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BACHELOR OF SCIENCE IN HEALTH SCIENCES

DOCTOR OF PHARMACY

PHARMACY PROGRAM

MASTER OF SCIENCE IN PHARMACEUTICAL SCIENCES

PA PROGRAM
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. 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 students. The Butler University Student Handbook can be found at https://www.butler.edu/student-handbook.

It is the focus of the Academic Affairs and Student Affairs offices to facilitate student entry into and successful completion of the College’s programs. We are committed to serving students and to helping them accomplish their academic goals.

In our effort to support student learning, the Academic Affairs Office in the Dean’s Suite of the Pharmacy and Health Sciences Building (PHSB 107) is responsible for course enrollment, curricular quality and continuity, issues of student academic progress and support for the Professional Conduct Code.

The Student Affairs Office (PHSB 102) is responsible for advising, co-curricular activities, student organizations, and assisting students in accessing the services of the Student and Academic Affairs Offices. A list of the various persons and their academic and student affairs responsibilities is as follows:

COLLEGE’S AUTHORITY TO CHANGE POLICIES

Policies and procedures in this Handbook are subject to change without notice.

THE COLLEGE OF PHARMACY AND HEALTH SCIENCES MISSION AND GOALS

Our Mission

The mission of the College of Pharmacy and Health Sciences is to provide effective educational experiences in the health sciences. By so doing, the College facilitates the development of life-long learners with a liberal arts foundation who are able to serve society as dedicated, competent health professionals and community leaders.

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1 Approved by COPHS Faculty 1/2002
COPHS Values

- **Professionally focused—Inspire with excellence in teaching, model lifelong learning**
  We have a passion for our life work and have dedicated our careers to training the next generation of healthcare 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 wherever possible so that students develop an appreciation for the patient and 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 healthcare practitioners and investigators who exude a high regard for patient care that transcends to our students. We teach others so our professions can excel and provide better patient care and research each day.

Our Goals

- **Education and Practice**: Advance the practice of our healthcare professions and the importance of 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 an employment environment that provides leadership, personal growth, and resources to be a desired place of employment for the ongoing vitality of our programs.

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2 Approved by COPHS Faculty 11/08
3 Approved by COPHS Faculty 11/08
● **Collaboration:** Develop collaborations to increase the reach and effectiveness of our programs and public health initiatives.

**Continuous Quality Improvement**

As a part of the continuous quality improvement strategies of the College, written concerns and compliments from students that relate to program accreditation standards will be logged and maintained by the Office of the Dean of the College together with the resulting responses(s) and/or action(s). In order for a concern or compliment to fall under the purview of this policy, it must be written. Email is considered to constitute written communication. This policy applies to all students enrolled in the various programs of the College of Pharmacy and Health Sciences.

When a written concern or compliment is received by any faculty or staff member of the College, it will be forwarded to the Dean of the College. The Dean will determine the appropriate manner by which to respond, including delegation of the response to the appropriate administrative officer of the College. The Office of the Dean will maintain a copy of all written concerns or compliments and their responses. If the appropriate response is not written, the Dean or his or her designee will draft a written note for the file regarding the steps taken to address any complaint.

The concern and compliment file will be made available for inspection to accreditation evaluators during on-site visits for continuing accreditation or upon a written request from a program accreditation organization.

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.

**Non-Discrimination**

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 are find in the University’s Title IX Policy on Sex Discrimination, Sexual Harassment, Sexual Misconduct and Domestic Violence: [https://www.butler.edu/titleix/about](https://www.butler.edu/titleix/about).
The personal responsible for implementing this policy is the Title IX Coordinator:

Anila Din
317-940-6683
TitleIX@butler.edu

Student Grievance/Harassment Policy

Consistent with federal laws know as Title IX, the Clery Act and the Violence Against Women Reauthorization Act of 2013 (“VAWA”), Butler is committed to having an educational and working environment free from sex discrimination in any form including sexual harassment, misconduct, and violence.

This Policy defines conduct and outlines procedures for reviewing, investigating and resolving complaints of sex discrimination, sexual harassment and sexual misconduct, domestic violence and stalking involving students, faculty and staff (collectively “Employees”), and visitors, contracts and vendors (collectively “Third Parties”). No Division, Department and/or College is permitted to develop and/or adopt procedures that contradict, modify or supplement this policy.

Inquiries about policies and procedures regarding student grievances or harassment may be made to the Program Director, the Office of the Dean, or the University Title IX Coordinator:

Anila Din
317-940-6683
TitleIX@butler.edu

ENROLLMENT ELIGIBILITY FOR COURSES OFFERED BY THE COLLEGE

Only students admitted to and currently enrolled in the professional programs of the College may register for courses designated for the specific program and numbered 300 or above. Students must maintain eligibility in the respective COPHS program to continue enrollment in these courses.

Respective departments or programs, in consultation with the Academic and Professional Affairs Committee and the Associate Dean, may grant a waiver of these policies.
ACADEMIC POLICIES AND PROCEDURES - ACADEMIC ADVISING

All COPHS students will be assigned an academic adviser who is a faculty member in the College. Both the student and the adviser will have regular meetings to discuss academic and co-curricular activities to support student growth and success. Each will be responsible for contributing to these meetings.

If a student’s academic adviser is unavailable and the student has an emergent issue that needs immediate attention, he or she should contact the Director of Academic Advising for assistance. In instances where advisers will be on a prolonged leave (maternity leave, sabbatical, etc.); students will temporarily be assigned another academic adviser.

PRIVACY RIGHTS AS A STUDENT AT BUTLER UNIVERSITY

  - The Student’s Right to Examine Records
  - The University’s Obligation to Protect the Right of Students
  - 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.

**Withdrawing from Courses**
Prior to withdrawing from a course, students must consult their academic adviser and discuss all potential academic ramifications. Students and advisers should consult the registrar’s website for the withdrawal deadlines and most current policies and procedures regarding course withdrawal and course repeat. Note that courses taken in summer school have varying drop and withdraw deadlines, as well as tuition refund schedules based on the start date of the course and the length of the course. The windows for dropping or withdrawing from a summer course are much shorter than during the traditional academic year.
It is the student’s responsibility to consult the Financial Aid Office (Robertson Hall—lower level) and the Office of Student Accounts (JH102) to determine how withdrawal from a course will impact financial aid and tuition and eligibility for tuition refund.

In instances where a retroactive administrative withdrawal is being sought (i.e., a withdrawal after the published withdrawal deadline), students must meet with the Associate Dean to discuss specific extenuating circumstances. An administrative withdrawal from a specific course after the published deadline will only be considered if the instructor affirms that the student is passing the course at the time. The Associate Dean or dean regardless of whether or not the student is passing all courses may consider an administrative withdrawal from ALL courses, if circumstances warrant. A medical withdrawal can only be approved by the Office of the Vice President for Student Affairs. (See Leave of Absence Policy.)

**Maximum Number of Remedial Credit Hours in Summer Sessions**
A COPHS student may not register for more than 9 credit hours of COPHS remedial courses during each summer session or for more than 18 remedial credit hours total for the entire summer semester. Students wishing to exceed this enrollment limit must have the approval of the Associate Dean.

**Exceeding 20 Credit Hours for undergraduate programs**
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 per an academic semester (fall or spring). Registration for more than 20 credit hours in a single semester is discouraged and requires the approval of the Associate Dean. 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](https://www.butler.edu/student-accounts) for specific information.

**Request for a Waiver or Variance from the Published Curriculum**
Policies and regulations established for the educational programs and operation of the COPHS have been developed and implemented for the good of the student and the University. However, exceptions may be requested through a petitioning process that is described in Appendix B. Such petitions usually relate to waiver or variance of course prerequisite(s), approval of a specific professional elective related to the student’s career goal, or renewed eligibility for the pharmacy or PA program.

- **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 already 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 he/she has attended while a student.

All petitions are to be submitted to the Academic Affairs Office (PHSB107B). The Academic and Professional Affairs Committee will not 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.

**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 his or her successful completion of Independent Study. The Independent Study must be approved by the Academic and Professional Affairs Committee before a permission number for registration in the course can be granted. Independent study credits may not be awarded for work that duplicates that used to earn credits in project courses such as RX 604, 605, or 606. The Independent Study Approval Form is available in Appendix C (Make it a hyperlink to appendix).

**USE OF ELECTRONIC COMMUNICATION DEVICES**

In order to respect the learning environment of fellow classmates, students should silence all electronic devices while in class or laboratory. Should a student need to be reached in an emergency, the student should direct the person needing to contact him or her to telephone the office (317-940-9322). 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. 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.

See [Appendix L](#) for Communication Guidelines with Faculty and Staff and Netiquette.
CHANGE OF ADDRESS AND/OR NAME AND USE OF EMAIL

Because faculty, College administration and fellow students rely heavily on email for communication with students, it is an academic expectation that all students will routinely read and respond appropriately to their Butler University email messages. Forwarding of Butler email messages to a non-Butler account can be arranged by contacting the Information Resources Help Desk. Appropriate email etiquette should be observed at all times when using the Butler University email system.

See Appendix D for the Policy Statements for All Courses Taught through the College of Pharmacy and Health Sciences. (Make it a hyperlink to appendix)

MINIMUM ENROLLMENT FOR ELECTIVE OR SUMMER SCHOOL COURSES IN THE COLLEGE AND COURSE CANCELLATION POLICY

The following guidelines will be utilized to determine whether scheduled elective or summer school courses available to COPHS students will, in fact, be taught in any particular academic semester or summer term:

- A course shall be given when a minimum of eight students enroll.
- With an enrollment of fewer than eight students, the course will be reviewed by the Associate Dean 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.

ATTENDANCE

Policy
In accordance with the University Attendance policy, if it is still 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 since faculty are authorized to set course attendance policy.

As It Relates To 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 a.m. and 5 p.m. Monday through Friday, and that required classes as well as activities (with advanced notification) may be scheduled in the early evening between 5 p.m. and 9 p.m. Employment is never an acceptable excuse for missing class, laboratory, rotation experiences or other scheduled learning experiences.
University Closure/Class Cancellation Policy
In the event of inclement weather or other unusual circumstances, classes may not be held. Courses may be rescheduled on evenings or weekends. Content may be presented by electronic means.

All students are encouraged to enroll in DawgAlert (https://www.butler.edu/bupd/dawgalert) to receive notifications about campus emergencies, weather-related delays, etc.

The University’s Adverse Weather Procedures is found here https://www.butler.edu/bupd/policies-procedures.

Policy On Religious Holidays:
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.

Please see the following link for the complete University policy on religious holidays. https://www.butler.edu/registrar/religious-holidays

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 the national licensure examination, and to assess the extent to which each of the College's curricular outcomes is being achieved.

Individual course examination policies may include 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. Pharmacy students and faculty are also expected to adhere to the policies regarding cluster exams. See the policy in the Pharmacy Section of this Handbook.

The Academic Integrity Policy of Butler University is included in the Butler University Student Handbook, and is available at https://www.butler.edu/student-handbook/academic-integrity. The current COPHS policy governing academic integrity is contained in this handbook. If, in interpretation or enforcement of these two policies, any contradictions or conflicting processes occur, then the University Academic Integrity Policy will take precedence.
A faculty member may or may not maintain a student-use file of previous examinations given in a specific course. If such a file is maintained, it is usually in the Science Library and can be requested there. This file is there for student use, but it must be kept intact and available for use by other students. Defacing of ‘reserve’ materials in the Butler University Science Library is considered interference, which is a form of academic dishonesty.

Each faculty member establishes whether graded examinations will be returned to students in his or her course. If an instructor opts not to return examinations, it is the prerogative of the instructor whether or not previous course examinations will be available for review by the students in the current course.

**Final Examinations**
The College must follow the University schedule for final examinations with two exceptions. 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. Final examinations may also be rescheduled based upon availability of classrooms for proctoring of exams. Final examinations may not be rescheduled simply to avoid the occurrence of two examinations on the same day or to improve the sequence in which the final examinations fall during final examination week.

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 for him or her to take the College final examination that is in conflict.

**GRADES**

**Grade Posting/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 Moodle. 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 grade has been reported, it can be changed only upon written request of the instructor and with the written approval of the head of the department 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:

**Appeal Process for a semester-long course:**
The student shall first discuss the matter with the instructor. If not satisfied, the student may appeal to the department head and then to the Dean of the College. The student must inform the instructor in writing of the intent to appeal a grade within 5 working days of the publication of grades by the Office of the Registrar. The appeal must be filed within 5 working days of the notice of intent to appeal. If the student appeals to the department chair, notice must be given to the department chair within 5 working days of the meeting of the student and the instructor. The appeal must be filed with the department chair within 5 working days of the notice of the intent to appeal. If the student appeals to the dean, notice must be given to the dean within 5 working days of receipt of the department chair’s written conclusions of the appeal. The appeal must be filed within 5 days of the notice of the intent to appeal. The request for appeal to the Dean must be based on an error of fact.

**Appeal Process for Pharmacy Program experiential rotations (IPPE and APPE) and PA Experiential rotations:**

A. Program:

1. PA Program Process:
   a. The student shall first discuss the matter with the faculty member responsible for the rotation. If not satisfied, the student may appeal to the Program Director and then to the Dean of the College. The request for appeal to the Dean must be based on an error of fact.
   b. The student must inform the faculty member in writing of the intent to appeal a grade within 5 working days of the electronic notification of grades sent by the faculty member responsible for the rotation. The appeal must be filed within 10 calendar days of the notice of intent to appeal.

2. Pharmacy Program Process:
a. The student should first discuss the matter with the faculty/preceptor. If not satisfied, the student may appeal the evaluation sequentially to the Director of Experiential Education, and the Associate Dean for Clinical Education and External Affiliations. The request for appeal to the Dean must be based on an error of fact.

b. A student must notify the faculty/preceptor, Directors of Experiential Education, and the Associate Dean for Clinical Education and External Affiliations of the intent to file an appeal within 5 working days of the grade submission by the preceptor to the Experiential Education Office/(paper or in E*Value).

c. The appeal must be filed with the above persons within 5 working days of the date of the letter of intent to appeal.

B. For all students on experiential rotations, the student will continue on rotations until the appeal process is complete unless there is documentable concern for patient safety, unprofessional student behavior (Student Conduct Code, COPHS Student Handbook), or 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, the student will be scheduled by the Experiential Office (Pharmacy or PA) for a failed rotation with an appropriate faculty member/preceptor. The student will not be rescheduled 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 for the repeating rotation to be completed before previously assigned rotations may be taken.

E. If the student successfully meets expectations for the repeated rotation, he/she will be allowed to continue in the program. The repeated rotation grade will replace the previously recorded failing grade per University “Repeat Policy” (Butler University Bulletin). The failing grade will remain on the transcript and will count negatively toward assessment of satisfactory academic progress.

F. If the student receives a failing grade in any two experiential (IPPE and APPE) pharmacy rotations or PA rotations, the student will stop forward progress until the case is referred to the Academic and Professional Affairs Committee.
for review under the guidelines of the Academic Progress Policy (COPHS Student Handbook).

G. PA Students may be dismissed from COPHS for failure of any two MPAS/AP designated courses (didactic or experiential).

**Minimum Graduation Requirements**
To earn a 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. 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 Academic Affairs Office (PHSB 107B).

If there is 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 file for their degree at the time they register for their final semester through the Office of Registration and Records.

**COURSE EVALUATIONS**

During the latter weeks of classes in the fall and spring semesters and summer sessions, students will have the opportunity to evaluate 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, constructive suggestions are beneficial and aid the faculty in designing courses that create the most successful learning environments for students. Copies of course evaluation results are made available to the individual faculty member, the Dean, the Associate Dean, and the faculty member’s department chairperson.

**FINANCIAL AID**

Information about contacting the office of financial aid and resources available to students may be found here: [https://www.butler.edu/financial-aid](https://www.butler.edu/financial-aid).

**SCHOLARSHIPS**

Information on departmental scholarships that are awarded by the College may be obtained from the Associate Dean’s Office. Undergraduate scholarships are awarded each spring and notification is sent with the student’s financial aid package.
ACADEMIC PROGRESS POLICY

The Academic and Professional Affairs Committee 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. Consult individual program handbooks to review specific program policies.

GENERAL CONSIDERATIONS

Academic Progress
“Satisfactory Academic Progress” is defined as a student:
● Completing each semester with a term GPA of 2.0 or greater for pharmacy and BSHS students. (See individual graduate programs for specific criteria).
● Completing requirements in the major in an organized, timely sequence.
● Completing all university graduation requirements (e.g., core curriculum, including the Butler Cultural Requirement) in an organized, timely sequence.
● Making satisfactory academic progress while on academic probation and meeting stipulations as defined by the Academic and Professional Affairs Committee.

University Academic Probation
Any 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 Academic and Professional Affairs Committee for academic progress.

Conditional Admission
Students may be conditionally admitted to the professional programs of the College with stipulations for academic performance during their first term of enrollment. The regulations pertaining to these students are identical to those for students on professional probation as defined in this policy.

Reasons for Academic Dismissal from the Programs of the College
A student will be dismissed from the College of Pharmacy and Health Sciences for any of the following academic reasons:

4 Revisions approved by COPHS Faculty 8/19/15
● The student on COPHS academic probation has begun a semester or term with stipulations 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 failed to satisfy stipulations for more than one academic term and/or semester while a student in the College.

● The student has twice failed the same course required in any COPHS program

● The student receives a grade of F in two experiential rotations or internship experiences while enrolled in any COPHS programs. 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.

● In addition, MPAS students are subject to a “two failure” policy. MPAS students will be dismissed from the COPHS following failure of any two professional phase (MPAS or AP-designated) courses.

Reapplication Process for Undergraduate Students Dismissed
An undergraduate student dismissed from the College of Pharmacy and Health Sciences may apply for readmission into the program from which he/she was dismissed after a time lapse of not less than one academic semester. In practical terms this means:

- A student dismissed at the end of the fall semester can apply for readmission 60 days prior to the next fall semester (normally mid-June)
- A student dismissed at the end of the spring semester can apply for readmission 60 days prior to the next spring semester (normally mid-November)
- A student dismissed at the end of the summer semester can apply for readmission 60 days prior to the next summer semester (normally early March)

Exact dates for application for readmission will be noted on the student’s dismissal letter. Application for readmission should be by letter (e-mail acceptable) to the Associate Dean of the College of Pharmacy and Health Sciences. In addition, transcripts for courses taken elsewhere should accompany the letter. The letter of petition and transcripts will be presented to the Academic and Professional Affairs Committee, which will consider both the student's record and the evidence presented in the letter to determine whether another opportunity to enroll is warranted. The Committee will make a recommendation to the Dean, who will make the final decision on readmission.

Reapplication Process for MPAS Program
A student dismissed from the MPAS may apply for readmission into the program after a time lapse of not less than one academic semester (note: re-entry point will be contingent upon course sequencing). Application for readmission should be by letter to the Associate Dean of the College of Pharmacy and Health Sciences. The letter must be submitted at least 60 days in advance of the start date of the session for which the student wishes to enroll. In addition, transcripts from courses taken elsewhere should accompany the letter. The Associate Dean will forward all materials to the PA admission committee. The PA admission committee will consider the letter and other materials submitted, and make a recommendation to the Dean. The Dean will make the final decision on readmission. If re-enrollment is granted, the student may be required to retake certain aspects of the curriculum based on the recommendation of the PA Program.

**Reasons for Academic Termination from the College**

A student will be terminated from COPHS 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.

A student terminated from the College may not apply for readmission to the College of Pharmacy and Health Sciences. Termination from the College is final with no recourse for appeal.

**Reasons for Academic Dismissal from Butler University**

A COPHS student will be dismissed from Butler University for any of the following academic reasons:

- The student on professional probation has begun a semester or term with stipulations and has finished the semester or term having failed those stipulations and with a comprehensive University GPA below 2.0.
- The student on University probation has begun a semester or term with stipulations and has finished the semester or term having failed those stipulations while remaining a student in the College.
The student on University probation has finished a semester or term with a lower cumulative University GPA than carried at the beginning of the semester or term.

A student dismissed from Butler University wishing to be readmitted to the University should consult the procedures regarding dismissal from the University as outlined in the Butler University Student Handbook.

**Academic Appeals**

Any student who feels that unreasonable stipulations or actions stemming from the Academic Progress Policy have been imposed by the Academic and Professional Affairs Committee has the right to petition the Committee for reconsideration. This appeal must be in writing (e-mail acceptable) to the Associate Dean of the college within seven business days of the notification. The student may also appeal any decision of the Committee to the Dean of COPHS. However, neither the Committee 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-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 leave of absence, voluntary termination, dismissal or termination.

**STUDENT LEAVE OF ABSENCE**

A student accepted into or already enrolled in the professional phase of COPHS programs 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 semester the leave is taken. For leaves begun during a summer term, this one-year limit will extend to the beginning of the fall semester of the next academic year following the leave (for pharmacy students). MPAS students must return at the beginning of the summer term.

The following is the link to the University information regarding policies surrounding a complete withdrawal from the University as well as class drop, add, and withdrawal policies: [https://www.butler.edu/registrar/drop-add-withdraw](https://www.butler.edu/registrar/drop-add-withdraw).
Any student may withdraw from any professional program of COPHS at any time in accordance with the standard withdrawal policies of the University and the College. The professional 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. The Associate Dean will send a certified letter to the student, which will ask the student to confirm or deny his or her 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.

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 departure.

Each program has responsibility for determining re-entry requirements for its returning students. All COPHS students should consult the Associate Dean regarding a leave of absence from the program.

Due to the sequential and cumulative nature of all our professional programs, 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 either the pharmacy or PA curriculum 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.

Students who are granted a leave of absence are expected to return any University-owned property (e.g. computers) prior to departure unless specific arrangements are made in advance and in writing with the Office of the Associate Dean.

PROFESSIONAL CONDUCT CODE

Preamble
In the pursuit of excellence in the education of competent, compassionate, ethical, and students, Butler University College of Pharmacy and Health Sciences sets forth these ideals:

Revisions approved by COPHS Faculty 8/19/15
-The covenantal nature of the professional relationship between patient and provider constitutes a high calling that embodies significant duty, responsibility, and accountability to patients and the community alike. Inherent in a professional relationship is the aspiration to do great good, but also the potential to do harm. The ideal healthcare professional will earn trust from and instill confidence in his or her patients. He/she is enabled by education and entrusted by state law to be a steward of his or her patient’s health. The very nature of our profession demands an appearance and demeanor that enhances patient trust and fosters collegiality among our peers.

-Our minds and bodies are the instruments of healthcare delivery.
  - Consequently, integrity is a vital professional attribute of all healthcare professionals. Because lives are at stake, dishonesty, careless or unethical treatment of patients and/or colleagues by healthcare professionals can never be tolerated.
  - A clear mind and sound body intellectually prepared and free from impairment due to the misuse of any substance offers the greatest opportunity for a successful academic, professional, and personal life. A student’s or professional’s choice to misuse or illegally possess any substance can result in harm to patients and others. These choices may lead to great personal loss, including loss of educational opportunity, loss of license to practice, damaged personal relationships, legal action and physical harm.

COPHS will honor the rights of each student to successfully pursue his/her education. The academic environment is characterized by honesty, integrity, citizenship, and respect for others. It should be free from harassment, incivility, intimidation, and prejudice, while fostering respect for diversity. The conduct process of COPHS is an extension of the educational mission of the College. The process is intended to educate students about appropriate behavior and the potential consequences of their actions and choices. It promotes learning, personal responsibility, self-discipline, respect for others and self and the support of the educational values of our community.

The Board of Trustees of Butler University charges the University president with ultimate responsibility for all matters of student conduct. In an atmosphere of mutual respect, this responsibility has traditionally been shared by members of the Butler community—students, faculty, and administration alike. In accordance with the spirit of this preamble, the following professional conduct code is set forth for the COPHS community.

Upon being admitted to the pre-professional, professional or graduate programs of the College, the student agrees to accept and 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 the Professional Conduct Code may result in probation, suspension, dismissal or termination from COPHS programs.

**Professional Appearance and Attire Guidelines**
COPHS students must be aware of the professional demeanor befitting a healthcare professional in the practice of his or her profession. Students in the COPHS are expected to present themselves in a manner befitting them and the profession they represent at all times while attending class on the Butler University campus or when attending required educational 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. With the exception of earrings, visible body piercing is not permitted. 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, experiential rotations, interviews, and off-campus trips sponsored by the College. In such circumstances laboratory jackets, nametags, and/or business dress attire may be required. In these special circumstances, the course faculty 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.

**Definitions of Unprofessional Conduct**
Report of a student's engaging in unprofessional conduct on-campus or off-campus shall be sufficient grounds for the Academic and Professional Affairs 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 includes, but is not necessarily limited to, the following:

**A. 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, opinion, or theory.
2. **Cheating**: Use of unauthorized materials; receiving or giving help on papers, experiments, reports, compositions, projects or examinations without the instructor’s permission. Cheating is also possession or using unauthorized materials and aids such as books, 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, or any other academic 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 incidences.

B. **Incivility and Unethical or Otherwise Unprofessional Behavior**

1. **Incivility**: 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 patient confidentiality.

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

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

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

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

9. Behavior that may endanger patients or the public, including 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.

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

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

12. 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. *

13. 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-handbook/campus-life-policies](https://www.butler.edu/student-handbook/campus-life-policies).

14. For allegations regarding harassment, sexual misconduct, sexual harassment, and domestic violence, see the university policy: [https://www.butler.edu/file/155276/download](https://www.butler.edu/file/155276/download). This link includes procedures for harassment in a teaching or classroom setting.

**C. Substance Abuse**

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

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

**E.** Practicing without appropriate credentials (e.g., intern license, technician license or expired credentials, affiliation agreement; insurance; non-enrollment).
F. Activities that result in the conviction of a drug-related or alcohol-related misdemeanor.
G. Activities that result in the conviction of a felony.
H. Termination of employment or experiential rotation.
I. Misconduct for which students may be subject to sanctions as described in the most recent publication of the Butler University Student Handbook.

**Reporting When Violation of the Professional Conduct Code Is Suspected**

Faculty and students of the College have a responsibility to report all alleged violations of the professional conduct code to the Associate Dean 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 Academic and Professional Affairs Committee, upon receipt of a report from the Associate Dean, to determine whether charges should be brought against the student. Reporting alleged violations only opens an investigation.

Faculty 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 such as “crib sheets” from the student
- Note the names of students in adjoining seats of the examination
- Allow the student to complete the examination
- Report the incident to the appropriate faculty members
- Make photocopies of all relevant materials such as student papers or examinations
- Report the incident to the Associate Dean who can also support the faculty in procedural questions. The individual’s department chair may provide guidance and support to the faculty member as needed.

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. Faculty should encourage students to self-report the incident within an appropriate time frame if applicable and/or suggest the student meet with the Assistant/Associate Dean for Student Affairs for guidance.

Students should report observations of suspected academic dishonesty to the course instructor or to the Associate Dean. Written or verbal reports of violation of the Professional Conduct Code may be made by students, faculty or proctors who identify themselves.

Students are expected to self-report their own potential violations of the conduct code; generally within 96 hours of the alleged event.

For example:

- Actions taken by employers that led to termination.
• Incidents that occur on- or off-campus that may be in violation of the principles of the Professional Conduct Code.
• Court-directed or law enforcement actions (e.g., IMPD, BUPD, State Excise Police) (including, but not limited to arrests) for violations of state law (e.g., public intoxication, underage drinking, DUI, DWI, domestic violence, battery, theft) even if expunged from a permanent record.
• Actions taken by any board of pharmacy within the United States that result in probation and/or suspension or revocation of a pharmacy technician license or pharmacy intern license or refusal by a board to grant a pharmacy intern or technician license.
• Academic or professional actions taken by other post-secondary institutions.

The COPHS Office of Student Affairs will serve as a student advocate and can assist the student as a non-partial party in the reporting process.

**Procedures to Be Followed Upon Alleged Violation of the Professional Conduct Code**

Once the incident is reported to the Associate Dean, the Associate Dean may visit informally with the person bringing the complaint about the incident. The Associate Dean may interview the alleged violator(s), make informal inquiries to gain a sense of depth to the alleged violation, or may request that the instructor investigate the situation to the best of his or her ability, including interviewing the suspected student(s) for purposes of collecting information necessary for the Academic and Professional Affairs committee to review the allegation. If the faculty member and program director determine that there is not sufficient evidence to forward the allegation to the Academic and Professional Affairs Committee, the faculty member and program director may cancel any further action. If the decision is made to not bring the allegation before the committee, no record of the investigation will be put in the student’s permanent file.

The Associate Dean, in consultation with the faculty member and/or program director will determine if substance to the allegation exists. The Associate Dean will request a typed statement from the complainant 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.
  o Include information (as applicable) such as timeline, other witnesses, others in the area, evidence (e.g., cheat sheet, assessment of similar exams, original and duplicate in alleged plagiarism, computer logs with time stamp,
evaluation form). Avoid opinion, speculation, personal feelings, or comments from a third party (heresy) in the statement.

- The author of the allegation statement should be aware that the information provided is confidential, but will be shared with the Academic and Professional Affairs Committee and the accused in totality.

The Associate Dean will present this information to the Academic and Professional Affairs Committee for its review. After reviewing an alleged violation of the Professional Conduct Code, the Academic and Professional Affairs Committee will determine whether the 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 as well as the person(s) allegedly responsible for the violation of the Code.
- 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) (see p. 39), 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, no record of the investigation will be put in the student’s permanent file.

If the Committee believes the code has been violated, it will:
1) Recommend the appropriate sanction(s) (see p. 39) for the code violation to the Associate Dean.
2) Direct the Associate Dean to notify the 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. The student's rights should be outlined to include:

- The student may discuss the allegations and recommended sanctions informally with the Associate Dean and/or the Academic and Professional Affairs Committee. After discussions, the student may accept the recommended sanctions or may enter the ad hoc hearing process.
- The student has the right to a hearing before an ad hoc committee of the faculty and students from the College if the student has not accepted responsibility for the allegation. A request for a hearing must be communicated in writing to the Associate Dean, who will receive it on behalf of the Academic and Professional Affairs Committee. It must be received within five (5) days of the student's receipt of the allegation or within five (5) days of the informal meeting with the Associate Dean and/or Academic and Professional Affairs Committee, whichever is later.
- 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.

3) Direct the Associate Dean to notify the faculty involved in the allegation that the Academic and Professional Affairs Committee has reviewed the case and what action was taken. Faculty associated with the case may discuss the outcome with the Associate Dean.

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

**Sanctions**

The Academic and Professional Affairs Committee may recommend one or more of the following sanctions for violation of the Code to the Dean. The Dean of the College or his or her designee will invoke sanctions.

- Written warning.
- Probation for a specified period, possibly with specific conditions.
- Suspension from the College for a defined period of time.
- Dismissal as a student from the College for a defined period of time. The student shall apply for readmission to the College if he or she wishes to return. (See Reapplication Process for All Students Dismissed, p. 27 in Academic Progress Policy.) The Dean of the College shall act on the application for readmission.
- Termination as a student or candidate for a professional degree without possibility of readmission to the College.
- Other sanctions:
  - In some circumstances, the Academic and Professional Affairs Committee may recommend a sanction not listed above but which seems appropriate to the offense. Examples of such sanctions include, but are not limited to: loss of automatic advancement, 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, letter of apology or personal apology.
- Students on rotations (MPAS or pharmacy) are also subject to sanctions from the experiential office. Contact the Experiential Office if you have questions (PHSB 203).

A copy of the sanction 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 as described in the syllabus of the course in which the violation occurred.

**Procedures for an Ad Hoc Hearing**
If the student requests a hearing, the Academic and Professional Affairs Committee shall form an impartial ad hoc Hearing Panel with representation from the following groups:
- Two College faculty members who have no current academic or supervisory relationship to the student. The Associate Dean will select these two faculty members and one of them will be designated as chair of the Hearing Panel.
- Two students and two alternates who are in the last two years of their professional degree programs. These two students and two alternates will be recruited by the Associate Dean. For the MPAS program, students must be in last four semesters of program.
- The fifth member of the Hearing Panel shall be the Chair of the Academic and Professional Affairs Committee or his or her designee from the committee if the student is enrolled in a course taught by the Chair or the Chair is involved in any
perceived conflict of interest. The Chair of the ad hoc panel will convene the
Hearing Panel as soon as possible but within 30 calendar days after the members
of the Hearing Panel have been selected.

- An administrator of the College, generally the Associate Dean, shall also attend
the hearing as a nonvoting resource representing the College to provide
procedural information and background information to the parties as requested.

The Hearing Panel shall conduct its proceedings in accordance with those for student
conduct procedures described in the Butler University Student Handbook. Key points
are:

- An advisor may assist a student. 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). 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.

- A student shall have the right to challenge, for cause, the membership of any
member or members of a hearing panel due to prejudice or conflict of interest.
The hearing organizer will notify the student of the names of the prospective
panelists, generally within 48 hours of the planned hearing. If the student
challenges the makeup of the committee, the challenge must be stated in writing
and presented to the organizer promptly after the student has been served notice
of the hearing. Prior to the start of proceedings, the panel shall deliberate in
private and determine by majority vote whether the member or members so
challenged shall be excluded from participating in the proceeding. If the
challenge results in the dismissal of up to two student panelists, then the
remaining students shall serve as panel members. If one student is dismissed,
two students will serve as panelists and one as an alternate based upon drawing
straws after all testimony has been received and just before the panel goes into
executive session. The alternate panelist will be dismissed at this point.

- Students shall have the right to hear and pose questions of witnesses; to be
informed of the content of all written statements or other evidence; and to rebut
any such evidence or challenge its value.

After taking evidence and concluding the hearing, the Hearing Panel shall reconvene in
executive session with Hearing Panel members and the administrative representative
only to review the evidence, make findings, and determine whether a violation of the
code has occurred. A vote will be taken and majority opinion shall prevail. The Panel
will use the *preponderance of evidence* standard in making its finding.
The Hearing Panel shall establish an appropriate sanction if it concludes that the student is responsible for the violation. The Hearing Panel’s decision on whether or not a violation of the Code has occurred and any recommended sanction(s) should be communicated in writing to the Academic and Professional Affairs Committee and to the Associate Dean. The Associate Dean will communicate the findings and recommendations of the Hearing Committee to the student, the Dean of the College, appropriate faculty and, when violations of the University’s Rules of Conduct are substantiated, notification of findings will be referred to the Vice President of Student Affairs. The student shall receive a written statement of the decision and any sanction(s) recommended by the Hearing Panel.

**APPEALS AND DUE PROCESS POLICY**

- 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 he/she has been unfairly treated, he/she should communicate concerns to the Associate Dean within seven business days after the incident occurred.

- All College students have the right to appeal the decisions of the Academic and Professional Affairs 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 or the Assistant/Associate Dean for Student Affairs.

- The student may appeal a decision regarding sanction(s) invoked by the College to the Dean of Student Services of the University. The request for appeal must be based on an error of fact or a procedural error that significantly impacted the outcome of the hearing. The appeal process and procedure are described in the University Appeals Board section of the Butler University Student Handbook.

**Jurisdiction**

If a student 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 Student Services for the University. They shall determine whether the Academic and Professional Affairs Committee or the Vice President of Student Affairs will have jurisdiction over the matter. In matters of professional conduct, both jurisdictions may hear the case. (Ref. Butler University Student Handbook, 2015-16).
STUDENT SUBSTANCE USE, ABUSE AND/OR DEPENDENCY POLICY

Purpose
Recognizing that chemically dependent students may potentially harm themselves or the public, the COPHS 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 his /her use of alcohol or a chemical substance is encouraged to voluntarily seek assistance from his/her family physician, a licensed substance abuse professional or other appropriate assessment and treatment facility. A pharmacy student may also voluntarily seek assistance from the Indiana Pharmacists Recovery Network (PRN). A student may make a confidential request to the College’s Associate Dean or the University Dean of Student Services 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. Upon the recommendation of the Academic and Professional Affairs 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:

1. Precipitous deterioration in academic performance
2. Frequent and/or regular absences from class or rotations
3. 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
4. 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 Academic and Professional Affairs Committee. The student will sign the appropriate releases authorizing the Vice President for Student Services office and BUPD to provide all relevant information relating to prior incidents of substance use, abuse, or dependency. The Academic and Professional Affairs Committee will review all available information and will make a recommendation as to whether or not the student will be required to undergo a professional assessment for substance use, abuse or dependency. If such assessment is deemed appropriate, the Academic and Professional Affairs Committee shall advise the Associate Dean who shall notify the student that he/she is required to undergo such assessment. When a student is required to undergo a professional substance abuse assessment, the COPHS 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, as a result of a 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 the Indiana Pharmacists Recovery Network (PRN) or by another agency 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 in order to demonstrate continuing policy compliance. If the treatment and recovery plan require that the student be away from the University for a period of time 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 University and 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 considered to be 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.

Butler University’s Counseling and Consultation Services (CCS), located in the Health and Recreation Complex, provides free and confidential short-term therapy to currently enrolled Butler students. Any student concerned about a substance-related problem can request to meet for a substance abuse assessment and/or treatment through Butler University CCS. Although on-going therapy at the counseling center is voluntary, students from COPHS who are required by the Academic and Professional Affairs Committee to undergo a professional substance abuse assessment may receive that assessment at CCS as a convenience for the student for a minimal fee. For more information or to schedule an appointment 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 the 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 her 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 College’s Academic and Professional Affairs 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 advanced pharmacy practice or PA rotations should consult the Director of Student Disability Services. For pharmacy students, they should make this notification no later than April 1st of their P2 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.

**TECHNICAL STANDARDS FOR ADMISSION AND RETENTION IN THE COLLEGE OF PHARMACY AND HEALTH SCIENCES**

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 reasonably 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 of 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

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. COPHS supports University-recognized student organizations and activities as a vital addition to one’s academic life.

Student Organizations must abide by all policies of the University through the PuLSE office, https://www.butler.edu/involvement.
**New Organizations**
Students wishing to establish a new organization must first submit their proposal to the University PULSE Office and follow all guidelines to become a recognized student organization. Once an organization is recognized at the University level, then they may inquire to Student Services to be recognized at the College level. This recognition requires approval of student services and the Dean. The student organization must then comply with the Butler University Campus Activities guidelines.

Student Organizations who wish to change advisers need to consult with the Student Services Office, to determine which faculty members are eligible. Faculty Adviser agreement forms are distributed via the Butler University Programs for Leadership and Service Education (PuLSE) office in the Spring semester for the next academic year.

**Academic and Professional Eligibility for Leadership Roles**
Any member of an organization who wishes to run for office must have a GPA of 2.0 and not be on academic or professional probation. An academic standing report for each officer of each organization will be compiled at the end of each semester. Any organization officer that does not have a semester AND cumulative average of at least a 2.0 must resign his or her position.

**Event Registration**
All events must be proposed and initial approval through the COPHS Student Services Office to ensure that events are planned and executed appropriately. The COPHS student organization must then complete the STUDENT ORGANIZATION EVENT REGISTRATION REQUEST or the “Butler University Student Organization Major All Campus Event Form” available via the PuLSE Office.

**Organization Funds from the College**
Occasionally, student organizations request College support for special activities. Students must discuss the request with the Student Affairs Office and the request will be forward to the Dean of the College for consideration.

**Fundraisers**
It is recognized that each organization will have fundraisers throughout the year to support the organization and its activities. Permission to hold any function or event to profit must be obtained via email from the Student Affairs Office. Once the fundraiser is approved, the organization must then follow the PuLSE office procedures. **Solicitation of funds from corporate sponsors may not be done without the approval of the COPHS Dean.**

**USE OF UNIVERSITY LOGO, STATIONERY, TRADEMARKS, AND IMAGES**
Merchandise for sale with logos is a popular fundraising activity. No student organization or any student individually may use logos, stationery, trademarks, or images in any manner that would imply an endorsement or sanctioning of the organization or student’s activities without written authorization of the Assistant Dean of Student Affairs, even if those activities are in support of the College’s programs.

**Procedures**

Each student organization must submit a copy for approval of the design prior to creating and/or selling of any items. If using Butler University Logos, stationary or trademarks, organization must also use a licensed vendor.

**Health Sciences Student Assembly (HSSA)**

The purpose of the HSSA is to serve as the official forum in which the College’s students can express their positive aspirations for the College and their respective professions along with their concerns and ideas. 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 recognized student organization, and class of students will have representation on HSSA.

In order for a student to be eligible to participate in HSSA, one must have a University or College Academic or professional probation.

Each student organization must submit to the Academic Affairs Office its elected officers at the beginning of each semester to verify maintained eligibility. If a student becomes ineligible while an organization officer or HSSA representative, he or she must resign from office. All officer lists will be checked prior to fall and spring semesters for eligibility.

**USE OF THE PHARMACY AND HEALTH SCIENCES BUILDING**

- When utilizing space in the building for classes, studying, or activities, remember to conduct yourself and care for the building in a respectful fashion. Including but not limited to the following:
  - 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.
  - Pharmacy and Health Sciences Building furniture is in many cases moveable and is scattered 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 they should generally belong. Keep furniture in the basic location and within the Pharmacy and Health Sciences Building.

- The Student Affairs Office prior to any posting must approve all information posted on bulletin boards. Notices on bulletin boards should be removed in a timely manner when the notice is no longer applicable.

CHILDREN NOT PERMITTED IN PHARMACY AND HEALTH SCIENCES BUILDING

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

ASSIGNMENT AND USE OF LOCKERS BY STUDENTS

Lockers are available in the basement of the Pharmacy and Health Sciences Building for student use, and they are assigned by the Student Affairs Office on a priority-need system. Students will be permitted to hold the locker for one academic year at a time. Students must purchase their own locks. Each student must provide the Student Affairs Office with the combination or an extra key to the lock. At the end of the year, any student who fails to remove the lock and contents of the locker will have both destroyed. The COPHS is not responsible or liable for any damage or theft of property from the lockers. Students may not store food, alcohol, drugs or other dangerous substances in the lockers. A student may lose privileges for violation of any College policies.
REQUEST FOR EVALUATION OF TRANSFER CREDIT AS SUBSTITUTION FOR A PRE-PROFESSIONAL OR PROFESSIONAL COURSE

Student Name: ____________________________ Butler ID #: __________________

Local Address: __________________________________________________________

Telephone: (_____) ____________________ Email Address: _____________________

Academic Adviser: ______________________________________________________

GUIDELINES FOR COURSE APPROVALS: In general, all courses in the College’s curricula fall into one of the following two categories:

- **Courses that are part of the Butler University Core curriculum.** Forms for approval of transfer credit as substitution for core courses are available from the Provost’s Office, Jordan Hall 109 or online at www.butler.edu/registrar/classes/transfer-credit/.

- **Courses that are either pre-professional or professional coursework.** Students seeking approval of transfer credit as substitution for pre-professional or professional coursework should complete this form and return it to the Academic Affairs Office (PHSB 107). The Associate Dean, in consultation with the instructor(s) of the relevant course, as necessary, will review these requests to determine if the coursework in question enables the student to proceed successfully to curricular completion.

Butler University course for which substitution is requested:

Course Number: ______ Course Name:________________________________________

Course to be taken at: _________________________________________

Course Name:____________________ Course Number: ___ Credit Hrs: _____
Instructor: ___________________ Grade Received: ______

Textbook Used:
Is this an online course? Yes  No

To facilitate evaluation of this request, please attach ALL materials that will permit a meaningful comparison to the course for which substitution is being requested. These should include a copy of the course syllabus, whenever possible, and may also include descriptions of the course from school catalogs, copies of transcripts, copies of the table of contents from textbooks utilized, etc.

STUDENT REQUEST FOR APPROVAL OF TRANSFER CREDIT

Describe below the rationale for requesting this substitution. This section must be completed by the student. If not completed, the request will not be considered by the Associate Dean.

I request that the course described, taken previously/to be taken, be substituted in the curriculum for the course named. I understand the course coordinator may require me to complete a placement examination before considering this request. I further understand that acceptance of this request will approve transfer of the course to my Butler University transcript and will fulfill the course requirement in the program. However, in cases of unequal course credit hours, I understand that this course substitution does not reduce the total number of hours necessary for completion of my
degree program.

Student’s signature: ________________________________ Date: __________

**APPROVAL OR DISAPPROVAL OF SUBSTITUTION REQUEST**
The requested course substitution is: APPROVED: _____ DISAPPROVED: ______

This decision is based upon:

- _____ Information supplied by the student with this request
- _____ Results of a placement test covering the course content
- _____ Recommendation of the course instructor or coordinator

Associate Dean ________________________________ Date _________________

This completed form must be on file in the student’s folder in the Academic Affairs Office (PHSB 107). Copies are sent to the student, and the student’s academic adviser and the Registrar.
PETITIONS

The following guidelines are to be used by students submitting petitions for exception to regulations and policies of the College of Pharmacy and Health Sciences.

1. The petition must be typed, dated, addressed to the Academic and Professional Affairs Committee, signed by the student, and must show the student’s address to which a reply is to be sent. Inclusion of a telephone number and email where the student can be reached at specified times would also be helpful.

2. The petition should clearly state in letter format the specific request being made and contain all persuasive arguments, which 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 is to be submitted in person, if possible, to the Academic Affairs Office (PHSB 107B). This allows the petition to be reviewed for completeness and any additional information, which may be helpful or necessary.

4. The petition shall be submitted at least three weeks prior to the time that a decision will be needed by the student.

5. The student’s academic adviser generally will be consulted for a recommendation regarding the petition. Therefore, the student should discuss the petition with his/her adviser and seek assistance if needed.

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 adviser.

7. The petition will be forwarded by the Associate Dean to the person(s) or Academic and Professional Affairs Committee for action. After a decision has been made, the student will be informed by the Associate Dean as expeditiously as possible.

Additional Guidelines

Prerequisite(s)

7A. Students requesting a waiver of course prerequisite(s) should petition the Academic and Professional Affairs Committee for approval before the course is started. 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. A plan for how the prerequisite course(s) will ultimately be completed should also be included.

Electives

7B. Students having special interest in electives other than those on the approved list should petition the Academic and Professional Affairs Committee for approval before the course is taken. The petition should include:
- Name, number, and credit hours of the course
- Where and when the course is to be taken
- Photocopy of the catalog description of the course
- Significance of the course to the student’s career objectives

**Renewed Eligibility**

7C. Students requesting renewed and professional eligibility in the pharmacy or PA program should petition the Academic Affairs Committee about two months prior to their desired class enrollment. Critical elements of the petition include identification of reasons why the student’s academic performance was not better and what remedial steps have been taken or will be taken by the student to insure successful academic performance in the future. The petition should also include a future curricular plan designed in consultation with the student’s previous academic adviser, if possible.

**Appendix B-Petitions-FORM**

Student Name: ___________________________ Student ID number: ___________________________

Year in Program: __________________________________________

7B. Electives. Students having a special interest in electives other than those on the approved list should petition the Academic and Professional Affairs committee for course substitution approval before the course is taken.

- Name of course: ____________________________________________
  Course number: ____________________________________________
  Number of credit hours: ______________________________________
- Where course to be taken: ________________________________
  Semester/Term course to be taken: ___________________________
- Please include a copy or attach the course catalog description

Please provide reasoning of why this course is considered significant to your career objectives:

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

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Student Signature: ______________________________________ Date: __________________

Return this form to PHSB 107 for processing and consideration by the Academic and Professional Affairs committee.
INDEPENDENT STUDY COURSES

The following policies have been adopted by the College of Pharmacy and Health Sciences faculty to define the use of 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 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 using and RX-designator with a College faculty member.

2. The student must have previously completed coursework or have relevant experience in the subject area in which the work will be focused.

3. The enrollment limit for each independent study course is set at zero. Therefore, a permission number will be issued after approval of the independent study request by the Academic Affairs Committee (PHSB 107B). Consult with the Office of Academic Affairs (PHSB 107) for course number assignment.

4. The approval form (see next page) must be completed, submitted to the Academic Affairs Office (PHSB 107B), approved by the Academic and Professional Affairs Committee, and filed in the Academic Affairs Office 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. 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-adviser for research work at other universities or for experiential programs in the pharmaceutical industry or the U.S. Public Health Service.

Approved by COPHS Faculty 8/27/09
INDEPENDENT STUDY APPROVAL FORM

Name ___________________________________________ Date Submitted __________

Butler ID# ________________________________

Independent Study Course
Number/Name __________________________________________

Semester _______ Year _______ Academic Advisor ________ Credit hours ________

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 any financial remuneration? (please circle) Yes No
If yes, explain: ___________________________________________________________

Student Signature: _________________________________________________________

APPROVAL ______________________________________ DATE __________
Project Mentor/Instructor

APPROVAL ______________________________________ DATE __________
Associate Dean

APPROVAL ______________________________________ DATE __________
Academic and Professional Affairs Committee

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COURSE NUMBER ASSIGNED: ________________________________
Appendix D

Policy Statements for All Courses Taught Through the College of Pharmacy & Health Sciences

All students taking this course are subject to the terms of the Course Policy Statements (e.g., Disability Services, Academic Integrity, Respectful Interactions, etc.) published in the College of Pharmacy and Health Sciences Student Handbook, Appendix D which is incorporated herein by reference.

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 136 or by phone at extension 9308.

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

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 that constitute academic dishonesty are clearly described in the Professional Conduct Code of the College, which is contained in the COPHS Student Handbook and in Moodle under the COPHS 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. (Faculty may want to insert additional wording regarding a specific course sanction should cheating, plagiarism or fabrication be found to have occurred in the course)

PLAGIARISM. Plagiarism is one specific example of academic dishonesty that is often misunderstood by students. 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.” Appropriate paraphrasing and proper referencing are necessary to avoid plagiarism. Please refer to the COPHS Citation Guide, available in the COPHS Resources section of Moodle, for proper referencing/citation formats. Students in COPHS courses are expected to read these guidelines and to adhere to them in the submission of all written assignments. All instances of plagiarism occurring in this course will be addressed as outlined in the COPHS Professional Conduct Code.

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 Moodle site used in this and other Butler courses. Additional information is also available on the Usage Policy posted on the Turnitin.com site.
INTELLECTUAL PROPERTY. As a student enrolled in this course, you will have access to electronic and printed materials, which are the intellectual property of others. The distribution or presentation of these materials, including both electronic and print formats, without appropriate citation, whether or not these materials have registered copyrights, will be considered plagiarism, which is 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. (See citation on intellectual property below).

USE OF VIDEO RECORDING AND PLAYBACK AS A LEARNING TOOL
As a part of coursework, students will be asked to demonstrate content knowledge and counseling skills using audio and video capture via Panopto 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 (see below).

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.

For additional information on copyright and intellectual property, see http://libguides.butler.edu/c.php?g=205514 and http://legacy.butler.edu/research-scholarship/university-policies/

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 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 4357.

RESPECTFUL INTERACTIONS: Respect is demonstrated by being considerate, courteous and professional, and by maintaining confidentiality of patient information. While participating in any university-related activities (e.g., coursework, rotations, volunteer work, etc.), it is expected that all persons affiliated with COPHS or taking courses offered by COPHS will act in a manner that is guided by a respect for students,
COPHS will not tolerate incivility by any member of the College community. Examples of incivility include rude, sarcastic, obscene, disruptive or disrespectful behavior, threats, or damage to property. Students exhibiting uncivil behavior will be reported to the Academic and Professional Affairs Committee for possible disciplinary action.

RELIGIOUS HOLIDAYS. 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, he/she 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. Approved by the Faculty Senate, 11/06/12

USE OF ELECTRONIC COMMUNICATION DEVICES. Use of electronic devices for non-academic purposes during class time is inappropriate and may result in in class 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 him or her 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.

PROFESSIONAL APPEARANCE. College of Pharmacy and Health Sciences students must be aware of the professional demeanor befitting a pharmacist or PA in the practice of their profession. Students in the College of Pharmacy and Health Sciences are expected to present themselves in a manner befitting them and the profession they represent at all times while attending class on the Butler University campus or when
attending required educational functions off campus. Clothing must be clean, not ripped or torn, and void of offensive advertising or slogans. No alcohol, tobacco or illicit product names or images may be displayed on any apparel item such as clothing, ball caps or backpacks. 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/or 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. Individual courses (e.g., laboratories, rotations, patient care areas, etc.) may require a more specific dress code (e.g., wearing a lab coat, closed-toe shoes, safety mask, professional dress attire, etc.) which comply with health, safety and professional decorum requirements for the educational site.

Statements Revised 7/27/15—bdc
Appendix E

DEPARTMENTAL HONORS

The student should consult the current Butler University Bulletin for the criteria that will be applied for the awarding of departmental honors. (Available at www.butler.edu/media/3241166/wholedoc.pdf) The departmental honors that can be awarded are “honors,” “high honors,” or “highest honors.”

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 student shall select a full-time faculty member from among the College’s faculty, who will be responsible for guiding the completion of the thesis by the student. If the research is conducted outside the Pharmacy and Health Sciences Building, a clinician, clinical preceptor, or research/industrial scientist may directly supervise the work. However, the full-time faculty member is ultimately 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 described and required for the University Honors Program. Therefore, all guidelines, procedures, deadlines and supervision apply to the Honors Thesis regardless of whether it is being used for Departmental Honors and/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 Examination
The Associate Dean in consultation with the department chairpersons shall arrange the time and place of the comprehensive examinations for COPHS students. Retaking either examination to improve performance is not permitted. The Associate Dean will notify the students of the results of the examination as expeditiously as possible. Each program has specific guidelines that will guide the student in the content of the exam.
STUDENT ELECTIONS FOR CLASS OFFICERS  
AND HSSA REPRESENTATIVES

The procedure for election of the College's class officers were developed in consultation with students. These procedures shall apply to the following elected positions and terms of office:

**BSHS students**
Will elect one representative to HSSA from each major for freshman and sophomore classes.
For Junior and Senior students, class officers for BSHS will be elected with at least one representative from each major serving as the class officers.
- President (The class president, or designee, serves as an HSSA representative.)
- Vice President
- Secretary-Treasurer
- Social Chairman

**Pre-pharmacy classes** will elect one representative to Health Sciences Student Assembly (HSSA), one for PP1 year and one for PP2 year.

**THE PHARMACY CLASSES—P1, P2, and P3**
P1 = 1-year term, eligible for re-election  
P2 = 1-year term, eligible for re-election  
P3 = 2-year term
- President (The class president, or designee, serves as an HSSA representative.)  
- Vice President  
- Secretary-Treasurer  
- Social Chairman

**The MPAS CLASSES—MPAS 1 and MPAS 2**
The MPAS 1 class will elect officers during their professional orientation. Officers will include:
- President (the class president or designee serves as HSSA representative)
- Vice President
- Secretary
- Treasurer

Elections will be held as early as possible in the fall semester of each academic year. The Assistant/Associate Dean for Student Affairs will consult with the various classes to arrange a convenient time for class elections and will oversee the election process.
Students holding office either as class officers or as student members of the HSSA must not be on academic probation at the time of their election to office. Elections will be by electronic ballot following an appropriate nomination process. The Associate Dean for Student Affairs will report the results of each electronic election to each class as expeditiously as possible.
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.
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 and extracurricular activities.
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. Function as a “sounding board” within which students may discuss innovative proposals aimed at improving the functions and effectiveness of the College of Pharmacy and Health Sciences. Deans and other College personnel will also seek feedback from the HSSA.
5. Consider other matters pertinent to student welfare and make recommendations, as appropriate.
6. Conduct appropriate assessment measures to evaluate annually the adequacy and effectiveness of the various services of College of Pharmacy and Health Sciences as they may contribute to student welfare and satisfaction.
7. Be interested in and promote:
   - Enrichment of pharmacy and PA student lives
   - Character and scholarship of students
   - Improvement of pharmaceutical and PA education
   - 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**
Each recognized student organization, and class of students will have representation on HSSA.

**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.

All recommendations to the Dean will be routed through the Assistant/Associate Dean for Student Affairs, located in PHSB 102.

A student member selected by the voting members of the HSSA serves as secretary. It shall be his or her duty to keep and distribute minutes of meetings of HSSA. All minutes will be distributed to HSSA members and posted to the Blackboard site under COPHS Resources for review by COPHS students, faculty, and staff.

Ratified fall 2000; Updated fall, 2015
Appendix H

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 as long as 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 the Indiana Pharmacists Recovery Network 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.

Date: ________________________ Student ID #: ________________________

Student Printed Name: __________________________

Student Signature: ________________________Student Cell #: ________________________

Student Name (Printed): __________________________

*Return signed form at orientation or as instructed.*
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 an orientation to the COPHS Student Handbook if I miss the scheduled orientation. This task should be scheduled through the Office of Student Affairs, PHSB 102.

Student Printed Name: ___________________________

Student Signature: ___________________________   Date: __________

Student ID #: ____________________________________

Return signed form at orientation or as instructed.

BUTLER UNIVERSITY COLLEGE OF PHARMACY AND HEALTH SCIENCES APPEARANCE RELEASE FORM

By my signature, I agree for my likeness and authorize permission to use my likeness in a photograph or video in any and all of its publication, including but not limited to all printed and digital publications, video presentations, Panopto, and all social media. 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 decline permission to post any of presentations, or likeness of me in video or still photographic formats, for any use including website, social media or in printed publications and will include a digital photograph of me with this form to ensure the College will not include me.

Student Printed Name: ___________________________

Student Signature ___________________________   Date __________

Student ID # ___________________________   

Return signed form at orientation or as instructed.
Appendix I

COPHS STUDENT NAMETAG POLICY
2016-2017

The College of Pharmacy and Health Sciences requires P1 and PA1 students to wear photo nametags at the start of, as well as throughout, their professional phase. These nametags are initially presented to the student at no cost at the White Coat Ceremony held in fall semester of the P1 and MPAS1 years. Nametags will be produced with the student’s first and last name, as recorded with the Registrar.

Students are required to wear these nametags when they participate in certain COPHS classes, during all experiential rotations, and 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 BUPD. If the nametag is lost or damaged, the cost is $20 for a new nametag and 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 will be replaced for free. Questions about the student photo nametags should be directed to the BU COPHS Office of Experiential Education (PHSB 203). Please call 317-940-9327 or email Missy Parsons-Horton (mparsons@butler.edu) with inquiries or comments.

Approved 08/13
COPHS STUDENT LOCKER POLICY

Purpose
COPHS makes lockers 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.

Agreement/Acknowledgement
COPHS establishes rules, guidelines, and procedures to ensure responsible use and to control the contents of its lockers. By utilizing COPHS’s lockers, students acknowledge and agree that locker use is a privilege and subject to immediate termination without notice at any time.

Guidelines
1. A limited number of lockers are available to registered students and are issued on a first come, first served basis after the completion and review of the Request For Locker Usage form (see below).
2. Students can request a locker in the COPHS Office for Student Affairs office, PHSB 102, during normal hours of operation. Students first need to review and sign the COPHS Locker Policy Form, and complete a Request for Locker Usage form. Once a locker has been assigned, students must provide their lock combination or extra lock key to PHSB 102 before the requestor’s final locker assignment is published.
3. Locker registrations are valid until May 31 of the academic year. Students must remove the lock and contents from the locker by June 1. 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 locker.
4. 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.
5. Students should not store perishable or malodorous items; flammable, corrosive or otherwise dangerous substances; illegal or illicit items or substances; noise-emitting devises; or other items deemed to be harmful, offensive, or inappropriate by COPHS. COPHS reserves the right to open lockers and dispose of any such items or substances without notice.
6. COPHS may carry out or authorize searches and inspections of lockers without notice.
I have reviewed and agree to these guidelines: __________________________

Student Signature and Date
REQUEST FOR LOCKER USAGE

Student Name printed: ______________________________________________________

Student Cell #: __________________________ Student ID#: ______________________

Program/Class year: ______________________________________________________

PharmD P1 ______ PharmD P2 ______ PharmD P3 ______

MPAS 1______

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 why you qualify for priority assignment for these or other reasons:
_____________________________________________________________________
_____________________________________________________________________

Rules
1. Students will be permitted to use the locker for one academic year, expiring May 31.
2. Students must purchase their own locks. Combination locks are preferred; however, you may use a key lock. Each student must provide the combination or an extra key to the locker to the COPHS Office for Student Affairs, PHSB 102.
3. Students must remove the lock and contents from the locker by June 1. Failure to do so will result in the lock being cut and the contents discarded after 14 days. 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: __________
4. Photographs, stickers, magnets, or signage should not be placed on the outside of any locker.
5. COPHS is not responsible or liable for any damage or theft of property from the lockers. Use the lockers at your own risk.
6. Due to the potential for bugs and other pests, food must not be stored in the locker. Students may not store alcohol, drugs, illegal or illicit items, or other dangerous substances in the lockers. Please initial: __________

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

8. Locker contents are not insured by COPHS; students are discouraged from storing valuables.

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

I agree to these policies ___________________________________________ Date: __________

Student Signature

**Please return this form to COPHS Office of Student Affairs (PHSB 102). You will be contacted via email if your request is accepted. Please call 317-940-9297 with questions or comments.**

Locker number: __________

Combination number or date extra key provided: __________
COMMUNICATIONS

Communication with Faculty and Staff
Always maintain a professional demeanor when communicating with a faculty member, even when you feel you may be correct, and he or she may be wrong. There are many times that you will disagree with other professional colleagues. Learning this ability to communicate professionally is essential for your professional success.

- 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 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:
  - Should the question be addressed to the primary instructor and not this other faculty member?
  - What is the purpose for asking a different instructor, and is it for professional reasons?
- Remember that every faculty and staff member in this program wants to see you succeed and “is on your side.” Our ultimate goal is to see a student grow and excel. Conversely, the most painful event for all faculty and staff is to see a student under-achieve or lose professionalism. Often, this means “tough love”, but it is always done with the student’s best interest at heart.
- If you feel that something is unfair, bring it to the attention of the instructor first, and allow time to respond before making any emotional response. It is often a wasted expense of energy.
- Student evaluations are indeed used and have a profound impact on an instructor and his or her career. Make sure to fill these out based on facts through an entire course, not on feelings on a particular incident. Try to have constructive input so that the course and the instructor can improve for subsequent students.
- Remember that facts go a lot further than feelings.
- “Do not lose sight of the forest by only looking at the trees.”

Netiquette
There are certain rules of conduct that have been established for use with the Internet. These are commonly called “netiquette” and should be followed when communicating via the Internet.
• Use your Butler email account. 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 24 hours. Faculty and staff will also strive to respond to you in a timely manner.
• Show reasonable courtesy in your emails and discussions. Profanity and vulgarity are strictly prohibited.
• You have a list for distributing email to everyone in your courses through Moodle. 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.
• When using email, avoid two commonly used formats:
  o Avoid writing in all capital letters. This has the effect of “shouting” your message.
  o Follow normal spelling, punctuation, and capitalization rules. Some write email messages without any capitalization, omit many vowels, and ignore grammar and punctuation. This is a sign of laziness, not good communication.
• All of your communications should be issue-based and should not be personality oriented.
• Many times there are sequential messages. “A” responds to “B” who forwards to “C” and also 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.
• In your group electronic deliberations, engage in strong academic discussion without becoming personal. Always be professional.
• In your group, find a happy midpoint between domination and non-participation. Be a positive group member.
• Use the Out-of-Office notice that states how you may be contacted and when you plan to return if you plan to be unavailable for more than a day.

Social Media
(From the Office of Web Marketing and Communications)
Together, the Office of Web Marketing and Communications (WMC), 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.

Thus, the following guidelines are meant for all students, faculty, and staff interested in how social media can deliver the Butler message and support the strategic goals of the University.

To inquire about creating a social media presence for your department, group or area, please contact Butler New Media Specialist, Tom Otero ’09, totero@butler.edu

**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, as well as Federal standards, such as FERPA and HIPAA.
- Be respectful of copyrighted and trademarked information, including Butler University logos and marks. More information and guidelines regarding logos, licensing, and trademarks.

**Guidelines for Institutional Social Media Usage**

- The first step is to get approval from your supervisor, director, or dean and from the Office of Web Marketing and Communications (WMC) before creating an official social media account.
- WMC 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. WMC 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. WMC 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 on a regular basis, 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 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 toward the Office of University Marketing and Communications.
Appendix L

COLLEGE OF PHARMACY & HEALTH SCIENCES
POLICY & PROCEDURE

POLICY NAME: Needle Stick/Biohazard Procedures
Policy Number: 30-07
SCOPE: P1-P4 Students, PA students
Departments Responsible: Pharmacy Practice and PA Program
EFFECTIVE DATE: May, 2008
Rev. Date: April, 2015

POLICY:

Students may be involved in activities that expose them to risks associated with blood borne pathogens and hazardous substances. Examples of activities include health fairs, surgical settings, and ambulatory, inpatient, and surgical clinical experiences. The policy is based on standard national guidelines to identify and, if applicable, treat those students who may be exposed to disease related to the accidental exposure. Students will need to discuss site procedures with the preceptor prior to any activities that have the potential of causing a needle stick or exposure to biohazards.

PROCEDURES:

I. OFF-CAMPUS EXPOSURE:

If a student does experience a needle stick or biohazard exposure during his/her rotation experience, the following steps shall be taken:

- Immediately wash injury with soap and water and induce bleeding. If eye is contaminated, rinse with sterile water or normal saline for 15 minutes. Other mucous membranes can be rinsed with tap water.

- Per affiliation agreements, the student will immediately notify the preceptor and determine what procedures exist at that site to deal with needle stick/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 needle sticks/biohazard exposure. The student will be responsible for any costs associated with testing provided by the site.

- If the site does not have a protocol in place for accidental exposures, the student and preceptor will determine where the nearest emergency room is located so the appropriate laboratory tests can be collected within 30 minutes of exposure. Follow procedures outlined in Section II, ON-CAMPUS Exposure.
II. **ON-CAMPUS EXPOSURE: Injury on-the-Job Procedure**

- Butler University chooses **U.S. Health Works** a Travelers Property Casualty in-network provider to treat all non-critical on-the-job injuries. **U.S. Health Works** has eight locations available in the Indianapolis area. See the attached map for locations and hours:
  
  - **Nearest location available 8 a.m. to 11 p.m.:**
    
    7301 Georgetown Rd, Indianapolis, IN 46268 phone: 317-875-9584
  
  - **24hr/7 days (365 days/year) location:**
    
    5603 W. Raymond Street, Indianapolis, IN 46241 phone: 317-241-8266

- Appropriate laboratory tests are:
  
  - **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

- It is critical that the appropriate steps are taken in a timely manner (within 30 minutes of exposure).

- The **Director of Experiential Education** (PA or Pharmacy) shall be informed about all situations involving needle sticks, biohazard exposure, or other hazardous substances within 24 hours.

- It should be noted the Butler University Health Services does not provide initial services but can be used for follow-up if needed to guide follow-up care.
IN CASE OF INJURY OR ILLNESS

SEND EMPLOYEE TO

U.S. HealthWorks
MEDICAL GROUP
A Dignity Health Member

In collaboration with
Indiana University Health

1. FISHERS
   11580 Overlook Dr
   Ste 100
   Fishers, IN 46037
   Ph: (317) 845-5425
   Fx: (317) 845-8113
   Mon-Fri: 8 am - 5 pm

2. INDIANAPOLIS - GEORGETOWN
   7301 Georgetown Rd
   Indianapolis, IN 46268
   Ph: (317) 875-9584
   Fx: (317) 872-2850
   Mon-Fri: 8 am - 11 pm

3. INDIANAPOLIS - RAYMOND
   5603 W Raymond St
   Indianapolis, IN 46241
   Ph: (317) 241-6266
   Fx: (317) 247-4978
   24 hours / 7 days a week

4. INDIANAPOLIS - SHADELAND
   1311 N Shadeland Ave
   Indianapolis, IN 46219
   Ph: (317) 352-0933
   Fx: (317) 357-8543
   Mon-Fri: 7:30 am - 11 pm

5. INDIANAPOLIS - SOUTHEASTERN
   1101 Southeastern Ave
   Indianapolis, IN 46202
   Ph: (317) 955-2020
   Fx: (317) 955-2030
   Mon-Fri: 8 am - 5 pm

6. MUNCIE - CLARA
   3911 W Clara Ln
   Muncie, IN 47304
   Ph: (765) 288-8800
   Fx: (765) 751-2278
   Mon-Fri: 8 am - 7 pm
   Sat-Sun: 8 am - 6 pm

7. MUNCIE - MADISON
   3813 S Madison St
   Muncie, IN 47302
   Ph: (765) 751-3300
   Fx: (765) 751-1115
   Mon-Fri: 8 am - 5 pm

For more information, visit: www.ushealthworks.com

Rev 06/19/2013

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BACHELOR OF SCIENCE IN HEALTH SCIENCES

The purpose of the Bachelor of Science in Health Sciences (BSHS) program is to adequately prepare students for a future career in the health sciences. Its curriculum is designed to provide a solid foundation for graduate professional health programs and serves as a prerequisite program to the graduate program in Master of PA Studies at Butler University.

This degree is currently a competitive entry process designed specifically for incoming Butler University freshmen aspiring to become PAs. Students who successfully complete this degree and the direct admit requirements will be granted direct admission into the PA (PA) Program. Completion of the BSHS requirements does not guarantee admissions into a professional school. This program encourages discernment in the health professions and fulfills most prerequisites for other health professions if a student is unable to gain direct admission or chooses not to advance into the PA Program.

BSHS CURRICULUM

See the Butler University Bulletin 2015-17, College of Pharmacy and Health Sciences Programs, for admission criteria and procedures for admission to this program.

The following applies to all undergraduate health science and healthcare and business majors.

Policy: Students are not eligible to graduate while on academic probation. All probation stipulations must be satisfied prior to graduation.

BSHS Students who earned a grade below a C but do not exceed 5 hours less than C
- Students are highly encouraged to remediate any required course in which a grade of C- or below is earned, regardless of probation status. Earned grades below a C are not looked upon favorably by graduate programs and may not be accepted as transfer credit to other universities.
- Remediation should occur within one calendar year, when logistically feasible. Per the University’s repeat policy, during the second attempt of the same course, a student may not withdraw or change to non-credit unless the student withdraws from the University.

BSHS Academic Probation
Students will be placed on academic probation when:
- 5 credit hours of grades below a C is exceeded in any courses fulfilling graduation requirements, regardless of semester/term or cumulative GPA.
- Any term GPA drops below 2.0.
Students will be removed from probation when the number of credit hours C- or below drops to fewer than six credit hours in appropriately designated courses and if approved by the Academic and Professional Affairs Committee.

**Conditions of Continued Eligibility While on Probation**

Students who exceed 5 credit hours less than C:

- Will not withdraw from any course, receive an incomplete, or change a course from graded to non-credit.
- Will have a specified level of academic achievement required for continued eligibility in the BSHS programs. The student is expected to maintain satisfactory academic progress.
- Will successfully remediate all required courses for which an initial grade of C- or lower was earned.
- May also have extracurricular sanctions to allow the student to increase his or her study time for individual courses. (See also section entitled Student Organizations.)
- Will be taken off academic probation when all courses with initial grades less than a C have been remediated and all stipulations have been met.

**Reasons for Academic Dismissal from the BSHS Programs**

A student will be dismissed from the BSHS programs of the College for any of the following academic reasons:

- The student on COPHS academic probation has begun a semester or term with stipulations and has finished the semester with a lower cumulative GPA than that carried at the beginning of the semester or term.
- The student has failed to satisfy stipulations for more than one academic term and/or semester while a student in the College.
- The student has twice earned a grade of C- or below in the same required course.
- Any student that earns a grade of less than a C in four different required courses.
DOCTOR OF PHARMACY PROGRAM

MISSION AND ABILITY-BASED OUTCOMES OF THE PHARMACY PROGRAM

MISSION OF THE PHARMACY PROGRAM
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.

Doctor of Pharmacy Program Student Learning Outcomes
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.

Pharmaceutical Sciences Research Track Learning Outcomes
At the completion of the Research Track, 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.

1 Approved by COPHS Faculty 11/8/16
• 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 Track Learning Outcomes**

At the completion of the Patient Care Research Track, 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 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 Track Learning Outcomes**

At the completion of the Medical Spanish Track, 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.

**ABILITY-BASED OUTCOMES FOR THE PHARMACY PROGRAM**

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

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2 Approved by COPHS Faculty 5/18/04
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 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.

THE DOCTOR OF PHARMACY PROGRAM

ADMISSION CRITERIA AND PROCEDURES

(Effective with the freshman class entering fall 2017)

The Doctor of Pharmacy curriculum requires that students complete two pre-professional years and 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 pre-professional, coursework and all pre-
professional coursework required as prerequisites for enrollment in P1 professional courses.

Acceptance of students into the professional pharmacy program by either the automatic advancement option, the internal application option, or the PharmCAS application option is contingent upon enrollment capacity limitations of the pharmacy program. Beginning in Fall 2017, students seeking admittance through any pathway will be required to complete a PharmCAS application. The College of Pharmacy and Health Sciences reserves the option to modify its pharmacy program admission and advancement procedures at any time.

**AUTOMATIC ADVANCEMENT PROCEDURE FOR PRE-PHARMACY STUDENTS ENTERING BUTLER UNIVERSITY AS FIRST YEAR STUDENTS**

Students enrolling in their first year at Butler University and declaring pre-pharmacy as their initial major are eligible for automatic advancement into the P1 year of the professional pharmacy program upon the completion of their THIRD 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.
- No grade less than C-minus in any of the pre-pharmacy courses stipulated below.
  A student may repeat a course to satisfy a subsequent course prerequisite. (NOTE: Withdrawals during the first year will have no effect on the GPA calculation, but courses must be completed. A withdrawal during the fall semester, sophomore year from one of the nine classes used in the automatic advancement formula will result in loss of automatic advancement.)
- Completion of the PharmCAS application.
- Successful completion of an in-person standardized interview including evaluation of verbal communication and interpersonal skills, ethical and professional characteristics, intellectual curiosity, leadership and emotional maturity, respect and empathy for others and creativity.
- Successful completion of a standardized writing prompt.

**Courses That Determine the Automatic Advancement GPA**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH105</td>
<td>General Chemistry</td>
<td>CH106</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>MA106</td>
<td>Calculus and Analytical Geometry</td>
<td>BI105</td>
<td>Introductory Cell Biology</td>
</tr>
<tr>
<td>FYS101</td>
<td>First Year Seminar 1</td>
<td>FYS102</td>
<td>First Year Seminar 2</td>
</tr>
<tr>
<td>CH351</td>
<td>Organic Chemistry</td>
<td>PX100</td>
<td>Exploring Pharmacy</td>
</tr>
<tr>
<td>PX326</td>
<td>Anatomy and Physiology 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Eligibility for automatic advancement into the P1 year of the professional pharmacy program ceases after the student’s review for professional phase admission at the end of his/her third semester at Butler University.

A student seeking professional pharmacy program admission by the automatic advancement option 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 his or her automatic advancement GPA.

A student failing to automatically advance to the professional pharmacy program will be considered for admission to the professional program on a competitive, space-available application basis. Their name will be automatically moved to the internal application pool for consideration for regular admission. This process considers the student’s cumulative GPA for all coursework completed at all universities, key course GPA (as noted above) and an attribute assessment through an interview and writing prompt.

**PROFESSIONAL PHARMACY PROGRAM APPLICATION PROCEDURE FOR TRANSFER STUDENTS ENTERING BUTLER UNIVERSITY AS PRE-PROFESSIONAL STUDENTS OR PROFESSIONAL PHASE APPLICATION PROCEDURE FOR BUTLER UNIVERSITY STUDENTS NOT CLASSIFIED AS PRE-PHARMACY UPON ENTRY INTO THE UNIVERSITY AS FIRST YEAR STUDENTS (INCLUDING CHANGES OF MAJORS)**

Students who enter Butler University with 12 or more credit hours completed after high school graduation are classified as transfer students. Students entering Butler University as transfer students and declaring pre-pharmacy as their intended major are not eligible for admission to the P1 year of the professional pharmacy program via the automatic advancement option. Pre-professional transfer students may apply for admission into the P1 class along with all internal applicants on a competitive, space-available basis. They must complete a PharmCAS application. This process considers the student’s cumulative GPA for all coursework completed at all universities, key course GPA (as above), completion of a standardized writing prompt and an attribute assessment through an interview. Application is made by completion of an internal application available from the Student Affairs Office (PHSB 102).

No Butler student will be permitted to change his or her major to pre-pharmacy until he or she has completed at least two semesters of enrollment at Butler University. For the student seeking to change his or her major to pre-pharmacy, the Associate Dean will review the student’s Butler cumulative and math/science GPAs. Based on this review, the Associate Dean will decide if the student will be accepted into the pre-pharmacy major. A negative decision by the Associate Dean may be appealed to the Academic and Professional Affairs Committee of the College. Students admitted into the pre-pharmacy program in this manner are not eligible for automatic advancement into the pharmacy program.

**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 automatic advancement or the internal 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, reinterview, and/or complete an additional writing prompt. These students may apply for admission (internal applications available at the Academic Affairs Office, PHSB107B) into a subsequent P1 class by the internal application process. 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.

**PROFESSIONAL PHASE APPLICATION PROCEDURE FOR STUDENTS TRANSFERRING TO BUTLER UNIVERSITY INTO THE PROFESSIONAL PHARMACY PROGRAM (P1 YEAR)**

A student who enters Butler University with 12 or more credit hours completed after high school graduation is classified as a transfer student. Transfer students not currently enrolled at Butler University should contact the Transfer Admission Coordinator, (940-8119) in the Admissions Office for program admission information. All students who satisfy the requirements to transfer to Butler University may apply for admission into the P1 class on a competitive, space-available basis. This process considers both the student’s cumulative GPA for all coursework completed at all universities and key course GPA, completion of standardized writing prompt, and an attribute assessment through an interview. Applications will be considered on a rolling basis. To be eligible for the P1 year of the pharmacy program, a student must have completed all pre-professional prerequisite coursework prior to beginning his or her P1 professional coursework.

Because of the sequential nature of the Doctor of Pharmacy curriculum, transfer students entering the professional phase of the program must enter the program in the fall semester 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 early January (check PharmCAS website for exact dates) prior to the fall semester of the desired P1 program admission. Information on the PharmCAS application process may be obtained at www.pharmcas.org.

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.

Students may be conditionally admitted to the professional programs of the College with stipulations for academic performance during their first term of enrollment. The regulations pertaining to these students are identical to those for students on professional probation as outlined in the Academic Progress Policy.
PX100 AND PX200 COURSE REQUIREMENTS

PX100 Exploring Pharmacy is required for all COPHS students who enter the College as pre-professional first year students. The PX100 requirement is waived for students transferring into the pre-pharmacy and pharmacy programs after their first semester.

PX200 Introduction to Professional Practice is required for all pharmacy students including those that transfer into the first professional year through fall 2018. Sections are offered in the fall semester to accommodate P1 transfer students. Beginning in fall 2019, PX 200 will no longer be required for transfer students, and prepharmacy students will take PX 102 in the spring of their PP1 year (beginning spring 2018).

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. 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 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 or for a graduate level College course numbered RX700 or above to be taken as a professional elective must be submitted to the Academic Affairs Office (PHSB 107B) before the course is taken. Students enrolled in the PharmD/MS Program do not need to seek approval to take RX700-level courses from the Academic and Professional Affairs Committee. Guidelines for writing the petition are described in Appendix B.

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 professional programs, 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 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 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 adviser when conferring in the spring advising session.

Any COPHS student planning to take courses elsewhere to be applied toward a degree at Butler University should note carefully the proper procedures and regulations. The procedures and forms required for approval are shown in Appendix A and are available at: [https://www.butler.edu/registrar/transfer-credits](https://www.butler.edu/registrar/transfer-credits)

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 Associate Dean evaluates the equivalency of such transfer credit. (See Appendix A)

**Academic Probation Pharmacy program**

*Pharmacy Students who earned grades below a C but do not exceed 5 hours less than C:*

- 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 second attempt of the same course, a student may not withdraw or change to non-credit unless the student withdraws from the University.
Pharmacy Students who have 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.

Conditions for Continued Eligibility in Pharmacy Program

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 Academic and Professional Affairs Committee.
- 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.

Departmental and University Honors
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.

COPHS students who excel academically should investigate graduating with honors, high honors or highest honors in our undergraduate programs. Information regarding departmental honors may be obtained from the Butler University Bulletin or from the student’s academic adviser. These honors are apart from and in addition to the University Honors Program. That is, students may qualify for departmental honors whether or not they participate in the University Honors Program. Students are also encouraged to complete the University Honors Program. It should be noted that in
order to graduate magna cum laude or summa cum laude from Butler University, students must complete the University Honors Program. The Honors Committee and the College’s advisers monitor the progress of the College’s students in this program. Certain pre-professional and/or professional course substitutions may be possible to aid students in completing this program.

**COPHS STUDENT NAMETAG POLICY**

The College of Pharmacy and Health Sciences requires student pharmacists to wear photo nametags at the start of, as well as throughout, their professional phase. Students obtain these nametags in the fall of the P1 year. Nametags will be produced with the student’s first and last name, as recorded with the Registrar.

Students are required to wear these nametags when they participate in certain COPHS classes, during all experiential rotations, and 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 BUPD. If the nametag is lost or damaged, the cost is $20 for a new nametag and 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 will be replaced for free. Questions about the student photo nametags should be directed to the BU COPHS Office of Experiential Education (PHSB 203). Please call 317-940-9327 or email Missy Parsons-Horton (mparsons@butler.edu) with inquiries or comments.

**ROTATIONS for the Pharmacy Program**

All questions regarding the introductory/advanced pharmacy practice experiential (IPPE/APPE) rotations required of pharmacy students should be directed to the Directors of Experiential Education in PHSB203. These persons meet with all pharmacy students to provide 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 for the professional liability insurance policy carried by the University to cover them in the experiential portion of the curriculum. Each pharmacy student must have an active Pharmacy Intern License from the Indiana Board of Pharmacy in the P1-P4 years. See the link to the Experiential rotation manual for further related information:

https://www.butler.edu/cophs/experiential/pharmacy/precepting-resources
**Student Professional Liability Insurance**

Butler University provides professional liability insurance for all P1-P4 student pharmacists for academic and experiential coursework. This insurance applies only while students are in the United States and are acting within their duties as student pharmacist and under the supervision of a COPHS faculty member or program preceptor. Students must adhere to course enrollment deadlines to be eligible for the insurance. Failure to do so can result in loss of malpractice coverage. The student should be aware that from the time they enter the pharmacy program, until they officially graduate from the program, they are regarded as student pharmacists on an on-going basis. A student pharmacist should not participate in a clinical situation in which the college faculty or the experiential office has not approved. This malpractice insurance does NOT cover work done for pay at any community, health-system or other pharmacy setting (i.e. Employment). Students are also cautioned against rendering medical services or advice without the supervision of an appropriate licensed practitioner.

**Career Planning and Development**

For specific information about career planning and selection, the student should consult his or her academic adviser or the faculty member whose area of expertise best matches his or her interest. If unsure, the student’s academic adviser usually can identify the most appropriate individual with whom to consult.

General career counseling is available on campus through the Office of Internship and Career Services in Room 315 of Atherton Union. Computer-aided searching, classes on resume preparation, and individual appointments are some of the services available.

**Student Representation on College Committees**

A number of college committees require student membership. An application will be sent out early in the fall semester, to solicit interested students. The committees commonly seeking student members are: pharmacy curriculum committee, pharmacy assessment committee, the honors committee, experiential CQI committee, and committees formed out of the Student Services office. Other committees may request student members at any time. The Assistant/Associate Dean for Student Services and the respective committee Chairs will chose members for each committee. No student on academic or professional probation is eligible for committee membership.

**Student Health Insurance**

All students in the pharmacy program must carry personal health insurance. Proof of insurance is required upon admission into the prepharmacy or professional phase of the programs. 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. Student
Health Services will bill health insurance. 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. Information on student health insurance requirements for the university can be found at: https://www.butler.edu/health-services/student-health-insurance.
Additional information can be found in the Pharmacy Rotations manual noted above.

**Needle stick and Biohazard procedures**

Students may be involved in activities that expose them to risks associated with blood borne pathogens and hazardous substances. Examples of activities include health fairs, surgical settings, and ambulatory, inpatient, and surgical clinical experiences. The policy is based on standard national guidelines to identify and, if applicable, treat those students who may be exposed to disease related to the accidental exposure. Students will need to discuss site procedures with the preceptor prior to any activities that have the potential of causing a needle stick or exposure to biohazards.

**PROCEDURES:**

I. **OFF-CAMPUS EXPOSURE:**

   If a student does experience a needle stick or biohazard exposure during his/her rotation experience, the following steps shall be taken:

   - Immediately wash injury with soap and water and induce bleeding. If eye is contaminated, rinse with sterile water or normal saline for 15 minutes. Other mucous membranes can be rinsed with tap water.

   - Per affiliation agreements, the student will immediately notify the preceptor and determine what procedures exist at that site to deal with needle stick/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 needle sticks/biohazard exposure. The student will be responsible for any costs associated with testing provided by the site.

   - If the site does not have a protocol in place for accidental exposures, the student and preceptor will determine where the nearest emergency room is located so the appropriate laboratory tests can be collected within 30 minutes of exposure. Follow procedures outlined in Section II, ON-CAMPUS Exposure.

II. **ON-CAMPUS EXPOSURE: Injury on-the-Job Procedure**

   - Butler University chooses U.S. Health Works a Travelers Property Casualty in-network provider to treat all non-critical on-the-job injuries.
U.S. Health Works has eight locations available in the Indianapolis area. See the attached map for locations and hours:

- **Nearest location available 8 a.m. to 11 p.m.**:
  
  7301 Georgetown Rd, Indianapolis, IN 46268 phone: 317-875-9584

- **24hr/7 days (365 days/year) location**:
  
  5603 W. Raymond Street, Indianapolis, IN 46241 phone: 317-241-8266

- Appropriate laboratory tests are:
  
  - **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

- It is critical that the appropriate steps are taken in a timely manner (within 30 minutes of exposure).

- The **Director of Experiential Education** (PA or Pharmacy) shall be informed about all situations involving needle sticks, biohazard exposure, or other hazardous substances within 24 hours.

- It should be noted the Butler University Health Services does not provide initial services but can be used for follow-up if needed to guide follow-up care.
- Or follow-up if needed to guide follow-up care.
PHARMACY PROGRAM ACCREDITATION

All programs of the College are fully accredited by the appropriate accrediting agency. To maintain this accreditation, the faculty and administration of the College of Pharmacy and Health Sciences periodically prepare an extensive self-study of all aspects of the respective program. Then a representative evaluation team is sent by the accrediting agency to evaluate facilities and programs and to interview administrators, faculty and students.

The pharmacy program is fully accredited by the Accreditation Council for Pharmacy Education (ACPE). By completion of the doctor of pharmacy curriculum, graduates fulfill the educational requirements for examination and licensure as pharmacists. The pharmacy licensure exam is the North American Pharmacy Licensure Exam/Multistate Pharmacy Jurisprudence Exam (NAPLEX/MPJE) administered by the National Association of Boards of Pharmacy in collaboration with the individual state boards of pharmacy.

Compliments and Complaints

ACPE has an obligation to assure itself that any institution that seeks or holds a preaccreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies, or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

The executive director shall, based upon the complaint, the response, and information from such further investigation deemed necessary, promptly determine the facts surrounding the issue, determine the validity of the complaint, and resolve the issue; provided, however, where the executive director deems it necessary or appropriate, the matter shall be considered at the next regular meeting of the council. The time frame for resolution is generally within six months. A record of complaints regarding a specific college or school of pharmacy, including student complaints received or made available, is kept for consideration on file at the council office. Such complaints are considered during scheduled evaluations, or a special evaluation, as the case may require.

The procedure shall provide for treatment of complaints in a timely manner that is fair and equitable to all parties. The complainant shall be advised of the decision or action as soon as possible. When ACPE has cause to believe that any institution with which it is concerned is acting in an unethical manner or is deliberately misrepresenting itself to students or the public, it will investigate the matter and provide the institution an opportunity to respond to the allegations. If, based on such investigation, after notice to the institution and opportunity for institutional response, ACPE finds an institution has
engaged in unethical conduct or that its integrity has been seriously undermined, ACPE will either:

a) Request that the institution show cause, within a stated time period, why adverse action should not be taken, or
b) In extreme cases, immediately discontinue its relationship with the institution by denying or withdrawing preaccreditation or accreditation status.

A complaint against a college or a school of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the executive director. Under existing practices, when a complaint is received, it is submitted to the college or school affected for response. If, thereafter, based upon the complaint and the response, the executive director determines that a complaint is not related to the standards or policies, the complainant is so advised in writing a copy to the school or college, and the matter is treated as resolved.

Anonymous complaints pertaining to accreditation matters are retained and, depending on circumstances, may or may not be forwarded to the school or college involved, depending somewhat on the severity of the complaint. The executive director makes this decision. Where a complainant has threatened or filed legal action against the institution involved, ACPE will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

If the executive director finds a complaint to be extremely serious in nature charging egregious conduct that may warrant adverse action by the Council, or involves an interpretation, which the executive director believes, should be made by the council, the complaint will be submitted to the council for determination at the next regular meeting. Extraordinary remedies available for complaints covering extreme cases are set forth in paragraphs (a) and (b) above.

ACPE has an obligation to respond to any complaints that may be lodged against it by any institution, student, faculty, or third party in respect to the application of ACPE’s standards, policies, and procedures where the complaining party is directly affected thereby. Any such complaint shall be submitted in writing. The executive director shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter in consultation with the Public Interest Panel established pursuant to Article V of the ACPE By-Laws. Complaints that cannot be resolved by the executive director shall be considered and resolved at the next regular meeting of the Council. The time frame for resolution is generally within six months.

If you wish to file a complaint, please email:

csinfo@acpe-accredit.org (regarding a professional degree program)
ceinfo@acpe-accredit.org (regarding a continuing education provider)
See the Butler University Bulletin 2015-17, College of Pharmacy and Health Sciences Programs, for admission criteria and procedures for admission to this program.

**Academic Progress in the Masters of Science in Pharmaceutical Sciences Program**

Academic progress of students in the Masters of Science in Pharmaceutical Sciences program will be evaluated by the Research and Graduate Review Committee. Students must maintain a minimum cumulative GPA of 3.0 for satisfactory continuation of study. Students with a cumulative GPA of below 3.0 will be placed on probation. Any appeal for non-research course grade dispute and/or disciplinary action should be submitted to the Research and Graduate Review Committee. A decision by the Research and Graduate Review Committee can be appealed to the Dean. A decision of the thesis committee on the thesis and the thesis defense will be considered final.

**Doctor of Pharmacy/Master of Science in Pharmaceutical Sciences**

See the *Butler University Bulletin* 2015-17 under Doctor of Pharmacy Program for admission criteria and procedures for admission to this program.
PA Program

PA Program 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.

PA Student Handbook: Click here.