as travel days to optimize start and end days of rotations.

Course of Instruction

Course semester credit hours are the recognized units for academic work in the PA Program. All courses are required, no transfer credit is accepted, and no credit is granted for past clinical learning. (Accreditation Standard A3.13c) Each course offered carries an approved number of semester hours credit. A semester hour is generally equivalent to one or two lectures per week or two or three hours of laboratory work per week.

Curriculum

The Butler University PA Program has always focused on providing an understanding of the knowledge, skills, and attitudes used as a clinically practicing Physician Assistant. The requirements are as follows (Accreditation Standards A3.11, A3.12d, A3.15a and b):

Curricular Competencies

Students will be evaluated both formatively and summatively for these competencies. These evaluations will occur throughout the didactic phase, on each rotation, and with the final summative exam. (Accreditation Standard B3.03)

1. Efficiently and effectively elicit pertinent information in a medical history and perform an appropriate physical exam for patients across the lifespan.
2. Appropriately order and analyze results of clinical and diagnostic tests.

3. Integrate data obtained through history, physical examination and laboratory investigation and develop a differential and final diagnosis.
4. Appropriately select and correctly perform medical procedures.
5. Given a diagnosis (and other pertinent patient information), design an appropriate pharmacological and nonpharmacologic management strategy.
6. Develop medical records and oral presentations that are clear, concise, and complete.
7. Demonstrate the professionalism consistent with a health care provider.
8. Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families and health professionals.

Examination Resource Use

All exams within the Program, didactic and clinical, including but not limited to tests, quizzes, End of Rotation exams, PACKRATs, and Summative Practicum are closed resources, unless otherwise stated. If there are reported irregularities noted during or after any examination, students will be required to submit personal electronic devices used in testing for electronic evaluation.

BLS and ACLS Training

The PA Program requires that all students complete the final steps of BLS for the American Heart Association Provider certification during orientation. This allows students to participate in Advanced Cardiac Life Support (ACLS) training in the didactic spring semester. Recertification compliance must be maintained during the entirety of the Program and is required for the clinical year. This BLS certification online portion is the financial responsibility of the student. If the student takes the skills portion during the orientation week, the Program will provide the training. ACLS certification is provided by the Program.

Didactic Year

In the first year of the Program, PA students are required to attend all classes and educational sessions, master physical examination skills, complete all laboratory exercises, attend assigned patient interactions, and complete Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS). Students must complete all scheduled courses (fifty-five credit hours) during the summer, fall and spring semesters. Students should generally expect to be on campus Monday – Friday, 8 am – 5 pm. Educational experiences may also include extended hours of instruction, including evenings, nights, and weekends.

Examples of unexcused absences include weddings, scheduled (non-emergent) medical or dental appointments, and travel. Care should be taken to not schedule flights that will conflict with classes or programmatic activities (including remediation). Please do not schedule flights prior to 6 pm on Friday evenings throughout the didactic year. This also applies to the last day of classes prior to a scheduled holiday or break.

Before proceeding into the clinical phase of the curriculum, students must satisfactorily complete all didactic work.

Didactic Year Overview

Clinical medicine, pharmacology, and therapeutics are combined (Clinical Medicine and Pharmacotherapeutics) to allow students to complete the entire picture of the clinical encounter at one time and over three semesters. Pharmacology and therapeutics are combined with the clinical presentation in one semester special topic courses of 'Women's Health,' 'Pediatrics,' 'Orthopedics and

Rheumatology,' and 'Health Promotion, Disease Prevention, and Nutrition.' Additional courses in Imaging Studies, ECG Interpretation, Laboratory Studies, Anatomy and Physiology, and Medical Literature Interpretation and EBM, Procedures, History and Physical Examination, Social and Behavioral Medicine, and Health Care Communication also exist. A clinical integration course focuses on the application of knowledge.

Learning strategies used in courses include the traditional lecture format, basic science laboratory, hybrid, small group tutorials, and patient case discussions. Objectives for each course are consistent with the goals of the Program. Regular patient contact is an important part of the Program. Students begin to see patients during the didactic year. Standardized patient evaluations, through simulation and actors, are also a regular part of the didactic curriculum.

Didactic Year Coursework

Summer Semester 1

See Course Descriptions in PA program handbook

Course Number		Course Name	Semester Hour
MPAS	502	*Clinical Anatomy with Lab for PAs*	4
MPAS	503	*Physiology for PAs*	4
MPAS	512	*Interpretation of Imaging Studies for PAs*	2
MPAS	517	*History and Physical Exam for PAs*	2
MPAS	521	*Clinical Medicine and Pharmacotherapeutics I for PAs*	4
MPAS	530	*Social and Behavioral Medicine*	3
		Total Credit Hours	**19**

Fall Semester 2

Course Number		Course Name	Semester Hour
MPAS	508	*12-Lead ECG Interpretation*	1
MPAS	510	*Interpretation of Laboratory Studies for PAs*	3
MPAS	519	*History and Physical Exam with Lab for PAs*	3
MPAS	523	*Clinical Medicine and Pharmacotherapeutics II for PAs*	7
MPAS	537	*Healthcare Communications for PAs*	1
MPAS	538	*Medical Literature Interpretation*	2
MPAS	552	*Women's Health*	2
		Total Credit Hours	**19**

Spring Semester 3

Course Number	Course Name	Semester Hour
MPAS 525	*Clinical Medicine and Pharmacotherapeutics III for PAs*	6
MPAS 527	*Clinical Procedures with Lab for PAs*	4
MPAS 528	*Health Promotion, Disease Prevention and Nutrition*	2
MPAS 532	*Pediatric Medicine*	1
MPAS 550	*Orthopedics and Rheumatology*	1
MPAS 560	*Clinical Integration for PAs*	3

Total Credit Hours   *17*

Didactic curriculum = 55 credit hours

Clinical Year

The clinical phase of the Program is largely composed of four or eight-week core rotations. Core rotations include Community Mental Health, Emergency Medicine, Family Medicine, Internal Medicine, Surgery, Pediatrics, and Women's Health. At the conclusion of each core rotation, students will be required to take an end of rotation examination. There is one four week limited elective rotation. There is not an associated exam with the elective rotation. The PA Program assigns and approves all clinical rotations. All questions regarding rotations for PA students should be directed to the Office of Experiential Education.

In addition to successful completion of the didactic and clinical phases of the Program, the PA student must also successfully complete American Heart Association BLS and ACLS certifications, Professionalism criteria, and all components of the summative evaluation to graduate from the PA Program.

Clinical Year Overview

During the clinical year all required core rotations, elective rotation, Core Topics, Issues of Professional Practice, and Summative Practicum (a total of fifty-three credits) will be completed. Rotations (or experiences) begin in the semester immediately following the completion of the didactic year and must proceed as scheduled without interruption for three semesters/terms (twelve months) unless approval is granted by the Program Director and Dean.

Our curriculum is designed such that students are enabled to meet our programmatic goals by completing core clinical rotations in largely primary care specialty experiences: 8 weeks in family medicine, 8 weeks in internal medicine, 8 weeks in emergency medicine, 4 weeks in pediatrics, 4 weeks in women's health, 4 weeks in mental health, 4 weeks in surgery, and 4 weeks in an elective of their choice.

Clinical Rotation experiences will expose students to preventive, emergent, acute, and chronic conditions of patient care. Additionally, students will have clinical experiences in inpatient, outpatient, operating room, and emergency department settings. These clinical requirements may include extended

hours of instruction, evenings, nights, and weekends. Students must be able to transport themselves to all training sites.

Eligibility for Clinical Year

To qualify for clinical rotations, students must have successfully completed all didactic, prerequisite coursework and met and maintained professional standards and other requirements as established by the Program (e.g., physical examination, immunity status, BLS, ACLS) before beginning clinical rotations.

Advising and Registration

All students must participate in early advising for clinical rotations. These will be scheduled in group and one-on-one meetings. Further, all students must be officially registered for all clinical rotations/experiences for the professional liability insurance policy carried by the University to cover them in the clinical portion of the curriculum. Students participating on rotations/experiences without registering will be referred to the Student Professional Conduct Committee for appropriate action to be taken (e.g., warning, probation, suspension, dismissal).

Clinical Year Coursework

All rotations must be completed. Individual student rotation schedules will be determined by the Director of Experiential Education and are subject to change at any time. Students are responsible for providing their own transportation to these sites. Topic Lists are provided to direct student learning and should be used in combination with the objectives of the End of Rotation examinations. See Course Descriptions in PA program handbook.

Course Number		Course Name	Semester Hour
MPAS	626	*Issues of Professional Practice*	2
MPAS	630	*Pediatric Rotation*	4
MPAS	634	*Elective Rotation* (Pass/Fail)	4
MPAS	636	*Summative Practicum* (Pass/Fail)	1
MPAS	648	*Family Medicine 1 Rotation*	4
MPAS	650	*Internal Medicine 1 Rotation*	4
MPAS	652	*Internal Medicine 2Rotation*	4
MPAS	654	*Community Mental Health Rotation*	4
MPAS	656	*Women's Health Rotation*	4
MPAS	658	*Emergency Medicine 1 Rotation*	4
MPAS	660	*Emergency Medicine 2 Rotation*	4
MPAS	662	*Family Medicine 2 Rotation*	4
MPAS	664	*Inter-professional Experience* (Pass/Fail)	1
MPAS	670	*Surgery Rotation*	4
MPAS	678	*Core Topics 1* (Pass/Fail)	1
MPAS	680	*Core Topics 2* (Pass/Fail)	2
MPAS	682	*Core Topics 3* (Pass/Fail)	2

Clinical Curriculum = 53 credit hours
Total Program Curriculum = 108 credit hours

Clinical Year Sample Schedule

Below is a sample schedule of the formal curriculum for the clinical year. The timing of the rotations will be different for each student; however, all students will complete all items prior to graduation.

Summer Semester

Course Number	Course Name	Credit Hours
MPAS 654	Community Mental Health Rotation	4 credit hours
MPAS 678	Core Topics 1	1 credit hour
MPAS 658	Emergency Medicine 1 Rotation	4 credit hours
MPAS 650	Internal Medicine 1 Rotation	4 credit hours
Total Credit Hours		**13 credit hours**

Fall Semester

Course Number	Course Name	Credit Hours
MPAS 680	Core Topics 2	2 credit hours
MPAS 648	Family Medicine 1 Rotation	4 credit hours
MPAS 626	Issues in Professional Practice	2 credit hours
MPAS 652	Internal Medicine 2 Rotation	4 credit hours
MPAS 630	Pediatric Rotation	4 credit hours
MPAS 656	Women's Health Rotation	4 credit hours
Total Credit Hours		**20 credit hours**

Spring Semester

Course Number	Course Name	Credit Hours
MPAS 682	Core Topics 3	2 credit hours
MPAS 634	Elective Rotation	4 credit hours
MPAS 660	Emergency Medicine 2 Rotation	4 credit hours
MPAS 662	Family Medicine 2 Rotation	4 credit hours
MPAS 670	Surgery Rotation	4 credit hours
MPAS 664	Inter-professional Experience	1 credit hour
MPAS 636	Summative Practicum	1 credit hour
Total Credit Hours		**20 credit hours**

Coordination of Rotations

The Program will assign and coordinate all clinical sites and preceptors for program required rotations.
(Accreditation Standards A1.10; A3.03)

Preceptors/Sites

Students should contact their preceptors no later than 14 days in advance of their start date. Failure to do so is a professionalism violation and may result in the delay of rotation start date(s).

Students must not independently go to other facilities or spend time with preceptors who have not been assigned to them by their site preceptor or Director of Experiential Education. If there are concerns, contact the Director of Experiential Education.

Preceptors/sites should not be family members, friends, or previous places of employment. The Director of Experiential Education on a case-by-case basis will consider exceptions to this policy.

Clinical Setting Policies

While in the clinical setting, the student must follow the following policies:
The student will be evaluated for professional conduct by the preceptor and the PA Program faculty and staff. A student may be removed from a clinical site for behavior that is considered less than professional and receive a failing grade for the rotation. Students will be referred to the Student Professional Conduct Committee for further evaluation.

- PA students must see and discuss each patient with their preceptor and may not treat or release a patient without approval of the preceptor.

- PA students may not administer medications without the expressed approval and supervision of the responsible preceptor.
- PA students must discuss patient clinical findings, assessment, and treatment plans with their preceptor before discussing them with the patient.
- PA students will abide by the rules and regulations established by the participating preceptor and institution including scheduling of hours of attendance.
- PA students will follow the dress code of the participating institution or site.
- While it is optimal to enter data into a patient's medical record, electronic or otherwise, it is not a requirement over the course of a student's rotation experiences. In cases such as these, students should continue to practice their note taking skills.
- Note that PA students, by law, may not sign, phone-in, or enter orders for medication prescriptions. PA students may write or enter the prescription or medication order with the approval of their preceptor, but the preceptor must sign the medication order or prescription. The student's name or initials must not appear on a prescription or medication order.

Student-Suggested Sites and Preceptors Distant to Campus Policy

Students may make suggestions for experiential sites and preceptors for their rotations that fall outside of the Program's normal "catchment area" (i.e., distant rotations) but are not required to do so. (Accreditation Standards A3.03) Students must identify potential distant experiential sites BEFORE the start of their final didactic semester (January) and must complete and submit required paperwork to the Office of PA Experiential Education at that time for consideration. Student-suggested sites and preceptors are a privilege earned and not a guarantee. Student-suggested preceptors may not be family members or personal friends.

The Director of Experiential Education will consider suggested sites and preceptors for educational suitability, and final approval is at his/her discretion. Students are responsible for all costs incurred related to rotations, including return to campus for end of rotation activities, exams, and any other required meetings determined by the Program.

Required Site-Specific Documents

The following documents must be taken by the student to the start of each rotation site and provided to preceptor when requested:
- Student's personal biographical sketch and resume
- Letter of introduction, competency, and good standing from the Program
- Butler University Health Center documentation of physical
- Background check verification
- Drug screen verification
- Butler University certificate of liability insurance
  - Insurance certificate rolls over annually–the updated policy will be posted on Canvas every June

Check-Ins

All students must "check-in" at the start of every rotation with the Office of Experiential Education. This allows the Program to continue to evaluate the rotation site to ensure that it is meeting the needs of our students, to include allowing student access to physical facilities and appropriate supervision necessary to fulfill requirements of the rotation. (Accreditation Standard C2.01)

Students must "check-In" with the Office of Experiential Education via Canvas before the end of the first seven days from the start of the rotation. Students should answer all questions below when checking in!

1. Provide your name and contact information (cell number).
2. How many shifts have you completed prior to submitting this report?
3. Provide the name of your preceptor(s).
4. Do you have any concerns about the preceptor(s)/site/environment?
5. Are you receiving appropriate supervision?
6. What is your current level of involvement in patient care? (e.g., Observation only, direct patient care, etc.)
7. Do you notice any concerns in the office environment in which you are working that are unusual or that you would like to report?
8. Do you anticipate any days off during this rotation? If so, have these been approved by the Office of Experiential Education?
9. Do you want to talk about anything else specifically? Briefly describe and indicate if you prefer to talk about this in private with a faculty member instead of documenting here. If so, what day and time is best?

Failure to meet the above requirements may result in a report to the Student Professional Conduct Committee for appropriate action to be taken, including warning, probation, suspension, or dismissal.

eValue System

The PA Program uses an on-line tool called eValue to log clinical experiences, access rotation schedules and required orientations at assigned sites, and complete evaluations. Students will have an introduction to this system during the Clinical Year Orientation prior to the start of rotations. It is the student's responsibility to access necessary information and complete required documents in advance of rotations/experiences to be prepared and cleared to start. Failure to do so in a timely manner may result in delay in rotation start, and even delay in graduation. Additionally, students must maintain accurate and current contact information in eValue to allow the Program to make contact immediately in emergency situations.

All information logged into eValue must be accurate and complete while maintaining patients' anonymity. All entries must be entered within a week of the patient encounter. Failure to log accurate clinical data will result in a professionalism violation.

Students will use the eValue system as follows:

- Enter current contact and emergency contact information into the eValue system.
  - Update information, as necessary.
- Log all patient encounters on the eValue system. (PxDx)
  - Patient demographic information
  - All procedures and diagnoses including student's role
- Complete site and preceptor(s) evaluation(s) before the end of rotation exam
- Sign off on the end of rotation evaluation completed by the preceptor within two business days

Rotation Specific Assignments

Students should successfully complete all assignments given by Butler University faculty, clinical instructors, and preceptors during rotations by the established due dates, and attend all on-campus activities (such as EOR, BOR prep meetings, etc.). Failure to do so may result in an incomplete or a failing grade for that rotation. Specific rotation assignments will be outlined in course syllabi.

Clinical Year Curricular Objectives

The Clinical Year Curricular Objectives are designed to enable students to understand minimum competencies required and are consistent with our programmatic curricular goals. They are included in

each syllabus for each supervised clinical practice experience. They are the basis for the preceptor's formative evaluation of the student. The categories are:

1. History Taking and Physical Examination
2. Diagnostic Studies
3. Diagnosis
4. Health Maintenance
5. Clinical Intervention
6. Clinical Therapeutics
7. Scientific Concepts
8. Professionalism
9. Acquisition of Knowledge, Skills, and Attitudes

Clinical Year Assessment

Students are evaluated by preceptors at the conclusion of each of the supervised clinical practice experience using a five-point Likert scale. The criteria for each category and the rubric to evaluate the expectations are clearly defined for both the Preceptor and Student prior to the supervised clinical practice experience. Rubrics will be made available to students prior to the rotation.

Categories in this evaluation are intentionally consistent with the expectations of the programmatic curricular goals. The preceptor must provide comments noting the student's specific deficiency/(ies) for any Likert score marked as 2 or less.

In addition, preceptors are asked "Given the stage of training within this rotation specialty, I feel the student has acquired the appropriate knowledge, skills, and attitude." An answer of "No" will result in immediate follow up by the Director of Experiential Education to determine if a failing grade will be assigned.

Evaluations

1. Students will request a meeting with his/her preceptor at the midpoint of each rotation to receive feedback at that time. The mid-evaluation form (Appendix B) will be completed by the preceptor and signed off by both the preceptor and the student, and then submitted to the PA Experiential Education office by the established deadline. This form can be found on the Canvas PA Experiential Year site.
2. Students are to complete a final evaluation of the preceptor and the site on the eValue system before 12:00PM the day before the end of rotation exam.
3. Students are to sign-off on the end of rotation evaluation completed by the preceptor within two business days on the eValue system when available.

All evaluations must be completed in order to sit for the End of Rotation Examinations. Failure to meet the above requirements may result in a report to the Student Professional Conduct Committee for appropriate action to be taken, including warning, probation, suspension, or dismissal.

End of Rotation Examinations

The Butler University PA Program faculty utilizes the Physician Assistant Education Association (PAEA) written End of Rotation Examinations and endorses the objectives utilized to develop these exams as imperative to enter into practice as a PA. Students will take an examination at the end of each core supervised clinical practice experience.

In order to be permitted to sit for the required EOR exam, each student must:

- successfully complete the required rotation as scheduled; and
- complete patient encounter logs using eValue by 12:00PM on the day preceding the EOR meeting; and

- complete the eValue student evaluation of the Preceptor by 12:00PM on the day preceding the EOR; and
- sign off on preceptor evaluation of current clinical rotation, if completed; and
- meet the approval of the Director of Experiential Education and/or Program Director

Failure to meet the above requirements may result in a report to the Student Professional Conduct Committee for appropriate action to be taken (e.g., warning, probation, suspension, dismissal).

End of Rotation Objectives

Each exam incorporates current, relevant test items that follow rotation-specific content Blueprints and corresponding Topic Lists. More information may be obtained by going to the following website: https://paeaonline.org/assessment/end-of-rotation/content The topic list links are included in the course descriptions below. The objectives for specific rotations will be provided during Orientation for the Experiential Year.

Rotation Failure Policy

If a student fails the end of rotation exam on first attempt, the student will be able to remediate on his/her own and with the guidance of an assigned faculty member. The student will have the opportunity to re-test the rotation exam that he/she failed on a date agreed upon by the Director of Experiential Education that must take place before MPAS graduation. The student must pay $50.00 to cover the cost to retest the exam and administrative expenses. This must be paid prior to the scheduled retest date. If the student passes the exam on second attempt, he/she will receive the lowest passing grade for that rotation.

If a student fails the end of rotation exam on the second attempt, the student fails the rotation and must repeat the entire course. (Accreditation Standard A3.15c)

If a student has a previously failed course, the student must pass all components of each rotation, including the EOR exam, before being allowed forward progress.

If at any point during the experiential year a student has 2 first-attempt failures on EOR exams, forward progress of rotations is immediately stopped until successful passing of at least one of the first- failed exams.

Marginal or failing performance in any rotation as evaluated by the Preceptor will be reviewed by the Director of Experiential Education and PA Program Director. The Director of Experiential Education and PA Program Director will review the information provided and have the right to fail a student based on reported performance.

If a Clinical Instructor wishes to also require assignments (e.g., case presentations, notes, H&Ps, etc.), they must be graded as pass/fail (and may be remediated, if needed). Students may fail for not meeting additional assignment requirements.

A student who fails the same course more than one time or who fails two different courses across the curriculum—either didactic or clinical courses— will result in dismissal from the Program regardless of overall GPA.

Any student required to repeat a course or rotation must anticipate a delay in the timing of his/her graduation and incur additional tuition and fees necessary to repeat coursework. Further, there may be

implications associated with financial aid. The student should contact the Office of Financial Aid for more information.

A student who is decelerated due to a failed course must maintain competency for coursework previously completed to progress through his/her program of study. (Accreditation Standard A3.15c)

Safety at Rotation Site

The PA Program will provide appropriate training to students regarding Occupational Safety & Health Administration (OSHA) standards prior to the clinical year. The facility at which the rotation/experience takes place shall provide to PA students access to the facility's rules, regulations, policies, and procedures with which the PA students are expected to comply, including, the Facility's OSHA standards, personal and workplace security and personal safety policies and procedures and shall address all appropriate safety measures for all PA students and any instructors on site. (Accreditation Station A1.02g) It will be the preceptor's responsibility to take reasonable steps to ensure personal safety and security of students during the rotation/experience. This is clearly communicated to preceptors and agreed upon in a signed Preceptor Agreement executed prior to the rotation/experience. (Accreditation Standard A1.01)

Student Identification in Clinical Settings

Students must be clearly identified as PA students in clinical setting at all times. Student photo IDs will be provided during the summer semester. (Accreditation Standard B3.01) These IDs are to be worn at all Program-related activities (both on and off campus) that relate to training as a Butler PA student. PA students must be clearly identified in the clinical setting to distinguish them from physicians, medical students, and other health profession students and graduates. While in the Program, students may not use previously earned titles (i.e., RN, MD, DO, PhD, PharmD, etc.) for identification purposes. There is a charge of $20.00 to replace any lost or damaged ID card through BUPD. If a student should leave the Program, all IDs must be returned to the Program.

Some clinical sites may issue name badges through their medical education offices that should be worn while at that site. This badge is in addition to your Butler ID. At the end of the rotation, the site's medical education office may request these badges to be returned directly to them. If they do not, please protect and keep safe the badge as you might have a rotation at that site in the future. Each site may have a replacement fee to replace any lost or damaged ID card. At the end of the experiential year, all badges not otherwise returned to the clinical site should be given to the PA Program Experiential Office. These badges will be returned to the clinical setting by the PA Program.

White Coats

Students are required to have a long sleeved, short white jacket/coat. A short white coat ends at the upper thigh/ top of inseam. A coat that ends lower than this (at mid-thigh) is too long. White jackets are the required dress code for all clinical experiences. They signify "student" status. Coats/ jackets are gifts from alumni and friends of the College to students and will be given to the student at the White Coat Ceremony.

Thank-You Notes and/or Gifts to Instructors/Preceptors

Students are encouraged to give professors, staff, and preceptors thank you notes. However, the giving of gifts to individual professors, staff, or preceptors while in the PA Program is prohibited.

Professionalism

The faculty of the PA Program recognize its responsibility to present candidates for the PA degree that have the knowledge and skills to function in a wide variety of clinical situations and to render a broad spectrum of patient care. (Accreditation Standard B2.19)

Students will exhibit professional behavior toward other student learners, Butler University administration, faculty/staff, preceptors, and patients in all interactions, both in-person and electronically. Professionalism is a required component of each course. The following are evaluated to assess every student in the PA

Program. The evaluation occurs at every faculty meeting, at the completion of the rotation/experience, and at the end of every academic semester.

College Conduct Code

Unprofessional conduct on-campus or off-campus shall be sufficient grounds for the Student Professional Conduct Committee of COPHS to initiate a review. Students are expected to self-report their own potential violations of the conduct code, within 96 hours of the alleged event. See the College Student Handbook for full details, but unprofessional conduct includes, but is not necessarily limited to, the following:

A. Acts of Academic Dishonesty
B. Incivility and unethical or otherwise unprofessional behavior
C. Substance misuse
D. Activities that may result in probation, revocation, or suspension of any professional credentials
E. Practicing without appropriate credentials
F. Activities that may result in conviction of a drug related or alcohol related misdemeanor
G. Activities that may result in the conviction of a felony
H. Termination of employment or experiential rotation
I. Sanctions as established by Butler University

Didactic Year Professionalism Requirements

- Appearance and attire
  - Wears attire consistent with the COPHS/Programmatic dress policy
  - Demonstrates appropriate personal hygiene and grooming
- Preparation
  - Appropriately prepares for class
  - Submits assignments on time
- Behavior/ Attitude
  - Utilizes appropriate verbal tone when addressing faculty and staff
  - Demonstrates appropriate *non-verbal* communication when around faculty, staff, and fellow students
  - Does not negatively impact the learning environment in any way by his/her behavior
  - Takes constructive criticism well, and makes improvements as needed
- Communication
  - Communicates professionally in *verbal* communications (e.g., oral presentations, patient interviews, verbal communications with faculty, staff, and fellow students)
  - Communicates professionally in *written* communications (e.g., written assignments, e- mail communications, etc.)
  - Timely reporting of potential conduct code violations
- Attention and Participation
  - Is attentive in class (i.e., does not frequently doze off, abuse electronic media, etc.)
  - Actively participates in class activities
- Respect for Others
  - Attends and shows up on-time for class
  - Is not disruptive to classroom activities or to quiet study areas
  - Respects appropriate boundaries (e.g., space, hierarchy, etc.)
  - Demonstrates appropriate empathy/compassion for others, when indicated
  - Demonstrates appropriate respect when interacting with faculty, staff,

and fellow students
- o Does not ridicule or harass others
- o Demonstrates appropriate sensitivity and is able to effectively interact with persons of different ethnicities, religious beliefs, sexual orientation, and other diversities
- Honesty
  - o Does not cheat or plagiarize
  - o Does not provide fraudulent information
  - o Does not lie
  - o Reports witnessed professionalism violations of fellow classmates

Clinical Year Professionalism Requirements

Students will exhibit professional behavior with preceptors, all members of health care teams, patients, and administrators at rotation sites. Students will also exhibit professional behavior with Butler University faculty and staff in all interactions, both in-person and electronically.

The following are evaluated to assess every student in the PA Program. The evaluation occurs at every faculty meeting, at the completion of the rotation/experience, and at the end of every academic semester.

- Appearance and Attire
  - o Wears attire consistent with established office/clinic protocol
  - o Wears a Butler ID and/or site ID tag when in the clinical setting
  - o Demonstrates appropriate personal hygiene and grooming
  - o Piercings: No more than 1 pair of (stud) earrings. Nose, lip, eyebrow, and tongue piercings are prohibited. Note: jewelry may be prohibited in some clinical settings (e.g., surgery)
  - o Tattoos: all tattoos must be covered
- Preparation
  - o Comes appropriately prepared (e.g., knowledge, skills, orientation requirements) for rotation site duties
  - o Brings all necessary medical equipment to the clinical site
  - o Medical equipment is in good working order
  - o Comes appropriately prepared for end of rotation meetings
- Behavior / Attitude
  - o Works cooperatively with others at the clinical site (administrators, clinicians, and medical staff)
  - o Utilizes appropriate verbal and non-verbal communication when addressing and interacting with administrators, clinicians, medical staff, and patients
  - o Takes constructive criticism well and makes improvements as needed
  - o Does not negatively impact upon the teaching, learning, or patient care environment at the clinical site
  - o Follows the rules and protocols of the clinical site (e.g., timeliness of medical records, countersignatures, office hours, scope of practice, etc.)
  - o Is attentive to instruction offered by rotation site personnel
  - o Actively participates in rotation site activities
  - o Demonstrates self-directed, active learning
  - o Follows the rules and protocols of electronic testing
- Communication

- o Communicates professionally in *verbal* communications with administrators, clinicians, medical staff, patients, and PA program faculty and staff. (e.g., patient interviews, staffing, oral presentations, timely reporting etc.)
  - o Demonstrates appropriate *non-verbal* communication when in the clinical setting
  - o Communicates professionally in *written* communications (e.g., medical documentations, e-mail communications, etc.)
  - o *Listens* effectively to patients, clinicians, and medical staff
  - o Timely reporting of potential conduct code violations.
- Confidential & Ethical Practice
  - o Demonstrates behaviors that reflect ethical decision making
  - o Demonstrates behaviors that reflect personal integrity
  - o Maintains confidentiality of patient health information
  - o Maintains confidentiality of other personal information, as requested
  - o Adheres to the principles of informed consent
- Respect, Sensitivity, & Compassion for Others
  - o Shows up on time for rotation activities (rounds, meetings, etc.)
  - o Is not disruptive to rotation activities or patient care areas
  - o Respects appropriate boundaries (space, hierarchy, etc.)
  - o Addresses others appropriately (by title and surname, unless otherwise instructed)
  - o Demonstrates appropriate empathy/compassion for others
  - o Demonstrates appropriate respect for clinicians, medical staff, patients, and other students
  - o Demonstrates appropriate sensitivity and is able to effectively interact with persons of different ethnicities, religious beliefs, sexual orientation, and other diversities
  - o Is attentive at clinical sites (i.e., does not doze off, does not abuse electronic media, etc.)
- Safety and Non-malfeasance
  - o Does not intentionally or unintentionally create an unsafe or potentially harmful situation for him/herself or others at the clinical site
- Honesty
  - o Does not cheat or plagiarize
  - o Does not provide fraudulent information
  - o Does not lie
  - o Reports witnessed professionalism violations of fellow classmates

Professionalism Violations

Professionalism violations identified by program faculty, staff, or preceptors will be referred by the Program Director for further evaluation to the Student Professional Conduct Committee. Faculty and the Program may cite professionalism violations when responding to regulatory questions or when providing recommendations for employment or privileges at institutions. Deficiencies in any areas of professionalism will be brought to the student's attention by his/her advisor, Director of Experiential Education, and/or Program Director in the form of written evaluations. Remediation will be implemented where appropriate; however, violations could result in immediate probation, suspension, dismissal, or termination from the Program per the Professional Conduct Code. (Accreditation Standards A3.15 c and d) If a student is referred to the Student Professional Conduct Committee, it will be the intention of the PA faculty to seek a minimum of probation for the violation.

Honor Code

Students are responsible for conducting themselves in a manner that is above reproach at all times. (Accreditation Standard B2.19) Ethical conduct is one of the most important attributes of a competent health care professional. Students are accountable for their own professional behavior. They are also charged with reporting to the Program any unprofessional behavior or infractions of this honor code on the part of others.

Having adopted the high ethical standards of the PA profession, the Program expects that each student will complete all assignments on an individual basis unless otherwise directed by program faculty.

Violations of this honor code are a breach of the professionalism standards. All students will sign the following codes in the didactic (Appendix C of PA program handbook) and clinical (Appendix D of PA program handbook) year indicating the intention to comply with the code.

Oath of the PA

The PA profession has revised its code of ethics several times since the profession began. Although the fundamental principles underlying the ethical care of patients have not changed, the societal framework in which those principles are applied has. This is reflected in the Oath of the PA utilized by the Butler PA Program. During the master's Hooding ceremony at the completion of the PA Program, students will publicly acknowledge their new responsibilities and affirm their pledge to clinical excellence and health care by reciting this Oath of the PA.

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I pledge to perform the following duties with honesty, integrity, and dedication, remembering always that my primary responsibility is to the health, safety, welfare, and dignity of all human beings:

I recognize and promote the value of diversity and I will treat equally all persons who seek my care.

I will uphold the tenets of patient autonomy, beneficence, non-maleficence, justice, and the principle of informed consent.

I will hold in confidence the information shared with me in the course of practicing medicine, except where I am authorized to impart such knowledge.

I will be diligent in understanding both my personal capabilities and my limitations, striving always to improve my practice of medicine.

I will actively seek to expand my intellectual knowledge and skills, keeping abreast of advances in medical art and science.

I will work with other members of the healthcare team to assure compassionate and effective care of patients.

I will uphold and enhance community values and use the knowledge and experience acquired as a PA to contribute to an improved community.

I will respect my professional relationship with physicians and other members of the healthcare team.

I recognize my duty to perpetuate knowledge within the profession.

<div align="center">These duties are pledged with sincerity and on my honor.</div>

<div align="center">~~~</div>

Summative Practicum

Students must successfully demonstrate competency to practice medicine as an entry-level PA in primary care to graduate from the Program. Students must successfully complete a Summative Examination that is comprised of knowledge-based exams, clinical skills, and an objective structured clinical examination to demonstrate competency consistent with curricular goals. By successfully completing the Summative Examination, the student will have surpassed expectations regarding programmatic curricular goals and as such, the Program will verify that each student is prepared to enter clinical practice. (Accreditation Standard C3.04)

Grade Standards

The faculty of record assigns grades for all courses and clinical rotations in the PA curriculum.
(Accreditation Standard A3.15a)

Didactic Year

The following programmatic grading scale will be used:

A 92.50-100.00%

A- 89.50-92.49%

B+ 83.00-89.49%

B 76.50-82.99%

B- 70.00-76.49%

There will be no rounding.

Clinical Year

Marginal or Failing Preceptor Assessment

Preceptors will evaluate each student and the achievement of meeting curricular goals. The Director of Experiential Education and PA Program Director will review marginal or failing performance by the student in any rotation as evaluated by the preceptor. The Director of Experiential Education and PA Program Director have the right to assign a failing grade to the student based on reported performance.

Additional Assignments

If a Clinical Instructor requires assignments (e.g., case presentations, notes, H&Ps, etc.), the assignments must be graded as Pass/Fail (and may be remediated, as needed). Students may fail the rotation for not meeting assignment requirements, including attendance at mandatory meetings.

End-of-Rotation Score

Students take end of rotation exams at the completion of each core rotation to assess the comprehensive medical knowledge required by a graduating PA student. Students of the Program who have successfully passed these exams are predicted to have the medical knowledge base to adequately pass the PANCE and meet programmatic goals. Starting with Version 6, End of Rotation™ (July 10th, 2018) exam scores are reported as a scale score between 300-500. The following grade scales have been created for students to determine letter grades:

Emergency Medicine

Scale Score	Letter Grade
≥445	A

425-444	A-
404-424	B+
365-403	B
<365	F

Family Medicine

Scale Score	Letter Grade
≥442	A
422-441	A-
401-421	B+
362-400	B
<362	F

Internal Medicine

Scale Score	Letter Grade
≥445	A
425-444	A-
404-424	B+
365-403	B
<365	F

Pediatrics

Scale Score	Letter Grade
≥448	A
428-447	A-
407-427	B+
368-406	B
<368	F

Psychiatry

Scale Score	Letter Grade
≥444	A
424-443	A-
403-423	B+
364-402	B
<364	F

Surgery

Scale Score	Letter Grade
≥445	A
425-444	A-
404-424	B+
365-403	B

Scale Score	Letter Grade
<364	F

Women's Health

Scale Score	Letter Grade
≥439	A
419-438	A-
398-418	B+
359-397	B
<359	F

Final Rotation Grade

If the Preceptor evaluation and Clinical Instructor's assessment are favorable, rotation grades are based on the end-of-rotation exam scores. Students must submit all required assignments to pass courses. The PA Faculty member(s) have the final determination as to whether a student has met all rotation requirements and will confer the final grade for each rotation less any deductions for late or missed assignments.

Successful Completion of a Course and Program

A student must earn a Pass or grade of B- or better in any course within the PA Program to be considered "successfully completed." (Accreditation Standard A3.15b) Per University policy, graduate students must earn a 3.0 GPA to be eligible to graduate.

Course Remediation Policy

If a student should not meet a programmatic competency as determined by program administration and faculty, whether in an individual course or rotation or across several courses, the student will be required to successfully remediate the material. (Accreditation Standard A3.15c) In addition, failing a cumulative final or End of Rotation exam, having a cumulative GPA of <3.0, scoring one or more standard deviations below the national mean on a PACKRAT exam, or having an unfavorable report from a preceptor will also require remediation.

Didactic phase remediation may occur within a given course or may utilize breaks or other opportunities where more time would be available. This may take the form of mandatory online assignments to be done over a break, returning from break a few days early to complete one or more tasks, or a delay in starting rotations. A student may incur a grade of Incomplete (I) for no more than one semester until remediation is successful.

During the experiential phase, students may be assigned additional assignments or may be placed in an academic elective rotation to address their deficiencies or asked to repeat a portion of or full clinical experience. Additional OSCEs or OSATS may added to EOR experience for those with deficiencies in the competencies of clinical skills or clinical reasoning/judgment.

There may be additional costs to the student to account for program resources used to complete the remediation. Any assigned remediations must be successfully completed prior to graduation.

Course Failure and Academic Probation

The PA Program is designed to integrate classroom and clinical learning experiences considered necessary for competency as health care providers. Therefore, students failing a course will be placed on academic probation for the remainder of the Program. (Accreditation Standards A3.15 c and d)

A student who receives a failing grade in any course will not be allowed to progress within the curriculum until that course is satisfactorily remediated. Provided that the student has not failed any other courses and is not currently on probation, s/he may be given one opportunity to retake the failed course when it is offered next. Most courses are only offered one time per year; therefore, the student may be required to take a leave of absence for one year and repeat the failed course at that time. If the student successfully completes the failed course s/he may be given permission to progress.

A student who fails the same course more than one time or who fails two different courses across the curriculum—either didactic or clinical courses— will result in dismissal from the Program regardless of overall GPA.

Any student required to repeat a course or rotation must anticipate a delay in the timing of his/her graduation and will incur additional tuition and fees necessary to repeat coursework. Further, there may be implications associated with financial aid. The student should contact the Office of Financial Aid for more information.

A student who is decelerated due to a failed course must maintain competency for coursework previously completed to progress through his/her program of study.

Satisfactory Academic Progress

The curriculum of the PA Program should be viewed as being two sections in the curriculum (didactic and experiential) that are individually indivisible and to be taken in an uninterrupted sequence over two years. Therefore, it is expected that students first matriculated into the MPAS1 year will maintain simultaneous, full-time enrollment in all professional courses offered as a component of each year's curriculum. Students may not progress to the professional coursework in the next year of the Program until they have successfully completed all professional courses within the current year. Exceptions to the application of this policy must be requested in writing from the Program Director.

The PA Program Director upon advisement by the faculty makes determination of satisfactory academic progress, at the conclusion of each semester/rotation in accordance with the Academic Progress Policy as described in the COPHS Student Handbook. Satisfactory academic progress for students in the PA Program consists of maintaining professionalism and the successful completion of all requirements necessary for the advancement from one semester to the next or one rotation to the next. (Accreditation Standard A3.15g)

Students satisfactorily completing all academic requirements will graduate in May. If a student is decelerated but subsequently completes all requirements, they can anticipate an "off cycle" graduation. Participating in the Spring graduation commencement may be possible (See policy "Permission to Walk at Commencement" policy).

Deceleration in Academic Progress

Incomplete Grades

As outlined in the Butler University Student Handbook, a grade of Incomplete (I) may be assigned by an instructor when exceptional circumstances such as illness prevent a student from finishing all work required in a course. The Incomplete must be removed within the next regular session of the student's enrollment. A grade of (I) may not be assigned as a grade option to avoid assignment of a poor or failing grade that a student has earned in a course, or to delay assignment of a grade for a course when the student intends on repeating the course in a future semester.

Withdrawal

Voluntary withdrawals are initiated at the request of the student. (Accreditation Standard A3.15d) Working with the Program Director, a mutual decision is reached with regard to the effective date of the withdrawal and any academic penalty to be assessed. Per letter, the Program Director will notify the offices of the College, Registrar, and Financial Aid. The Office of the Registrar will process the withdrawal and remove the student from any current and/or future enrollments when the appropriate paperwork is submitted. The Office of Financial Aid may revoke any financial aid that has been disbursed. The student should also contact these offices to ensure that he/she has fulfilled any responsibilities with regard to this process.

If a student withdraws, including involuntary withdrawal for academic reasons, tuition may or may not be refunded. Questions regarding tuition refunds should be directed to the Office of Student Accounts.

Leave of Absence

A PA student, after presenting a written request to the Associate Dean of the College (with a copy to the PA Program Director), may be granted an official leave of absence for personal, medical, or academic reasons for a period not to exceed one calendar year. If the leave of absence is approved, the Dean provides written notification including applicable beginning and ending dates to the student, the University Registrar, and the director of the Office of Financial Aid. The student must notify the Program Director in writing of his or her wish to return to the PA Program or to extend the personal leave at least sixty calendar days prior to the anticipated date of reentry. The student desiring an extension beyond one calendar year may be required to apply for readmission to the PA Program. When a leave of absence is taken, the Program Director may require the student to repeat some, or all of the courses completed prior to the leave of absence. In all cases of leave of absence, the student is required to complete the full curriculum to be eligible to earn the MPAS degree. Any identification provided to the student, must be returned to the Program during leave.

Any student who is absent from clinical rotations for three months or more must perform and pass an observed history and physical examination (on a real or simulated patient) before being allowed to return to clinical rotations. The student will have two opportunities, evenly spaced over a two-month period, to pass this assessment. If unsuccessful, the student will be dismissed from COPHS.

For purposes of deferring repayment of student loans during a school-approved leave of absence, federal regulations limit the leave to six months. All questions regarding financial aid or student loans should be directed to the Office of Financial Aid.

Health Insurance

All graduate students must carry personal health insurance. Students must demonstrate proof of insurance on three occasions that includes an insurance card that identifies active insurance coverage at didactic year orientation, February of MPAS1 year, and again in January of MPAS2 year. The information must include the name of the insurance company and the policy number. Please note that healthcare share plans are not the same as health insurance and are not in compliance with this policy. Bring personal Health Insurance cards to orientation and the January End of Rotation meeting. The cards will be photocopied and kept in student files with the PA Program and Butler University Health Services. Students must also sign a waiver indicating that they have personal health insurance. (See Appendix E of PA program handbook)

Students will be personally liable for any expenses incurred for things like needle stick evaluations and prophylaxis, treatment for TB exposure, etc., and may wish to review personal health insurance policy to see if it covers these expenses.

Personal health insurance may be used at Butler University Health Services. Health Services will bill a student's health insurance for services rendered. If a student is seen at Health Services, an up-to-date health

insurance card and Butler ID must be presented. If a student is unable to present with an insurance card, office services will be applied to the student's account.

Mailboxes

Secure mailboxes will be assigned to students at the start of the academic year. Faculty use mailboxes to return exams/assignments. Students will be provided combinations to their assigned mailboxes.

Change of Name and Address

If a student has a change of address locally and/or at home, it should be registered with the University at the Office of Registration and Records to ensure receipt of important mailings. The same procedure should be followed for any name changes. Students should notify the PA Program as well by emailing PAprogram@butler.edu.

Tobacco Use

Tobacco use in any form is not permitted in the Pharmacy and Health Sciences Building or other campus buildings. See Butler University Smoke/Vape/Nicotine Free Policy

Room Reservations

Rooms in the Pharmacy and Health Sciences Building must be reserved in advance for use by any student organization. All rooms in the Pharmacy Building, as well as other campus facilities, may be reserved by student organizations through the Campus Activities Office (Atherton 101). The request is then taken to the Office of University Events (Service Center, Room 118). Only student organizations recognized by the University may request and use space in the Pharmacy Building for organization activities.

Student Employment

The Faculty advises against outside employment while in the didactic and clinical phase of the PA Program. (Accreditation Standard A3.14h) Faculty recognize employment may be an issue that some students will face. Given this recognition, realize that Program obligations will not be altered due to a student's work obligations. It is further expected that work obligations will not interfere with the student's learning progress or responsibilities while in the Program. The Program also discourages the student from working at the same site where they are completing clinical rotations.

PA students are not required to work for the PA Program. (Accreditation Standard A3.15e) Students will not substitute for or function as instructional faculty. (Accreditation Standard A3.05) During the supervised clinical practical experiences, students will not substitute for clinical or administrative staff. Any student on a clinical experience who is being required to primarily fulfill job duties of a certified PA or administrative staff person must notify the Director of Experiential Education. (Accreditation Standard A3.05) Any report will be fully investigated by the Program and suitable action will be taken.

On occasion, the faculty or staff of the Program may make a request for a student to perform volunteer activities for the Program. Students will not be obligated to volunteer.

Student employment through the university work-study program will be governed by university policies.

Faculty as Healthcare Providers

Principal faculty, the Program Director, and the Medical Director must not participate as health care providers for students in the Program, except in an emergency. (Accreditation Standard A3.09)

Health Insurance Portability and Accountability Act (HIPAA)

The primary goal of the law is to make it easier for people to keep health insurance, protect the confidentiality and security of healthcare information, and help the healthcare industry control administrative costs. Once matriculated, all students will be required to complete HIPAA training which will require updating or re-certification prior to starting clinical rotations.

Requirements for Graduation

If there are any question regarding a student's completion of all degree requirements, the student should consult with his or her academic adviser. However, it is ultimately the responsibility of the student to make sure all degree requirements have been met to qualify for graduation. Graduating students must apply for their degree at the time they register for their final semester through the Office of Registration and Records.

Letters of Reference and Credentialing Requests

Without exception, all requests for letters of reference or for completion of forms relating to academic performance and/or personal qualities require written authorization from the student (or graduate) for release of such information. Most faculty prefer an email or personal request in writing with sufficient lead-time (it is best requested two weeks in advance), and instructions such as date and format of the letter. When making a request to faculty, please include the full name of the scholarship/position and the overall purpose and guidelines. If appropriate, please include a summary of pertinent comments from clinical preceptor evaluations, and an updated resume/CV. The number of recommendation letters required of principal faculty is significant; therefore, students should consider others who could also write these letters (an advisor, an instructor or mentor, clinical preceptor, etc.) and make requests as early as possible.

Credentialing or privilege forms are generally required for hospital employment. Students must make a formal request to faculty before providing a faculty name and contact information.

Any form submitted to faculty without prior approval will not be completed. Faculty are not expected to complete forms after 1-year post-graduation date.

Student Handbook Acknowledgment

After reading the Student Handbook, students should initial and sign the two Handbook signature pages (Appendix G and H of PA program handbook). Return both documents to the Butler University PA Program Offices—one will be returned to the student.

PA Student Groups

Class Officers

Class officers are important individuals who help establish collegiality and professionalism between and among the members of the class, faculty and staff, Program, and University. Class Officers speak on behalf of the class to faculty and administration. Officers will be elected within the summer term after the start of the Program. COPHS' Student Affairs office will help establish officer elections for the class.
Students may run for President - the class President (or designee) serves as representative to the Health Sciences Student Assembly, Vice President, Secretary, and Treasurer.

Physician Assistant Club (PAC)

The Physician Assistant club (PAC) serves as the official organization for the PA students and those individuals interested in the PA profession. All PA students are encouraged to be members of the PAC. The MPAS-1 class officers will serve as the PAC officers.

PA Student Ambassadors (PASA)

The PA Student Ambassadors (PASA) program was established to provide the Program with a group of volunteer students who have the skills and training necessary to help conduct special Program functions and represent the PA Program at Program, College, and University events and to the community at large. Our PA Student Ambassadors are current PA students who assist with admission and student life programs. This program is open to all Butler PA students. Students apply for service and are chosen by student leaders to serve.

Ambassadors can serve as tour guides, panelists during information sessions, advisers during orientation and registration, and much more. They will be available to serve as hosts at special receptions. Ambassadors will assist with recruitment events throughout the year and will inform prospective students and parents interested in the Butler PA Program about all facets of life at Butler – the academic program, faculty and students, social opportunities, as well as student organizations and services. They will help personalize the University by making campus visitors feel welcome, comfortable, and positive not only about Butler's PA Program, but Butler University as a whole, by demonstrating sincerity, enthusiasm, credibility, interest, and helpfulness.

PA Partners in Success

The Butler PA Partners in Success mentoring program is a student run program that aims to match new incoming MPAS1 students with MPAS2 students. This program connects students with a mentor that can answer their questions and concerns about PA school and help them navigate their first year. The program pairs students with mentors based on personal preferences to help make the transition into the MPAS1 year smoothly.

Student Academy of the American Academy of Physician Assistants (SAAAPA)

The Student Academy of the American Academy of PAs (SAAAPA) is the national governing body for students enrolled in the PA Program. This organization offers many resources to enrolled PA students.

There are leadership opportunities in SAAAPA, a national student medical challenge bowl at the annual AAPA conference, student activities, and advocacy opportunities for the profession. For more information regarding SAAAPA, please visit their website at: https://www.aapa.org/saaapa

Pi Alpha - National PA Honor Society

Students may apply for membership into the Pi Alpha National Honor Society. The Society recognizes excellence in research, publishing, community/professional service, or leadership activities. The GPA for didactic portion of the Program is utilized to calculate the Pi Alpha GPA. No failures may occur during the Program. Individuals need to complete at least one Pi Alpha eligible activity during clinical year.
Please see the Pi Alpha web site at http://paeaonline.org/pi-alpha-honor-society/ for further information.

Additional Information for PA Students

Competencies for the PA Profession

Competencies for the PA Profession resulted from a collaborative effort by the National Commission on Certification of PAs (NCCPA), Accreditation Review Commission for Education of the Physician Assistant (ARC-PA), the Physician Assistant Education Association (PAEA), and the American Academy of PAs (AAPA). This document contains a set of basic competencies that all PAs are expected to acquire, develop, and maintain throughout their chosen career. The professional competencies discuss the categories of medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement, and systems-based practice. This document should be read for further understanding of the life-long competencies expected from all PAs. This document may be accessed at:
https://www.nccpa.net/resources/competencies-for-the-physician-assistant-profession/

Competencies for the New Graduate
"Core Competencies for New PA Graduates" is a set of competencies designed for use by PA programs. The competencies document is a dynamic one. Implementation and use of the competencies will inform a continuous evolution of evaluation and feedback to address changing patient and societal needs.
This document may be accessed at: https://paeaonline.org/our-work/current-issues/core-competencies

NCCPA Task Areas
The National Commission on Certification of Physician Assistants (NCCPA) is the regulatory body for preparation and administration of the Physician Assistant National Certifying Examination (PANCE) exam. The Task areas include knowledge and cognitive skills areas that are identified as important to PA practice. The didactic and clinical phase curriculum is designed to ensure exposure to each of these vital task areas which include history taking and performing physical examinations, using laboratory and diagnostic studies, formulating most likely diagnosis, health maintenance, clinical intervention, pharmaceutical therapeutics, applying basic science concepts, and professional practice. For a more detailed description regarding the knowledge and cognitive skills for each of the above areas, please review the information at the following link: https://www.nccpa.net/ExamsContentBPTasks

NCCPA Organ System Disease List
The NCCPA also maintains a list of organ systems that serve as a guide of diseases, disorders, and medical assessments that provide a basis for examination preparation. The didactic and clinical phase curriculum is designed to ensure exposure across all organ systems to include the majority of the specific entities outlined in this detailed listing. The following provides a link to the full document and should be read for further understanding of the depth and breadth of knowledge that will be expected during the didactic and clinical phase of the Program as well as for life-long learning as a graduate.
https://www.nccpa.net/ExamsContentBPOrgans

National Medical Challenge Bowl
PA programs from across the country will face off at this high-energy medical quiz competition coordinated by the Student Academy of AAPA. During the AAPA Forum, PA programs will bring their school spirit and cheer on their team as they compete to be the next Challenge Bowl champion. For more information, please see the web site https://www.aapa.org/conference/special-events/national- medical-challenge-bowl/. Students will be allowed to attend the National Conference and participate in the National Medical Challenge Bowl/SAAAPA activities.

Professional Associations and Regulatory Bodies

American Academy of PAs (AAPA)
The American Academy of PAs (AAPA) is the national professional organization of PAs. Its membership includes graduate and student PAs as well as affiliate membership for physicians and PA educators. The Academy provides a wide range of services for its members from representation before federal & state governments & health related organizations, public education, pamphlets and brochures, insurance and financial programs, and employment assistance. Students will be provided a student membership through the Program. Membership will last from matriculation until four months after graduation.
Please see the AAPA Web site at www.aapa.org for services and benefits.

Indiana Academy of Physician Assistants (IAPA)
The Indiana Academy of Physician Assistants (IAPA) is a state constituent Chapter of the AAPA. The state Physician Assistant Society works in concert with the national American Academy of PAs to further issues concerning all PAs.

Student membership is available in the IAPA. Students are strongly encouraged to join the IAPA. Membership benefits include reduced student rate for the state conference, eligibility to become a student member on the IAPA board and eligibility for a scholarship. Please see the IAPA Web site at http://www.indianapas.org/ for further information.

National Commission on Certification of Physician Assistants (NCCPA)

All graduates of PA Programs accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) are eligible to sit for the national boards offered by the National Commission on Certification of Physician Assistants (NCCPA).

The NCCPA offers the Physician Assistant National Certifying Examination (PANCE) exam. PANCE is a 300-question, multiple-choice exam that is prerequisite for licensure in all states. This examination is being offered 50 weeks out of the year and is administered in a computer-generated format.

Please see the NCCPA Web site at www.nccpa.net for further information.

State Licensure

Most states require registration through the State Board of Medical Licensure prior to the start of employment. Students are encouraged to check with the specific State Board of Medicine for current requirements and an application.

PA Contact Information

OFFICE	LOCATION	TELEPHONE	WEB SITE
PA Program College of Pharmacy & Health Sciences	Pharmacy & Health Sciences Building Second Floor – North End 4600 Sunset Ave. Indianapolis, IN 46208	Phone: 317-940-6026 Fax: 317-940-9857 Admission Phone: 317-940-8268 PAadmission@butler.edu	https://www.butler.edu/pharmacy-health/physician-assistant/
Office of Student Success College of Pharmacy & Health Sciences	Pharmacy & Health Sciences Building Suite 110	Phone: 317-940-9297	
Title IX	Atherton Union, Room 200	Phone: 317-940-6509	https://www.butler.edu/student-life/sexual-misconduct/resources/ titleix@butler.edu
Bookstore	Atherton Union	Phone: 317-940-9228	https://www.bkstr.com/butlerstore/home
Student Disability Services	Jordan Hall, Room 136	V/TT: 317-940-9308 Fax: 317-940-9036	https://www.butler.edu/academic-services/disability/
Counseling Center	Health & Recreation Complex Room 120 530 W. 49th St. Indianapolis, IN 46208	Phone: 317-940-9385 Fax: 317-940-6403	https://www.butler.edu/well-being/counseling-services/
Office of Registration &Records (including transcripts)	Jordan Hall, Room 133	Phone: 317-940-9203 Toll Free: 800-368-6852 ext. 9203 Fax: 317-940-6539	https://www.butler.edu/regstar/
Financial Aid	Robertson Hall, Lower Level	Phone: 317-940-8200 Toll Free: 877-940-8200 Fax: 317-940-8250	https://www.butler.edu/admission-aid/financial-aid-scholarships/
Student Health Services	Health & Recreation Complex Room 110 530 W. 49th St. Indianapolis, IN 46208	Phone: 317-940-9385 Fax: 317-940-6403	https://www.butler.edu/well-being/health-services/
Information Technologies Help Desk	Holcomb, third floor	Phone: 317-940-HELP	https://www.butler.edu/information-technology/
Human Resources	Jordan Hall, Room 037	Phone: 317-940-9355 Fax: 317-940-8149	https://www.butler.edu/human-resources/
General Information	Butler University 4600 Sunset Ave. Indianapolis, IN 46208	Toll Free: 317-940-8000 Phone: 800-368-6852	https://www.butler.edu/

The Ruth Lilly Science Library	Levinson Family Hall	Phone: 317- 940-9401	https://www.butler.edu/library/spaces/science/

Parking Services	4702 Sunset Avenue Suite 500 Indianapolis, IN 46208	Phone: 317-940-9243	https://www.butler.edu/campus-services/parking/
BUPD	525 W. Hampton Drive Indianapolis, IN 46208	Emergency Phone: 317-940-9999 911 (from campus phone) Safety Escort: 317-940-2873 (available 24/7) Non-emergency Phone: 317-940-9396 Fax: 317-940-6578 https://www.butler.edu/public-safety/	
Emergency Medical or Indianapolis Metropolitan Police Department		Emergency Phone: 911 (Call BUPD in addition to 911—they assist with all campus call)	
American Academy of PAs (AAPA)	2318 Mill Road Suite 1300 Alexandria, VA 22314	Phone: 703-836-2272 Fax: 703-684-1924	https://*www.aapa.org*
National Commission on Certification of Physician Assistants (NCCPA)	12000 Findley Road, Suite 100 Johns Creek, Georgia 30097	Phone: 678-417-8100 Fax: 678-417-8135	*www.nccpa.net*
Indiana Academy of Physician Assistants (IAPA)	5121 W. State Geneva, IL 60134	Phone: 630-517-2990 Fax: 804-288-3551	www.indianapas.org/
Indiana Professional Licensing Agency (IPLA)	Physician Assistant Committee 402 W. Washington Street, Room W072 Indianapolis, IN 46204	Phone: 317-234-2060 Fax: 317-233-4236	https://www.in.gov/pla/

PA Program Appendices

See PA program Handbook

Appendix I Bachelor of Science in Nursing

Forward

The Nursing Handbook is an extension of the College of Pharmacy and Health Sciences (COPHS) student handbook and is intended to provide students information regarding programs of study, requirements, policies, and procedures that pertain to students while enrolled in the Bachelor of Science in Nursing program. Students are responsible for the information in this Handbook. In cases of perceived conflict, the COPHS Student Handbook shall take precedence. The Nursing program Student Handbook does not constitute a contract with the Butler University Nursing program, either expressed or implied. The Butler University Nursing program reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion. Furthermore, the provisions of this document are designed by the Butler University Nursing program to serve as firm guidelines rather than absolute rules, and exceptions may be made based on extenuating circumstances. Changes made to the Nursing Handbook will be communicated to the student promptly.

Message from The Director

Welcome to the Bachelor of Science in Nursing program at Butler University! It is with immense pleasure and enthusiasm that I extend a warm welcome to each of you as you begin your transformative journey into the world of Nursing. On behalf of the entire faculty and staff, I am delighted to welcome you to our innovative Nursing program.

As you step into this profession, you are embarking on a path that not only demands knowledge, skill, and determination but also calls for a deep commitment to compassion, empathy, and the well-being of diverse patient populations. Nursing is more than a career; it is a calling to make a positive impact on the lives of individuals and communities.

Butler University is not just a place of learning; it is a community where you will find support, guidance, and inspiration. The faculty members are dedicated professionals with a wealth of experience, and they are committed to helping you develop the knowledge and skills necessary to excel in any path of Nursing you choose. Your fellow students will become your allies, supporting, and learning alongside you throughout this challenging and rewarding journey.

As you immerse yourself in the curriculum, clinical, and hands-on training, remember each experience is an opportunity for growth. Embrace the journey with an open mind and a compassionate heart, for it is through these experiences that you will become not just skilled healthcare professionals but compassionate advocates for those in need.

Always remember that Nursing is an evolving field, and your role will extend beyond the hospital walls. You will be agents of change in healthcare, contributing to advancements in patient care and healthcare systems. The impact you make will extend far beyond the clinical setting.

So, welcome to our Nursing family. Embrace the challenges, celebrate the victories, and never underestimate the profound difference you can make in the lives of others. You are not just students; you are the future of Nursing, and we have full confidence in your ability to thrive and excel. We look forward to supporting you and witnessing the incredible contributions you will make to the field of Nursing.

Faculty Information

College of Pharmacy and Health Science Administration

Dean: Robert Soltis, PhD
Associate Dean: Jennifer Snyder, PhD, PA-C
Associate Dean of Clinical Education and External Affiliations: Julie Koehler, PharmD, FCCP
Assistant Dean of Student Affairs: Gayle Hartleroad, EdD, MA, BS

Nursing Administration

Program Director: Seth Carey, DNP, MSN Ed., RN, CNE

Faculty and Staff

Assistant Professor & Simulation Coordinator: Krista Searles, MSN Ed., RN, CCRN
Assistant Professor & Experiential Coordinator: Deborah Spoerner, DNP, MSN, APRN, CPNP

Nursing Program Philosophy, Mission, and Outcomes

Philosophy

Butler University's Nursing curriculum is rooted in Patricia Benner's 'Novice to Expert' model,[1] and extending Miller's Pyramid.[2] Together, they serve as the organizing frameworks and provide philosophical structure for students and faculty. With early patient exposure, the curriculum is based on the novice student— who is unable to use discretionary judgment— progressively transitioning to the development of advanced knowledge and skill acquisition. In addition, the student's emotional intelligence is developed to demonstrate caring, clinical judgement, advocacy, ethics, collaboration, professional development, and cultural competence. Benner highlights the differences between practical knowledge ("knowing how") and theoretical knowledge ("knowing that"), asserting that knowledge is embedded in expertise and expertise develops with experience and exposure to clinical situations.[3]

Butler University's Nursing program has been mapped to specific, practice-based experience goals in accordance with the AACN's Essentials for curriculum outline.[4] Course design reflects the expectations of student learning with clear linkage from individual course objectives n and across the curriculum to the BSN student learning outcomes. The curriculum intentionally exposes students to the Essentials early and uses progressively advanced scenarios and clinical environments with added responsibility to acquire expertise. The program has adopted Miller's suggestions that the initial theoretical assessments be used while moving to evaluations based on clinical performance.

By incorporating these principles into the Butler University Nursing curriculum, students are immersed in a holistic framework that encompasses Benner's model with an emphasis on experiential learning, compassionate care, and professional growth.

Caring:
Caring is at the heart of Nursing practice. Caring involves developing genuine connections with patients, empathizing with their experiences, and providing holistic care which addresses their physical, emotional, and spiritual needs.

Skill Acquisition and Development:
Nursing practice evolves through stages of skill acquisition, from novice to expert, as outlined by Benner.

Clinical Judgment and Critical Thinking:

Students and faculty at Butler University foster the development of clinical judgment and critical thinking skills. Nurses should encompass the ability to assess situations, analyze data, and make sound decisions in complex and dynamic healthcare environments.

Patient Advocacy and Empowerment:
Students will be empowered to advocate for their patients' rights, preferences, and well-being. Effective communication, collaboration with interdisciplinary teams, and championing patient-centered care approaches allow nurses to become patient advocates. Nurses should strive to empower patients to actively participate in their own care decisions.

Ethical Practice and Moral Agency:
Students and faculty at Butler University will uphold ethical principles and moral agency in Nursing practice. Nurses must navigate ethical dilemmas with integrity, compassion, and respect for diverse values and beliefs. Students will adhere to professional Codes of Ethics and promote a culture of ethical awareness and reflection.

Interprofessional Collaboration:
Emphasis will be placed on the importance of interprofessional collaboration in providing high-quality patient care. Nurses should work collaboratively with other healthcare professionals, recognizing and respecting each team member's unique contributions and expertise. Effective communication and teamwork are essential for achieving positive patient outcomes.

Continual Professional Development:
Students will be supported in their ongoing professional development and lifelong learning journey of Nursing. They will be encouraged to participate in continuing education programs, pursuit of advanced certifications, and engagement in research and evidence-based practice initiatives. At Butler University, a culture that values innovation, creativity, and the pursuit of excellence in nursing practice will be emphasized.

Cultural Competence and Diversity:
Cultural competence and sensitivity to diversity in Nursing practice will be promoted throughout the curriculum and in practice. Students will recognize and respect the cultural, social, and religious backgrounds of patients and their families. Provide culturally competent care sensitive to individual beliefs, values, and preferences and strive to eliminate access to care barriers related to the Social Determinants of Health (SDOH).

Quality constructed, multiple-choice questions and case-based scenarios and discussions will be used to test cognitive capabilities. Prior to and concurrent with clinicals, simulations with deliberative practice and objective structured clinical examinations will be used to test the Nursing student's competence. These will be evaluated through think-aloud protocols where students verbalize their reasoning process and demonstrate their skills compared to standardized checklists to provide a desired level of objectivity. Students will reflect on experiences and be given formative feedback through clinical evaluation tools. As students academically progress through the curriculum, they will be evaluated from areas of 'not trusted to perform' to trusted to perform with 'intentional supervision at key points in time,' to 'trusted performance without supervision' at graduation.

1. Benner, Patricia. From Novice to Expert. AJN, American Journal of Nursing 82(3): p 402-407, March 1982.
2. ten Cate O, Carraccio C, Damodaran A, et al. Entrustment decision making: extending Miller's Pyramid. Acad Med. 2021;96(2):199-204. doi:10.1097/ACM.0000000000003800
3. Benner, P. (1984). From novice to expert: excellence and power in clinical nursing practice. Menlo Park, CA: Addison-Wesley.

4. American Association of Colleges of Nursing. (2021). The Essentials: Core competencies for professional nursing education. Accessible online at https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf

Mission

Our mission at Butler University's Nursing program is to provide healthcare workers with an innovative curriculum that merges academic knowledge and practical skills. We aspire to cultivate a diverse community of learners by focusing on restorative care, ethical practice, and evidence-based techniques. Our mission is to graduate qualified and compassionate nurses who will positively impact the community around them through innovative teaching strategies and hands-on clinical experiences. We are committed to establishing a culture of lifelong learning, professionalism, and community involvement, preparing our graduates to address the increasing challenges of healthcare with resilience and excellence.

Nursing Student Learning Outcomes/Objectives

Students successfully completing the Bachelor of Science in Nursing program will be able to:

- Integrate natural & social sciences and nursing science with clinical judgement to solve complex problems and optimize health outcomes. (Domain 1 Knowledge)
- Demonstrate ethical, professional, compassionate, and culturally sensitive behavior in delivery and coordination of care. (Domain 2 Person Centered Care and Domain 9 Professionalism)
- Apply concepts of health promotion, disease prevention, and advocacy to improve the health of populations. (Domains 3 Population Health)
- Apply nursing science and best practice guidelines to support person-centered care, quality, and optimal outcomes. (Domain 4 Scholarship)
- Implement quality and safety practices and processes within the care setting and across systems. (Domain 5 Quality and Safety)
- Advocate effectively both inter- and intra-professionally through communication and collaboration, with patients, families, and communities to deliver quality care and enhance the overall healthcare experience. (Domain 6 Interprofessional Partnerships)
- Demonstrate effective leadership and proactive care coordination within complex systems of healthcare. (Domain 7 Systems Based Practice)
- Utilize technology to support safety, quality, and decision-making in nursing practice and to innovate healthcare delivery.
- Demonstrate principles of professionalism central to the nursing profession including autonomy, integrity, advocacy, social justice, compassion, commitment to the profession to achieve optimal health outcomes for diverse patient populations. (Domain 9 Professionalism)
- Integrate the value for self-care and on-going professional development into the role of the professional nurse. (Domain 10 Personal Professional Leadership Development)

Program Accreditation

The Higher Learning Commission initially accredited the Bachelor of Science in Nursing program in April 2024. The Indiana State Board of Nursing gave initial accreditation on May 17th, 2024.

Liability Insurance

Butler University provides professional liability insurance for all nursing students for didactic and experiential coursework. This insurance applies only while students are in the United States and are acting within their duties as nursing students under the supervision of the faculty of the Nursing program and other program-approved preceptors approved by the program. This insurance does not replace personal health insurance required to be obtained by the student.

Admission Requirements

First-Year Admission Requirements

Butler University general admission requirements can be found at:
https://www.butler.edu/admission-aid/first-year/

Preferred admission requirements for the Bachelor of Science Nursing Major are as follows:
- Applicant shall be graduated from a state approved high school or its equivalent. Transcripts must be received for admission.
- A person who has qualified for equivalency to high school graduation based on satisfactory completion of the general equivalency degree (GED) test with proof of the following:
  - A copy of the test results listing individual and total scores validating satisfactory test completion
  - Satisfactory completion of college courses relevant and nursing may nullify unsatisfactory test scores.

- Deadlines:
  - November 1 Early Decision
    - Decisions sent by Dec. 20
    - *Deposit Due Feb. 1
  - November 1 Early Action
    - Decisions sent by Dec. 20
    - Deposit Due by May 1
  - February 1 Regular Decision
    - Decisions sent by Feb. 15
    - Deposit Due by May 1

  *Deposits are applied to student accounts via a credit at the time of matriculation.

- High School Coursework
  - English: 4 years
  - Mathematics: 3 years (4 years preferred, pre-calc preferred)
  - Laboratory Science: 3 years (4 years preferred (bio & chem required))
  - Social Studies/History: 3 years
  - Foreign Language: 2 years of the same language
  - Statistics class encouraged.
- Home school educated students may be considered, contact the Office of Admission for requirements.
- Overall high school GPA of at least 3.25 weighted/3.0 unweighted
- Additional criteria to be considered for admissions with examples:
  - Work Experience demonstrating commitment to others or the position
  - Community Involvement demonstrating sustained service to others or community
  - Personal Statement identifying students' discernment and/or understanding of the nursing profession.
  - Writing sample/short answer questions to assess writing style and ability to answer questions succinctly.
  - Leadership experience

Advanced Course Placement

- Students who successfully complete Advanced Placement (AP), International Baccalaureate (IB), or dual-credit courses in high school are eligible for advanced course placement at Butler. Learn more: https://www.butler.edu/registrar/credits-ap/
- Butler University's Nursing program curriculum may allow only the following coursework for AP/IB credit or college credit transfer:
    - Chemistry (with lab)
    - Anatomy & Physiology I (with lab)
    - Anatomy & Physiology II (with lab)
    - Microbiology (with lab)
    - Nutrition
    - Psychology/Lifespan Development
- Using transfer credit to fulfill the Butler Core also may be possible, provided the course is consistent with the learning objectives of the specific Core area; see "Key Components" on the Core Curriculum website. For further information on using transfer credit to fulfill the Core Curriculum, visit Transfer Credit.

Transfer Student Admissions

Transfer students must meet Butler University's overall transfer criteria, as well as any major-specific requirements. A limited number of seats are available for transfer students, early application is highly encouraged.

Students who have been enrolled in previous Nursing programs may be required to submit additional information to be eligible for admission.

Butler University general transfer admission requirements can be found at: https://www.butler.edu/admission-aid/transfer/applying-as-a-transfer-student/#:~:text=To%20submit%20a%20transfer%20application,with%20their%20previous%20colleges%2Funiversities.

Transfer admission requirements for the Bachelor of Science Nursing Major are as follows:

Deadlines:
- February 1 Application Deadline
    - Decisions sent by Mar. 15
    - Deposit Due by May 1*
        *Internal transfers deposit will be waived as a deposit for first year admission has already been collected and applied to their student account.

The major specific requirements include:
- Undergraduate minimum GPA of 3.0 on a 4.0 scale
- Science coursework (100-level or higher) GPA of 3.0 or higher on a 4.0 scale
    - No science course grade below B
    - Science courses eligible for possible transfer and used to calculate science GPA are Chemistry, Microbiology, Anatomy & Physiology 1 & 2
    - Science courses must be completed within 5 years of application for admission and transfer of credit.

Advanced Course Placement
- Students who successfully complete AP, International Baccalaureate, or dual-credit courses in high school are eligible for advanced course placement at Butler. Learn more: https://www.butler.edu/registrar/credits-ap/
- Butler University's Nursing program curriculum may allow only the following coursework for AP/IB credit or college credit transfer:
  - Chemistry (with lab)
  - Anatomy & Physiology I (with lab)
  - Anatomy & Physiology II (with lab)
  - Microbiology (with lab)
  - Nutrition
  - Psychology/Lifespan Development
- Using transfer credit to fulfill the Butler Core also may be possible, provided the course is consistent with the learning objectives of the specific Core area and approved by the University; see "Key Components" on the Core Curriculum website. For further information on using transfer credit to fulfill the Core Curriculum, visit Transfer Credit.

Technology Requirements and Information

The following are minimum computer hardware/software requirements and basic computing skills that are necessary for all students.

Hardware
- 4 GB of RAM
- Windows 10 or higher operating system for a PC
- OSX 10.13 or higher for a MAC
- At least one USB port or adapter
- Wi-Fi capability
- High speed internet connection (preferred)
- 250 GB or larger of storage (either internal, external or cloud)

Chromebooks/iPads are not recommended as students may experience software incompatibility issues with testing software.

Software
- Microsoft Office (Word, Excel, PowerPoint)
- Google Chrome – for either PC or Mac
- Adobe Acrobat Reader

Butler students may be eligible for discounted software. For more information, visit https://butler.onthehub.com/WebStore/Security/SignIn.aspx to register.

Required Computer Skills
Students should be knowledgeable about the basic functions of their computer including the use of its software and capability within programs.

HELP Desk
The HELP Desk provides a single point of contact for the technology needs of Butler students, faculty, and staff. The Help Desk provides phone, email, and walk-in support for various technology services.

Contact the HELP Desk
Submit and view service requests online: https://butleru.force.com/askbutler/s/.
Phone: 317-940-HELP (4357)
Email: helpdesk@butler.edu
Walk-in: Holcomb Building Room 350

Curriculum

Core

The Core Curriculum is required for all baccalaureate and associate degrees. All Butler undergraduates, no matter their major field of study, complete the Core Curriculum. Core Curriculum courses are not open to graduate students. To avoid scheduling conflicts, students must consult their academic advisor before registration each semester to help plan their experiences in the Core Curriculum and non-Nursing courses. For more information, visit www.butler.edu/academics/core/. Core classes include:

- First Year Seminar: English composition
- Global and Historical Studies
- Social World: Psychological Inquiry
- Texts and Ideas: English composition
- Analytic Reasoning: Statistically Speaking OR Elementary Statistics
- Perspectives in the Creative Arts
- Well Being—Personal wellness
- Natural World: Chemistry, Microbiology

Additional Graduation Requirements

Indianapolis Community Requirement

Indianapolis Community Requirement (ICR) is a civic-learning component of the Core Curriculum that enhances academic learning while helping students become active citizens of their communities and of the world. Students must take one course in any part of the University that involves active engagement with the Indianapolis community. NUR102: Knowledge for Nursing Practice includes the ICR requirement.

Social Justice and Diversity Requirement

Butler University was founded on the principles of diversity, equality, and inclusivity. The Social Justice and Diversity (SJD) requirement reaffirms these founding principles. Students must take one course in any part of the University that exposes them to critical scholarship on the root causes of marginalization and inequity and how to counter it. NUR303: Social Determinants of Health includes the SJD requirement.

Butler Cultural Requirement

Butler University has a rich set of cultural activities in the form of artistic performances, seminars, and public lectures that collectively comprise one of our most remarkable educational resources. The aim of the Butler Cultural Requirement (BCR) is to engage students in these most valuable and exciting learning opportunities, and to encourage students to develop habits of participation in artistic and cultural events that will lead to lifelong engagement with the creative arts and public intellectual life. Students must attend eight cultural events on the Butler campus, such as lectures, performances, recitals, or exhibitions. Events eligible for BCR credit carry the BCR symbol. Ideally, attendance will be spread out over students' time at Butler, but this is not required.

For complete information, please see the Butler University Bulletin

https://bulletin.butler.edu/content.php?catoid=1&navoid=12

Bachelor of Science in Nursing Curriculum Outline

Course Number	Fall Term	SEM HRS
NUR107	Chemistry for Nursing with Lab	4
NUR103	Anatomy & Physiology I with Lab	3
FYS101	First Year Seminar	3
SW250-PS	Psychological Inquiry	3
NUR101	Introduction to Nursing Profession with Lab	3
	Fall Course Total	16

Course Number	Spring Term	SEM HRS
NUR106	Microbiology for Nursing with Lab	4
NUR104	Anatomy & Physiology II with Lab	3
FYS102	First Year Seminar	3
MA210 or 162	Statistically Speaking or Elementary Statistics	3
NUR102	Fundamental Knowledge for Nursing Practice with Lab– Includes ICR	5
	Spring Course Total	18
	Program Running Total	34

Course Number	Fall Term	SEM HRS
BSHS310	Nutrition for Healthcare Professionals	3
TI	Texts and Ideas	3
GHS201	Global and Historical Studies	3
WB	Well Being	1
NUR207	Pathophysiology and Pharmacology for Nursing I	3
NUR209	Comprehensive Health Assessment with Lab and Clinicals	5
	Fall Course Total	18

Course Number	Spring Term	SEM HRS
NUR205	Psychology and Lifespan Development	3
PCA	Perspectives in the Creative Arts	3
GHS202	Global and Historical Studies	3
NUR208	Pathophysiology and Pharmacology for Nursing II	3

Course Number		SEM HRS
NUR210	Person-Centered Care: Adult and Gerontological Nursing with Lab and Clinicals	5
	Spring Course Total	17
	Program Running Total	69

Course Number	Fall Term	SEM HRS
NUR303	Social Determinants of Health for Nursing – includes SJD	3
NUR309	Person-Centered Care: Pediatric Nursing with Simulation and Clinicals	5
NUR311	Population and Public Health: Community Nursing with Clinicals	4
NUR315	Leadership: Professional Nursing	3
	Fall Course Total	15

Course Number	Spring Term	SEM HRS
NUR304	Case Management, Regenerative, and Restorative Care	3
NUR310	Person-Centered Care: Psychiatric/Mental Health Nursing with Simulation and Clinicals	5
NUR312	Palliative and Hospice Nursing Care	3
NUR316	Evidence Based Practice and Scholarship in Nursing	3
	Spring Course Total	14
	Program Running Total	98

Course Number	Fall Term	SEM HRS
NUR417	Leadership: Quality and Safety	3
NUR413	Person-Centered Care: OB and Women's Health with Simulation and Clinical	5
NUR415	Care Coordination and Advocacy Across the Continuum	3
NUR405	Healthcare Technology and Innovation	3
	Fall Course Total	14

Course Number	Spring Term	SEM HRS
NUR402	Specialty Focus Nursing (NUR) Elective with Clinical	3
NUR414	Transition to Professional Nursing Practice with Clinical	6

NUR416	Self-Care and Reflective Practice (hybrid)	3
NUR420	NCLEX Prep Seminar (hybrid)	2
	Spring Course Total	14
	Program Running Total	126

One (1) clinical credit is equivalent to three (3) hours of clinical per week or 45 total clinical hours a semester.
One (1) lab credit hour is equivalent to two (2) lab hours per week or 30 total lab hours a semester.

Nursing (NUR) Course Descriptions

*For all Core or non-NUR courses, please refer to the Butler University Bulletin for a detailed description https://bulletin.butler.edu/content.php?catoid=1&navoid=12. For NUR Course Descriptions see Nursing program handbook.

Academic Advising

As advisors, faculty members advise; they do not make decisions for students. Faculty members primarily are academic advisors, but they also are available to assist with any problem, which even remotely affects academic progress. They may not have all the answers, but they will help find the right people who do have the answers. The student is responsible for ensuring they have the correct requirements for graduation. Academic advisors do not counsel students on medical, personal, or mental health issues; rather, they will refer students to campus resources.

As advisors, faculty members are available anytime during the school year, not just during class registration periods. If a student's academic advisor is unavailable and has an emergent issue that needs more immediate attention, they should contact the Office of Student Success or the Assistant Dean of Student Affairs for help. In instances where advisors will be on a prolonged leave (birth-related leave, sabbatical, etc.); students will temporarily be assigned another academic advisor.

Chain of Command/Student Complaints & Concerns

Refer to the COPHS Student Handbook, section titled "Student Complaints & Concerns."

Tuition and Fees

Students are financially responsible for all tuition and fees associated with the program as outlined on the Nursing program website or within course syllabi.

Health Requirements/Clinical Documentation

Health requirements/documentation should be uploaded to the clinical compliance portal before beginning courses in the first term. Failure to maintain up to date and accurate clinical compliance documents to the proper portal may result in course failure, a delay in graduation, and/or removal from program.

Physical Examination

Students must have a physical exam by a licensed healthcare provider completed within 12 months of beginning clinical rotations. The required physical examination and many immunizations may be provided at Butler University Health Services prior to orientation. Appointments for physical examinations can be scheduled by going to https://myhealth.butler.edu. Students are financially responsible for the costs associated with obtaining physical exams. If students have any questions or concerns, call 317-940-9385.

Immunizations/Clinical Requirements

Students must have proof of immunizations before matriculation. The Nursing program requires immunizations based on current Centers for Disease Control recommendations for health professionals, in compliance with Butler University, and in coordination with clinical partners. Students are financially responsible for the costs associated with immunizations.

Below are the required immunizations to be completed prior to matriculation to the University and clinical rotations:

- COVID-19
  - If applicable, must provide date and proof of completed vaccination series.
  - If applicable, must provide date(s) of additional booster immunizations received.
  - If exempt from this vaccine, an appropriate exemption form must be submitted.
    - The COVID vaccine is required by some clinical partners, failure to obtain this vaccine could limit the availability of clinical sites, and therefore cause a delay in course progression.
- Tdap must be up to date.
- Hepatitis B (3 or 2, depending on product given)
  - Must provide dates of two valid immunizations with Heplisay-B; or must provide dates of three valid immunizations with RecombivaxHB or Engerix-B
  - Must have started series prior to arrival on campus.
  - Must provide a quantitative (numeric) blood test as proof of serum immune titers.
  - If exempt from this vaccine, an appropriate exemption form must be submitted.
    - The Hepatitis B series is often required by some clinical partners, failure to obtain this vaccine could limit the availability of clinical sites, and therefore cause a delay in course progression.
- Varicella (Chicken Pox) (2)
  - Must provide dates of two valid immunizations.
  - Must provide a quantitative (numeric) blood test as proof of serum immune titers.
- MMR (Measles, Mumps, and Rubella) (2)
  - Must provide dates of two valid immunizations.
  - Must provide proof of serum titers immune results.
- Meningococcal B vaccine for students under 26 years of age (2)
- Meningococcal conjugate vaccine Serogroups ACWY (2)

Recommended
- Hepatitis A
- HPV series for men and women (2-3)
- Influenza
  - If exempt from this vaccine, an appropriate exemption form must be submitted.
    - The Influenza is often required by some clinical partners, failure to obtain this vaccine could limit the availability of clinical sites, and therefore cause a delay in course progression.

Additional Immunizations and Screening Tests

Students will need to have an IGRA/QuantiFERON Gold Plus blood testing for tuberculosis during orientation, followed by an annual screening and uploaded to CastleBranch for approval.

Health History & TB Questionnaire

All students must access the myhealth.butler.edu portal using the Butler ID and password you received via email. Access to the Health History and Tuberculosis Screening Questionnaires is located there. Students with questions or concerns should contact 317-940-9385 or healthservices@butler.edu.

Antibody Titers & TB Skin Tests

Blood draws for Varicella, Rubella, Rubeola, Mumps and Hepatitis B as well as IGRA/QuantiFERON Gold Plus blood testing will be done in conjunction with Student Health Services during orientation. If you have had a positive TB skin test in the past, you will need to submit a copy of the TB test result, physician clearance documented on letterhead from the past 12 months, and a copy of the chest x-ray report if completed as a part of a TB work up/evaluation/treatment during orientation.

Criminal Background Check

On January 1, 2004, the Joint Commission on Accreditation of Healthcare organizations (JCAHO) instituted new regulations that must be followed for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these regulations requires that all persons who are involved with inpatient care activities, i.e., employees, volunteers, and students, must have criminal background checks as well as other healthcare-related checks (e.g., up-to-date vaccinations, TB tests).

Candidates admitted to the Nursing program will undergo a criminal background check during orientation and at least once during enrollment. Students will be required to pay for this process. Continuation within the Program is dependent on an acceptable background check that would allow completion of the Program and credentialing requirements and is at the discretion of the Program Director in consultation with the Office of the Dean and clinical affiliations.

Further, any infractions may prevent continuation in the didactic phase of the Program, delay or prevent clinical placement, graduation, and/or licensure. Should an incident occur any time during the program, the student must self-report the incident to the Associate Dean of the College immediately.

More information will be provided at the time of matriculation and orientation to help students obtain criminal background checks.

Drug Screen

Healthcare providers are entrusted with the health, safety, and welfare of patients, have access to controlled substances, confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Therefore, there are times when an assessment of the student's possible impairment that could diminish the student's capacity to function in such a setting will be evaluated. This helps to promote the highest level of integrity in patient care.

Clinical facilities that serve as educational and training sites for students increasingly require drug screening for individuals who provide services within the facility and particularly for those individuals who provide patient care. Thus, the program is required to identify, via drug screening, students who may not be allowed to participate in clinical rotations due to their use of unprescribed or illegal substances.

Process

All students must undergo a urine drug screen to prepare for the Nursing program. Students must submit a urine drug screen at matriculation to the University before the start of year three (3), and before year four (4). There are also specific nursing clinical rotation sites that require students to submit drug screening results based on the contractual agreements with those sites. This may occur through the designated vendor, or it is possible that a contract with a specific site may have specific requirements dictating the process,

handling, and reporting of "for cause" drug screening of an individual student while the student is participating in their facility.

Students will receive information about the requirement for drug screening, deadlines for compliance, results reporting, and associated fees. Students will be responsible for the cost of required drug screenings. Students who refuse to submit to any for cause or required drug screening will be referred to the Associate Dean of Academic and Administrative Services for consideration by the Student Professional Conduct Committee.

The student has the right to review the information reported by the designated vendor for accuracy and completeness and may institute a dispute process with the vendor if they have a question about the validity of the results. This will result in a retest by the vendor of the sample that was provided and would be an additional cost to the student. The student should be prepared to validate any positive results with the vendor within 24 hours of receiving the results of the testing. Failure to respond immediately to these requests could result in disciplinary action, delay in rotation start dates, and/or dismissal from the Program.

Drug Screen Results

Results of the student drug screens are reviewed by the Medical Review Officer (MRO). If a student has a positive drug screen due to unprescribed or illegal substance use (as defined by federal law), the MRO will notify the experiential learning director who will then consult COPHS Student Professional Conduct Committee. Students are subject to sanctions as outlined in the Substance Abuse section of the Professional Conduct Code as written in the COPHS Student Handbook. The student will also be unable to complete their clinicals as scheduled.

Prior to making a final determination that may adversely affect the student, the experiential learning director will inform the student of their rights, how to contact the designated vendor to challenge the accuracy of the report, and the role of the designated vendor in any decisions made.

BLS Training

The Nursing program requires that all students complete the final steps of BLS for the **American Heart Association** Provider certification (any other forms of certification will not be accepted) at matriculation to Butler University and as needed based on expiration of certification. Recertification compliance must be maintained during the entire program and must be renewed every two (2) years. The BLS certification and maintenance of recertification is the fiscal responsibility of the student.

*Clinical sites may require additional requirements. If so, this will be communicated to the student in a timely manner but must be completed prior to the clinical beginning and in accordance with the clinical site's guidelines.

Health Insurance

All students must carry personal health insurance. Students must demonstrate proof of insurance before matriculating at the university and annually. The information must include the name of the insurance company and the policy number. For more information regarding obtaining health insurance through the university, go to https://www.butler.edu/admission-aid/admitted/checklist-for-student-billing/#:~:text=Annual%20Health%20Insurance%20Requirement—Updated,insurance%20while%20attending%20Butler%20University

Full Time Status

All students in the BSN program must, at a minimum, be full time status unless permission is obtained by the Nursing Program's Academic Progression Committee or Associate Dean of Academic and Administrative

Services. Registration for more than full time (or twenty credit hours) is strongly discouraged. Enrollment in additional non-Nursing curriculum required courses may not interfere with clinical obligations at any time.

Course Repeat Policy

A student may repeat a course only once.

University Grade Point Average Scale

For information regarding University GPA scale visit https://www.butler.edu/academic-services/learning/academic-success/grading-system/

Nursing Program Grading Scale

A	93-100
A-	90-92.99
B+	87-89.99
B	83-86.99
B-	80-82.99
C+	77-79.99
C	75-76.99
C-	70-74.99
D+	67-69.99
D	63-66.99
D-	60.00-62.99
F	<59.99

No rounding will occur on individual course grades, final grades, or assignments.

Evaluation

Specific course and clinical assessment requirements and rubrics will be posted on Canvas or within course syllabus for students to access.

The process for student outcome evaluations will be consistent with methods used across the College and includes written exams, case studies, activities, and projects within individual courses. Assessments will be qualitative and quantitative and correspond to course objectives, student learning outcomes, and program goals. Clinical, simulation, and lab experiences will be graded on a pass/fail or satisfactory/unsatisfactory basis. To maintain forward academic progression, clinical, simulation, and lab experiences must be deemed "satisfactorily."

Academic Progression

All students' academic progression will be reviewed at the end of every academic term and session. To progress academically, the student must meet the following minimum requirements:

1. An overall course average of 75% (C) or higher is required for all Nursing (NUR) courses to continue in the Nursing program.
   - Students who achieve less than a 75% overall course average will be reviewed by the Academic Progression Committee for determination of advancement (see College handbook).
2. All students must earn a cumulative average grade of "C" or better at the end of each term (grade point average of 2.0 and higher).

3. Failure in any component of a Nursing course (lecture, lab, or clinical) requires the repeating of all components (lecture, lab, and clinical) of that course.
4. Students who receive an unsatisfactory grade in any experiential component of a course, will receive a failing grade in the course (74%, C-), regardless of other submitted course work.
5. Students must meet university requirements for graduation.

Violation of Progression Policies

The Nursing Academic Progression Committees (APC) may dismiss a student from the program for not meeting academic standards. Students who are dismissed can reapply to the same program after a specified period (see "Reapplication Process for Dismissed Students" in the COPHS student handbook). Examples of such violations include:

- The student has failed to satisfy stipulations for more than one academic term while a student in the College.
- The student has failed the same required course twice in the College or University.
- The student fails or receives a grade of "unsatisfactory" in any two experiential learning courses while enrolled in any COPHS program.
- Students with a cumulative GPA of less than 2.0 are placed on university probation. Two consecutive semesters of earned GPAs less than 2.0 will lead to termination from the university and college.
- Academic failure is defined as earning less than a C in two or more courses.
- Any student who withdraws more than two times from any Nursing (NUR) course.

Conduct

Students must meet the Code of Ethics as adopted by the American Nurses Association and conduct policies within the University and College Handbooks.

Faculty, staff, or students may refer a student to the Student Professional Conduct Committee for students who allegedly violate any policies outlined in University or College student handbooks or the Code of Ethics as adopted by the American Nurses Association (See College Handbook for procedures). The Student Professional Conduct Committee (SPCC) reviews the allegations of students whose personal integrity, clinical judgment, or conduct demonstrates unfitness to continue education in the profession of Nursing. Examples of conduct issues include, but are not limited to, the following:

- Failure to comply with rules and/or policies as outlined in the *Butler University Student Handbook,* the *COPHS student handbook,* and/or the *Nursing Student Handbook.*
- Falsification of application(s) or any other information.
- Any violations of academic integrity (cheating, plagiarism, sharing exams, obtaining unauthorized digital copies of exams, or photos of exam questions, test bank questions, etc.) in accordance with the University and College.
- Unsafe, illegal, incompetent, unprofessional, or unethical clinical behavior.
- HIPAA violations, included but not limited to accessing personal health records, viewing health records outside of patient assignments, etc.
- Failure to meet attendance policy.

Students will receive written notification of the APC or SPCC's outcome / decision and any stipulations associated with the decision from the Associate Dean of Academic and Administrative Services.

Withdrawal from a Course

Nursing students can have no more than two (2) withdrawals from any nursing (NUR) course. See "Withdrawing from Class(es)" policy.

Withdrawal from the University
See "Complete Withdrawal from a Term" policy.

Leave of Absence for Students in the Professional Programs
A student accepted into or already enrolled in the professional phase of a COPHS program may be granted a leave of absence (LOA) and moved to inactive status for a period of no longer than one calendar year counted from the beginning of the semester the leave is taken. Requests for a Leave of Absence must be made and approved by the Office of the Associate Dean of Academic and Administrative Services. Decisions will be made with the program director. See leave of absence for students in the professional programs policy.

Readmission Policies
A student dismissed from the Nursing program may petition for readmission after a time lapse of at least one academic semester (note: re-entry point will depend on course sequencing). The exact period will be recommended by the Nursing APC and noted in the student's dismissal letter. Note: readmission will not be considered where more than two (2) years have lapsed. Beyond two (2) years, students desiring to return to the professional program must re-apply through university admission for consideration and must be re-evaluated along with other applicants.

The petition for readmission to either undergraduate, graduate, or professional program must be in writing (by letter or e-mail) and addressed to the Associate Dean of Academic and Administrative Services for the College of Pharmacy and Health Sciences. In addition, transcripts for courses taken elsewhere (when applicable) should accompany the letter. The letter of petition and any supporting documentation must be submitted at least 60 days prior to the start date of the term for which the student wishes to re-enroll. The Dean will make the final decision on readmission.

If re-enrollment is granted, the nursing student may be required to retake certain aspects of the curriculum or undergo assessment of current knowledge and skills as a condition for readmission based on the recommendation of the Nursing Academic Progression Committee.

Student Personnel Services
Counseling & Guidance
Butler University students have access to counseling and consultation services. Butler University's Counseling and Consultation Services is committed to providing mental health services to students to help them achieve their academic and personal goals, promote their holistic well-being, and enhance their college experience. For information, please visit https://www.butler.edu/well-being/counseling-services/

Health Services
Butler University students have access to health services. Information can be found at https://www.butler.edu/well-being/health-services/

Center for Academic Success and Exploration
Academic success services within the Center for Academic Success and Exploration (CASE) are designed to assist students who are interested in enhancing their study skills; who need help with their coursework; and who need one-on-one support to address areas of academic concern. Information can be found at https://www.butler.edu/academic-services/learning/tutoring-study-tables/peer-tutoring/.

Tutoring and Study Tables

Individualized Peer Tutoring is available to Butler students, free of charge, through the Center for Academic Success and Exploration. This service is available primarily for undergraduate math and science courses. Individualized Peer Tutoring allows Butler students to meet one-on-one with peer tutors to receive course-specific help for a particular subject area.

Study Tables are group walk-in tutoring sessions that meet regularly at a specific time and location. Study Tables are coordinated by each respective department, and students are typically notified of the schedule within the first two weeks of the semester.

For more information visit https://www.butler.edu/academic-services/learning/tutoring-study-tables/

Financial Aid

Students in the Bachelor of Science in Nursing program are eligible for financial aid. Please refer to https://www.butler.edu/admission-aid/financial-aid-scholarships/ for more information.

Housing

Butler University students can access housing information via https://www.butler.edu/student-life/housing-dining/

Student Organization

While students are enrolled in the Nursing program, eligibility in the following programs include, but are not limited to:

- National Student Nurses Association
- American Nurses Association
- Sigma Theta Tau

While memberships of these organizations are not required for successful completion of the Nursing program, they are strongly encouraged. For more information, visit the respective website for each organization/association.

Honors Program

Information regarding the honors program can be found at https://www.butler.edu/academics/honors/

Job Placement

For assistance with your resume and cover letter, practice your interviewing skills, help you explore job options, network with professionals, and search for internships and full-time opportunities contacts Career and Professional Success (CaPS) advisors at https://www.butler.edu/internships-careers/students-graduates/career-advising/

Policies and Standards for Nursing

Code of Ethics

Students are expected to abide by the American Nurses Association (ANA) Code of Ethics. The Code of Ethics for Nurses serves as a manual for performing nursing duties in a way that upholds the ethical standards of the profession and provides high-quality nursing care. It is the student's responsibility to familiarize themselves with and abide by the policies specified in the ANA Code of Ethics.

The ANA Code of Ethics are located at https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/

Social Media Policy

Refer to the COPHS Student Handbook, section titled "Social Media".

HIPAA

The primary goal of the law is to make it easier for people to keep health insurance, protect the confidentiality and security of healthcare information, and help the healthcare industry control administrative costs. Once matriculated, all students must complete HIPAA training prior to beginning clinical rotations and then annually. Violations of HIPAA compliance may result in dismissal.

HIPAA training can be located at
https://butler.catalog.instructure.com/browse/professionaldevelopment/courses/hipaa

Non-discrimination & Harassment

For information regarding non-discrimination and harassment refer to the COPHS student handbook section titled "Non-discrimination and Harassment."

Essential Functions

Students admitted to the Nursing program must demonstrate required functional capacities to safely care for patients, themselves, and others. Students who believe they will not be able to meet one or more of the requirements listed below without accommodation or modification must notify the office of Student Disability Services and a determination will be made on an individual basis whether reasonable accommodation(s) can be made. For more information on these services, visit https://www.butler.edu/academic-services/disability/student-resources/accommodation-procedures/. In no instance will accommodation(s) be made which will compromise nursing care, or that could put other students or patients at risk.

Function	Requirement	Examples
Cognitive Ability/Critical Thinking	Read and understand written documents. Gather data and develop a plan of care for patient needs. React appropriately and effectively in emergency situations.	Calculate medication dosages, analyze, and synthesize data and in appropriate time frame, recognize an emergency and respond appropriately, appropriately interpret data and order sets, plan nursing care, and implementation of nursing care, etc.
Hearing	Adequate to ensure safety of self and others in classroom, laboratory, and clinical settings.	Sensory ability to hear alarms, auscultatory sounds, patient verbal needs, etc.

Tactile	Sensory ability to monitor and assess patients in a safe and effective manner.	Palpation, vital signs, etc.
Gross & Fine Motor Strength	Physical abilities sufficient to execute gross motor skills and strength to provide safe and efficient patient care.	Demonstrate mobility to provide safe patient care including transfer of patients, ambulation of patients, administering CPR, etc.
Interpersonal/Behavioral Skills	Ability to develop mature, sensitive, and effective therapeutic relationships. Interpersonal abilities to interact with others. Ability to modify behavior in relation to constructive criticism. Exhibit ethical behavior.	Establish therapeutic communication with others, accept responsibility for own actions, maintain appropriate behavior in emotional and stressful situations, demonstrate behavioral skills reflective of good judgment.
Communication	Communication in English with accuracy and clarity. Communication abilities include speech, sight, reading, writing, language skills, and literacy. Professional communication.	Able to follow verbal directions, participate in healthcare discussions, and communicate information to patients and others as necessary.

Attendance & Tardiness

Attendance and being on time are professional expectations of all Nursing students. Students who violate this will be referred to the Student Professional Conduct Committee.

Clinical/Lab

- Attendance is mandatory for all assigned experiential learning (SIM/lab/clinical) opportunities. If an absence is necessary, the student assumes responsibility for notifying the appropriate instructor(s) in advance of the class or scheduled experience.
- Students are expected to be in the appropriate uniform, on time for all experiential learning encounters, in the designated meeting place, with their necessary equipment, and prepared at the scheduled time.
- A maximum of two EXCUSED clinical absences will be allowed at the discretion of the program director or experiential learning coordinator. Clinical makeup will be assigned by the experiential learning coordinator and is required.
- More than two excused clinical absences may result in course failure and referral to the SPCC.
- An UNEXCUSED absence may result in remediation, course failure, and/or referral to the Student Professional Conduct Committee.
- Students who do not call, in advance, or do not show to experiential learning experiences without proper notification constitute a clinical failure and an unexcused absence.
- Absence(s) due to military service and/or civil obligations (e.g., court required appearances) should be discussed with the program director, as soon as they become known, and they will be handled according to state and/or federal law.
- Bereavement absences should be requested from the program director.

Classroom

In accordance with the University Attendance policy, if it is necessary for a student to be absent from a course related experience, the instructor(s) should be notified in person, by telephone, email, or text message. As an alternative when offices are closed, a recorded message can be left on the instructor's voicemail. Students should consult the course syllabus for course-specific policies related to excused and unexcused absence(s) from a course as faculty are authorized to set course attendance policies.

In the event of a family emergency or personal crisis where the student must make an urgent departure from campus, the Assistant Dean of Student Affairs may be contacted as a single point of contact for all the student's faculty. Upon return to campus, necessary documentation can also be shared through the Office of Student Success, and the Assistant Dean will work with the student, as needed, to coordinate any make-up work.

Hybrid Course Participation

Hybrid courses involve blending online and face-to-face environments for course content and activities. The amount of time required to complete coursework online and attend campus-based classroom sessions varies. Instructors determine how much time is spent in each learning environment. A hybrid course at Butler delivers 25-89% of the course online and requires some campus-based meetings. Course syllabus will have the scheduled meeting dates for each course posted for students to view.

More information on hybrid courses and requirements can be found at https://www.butler.edu/academic-technology/resources/course-facilitation/online-course-implementation-rubric/ and/or in Canvas for each course.

Cell Phone/Electronics

Cell phones are allowed in classroom settings but must be in silent mode. However, personal use is prohibited. Students should not use cell phones, smart watches, tablets, or computers for non-class activities during class time. Devices permitted by a clinical facility (if applicable) may not be used while delivering direct

patient care. The use of electronic devices in a clinical setting must be limited to clinical preparation and research and only in consultation with the clinical instructor.

In the event the student is expecting an urgent or necessary call, the student may request the unit phone number at a clinical site or health institution and can receive calls via this method.

Clinical Assignments

- Clinical laboratory experiences are designed to provide students with the opportunity to apply nursing skills in a hands-on format. Clinical experiences are matched to meet specific courses and learning outcomes.
- Registration for clinical and laboratory experiences (where applicable) occurs simultaneously/concurrently with lecture registration. Students may not register for more than one clinical per day. Students must have at least eight (8) hours between clinical experiences.
- Students must have at least eight (8) hours between employed positions and clinicals experience. For example, students may not work the nightshift before an expected dayshift clinical experience.
- Students are responsible for providing their own transportation to clinical/laboratory experiences for any required hours.
- Students must respect the privacy of each patient they provide nursing care for and must keep all information about patients and families confidential. You may not screen capture any part of the patient record or print material used in patient care. This will result in an unsatisfactory clinical experience and failure of the course.

Clinical Conduct & Evaluation

Clinical performance is an integral component of the educational process in Nursing. Satisfactory clinical performance is expected. Clinical objectives and student behaviors that demonstrate competency to meet these objectives are defined for each course and are in the syllabus and defined in the clinical evaluation tool. A student's clinical performance is assessed by the clinical faculty at the midterm and the end of term in each course and will be uploaded to the course gradebook on Canvas. Students must earn a grade of "satisfactory" on their final clinical evaluation for successful completion of the clinical component of the course. Students who earn unsatisfactory in any component of their final clinical evaluation tool, will receive a "C-" or earned course grade, whichever is lower.

Professional behaviors expected of the student are confidentiality, respect, accountability, valuing of people's differences, preparation to ensure safe clinical practice, and adherence to Butler University, COPHS, and clinical sites' policies and procedures. All Nursing students are accountable and responsible to report unsafe and/or unprofessional behavior of themselves and of other students to their clinical faculty.

Students may be removed from clinical experiences or classes at any time in a course for unsafe, unprofessional behavior, or for failure to meet the critical requirements of nursing practice identified in the clinical evaluation tool (located in Canvas in courses with a clinical component). Removal from the clinical experience will result in course failure and referral to the Student Professional Conduct Committee.

1. Clinical experiences are graded on a satisfactory/unsatisfactory basis. Failure of a clinical rotation will result in failure of the course.
2. Students enrolled in nursing courses must demonstrate professional behavior throughout their entire clinical experience. Failure to meet these expectations may result in failure of the course.
3. Information must remain up to date with the program's expectations reported within CastleBranch during all clinical courses, or a clinical failure may occur.

4. Due to the intensive nature and required preparation necessary for success, students should not engage in employment/outside activities prior to clinical participation that might compromise the student's abilities required during the clinical experience.
5. Students will not consume alcohol or other substances that could affect performance of clinical preparation/participation.
6. Students must comply with the Dress Code Guidelines in "Dress Code in the Clinical, Lab, and Simulation Setting."
7. No tobacco products are to be used during clinical. This includes regular or e-cigarettes, chewing tobacco, dip, or snuff.

Drugs & Alcohol

For policies regarding drugs and alcohol, refer to the COPHS Student Handbook under the section titled "College Evaluation of Unprofessional Conduct for Graduate and Professional Students."

Dress Code in the Clinical, Lab, and Simulation Setting

It is an expectation that students enrolled in the Nursing curriculum will dress in a manner that is reflective of a professional Nursing student and in accordance with the COPHS dress code policies. Requirements for appearance in all clinical, lab, and simulation settings are as follows:

- Overall appearance is to convey a professional image.
- Uniforms must be navy blue with Butler University approved Nursing logo embroidered on the right chest. The uniform must be clean, free of wrinkles, and fit appropriately.
- Shoes must be solid in color (navy, grey, white, or black) and impermeable material (no crocs, open-toed shoes, sandals, etc.)
- Undergarments must not be visible through clothing.
- The student's ID Badge must always be worn while in the clinical, lab, and simulation setting. Additional badge requirements may be required by the clinical facility and must be followed.
- Hair, eyelashes, make-up, clothing, or jewelry that draws undue attention or that would be a distraction are prohibited.
- Hair must be kept in a manner that does not interfere with patient care or sterile procedures and be a natural color. Hair on the head and face should be neatly groomed.
- Hair accessories that are bulky or that draw undue attention are not allowed.
- Head coverings or jewelry worn for religious reasons are allowed. Head coverings should be solid in color (navy, white, or black).
- Artificial eyelashes are not permitted.
- Jewelry must be limited to a single wedding band, worn on the ring finger, if desired. Students are permitted to wear one small stud earring per ear. No facial jewelry or tongue piercings are allowed. Butler University or clinical agencies are not responsible for any lost or stolen jewelry items worn during these experiences.
- A scrub jacket/coat from an approved vendor may be worn but must be solid in color (grey, navy, white, or black) and have a program approved embroidered logo on the right chest. No other sweatshirts or pullovers are allowed.
- Undershirts may be worn and must be solid in color (grey, navy, white, or black).
- Nails should be clean and neatly trimmed. No nail polish is allowed. Artificial nails may not be worn.
- Tattoos may be asked to be covered per the discretion of the clinical facility or faculty/staff member.
- Students are not permitted to use harsh fragrances such as perfumes, colognes, lotions, etc.

- Students must arrive at the clinical setting fully prepared including stethoscope, watch with a second hand (smart watches are not permitted), pen/pencil, and any required clinical paperwork.
- Any variation needed for the above policies (i.e. medical, religious, or cultural) should be requested from the program director and/or Student Disability Services (SDS).

Exams

Students are required to ensure that their personal computer meets the minimum system requirements to run Examplify®, to install Examplify® software, and to bring their personal computer to class, fully charged, for all quizzes/exams administered through Examplify®. To download Examplify®, log in to the user home page and enter your Butler email address and password.

Students must know how to disable their Anti-Virus prior to entering a quiz/exam and re- enable Anti-Virus after the quiz/exam. If anti-virus issues are encountered, they should contact ExamSoft® Technical Support. Lack of preparation may result in an inability to take the exam, adjustments to course grades at the discretion of Course Director, and/or an unprofessional conduct referral to the Student Professional Conduct Committee.

Any problems with Examplify® or ExamSoft® should be addressed with 24/7 ExamSoft® Student Technical Support by phone at (866) 429-8889, by email to support@ExamSoft.com, or Live Chat at: https://examsoft.force.com/etcommunity/s/. Students also have access to Searchable Self-Help Documentation. They should not expect their Course Director to troubleshoot technology issues. Students may contact Academic Partnerships at aphelp@butler.edu or 317-940-8575 to report issues with ExamSoft®.

Students using ExamSoft® or Examplify® improperly to gain unfair academic advantage are violating the Academic Integrity Policy. Violations such as "academic dishonesty" and/or "professional misconduct" would include but are not limited to tampering with exam files, utilizing a password inappropriately, falsifying upload or download information, or attempting to circumvent the security features of the software.

Examplify® Administered Assessment Procedures and Student Expectations

1. The Course Director maintains the right to require additional procedures during quizzes/exams as specified in the course syllabus.
2. Students are expected to have all quizzes/exams **downloaded 2 hours prior to the quiz/exam**, though it is recommended to download by midnight the day prior to the quiz/exam. In the event of a download issue, students should contact ExamSoft® Student Technical Support. Course Directors will communicate with students, through an automated message sent from Examplify®, when a quiz/exam is ready for download.
3. Students are expected to arrive at all quizzes/exams requiring the use of Examplify® with:
   - Personal computer with Examplify® already installed.
   - Personal computer that is fully charged and a charger for their device and/or an additional external battery (if applicable). **Examplify® will not allow an exam to start if the charge is <25%.**

- Any additional device hardware required by the Course Director (e.g., earbuds for audio portion of exam).

4. Loaner Devices:
   - If a student's personal computer goes down prior to a quiz/exam and the student needs to obtain a loaner computer (PC or Mac) from the Science Library or Irwin Library.
   - Prior to the quiz/exam students must also visit the IT (Information Technology) Help Desk during their open hours to have Examplify® installed on the loaner computer.
5. Students must disable Anti-Virus prior to entering a quiz/exam and re-enable Anti-Virus after the quiz/exam, unless Examplify® has been added as an Exclusion.
6. All exams should be uploaded after submitting the assessment. In the event of a submission or upload issue, students should raise a hand to alert a proctor.
7. **Students must show their green "Congratulations" screen to a proctor and turn in scratch paper (if applicable) before exiting the room. This includes taking quizzes/exams in the Student Disability Services (SDS) Office and during Exam Re-takes. NO EXCEPTIONS.**
8. After the quiz/exam, students are encouraged to ensure their Wi-Fi re-connects to the Butler Secure network, NOT the Butler Guest network, which will be drastically slower and not secure.
9. Make-up Assessments in Examplify®:
   - Accessing an assessment prior to the alternatively scheduled date of the make-up assessment is considered academic dishonesty and will be dealt with as such.
   - **Students unable to attend class on the day of the assessment for reasons consistent with a planned excused absence from the Course Director must not download the exam file before the scheduled exam date.** Students must schedule a make-up date with the Course Director well before the assessment date. The Course Director will re-release the exam to the student on the day of the make-up for download and testing.
   - Students who download the exam file before the exam day and do not attend it due to unplanned illness or emergency must not attempt to access it. Students must contact the Course Director to schedule a make-up assessment. The Course Director will release the exam to the student on the day of the make-up for download and testing.

All sections of this policy related to specific software and "Loaner Devices" are maintained by Butler University's Instruction Technology team. Any questions related to this policy should be addressed to aphelp@butler.edu.

Make-up Assessments in Examplify®
- Accessing an assessment prior to the alternatively scheduled date of the make-up assessment is considered academic dishonesty and will be dealt with as such.
- Students unable to attend class on the day of the assessment for reasons consistent with a planned excused absence from the Course Director must not download the exam file before the scheduled exam date. Students must schedule a make-up date with the Course Director well before the assessment date. The Course Director will re-release the exam to the student on the day of the make- up for download and testing.
- Students who download the exam file before the exam day and do not attend it due to unplanned illness or emergency must not attempt to access it. Students must contact the Course Director to schedule a make-up assessment. The Course Director will release an exam to the student on the day of the make-up for download and testing.
- Students who are scheduled for a make-up exam may be given a different version of the exam in order to protect academic integrity.

In courses where Examplify® is not utilized, refer to the course syllabus for exam instructions/policy and procedures.

Math & Medication Competency

Medication calculations, dosages, and safety are necessary competencies to ensure patient safety and are required skills for the clinical setting and the NCLEX-RN. Math and Medication competency questions may be on unit exams throughout the curriculum. No more than 10% of the exam will include medication calculation questions.

Infection Control/Preventions
Standard/Universal Precautions
Standard/universal precautions are an approach to infection control in which all human blood and certain human body fluids are to be treated as if known to be infectious for human blood-borne pathogens. The proper application of standard/universal precautions will minimize any transmission of blood borne pathogens from a health care worker to patient, patient to health care worker, or patient to patient.

The COPHS at Butler University requires all students to abide by the CDC Standard/Universal Precautions in all client contacts. The following measures for preventing blood-borne pathogen transmission in health care settings are recommended by the CDC.
Bloodborne pathogens are micro-organisms in human blood that can cause disease in humans. As a Nursing student, you will be participating in care giving activities and may be exposed to infectious diseases and/or communicable diseases. To reduce your risk of exposure, the following guidelines affect you as you engage in the practice of nursing.
1. All Nursing students are expected to follow Universal Precautions to prevent contact with blood and body fluids which are potentially infective. Because Nursing students may have direct contact with blood and other body fluids, the COPHS and the Indiana State Board of Nursing requires training in Universal Precautions. This training will be given prior to caring for patients in the clinical setting or simulated patient environments.
2. All Nursing students will be expected to wash their hands with soap and water after exposure to blood and after removal of contaminated gloves or other personal protective equipment.

Students should be aware of the CDC guidelines related to universal precautions which can be found at
https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html

Students will be asked to complete a bloodborne pathogen training module before starting clinical rotations. This training can be located at
https://butler.catalog.instructure.com/browse/professionaldevelopment/courses/bloodborne

Needle Stick and Body Fluid
Procedures

Students may be involved in activities that expose them to risks associated with blood borne pathogens and hazardous substances. Examples of such activities include participation in health fairs or clinics, class or laboratory activities, or clinical experiences in ambulatory, inpatient, and surgical settings. This Policy is based on Centers for Disease Control (CDC) guidelines and outlines recommended procedures for students in the event of a needlestick injury or biohazard exposure. Students who experience a needlestick injury or biohazard exposure during Butler-approved on or off-campus activities should follow the procedures outlined below.

It is important to note that students will be responsible for any costs associated with recommended testing and/or treatment following a needlestick injury or biohazard exposure.

If a student experiences a needlestick injury or biohazard exposure during a class or laboratory activity, during an experiential rotation, or during participation in a Butler-sponsored health fair or clinic, the following steps should be taken:

Step 1: Provide immediate care to the site of injury/exposure.

- Immediately wash injury or exposed area with soap and water for 15 minutes using wash station locations in your area.
- Apply direct pressure to any laceration(s) to control bleeding.
- Flush any exposed mucous membranes with water:
  - Mouth: Rinse several times with water.
  - Eyes:
    - Remove any contact lenses.
    - If eye wash station is available, flush eyes for 15 minutes.
    - If eye wash station is not available, have a peer flush eyes with 500 mL lactated ringers or normal saline.
    - If unable to do the above, then flush under the sink with water (preferably tepid) for 15 minutes or as tolerated.
    - Keep eyes open and rotate eyeballs in all directions to remove contamination from around the eyes. Help may be needed to hold the eyelids open.

Step 2: Seek medical evaluation.

- Students will need to always have their health insurance information accessible. Students who experience a needlestick injury or biohazard exposure during a class or laboratory activity, during an experiential rotation, or during a Butler-sponsored health fair event or clinic will be responsible for any costs associated with any testing and care provided by the site at which testing, and care are sought.

- Following a needlestick injury or biohazard exposure, it is critical that the appropriate steps are taken in a timely manner. Students SHOULD seek care within 30 minutes of sustaining injury or exposure at either the clinical site where the incident occurred (if during an off-campus experiential rotation), or at a nearby Emergency Department or Urgent Care Provider (see below under "Local Urgent Care Provider") in the area.
- Students who experience accidental exposure during an experiential rotation should immediately notify the preceptor of the injury/exposure and determine what procedures exist at that site to deal with needlestick/biohazard situations. Based on the services provided at the site, the student should have the appropriate steps taken based on the site's protocol for needlesticks/biohazard exposure. If the clinical site has no protocol in place, or if urgent care at the site is not accessible, the student should then seek care at the nearest Emergency Department or Urgent Care Provider.
- Students who experience needlestick injury/exposure during participation in a Butlersponsored health fair or clinic or during a class or laboratory should immediately notify the faculty member overseeing the health fair, clinic, class or laboratory. Together, the student and faculty member can work to determine where the nearest Emergency Department or Urgent Care site is located so that the appropriate laboratory tests can be collected in a timely manner, and any necessary care can be sought.
- Local Urgent Care Provider: Concentra is an urgent care provider offering care at several locations in and around the Indianapolis area. The Concentra website, www.concentra.com, can be accessed for up-to-date location information and operating hours.
- Recommended laboratory tests following needlestick or mucous membrane exposures to potential blood-borne pathogens include:

NOTE:

If the injured student is an employee of Butler University AND the injury or exposure occurred while on the job, the student-employee should seek care at Concentra, which is an in-network urgent care provider selected by Butler University to treat all non-critical on-the-job injuries. Upon arrival to a Concentra location, Butler student-employees should inform Concentra staff that they are a Butler University student-employee and that they were injured while on the job.

However, if the injured student is a Butler student-employee but the injury was NOT sustained while working for Butler, the injured student should present their OWN health insurance to Concentra or to the specific site where testing and care are being sought.

Student Testing:
- Hepatitis B SAG (Hepatitis B Surface Antigen)
- Hepatitis C Antibody
- HIV Antibody (Human Immunodeficiency Virus) when consent is given
- Hepatitis B SAB (Hepatitis B Surface Antibody)

Source Patient Testing:

- Hepatitis B SAG (Hepatitis B Surface Antigen)
- Hepatitis C Antibody
- HIV antibody (Human Immunodeficiency Virus) when consent is given
- Hepatitis B Core Antibody when the exposed patient is HBSAB negative
- Other tests for confirmation of diagnosis when clinically indicated

Step 3: REPORT, notify, and seek follow-up care if needed.

- It should be noted that Butler University Health Services does <u>NOT</u> provide <u>initial treatment</u> for needlestick injuries or biohazard exposures. However, Butler University Health Services may, in some cases, be available to guide follow-up care if applicable and if desired by the affected student.
- <u>In all cases of needlestick injury or biohazard exposure during Butler-approved on- or off-campus activities that were NOT sustained while working on the job as a student-employee</u>, a **COPHS Exposure Incident Report Form (See Appendix A)** should be completed by the student and submitted to the appropriate <u>faculty director</u> as outlined below:
  - In the case of an injury or exposure during an <u>experiential rotation</u> (whether off-campus or on-campus), the appropriate Director of Experiential Education (Pharmacy, PA, or Nursing) shall be notified of the incident by the student <u>within 24 hours of the incident</u>.
  - In the case of an injury or exposure during a Butler-approved class, laboratory, health fair or clinic, the appropriate Academic Program Director (Pharmacy, PA, Nursing, or Health Sciences) shall be notified of the incident by the student <u>within 24 hours of the incident</u>.
  - COPHS Experiential and Academic Program Directors will maintain a record of any received COPHS Exposure Incident Report Forms on file and will also forward an electronic copy of each form received to Stephanie Lovett (slovett@butler.edu) in the Office of General Counsel, Dugan Hall, Ste. 130, Butler University to be kept on file.
- <u>In all cases of needlestick injury or biohazard exposure sustained by a Butler University student-employee while working on the job</u>, a **Faculty/Staff/Student-Employee Accident/Incident Report Form** (https://www.butler.edu/human-resources/wpcontent/uploads/sites/14/2022/01/incident_report_form_2018.pdf) should be completed by the student-employee AND by the student-employee's supervisor within 24 hours and then immediately sent to Human Resources in JH-037.

ATI Comprehensive Predictor

In the final semester, the Nursing student will take two ATI Comprehensive Predictors to determine readiness for the NCLEX-RN. Regardless of the score on the first attempt, all students are required to take both attempts at the predictor. Remediation on both predictors is required.

All students are strongly encouraged to achieve a minimum of a 91% probability of passing NCLEX-RN on the ATI Comprehensive Predictor. Additional remediation post-graduation and mentorship with faculty will be strongly encouraged for students who are unable to achieve a 91% probability of passing NCLEX-RN on the ATI Comprehensive Predictor.

Licensure

Students who successfully complete all program requirements will be eligible to take the NCLEX-RN. Students will be provided with information for completing NCLEX-RN registration from the Nursing department. Upon

successful graduation and fulfillment of ATI requirements, the applicant is responsible for applying, registering, and scheduling the NCLEX-RN test, as well as paying all associated expenses.

Information regarding taking the NCLEX-RN exam for the State of Indiana can be found at the Indiana State Board website. If a student chooses to seek licensure in any state other than Indiana, it is the applicant's responsibility to obtain the necessary application and information. Students will be provided with program codes during the NCLEX-RN registration process.

Successful completion of the Nursing program does not guarantee licensure, certification, or employment in Nursing. Please consult state regulatory Nursing boards prior to graduation for any questions regarding licensure requirements.