# Table of Contents

- **INTRODUCTION** ................................................................................................................................. 6
- **MESSAGE FROM THE DEAN** .................................................................................................................. 7
- **MISSION, VISION, VALUES AND GOALS FOR THE COLLEGE OF PHARMACY AND HEALTH SCIENCES** .................................................. 8
- **GENERAL POLICIES** ............................................................................................................................ 10
- **HANDLING OF STUDENT COMPLAINTS AND CONCERNS** .............................................................. 10
- **NON-DISCRIMINATION AND HARASSMENT** .......................................................................................... 12
- **PRIVACY RIGHTS OF STUDENTS** ........................................................................................................ 13
- **USE OF THE PHARMACY AND HEALTH SCIENCES BUILDING** ........................................................... 14
- **ASSIGNMENT AND USE OF STUDENT LOCKERS** .................................................................................. 15
- **FINANCIAL AID** .................................................................................................................................... 16
- **SCHOLARSHIPS** ..................................................................................................................................... 16
- **COMMUNICATION POLICIES AND PROCEDURES** ............................................................................. 17
- **COMMUNICATION WITH FACULTY AND STAFF** ................................................................................. 17
- **USE OF EMAIL** ...................................................................................................................................... 18
- **USE OF ELECTRONIC COMMUNICATION DEVICES** .......................................................................... 19
- **SOCIAL MEDIA** ..................................................................................................................................... 20
- **ACADEMIC POLICIES AND PROCEDURES** ......................................................................................... 22
- **ENROLLMENT ELIGIBILITY FOR COPHS COURSES** .......................................................................... 22
- **ACADEMIC ADVISING** ....................................................................................................................... 23
• RETURN OF UNIVERSITY OR COLLEGE-OWNED EQUIPMENT ................................................................. 48

PROFESSIONAL CONDUCT CODE .................................................................................................................. 49

PROFESSIONAL APPEARANCE AND ATTIRE GUIDELINES ................................................................. 50

COPHS STUDENT NAMETAG POLICY FOR PHARMACY AND MASTER OF PHYSICIAN ASSISTANT STUDIES (MPAS) STUDENTS ......................................................................................................................... 51

DEFINITIONS OF UNPROFESSIONAL CONDUCT ......................................................................................... 51
  • A. ACTS OF ACADEMIC DISHONESTY ...................................................................................................... 52
  • B. INCIVILITY AND UNETHICAL OR OTHERWISE UNPROFESSIONAL BEHAVIOR ................................................ 52
  • C. SUBSTANCE ABUSE .......................................................................................................................... 54
  • E. MISCONDUCT OR ILLEGAL ACTIVITIES ................................................................................................. 55

REPORTING A SUSPECTED VIOLATION OF THE PROFESSIONAL CONDUCT CODE ......................................................... 55

PROCEDURES UPON ALLEGED VIOLATION OF THE PROFESSIONAL CONDUCT CODE ......................................................... 56

HEARINGS: AD HOC ........................................................................................................................................ 60

PROCEDURES FOR AN AD HOC HEARING .................................................................................................. 60

POSSIBLE SANCTIONS FOR VIOLATIONS OF THE PROFESSIONAL CONDUCT CODE ......................................................... 62

OTHER SANCTIONS: ..................................................................................................................................... 62

APPEALS AND DUE PROCESS POLICY ...................................................................................................... 64

STUDENT SUBSTANCE USE, ABUSE OR DEPENDENCY POLICY ........................................................................ 65

POLICY STATEMENT ON TECHNICAL STANDARDS (NON-ACADEMIC CRITERIA) REQUIRED FOR PROFESSIONAL PROGRAM ADMISSION AND RETENTION ......................................................................................... 68

REQUIRED TECHNICAL STANDARDS ........................................................................................................ 69

STUDENT ORGANIZATIONS AND STUDENT LEADERSHIP ........................................................................ 71

MISSION OF STUDENT ORGANIZATIONS .................................................................................................. 71

NEW ORGANIZATIONS .................................................................................................................................. 71

ACADEMIC AND PROFESSIONAL ELIGIBILITY FOR LEADERSHIP ROLES ......................................................... 71

COPHS student Handbook 2020-2021 v.2
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT REGISTRATION</td>
<td>71</td>
</tr>
<tr>
<td>FUNDRAISERS</td>
<td>72</td>
</tr>
<tr>
<td>USE OF UNIVERSITY LOGO, STATIONERY, TRADEMARKS, AND IMAGES</td>
<td>72</td>
</tr>
<tr>
<td>HEALTH SCIENCES STUDENT ASSEMBLY (HSSA)</td>
<td>73</td>
</tr>
<tr>
<td>STUDENT ELECTIONS FOR CLASS OFFICERS AND HSSA REPRESENTATIVES</td>
<td>74</td>
</tr>
<tr>
<td>APPENDICES</td>
<td>76</td>
</tr>
<tr>
<td>APPENDIX A – COLLEGE FORMS</td>
<td>76</td>
</tr>
<tr>
<td>APPENDIX B – COURSE POLICY STATEMENTS</td>
<td>76</td>
</tr>
<tr>
<td>APPENDIX C – CONSTITUTION FOR THE COPHS HEALTH SCIENCES STUDENT ASSEMBLY</td>
<td>76</td>
</tr>
<tr>
<td>APPENDIX D – COLLEGE NEEDLESTICK AND INJURY POLICY</td>
<td>76</td>
</tr>
<tr>
<td>APPENDIX E – PROGRAM POLICIES: BACHELOR OF SCIENCE IN HEALTH SCIENCES</td>
<td>76</td>
</tr>
<tr>
<td>APPENDIX F – PROGRAM POLICIES: DOCTOR OF PHARMACY</td>
<td>76</td>
</tr>
<tr>
<td>APPENDIX G – PROGRAM POLICIES: MASTER OF SCIENCE IN PHARMACEUTICAL SCIENCES</td>
<td>76</td>
</tr>
<tr>
<td>APPENDIX H – RECEIPT OF HANDBOOK AND RELEASE FORMS</td>
<td>76</td>
</tr>
<tr>
<td>APPENDIX A</td>
<td>77</td>
</tr>
<tr>
<td>COLLEGE FORMS</td>
<td>77</td>
</tr>
<tr>
<td>APPENDIX B</td>
<td>84</td>
</tr>
<tr>
<td>COURSE POLICY STATEMENTS</td>
<td>84</td>
</tr>
<tr>
<td>POLICY STATEMENTS FOR ALL COURSES IN COLLEGE OF PHARMACY &amp; HEALTH SCIENCES</td>
<td>85</td>
</tr>
<tr>
<td>APPENDIX C</td>
<td>88</td>
</tr>
<tr>
<td>CONSTITUTION OF THE HEALTH SCIENCES STUDENT ASSEMBLY</td>
<td>88</td>
</tr>
<tr>
<td>APPENDIX D</td>
<td>92</td>
</tr>
<tr>
<td>COLLEGE NEEDLESTICK AND INJURY POLICY</td>
<td>92</td>
</tr>
<tr>
<td>APPENDIX E</td>
<td>95</td>
</tr>
</tbody>
</table>
Introduction

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

Policies and procedures in this Handbook are subject to change without notice. Students are held responsible for the most current version of the Handbook which is always accessible both on the College of Pharmacy and Health Sciences (COPHS) website at https://www.butler.edu/cophs and also in the Moodle organization “COPHS Community Resources”.
Message from the Dean

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

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

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

Best wishes for another successful academic year!

Dean Robert Soltis
Mission, Vision, Values and Goals for the College of Pharmacy and Health Sciences

Our Mission

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

Our Vision

Developing today’s healthcare leaders to overcome tomorrow’s challenges.

Our Values

- **Professionally focused**— Inspired with excellence in teaching and model life learning. We have a passion for our life work and have dedicated our careers to training the next generation of health care providers and educators. We look for new ways to improve learning and we adapt to the need for new knowledge, skills and attitudes. We share our practical experiences with our students so that what they learn is directly connected to actual patient care or to our scholarship. We utilize real-life experiences whenever possible so that students develop an appreciation for the patient and the societal variables that add complexity to care of an individual or of a population. As faculty, we have developed a collaborative learning environment and are respectful and supportive of one another.

- **Student focused**— Dedicated to our students. We are dedicated to our students and are committed to their development, both inside and outside the classroom, with teaching, advising, project oversight, and experiential learning.

- **Patient focused**— Dedicated to our patients and our professions. We are experienced health care practitioners and investigators who exude a high regard for patient care that extends to our students. We teach others so our professions can excel and provide better patient care and research each day.

---

1 Approved by COPHS Faculty 2/2018
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.
- Collaboration: Develop collaborations to increase the reach and effectiveness of our programs and public health initiatives.

Our Strategic Plan
General Policies

Handling of Student Complaints and Concerns

While every member of the COPHS community, including administrators, faculty and staff are committed to serve students in the accomplishment of their goals, it is the primary focus for the Offices of Academic Affairs and Student Success who are both charged with facilitating student entry into and successful completion of the College’s programs.

The **Office of Academic Affairs**, headed by the **Associate Dean of Academic Affairs**, supports student learning through management of course enrollments, monitoring curricular quality and continuity, determining student academic progress and constituting sanctions related to the Professional Conduct Code. The Office of Academic Affairs is located in PHSB 107.

The **Office of Student Success**, headed by the **Assistant Dean of Student Affairs**, is responsible for advising, co-curricular activities, student organizations, College student events, and assisting students in accessing the services related to academic and professional development provided by the Offices of Academic Affairs and Student Success as well as University offices and services. The Office of Student Success is located in PHSB 303.

Student Complaints and Concerns

COPHS students may have complaints or other feedback about a variety of issues related to their educational experience. The College of Pharmacy and Health Sciences has both a duty and obligation to respond to complaints generated by students. This policy outlines both the College’s organizational structure and how student complaints should be handled both by students and the College in a professional manner. All complaints that exceed the classroom arising to the level of the Assistant Dean, Associate Dean or Dean will be maintained in a file of all written complaints and the resulting response or action taken. This file may be made available at the written request of any College accrediting bodies or any administrative office of the University. Verbal complaints from students may be received by faculty, staff or administrators, reduced to writing and submitted in lieu of a student writing a complaint, but it is preferred that the written complaint be generated by the student or group of students from which the complaint originated. Email constitutes written communication. Students are encouraged to use the COPHS Student Complaint Form posted in COPHS Community Resources on Moodle and available in Appendix A: College Forms of this Handbook.
Upon receiving a student complaint, the Dean will determine the appropriate manner by which to respond, including delegation of the response to the appropriate administrative officer of the College.

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

The pharmacy program is accredited by ACPE, the Accreditation Council for Pharmacy Education and any complaint not satisfactorily addressed by the College or any complaint directly related to the standards or policies of ACPE can be submitted to the ACPE Executive Director at www.acpe-accredit.org/complaints/.
Non-Discrimination and Harassment

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

*The University's policy prohibiting discrimination based on sex, including sexual orientation and gender identity or expression, and the process for reporting and addressing complaints of sex/gender discrimination 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

The personal responsible for implementing the Title IX policy is:

Maria Kanger, Title IX Coordinator
titleix@butler.edu 317-940-6509

Student Grievance/Harassment Policy

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

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

Martha Dziwlik, Interim University Dean of Students mdziwlik@butler.edu 317-940-9570

For discrimination alleged to have occurred as part of a teaching environment:
Mark Oshier, Interim Head of Human Resources moshier@butler.edu 317-940-6683

For assistance within the College related to reporting or use of this policy:
Angela Ockerman, COPHS Assistant Dean aockerma@butler.edu 317-940-8516

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

Privacy Rights of Students

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

This University policy includes:

- 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.

Any COPHS students who maintain a professional license due to their participation in the academic programs offered by the College, should be aware that information may be provided to the licensing board (i.e., the Board of Pharmacy) when the student is no longer an active participant in that program or has been sanctioned for any legal actions taken against the student. This information would be limited to items that are directly related to professional licensure and will be communicated without prior notice to the student.
USE OF THE PHARMACY AND HEALTH SCIENCES BUILDING

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

- If food and/or beverages are served in any room of the Pharmacy and Health Sciences Building, it is the responsibility of the sponsoring group to ensure that the facilities are appropriately cleaned after the event and that all food and beverage refuse is disposed of appropriately.

- Butler University is committed to providing a safe and healthy environment for all members of the community which has led to a University policy stating smoking cannot take place in any University building or near the entrances to any University building but only in designated outdoor areas. COPHS’s commitment to health promotion recognizes that e-cigarettes, at this time, are not considered a safe alternative to smoking and as such, e-cigarettes or vaping of any kind is not permitted within or near any entrance to our building.

- 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 University Department of Student Involvement and Leadership must approve all information posted on bulletin boards or anywhere else in the College of Pharmacy and Health Sciences prior to any posting. If these notices are posted beyond bulletin boards, care should be taken to avoid damage to paint, walls, doors, etc. All posted materials should be removed in a timely manner when the notice is no longer applicable. Failure to do so could result in suspension of posting privileges.

Children Not Permitted in the College of Pharmacy and Health Sciences Building

Children of students are generally not permitted in the College of Pharmacy and Health Sciences Building during normal business hours, unless special permission is obtained from the Associate Dean of Academic Affairs. 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 COPHS Building on a regular basis. At no time will
the presence of a child in the COPHS Building be permitted to detract from, or disrupt, teaching
or student learning. Children are not permitted in a University or College laboratory
environment at any time due to safety concerns. Sick children who pose a health risk to others
are not permitted within the COPHS building at any time.

Assignment and Use of Student Lockers

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

Rules related to locker use:

- Any student wishing to use a locker must first complete the Request for Locker Usage
  Form available in Appendix A – College Forms or on the COPHS Community Resources
  Organization on Moodle in the “College forms” block. Completed forms can be turned
  in to the COPHS Office for Student Success, PHSB 303, during normal hours of operation.
  Students must provide their lock combination or extra lock key to the Office of Student
  Success before the requestor's final locker assignment is completed.

- Locker registrations are valid for one academic year and expire each year on the
  Monday after Butler’s May Commencement. Students must remove the lock and
  contents from the locker at that time. Failure to do so will result in the lock being cut.
  Lockers will be emptied, and contents held securely for 14 days. After the two-week
  grace period, items will be disposed of at the discretion of COPHS. Lock removal and
  locker cleanup is the responsibility of the user. A $50 fine may be assessed if there is
  failure to remove lock and clean out locker.

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

- Locker contents are the sole responsibility of the registered occupant(s) of the locker.
  COPHS is not responsible for a locker’s contents or liable for the loss of or damage to
  locks and items stored in lockers. Students are discouraged from storing valuables.
  Locker contents are not insured by COPHS.
• Students should not store perishable or malodorous items; flammable, corrosive or otherwise dangerous substances; illegal or illicit items or substances; firearms; items banned on campus by University policy; noise-emitting devices; or other items deemed to be harmful, offensive, or inappropriate by COPHS. COPHS reserves the right to open lockers and dispose of any such items or substances without notice.

• COPHS may carry out or authorize searches and inspections of lockers without notice.

Financial Aid

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

Scholarships

Information on departmental scholarships that are awarded by the College may be obtained from the Office of the Associate Dean for Academic Affairs. Undergraduate scholarships are awarded each spring and notification is sent with the student’s financial aid package.
Communication Policies and Procedures

Communication with Faculty and Staff

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

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

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

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

- When discussing information or questions from one class with the instructor of another class, ask yourself the following questions first:
  - 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 underachieve or lose professionalism. Often, this means “tough love”, but it is always done with the student’s best interest at heart.

- If you feel something is unfair, bring it to the attention of the instructor first, and allow time to respond before making any emotional response. 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.”

Use of Email

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

There are certain rules of conduct that have been established for use with email and should be followed when communicating via email:

- 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:
Avoid writing in all capital letters. This has the effect of “shouting” your message.

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 or professional 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.

- 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.

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

Use of Electronic Communication Devices

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

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

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

Social Media

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

When using a University-affiliated account, you are representing Butler University and are expected to adhere to the highest standards of ethical and professional behavior.

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’s Social Media Manager, 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, is available through Butler’s Marketing and Communications Department.

Guidelines for Institutional Social Media Usage
• The first step is to get approval from your supervisor, director, or Dean and from the Office of Marketing and Communications before creating an official social media account.

• Marketing and Communications maintains the official Butler University accounts on several social media sites, but you may find that your College, department, organization, or program is equipped to maintain its own site. Marketing and Communications can discuss the responsibilities that go with maintaining that site.

• When posting on behalf of Butler University, you must also adhere to any department or school guidelines.

• Always acknowledge that you are representing Butler University when posting online.

• You must provide access to appropriate University officials. Marketing and Communications should be granted administrative access to all Butler University social media sites, but, in some circumstances, this can be avoided by granting access to other supervisors, directors, deans, or human resources.

• Monitor postings on all social media sites where you have an account 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 University Office of Marketing and Communications.
Academic Policies and Procedures

Each academic program sets its own criteria for admissions standards, curriculum, academic progress and academic standing. In addition to the policies described in this section, students should also be aware of program-specific policies. These criteria and policies as well as any other program specific policies are outlined in Appendix E for the Bachelor of Science in Health Sciences Program; Appendix F for the Doctor of Pharmacy; and Appendix G for the Masters of Science in Pharmaceutical Sciences. Criteria for the Masters of Physician Assistant Studies are in the program-specific handbook, which can be found at https://www.butler.edu/physician-assistant/student-handbook.

Enrollment Eligibility for COPHS Courses

Only students admitted to and currently enrolled in the programs of the College may register for courses designated for the specific program (i.e., BSHS, PX, RX, MPAS). 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 of Academic Affairs, may grant a waiver of these policies.

If a student has lost their enrollment eligibility in a COPHS program for academic reasons, the student may petition to have their enrollment eligibility renewed during a subsequent academic term. The petition must be submitted, in writing to the academic and Professional Affairs Committee (APAC) at least two months prior to their desired enrollment in a COPHS course. 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.
Academic Advising

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

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

Academic Load and Maximum Credit Hours per Academic Term

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

Graduate students must be enrolled in at least 6 graduate credit hours during the fall or spring semesters to be considered full time students.

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.
Request for a Waiver or Variance from the Published Curriculum

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

- **A Variance** is a request to substitute a Butler course for a requirement that the course was not originally designed to fulfill. Example: requesting that a business course be substituted for a professional elective. The student must demonstrate that the substitution will assist in meeting a career goal, such as a career in a pharmacy-related business.

- **A Waiver** is a request for an exception to take a course or requirement, usually based on other relevant experience. Example: a student who 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, whether for variance or waiver, are submitted to the Office of Academic Affairs (PHSB 107). 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.

**Petitioning process** 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 shall be submitted at least three weeks prior to the time that a decision will be needed by the student.
4. The petition is to be submitted in person, if possible, to the Office of Academic Affairs (PHSB 107). This allows the petition to be reviewed for completeness and any additional information, which may be helpful or necessary, at the time of submission.

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

6. Petitions appealing dismissal or disciplinary action should be developed in consultation with the Assistant Dean of Student Affairs and/or the student’s academic advisor.

7. The petition will be forwarded by the Associate Dean of Academic Affairs to the 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 for Prerequisite course waivers:

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

Additional Guidelines for Elective course variances:

8. 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. This petition should be completed on the COPHS Petition Form for Elective Course Variances found in Appendix A [College Forms]. A copy of the form is also available in the Moodle Organization, COPHS Community Resources under the “College Forms” tab.

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 using the form available in Appendix A [College Forms] and also available in the Moodle Organization, COPHS Community Resources under the “College Forms” tab. Approval must be obtained before a permission number for registration in the course can be granted.

Independent study credits may not be awarded for work that duplicates credits earned in project courses such as RX 604, 605, or 606.

The following policies have been adopted by the College of Pharmacy and Health Sciences faculty (on 08/27/2009) 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 with a College faculty member using the RX-designator.

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. Consult with the Office of Academic Affairs (PHSB 107) for course number assignment.

4. The Independent Study Approval form must be completed, submitted to the Office for Academic Affairs (PHSB 107B), approved by the Academic and Professional Affairs Committee, and placed on file 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.
Minimum Enrollment and Course Cancellation Policy

The following guidelines will be utilized to determine whether scheduled elective or summer term 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.

University Closure related to Individual 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/dawg-alert) to receive notifications about campus emergencies, weather-related delays, etc.

The University’s Adverse Weather Procedures are available at https://www.butler.edu/bupd/policies-procedures.

Individual Course Policies

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

In accordance with the University Attendance policy, if it is necessary for a student to be absent from course related experiences, the instructor should be notified in person, by telephone, email, or text message. As an alternative when offices are closed, a recorded message can be left on the instructor’s voice mailbox. Students should consult the course syllabus for course-specific policies related to excused and unexcused absence from a course since faculty are authorized to set course attendance policy.

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

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 6 p.m. Monday through Friday. It should also be noted that required classes as well as other mandatory learning experiences or activities (with advanced notification) may be scheduled in the early evening between 5 p.m. and 9 p.m. Employment is never an acceptable excuse for missing class, laboratory, rotation experiences or other scheduled learning experiences.

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
Withdrawing from Courses

Prior to withdrawing from a course, students must consult their academic advisor and discuss all potential academic ramifications, which could include eligibility concerns related to course sequencing or early assurance programs such as the direct pathway or selective internal admissions. Students and advisors should consult the Registrar’s website for the withdrawal deadlines and the most current policies and procedures regarding course withdrawal and course repeat. Students should also be aware of dates related to tuition refund by consulting the refund policy on Butler’s Student Accounts webpage. It is important to note that these dates are often different from the Registrar’s withdrawal deadlines. Courses taken during the summer term have much shorter drop and withdraw deadlines, as well as tuition refund schedules based on the start date and the length of the course which is much shorter than 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 (Jordan Hall 102) to determine how withdrawing from a course will impact financial aid, tuition and eligibility for tuition refund.

To access University information regarding policies surrounding class drop, add, or withdrawal, please visit: https://www.butler.edu/registrar/drop-add-withdraw.

Complete Withdrawal from a Term

If it becomes necessary to withdraw completely from Butler, a student should confer at once with the Associate Dean of Academic Affairs. The Assistant Dean of Student Affairs can also help a student navigate through this process. There are two types of withdrawals which could be issued concurrent to the request or may be eligible for a retroactive withdrawal (i.e., a withdrawal after the published withdrawal deadline). These are regular and retroactive administrative withdrawals or medical withdrawals.

• **Administrative withdrawal** - In instances where a regular or retroactive administrative withdrawal is being sought, students must meet with the Associate Dean of Academic Affairs to discuss specific extenuating circumstances. 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.

• **Medical withdrawal** - A medical withdrawal (concurrent or retroactive) can only be approved by the Office of the Vice President for Student Affairs. Stipulations may be
imposed for future re-enrollment. (See Leave of Absence Policy for students enrolled in one of the professional degree programs of the University.)

Any student may completely withdraw from any 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 of Academic Affairs. 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.

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

Students who completely withdraw from Butler University are asked to complete an exit interview with someone in the Office of the Vice President for Student Affairs (Atherton Union) or the Learning Resource Center (Jordan Hall 136). Students can call 317-940-9570 to arrange for a short exit interview.

All equipment (computers, laboratory supplies, books, manuals, software, etc.) owned by the University or College shall be returned to the appropriate office of the University at the time of departure.
Leave Of Absence for Students in the Professional Programs

A student accepted into or already enrolled in the professional phase of a COPHS program may be granted a leave of absence (LOA) and moved to inactive status for a period of no longer than one calendar year counted from the beginning of the semester the leave is taken. For leaves begun during a summer term:

- **For pharmacy students** - This one-year limit will extend to the beginning of the fall semester of the next academic year following the leave.
- **For MPAS students** – The student must return at the beginning of the next summer term. No extension will be granted beyond one calendar year.

Students who are granted a leave of absence and maintain a professional license due to their participation in the academic programs offered by the College, should be aware that their leave of absence will be communicated to the appropriate licensing board (i.e., the Board of Pharmacy) indicating the student is temporarily not an active participant in the program. At that time, the professional license will likely be suspended for the term of the leave of absence.

Due to the sequential and cumulative nature of all our professional programs, each program has responsibility for determining re-entry requirements for its returning students. All COPHS students should consult the Associate Dean of Academic Affairs regarding a leave of absence from the program.

Students seeking renewed enrollment in the COPHS after an absence from the College of two semesters or more must seek approval for renewed enrollment from the Dean of the College. Remedial coursework and/or assessment of current knowledge and skills may be required as a condition for renewed enrollment. Students who take a leave of absence from any professional program of the College return into the respective curriculum in effect at the time of the student’s return. Since curricula change, this may require that the returning student successfully complete courses that were not required in the student’s initial program of study.

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

The purpose of examinations is to evaluate the acquisition of desired knowledge, skills, and attitudes by students, to provide feedback to students on areas of learning that require further development, to assist students in preparation for passing national licensure examinations or graduate school admissions examinations (when applicable), and to assess the extent to which 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. Refer to specific examination procedures as outlined in course syllabi.

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 academic integrity policies, any contradictions or conflicting processes occur, then the University Academic Integrity Policy will take precedence.

Each faculty member, or course coordinator in courses with multiple faculty, establishes whether graded examinations will be returned to students in an individual 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.

Scheduling Final Examinations

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

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

Final examinations may not be rescheduled 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. Students should also not approach faculty requesting an adjustment in the
timing for final examinations based on the student’s travel schedule. This is both inappropriate and unprofessional.

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

**Exam Administration and Proctoring**

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

**General rules for test administration in COPHS:**

1. All exams will be proctored and a faculty member will be present during each exam.
2. Faculty members may require a sign in and identification or an academic integrity signature statement at the beginning or end of an exam form.
3. Proctors may direct students to a specific seat prior to the start of an exam.
4. Students will not wear hats of any kind during an exam. Exception-religious headscarves/caps.
5. Students will not eat or drink during the exam (no food or drink at desk/table). Cough drops allowed if checked by proctor.
6. Coats, backpacks, books, notes are not allowed at your seat, leave in the front of the room.
7. Students should not have cell phones, smart watches, or fit-bits at their desk. Phones should be turned off so they do not ring or vibrate in your backpack.
8. Approved calculators without the cover are allowed.
9. Students should not wear earbuds or noise cancelling headphones. If a student gets
distracted by noises, ear plugs may be acceptable, if approved by the instructor.

10. Proctors (faculty and staff) may make a comment to a student whose eyes are wandering. They may also move a student if space available and it doesn’t cause too much disruption (they may move a student for any reason). These actions are intended in inform the student that their activities or body movements give the impression they may be engaging in academic dishonesty and it would be in the student’s best interest to take any corrective actions.

11. No questions will be answered during an exam. For computer testing, questions about technical issues (access/network issues) may be brought to the attention of the proctors.

12. For exams to be taken on the computer, the back row of seats should be left open so the proctor can observe the computer screens from behind.

13. For computer exams, all other windows and apps must be closed out prior to the start of the exam (and through the duration of the exam).

14. You may not leave the room unless it is an acute emergency, and only with permission of the proctor. Students should not need to use the rest room during exams. If a student has specific SDS restroom accommodations, those will need to be honored (faculty should ensure proctors are aware).

15. If you arrive late, you will only be allowed the balance of the time remaining. Note: this applies to students who take the exam in the SDS area as well.

16. Individual faculty members may have additional test-taking “rules”.

17. It is up to the discretion of individual faculty members/course coordinators whether exams are returned to the students or just made available for review.

**Proctorio Administered Assessment Procedures and Student Expectations:**

For courses that choose to use Proctorio for assessments in Canvas, by participating in that course, students agree to proctoring through Proctorio.com. As part of this agreement:

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

Students wanting additional information should use the following link:

[https://www.butler.edu/cat/proctorio-faq](https://www.butler.edu/cat/proctorio-faq)
ExamSoft® (for Professional Phase Pharmacy and Physician Assistant Students Only):

Students are responsible for the maintenance of their personal computer that meets the minimum system requirements to run Examplify® \[\text{(Pharmacy Students | Physician Assistant)}\), installation of Examplify® software, and are required to bring their personal computer to class for all quizzes/exams administered through Examplify®. Students can download Examplify® at the Pharmacy ExamSoft Portal or the Physician Assistant ExamSoft Portal respectively (click on Exam Taker Login Button and enter Butler email address and Butler password).

Students must know how to disable their Anti-Virus prior to entering a quiz/exam and re-enable Anti-Virus after the quiz/exam. To avoid disabling/re-enabling Anti-Virus each time, students can add Examplify® as an Exclusion to their Anti-Virus. Failing to do so could result in computer performance issues following a quiz/exam. If such issues are encountered, contact ExamSoft® Technical Support. Lack of preparation may result in an inability to take the exam, adjustments to course grades at the discretion of Course Director, and/or an unprofessional conduct referral to the Academic and Professional Affairs Committee.

Any problems with Examplify® or ExamSoft® should be addressed with 24/7 ExamSoft® Student Technical Support by phone at (866) 429-8889, by email to support@ExamSoft.com, or Live Chat at: https://examsoft.force.com/etcommunity/s/. Students also have access to Searchable Self-Help Documentation. Do not expect your Course Director to troubleshoot technology issues. Students may also contact Heather Hazelwood hhazelwo@butler.edu, COPHS embedded Academic Technology Specialist & ExamSoft® Administrator, to report issues, however she may refer students to ExamSoft® Technical Support.

Students found improperly using ExamSoft® or Examplify® to gain unfair academic advantage are violating the Academic Integrity Policy. Violations such as "academic dishonesty" and/or “professional misconduct” would include but are not limited to tampering with exam files, utilizing a password inappropriately, falsifying upload or download information, or any attempt to circumvent the security features of the software.

Examplify® Administered Assessment Procedures and Student Expectations:

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

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

3. Students are expected to arrive to all quizzes/exams requiring the use of Examplify® with:
   - Personal computer with Examplify® already installed.
   - Personal computer that is fully charged and a charger for their device and/or an additional external battery (if applicable). **Examplify® will not allow an exam to start if the charge is <25%**.
   - Any additional device hardware required by the Course Director (e.g., earbuds for audio portion of exam).

4. Loaner Devices:
   - If your personal computer goes down prior to a quiz/exam and you need to obtain a loaner computer (PC or Mac) from the Science Library or Irwin Library.
     - If there are no loaners available at either Library, please contact Heather Hazelwood hhazelwo@butler.edu ASAP!
   - Prior to the quiz/exam you must also visit the IT Help Desk during their open hours to have Examplify® installed on the loaner computer.

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

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

7. **Students must show their green “Congratulations” screen to a proctor and turn in scratch paper (if applicable) before exiting the room, this includes when taking quizzes/exams in the Student Disability Services (SDS) Office, as well as during Exam Re-Takes, NO EXCEPTIONS.**

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

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

All sections of this policy related to specific software and “Loaner Devices” are maintained by the Butler Center for Academic Technology (updated 08/25/20) and questions should be addressed to Health Hazelwood at hhazelwo@butler.edu.
Grades and Grade Appeal Processes

Communication of Academic Performance Measures to Students

An individual faculty member decides if and when grades for a particular exam, assignment or course will be posted. For grade-posting purposes, converting numerical grades to letter grades is also an individual decision by each faculty member. It is also the prerogative of individual faculty to post grades on 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 course grade has been reported to the Registrar, it can be changed only upon written request of the instructor and with the written approval of the 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, they must follow the following process for a grade appeal:

Appeal Process for a semester-long course:

**Step 1:** The student shall first discuss the matter with the instructor. The student must inform the instructor in writing of the intent to appeal a grade within 5 working days of the publication of grades by the Office of the Registrar. Then the actual written appeal must be filed within 5 working days of the notice of intent to appeal.

**Step 2:** If the appeal is denied, the student may appeal the grade to the department chair. If the student appeals to the department chair, notice must be given to the department chair within 5 working days of the decision from the instructor. The appeal must be filed with the department chair within 5 working days of the notice of the intent to appeal.

**Step 3:** If the appeal is denied, the student may appeal to the dean of the College. If the student appeals to the dean, notice must be given to the dean within 5 working days of the
decision of the department chair. The appeal must be filed within 5 working 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/preceptor responsible for the rotation. If not satisfied, the student may appeal sequentially 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/preceptor 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 or the Experiential Director of the PA program. The appeal must be filed within 5 working days of the notice of intent to appeal.
   c. If the appeal is denied by the faculty member/preceptor, the student may appeal to the Program Director and then the dean, with the notice of intent within 5 working days of the previous appeal denial and the appeal must be filed within 5 working days of the notice of intent to appeal.

2. Pharmacy Program Process:
   a. The student should first discuss the matter with the faculty member/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 member/preceptor, the Director 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 faculty member/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 re-scheduled with the preceptor who assigned the grade appealed. Time within the student’s schedule and/or availability of an appropriate site/preceptor may require that the student complete the remedial rotation in the next rotation year, which may result in extra tuition charges for the student and a delay in graduation. If the repeating rotation cannot be assigned until the next rotation academic year, the student may continue with previously scheduled rotations unless there is a valid reason 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, they will be allowed to continue in the program. The failing grade will remain on the transcript and will count negatively toward assessment of satisfactory academic progress.

F. For the pharmacy program: 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. For the PA program: PA Students will be dismissed from COPHS for failure of any two MPAS/AP designated courses (didactic or experiential).
Course Evaluations

During the latter weeks of classes in a course, 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 very helpful in improving the quality of education. Positive as well as 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 faculty member’s department chairperson, the Associate Dean of Academic Affairs, and the Dean.

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 Office of Academic Affairs Office (PHSB 107) or in the “COPHS Community Resources” Moodle organization.

If there is any question regarding a student’s completion of all degree requirements, the student should consult with their academic advisor. However, **it is ultimately the responsibility of the student to make sure all degree requirements have been met to qualify for graduation.** Students can review their progress toward degree requirements at any time by reviewing their advisement report in My.Butler. Instructions on how to access the advisement report can be found at [https://www.butler.edu/registrar/advisement-report](https://www.butler.edu/registrar/advisement-report).

Graduating students must file for their degree prior to registering for their final semester through the Office of Registration and Records. Instructions for how to file, specific dates based on anticipated graduation date and a specific checklist for graduation preparation can be found on the Office of Registration and Records’ website at [https://www.butler.edu/registrar/graduation](https://www.butler.edu/registrar/graduation).
**Departmental Honors**

COPHS undergraduate students who excel academically should investigate graduating with honors, high honors or highest honors, also known as “departmental honors”. Information regarding departmental honors may be obtained from the Butler University Bulletin, or on the University website at [https://www.butler.edu/honors/graduating-honors](https://www.butler.edu/honors/graduating-honors), or the student’s academic advisor. 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. In order to graduate with Latin honors, (i.e., magna cum laude or summa cum laude) from Butler University, students must complete the University Honors Program. The Honors Committee and the College’s advisors monitor the progress of the College’s students in this program. Certain pre-professional and/or professional course substitutions may aid students in completing this program.

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.
ACADEMIC PROGRESS POLICY

The Academic and Professional Affairs Committee (APAC) 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.

“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 and Dismissal

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 (APAC) for academic progress.

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

Conditional Admission

At the point of admission into one of the College’s professional programs, students may be conditionally admitted to the professional program with stipulations for academic performance.

---

2 Revisions approved by COPHS Faculty 8/19/15
during their first term of enrollment. The regulations pertaining to these students are identical to those for students on academic probation as defined in this policy.

**Academic Probation for COPHS Students**

Each academic program sets its own criteria for what constitutes a level of academic performance that places a student on academic probationary status. These criteria are outlined in Appendix E for the Bachelor of Science in Health Sciences Program; Appendix F for the Doctor of Pharmacy; and Appendix G for the Masters of Science in Pharmaceutical Sciences. Criteria for the Masters of Physician Assistant Studies are in the program-specific handbook, which can be found at [https://www.butler.edu/physician-assistant/student-handbook](https://www.butler.edu/physician-assistant/student-handbook).

When a student performs at a level at or below the standards set in the program-specific criteria, all appropriate academic records will be obtained by the Office of Academic Affairs for presentation to the Academic and Professional Affairs Committee (APAC) by the Associate Dean of Academic Affairs. After reviewing the student’s academic performance and comparing it to the standards set by the specific program faculty, APAC will determine if the student will be placed on academic probation. At that time, all policies in the Student Handbook related to academic probation will be in effect for the student (i.e. inability to hold a College leadership role, inability to graduate, etc.). APAC will also specify any sanctions, which could include, but are not limited to:

- **Academic sanctions**: required study tables or tutoring, remedial curricular requirements (such as repeating courses where the student performed poorly or repeating courses which provided necessary preparatory content for courses where the student performed poorly), etc. The student will be responsible for any and all financial implications related to course remediation.

- **Non-academic sanctions**: limits on extracurricular involvement, limits on employment hours, mandating the student to seek out assistance from other campus support services such as the Counseling Center or the Learning Resource Center, etc.

- **Stopping of forward academic progress** toward degree completion until academic deficiencies are remedied.

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

Students placed on academic probation will receive written notification from the Assistant Dean of Academic Affairs related to the decision of APAC. The notification will also include the
conditions by which the student can be removed from academic probation. A student may appeal this or any other decision of APAC within 7 business days of receiving the written notification (see the Academic Appeals section in the Student Handbook).

**Dismissal from College Programs for Academic Reasons**

The Academic and Professional Affairs Committee (APAC) has the authority to dismiss a student from a program of the College. Students who are dismissed can reapply to the same program after a specified period of time (see “Reapplication Process for Dismissed Students” later in this policy). Academic causes for dismissal from a College program include:

- The student on COPHS academic probation has 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.
- In addition, MPAS students are subject to a “two failure” policy. MPAS students will be dismissed from the College following failure of any two professional phase (MPAS or AP-designated) courses.
- The student receives a grade of F in two experiential rotations or internship experiences while enrolled in any COPHS program. This includes the Introductory and Advanced Pharmacy Practice Experiences in the Pharmacy Program; the rotation experiences in the MPAS program; and all internships in the BSHS program.
- Students with a term GPA of less than 2.0 are placed on university probation. Two consecutive semesters of GPAs less than 2.0 will lead to termination from the university and college.

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

An undergraduate student dismissed from the College of Pharmacy and Health Sciences may petition for readmission into the program from which they were dismissed after a time lapse of not less than one academic semester (note: re-entry point will be contingent upon course sequencing). The exact time frame will be noted in the student’s dismissal letter. The petition for readmission must be in writing (by letter or e-mail) and addressed to the Associate Dean of Academic Affairs for the College of Pharmacy and Health Sciences. In addition, transcripts for courses taken elsewhere (when applicable) should accompany the letter. The letter of petition and any supporting documentation must be submitted at least 60 days prior to the start date of the term for which the student wishes to enroll. For the Pharmacy and BSHS programs, the letter of petition and transcripts will be presented to the Academic and Professional Affairs Committee (APAC), which will consider both the student’s record and the evidence presented in the letter to determine whether another opportunity to enroll is warranted. For MPAS students, the letter of petition and transcripts will be presented to the PA Admissions Committee. Once the appropriate committee, depending on the student’s program, has reviewed the materials, they will make a recommendation to the Dean, who will make the final decision on readmission. If re-enrollment is granted, the student may be required to retake certain aspects of the curriculum or undergo assessment of current knowledge and skills as a condition for readmission based on the recommendation of the appropriate program committee.

The only exception to this timing provisions in this policy is for experiential rotations in the PharmD and MPAS programs when a student may petition for readmission in the period designated by the letter of dismissal.

Termination from College Programs for Academic Reasons

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

- The student has been re-admitted after dismissal from the College or dismissal from the University, and has finished the semester with a lower cumulative University or professional GPA than that carried at the beginning of the semester or term.
• The student has been re-admitted after dismissal from the College or dismissal from the University and has failed to satisfy stipulations.

• A pharmacy student has failed for a third time the same required course used in the calculation of the professional GPA.

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

**Academic Appeals**

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

**Return of University or College-Owned Equipment**

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

Preamble

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

- 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, their patients. They are enabled by education and entrusted by state law to be a steward of their 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 their 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 for 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

---

3 Revisions approved by COPHS Faculty 8/19/15; 9/16/2020
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 undergraduate, 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, experiential rotations/internships, or when attending required academic or co-curricular functions off campus.

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

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

**COPHS Student Nametag Policy for Pharmacy and Master of Physician Assistant Studies (MPAS) students**

The College of Pharmacy and Health Sciences requires pharmacy students in the professional phase of their education and MPAS students to wear photo nametags created by Butler University throughout their professional education. These nametags are initially presented to the student at no cost upon entry into the professional programs. Nametags will be produced with the student’s first and last name, as recorded with the Registrar.

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

Replacement nametags may be purchased at Butler University Police Department (BUPD). If the nametag is lost or damaged, there is a cost associated with replacement nametag that will be charged to the student’s account. If the nametag is stolen, the student is required to fill out a police report, and the stolen nametag will be replaced at no charge. Questions about the student photo nametags should be directed to the COPHS Office of Student Success.

**Definitions of Unprofessional Conduct**

Report of a student’s engagement 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

4 Approved 08/2013
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, opinions, or theories. This includes self-plagiarism or re-submitting an entire paper, copying or recycling previous work.

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

3. **Fabrication:** Falsification or invention of fictitious information or data in reports, lab results, patient data, bibliographies, 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. This assistance could include unintentional or inadvertent dishonesty by not exercising proper care to protect the integrity of academic activities, whether formative or summative.

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 the tenants of patient confidentiality.

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

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

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

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/harassment.
14. For allegations regarding harassment, sexual misconduct, sexual harassment, and domestic violence, see the university policy: [https://www.butler.edu/student-handbook/harassment](https://www.butler.edu/student-handbook/harassment). 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. Activities that result in the conviction of a drug-related or alcohol-related misdemeanor.
6. Violation of the Butler University alcohol/drug policies as contained in the Butler University Student Handbook.
7. Noncompliance or positive test results of required screenings or assessments.

D. Loss of, or Failure to Procure, Professional Credentials

1. Activities that result in probation, revocation, or suspension of any professional credentials by any healthcare regulatory board.
2. Practicing without appropriate credentials (e.g., intern license, technician license or expired credentials, affiliation agreement; insurance; non-enrollment).
3. Activities that result in actions taken by any Board of Pharmacy or other licensing Board within the United States resulting in probation and/or suspension or revocation of a professional license (i.e., pharmacy technician license or pharmacy intern license) or refusal by a Board to grant a professional license.
4. Activities resulting in academic or professional actions or sanctions taken by other post-secondary institutions.

5 For additional information related to substance abuse, see the College of Pharmacy and Health Sciences’ policy on Substance Use, Abuse and Dependency Policy
E. Misconduct or Illegal Activities

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

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

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

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

Reporting a Suspected Violation of the Professional Conduct Code

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

**Students must self-report their own potential violations of the conduct code, regardless of whether they occurred on- or off-campus, within 96 hours of the alleged event.**

Faculty and staff who become aware of alleged violations of the professional conduct code both on- and off-campus have the responsibility to report this to the Associate Dean of Academic and Administrative Services. Faculty should also encourage students to self-report the incident within the appropriate period and/or suggest the student meet with the Associate Dean of Academic and Administrative Services or Assistant Dean for Student Affairs for guidance.
Students should report observations of suspected academic dishonesty to the course instructor or to the Associate Dean of Academic and Administrative Services. Written or verbal reports of violation of the Professional Conduct Code may be made by students, faculty, or proctors who identify themselves.

Faculty, staff, and/or proctors who observe or suspect academic dishonesty during an examination or who are informed of academic dishonesty by another student should:

- Remove unauthorized materials 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
- Make photocopies or other electronic documentation of all relevant materials such as student papers, examinations, or electronic record.
- Report the incident to the ‘faculty of record’

If the faculty of record believe there is sufficient grounds, they will report the incident by providing any documentation along with a narrative to the Associate Dean of Academic and Administrative Services who can also support the faculty in procedural questions. The faculty member’s department chair may provide guidance and support to the faculty member as needed.

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

**Procedures upon Alleged Violation of the Professional Conduct Code**

Once the incident is reported to the Associate Dean of Academic and Administrative Services (regardless of the source), the Associate Dean may visit informally with the person bringing the complaint about the incident. The Associate Dean of Academic and Administrative Services may interview the alleged violator(s), make informal inquiries to gain a sense of depth to the alleged violation, or may request that the faculty involved (when appropriate) investigate the situation to the best of their ability, including interviewing the suspected student(s) for purposes of collecting information necessary for the Academic and Professional Affairs Committee (APAC) reviewing the allegation. This information will be shared with the Chair of APAC.

If the Associate Dean and Chair of the Academic and Professional Affairs Committee determine that there is not sufficient evidence to forward the allegation to APAC, they may cancel further action. Both the Associate Dean and APAC Chair must be in agreement that there is not
sufficient evidence to forward the allegation to APAC. If there is disagreement between the two, the action will be taken to APAC.

If the decision is made to not bring the allegation before the committee, a record of the investigation will be maintained in the student’s permanent file with the notice of lack of responsibility. If a potential pattern of concern is noted with any future allegations, the Associate Dean of Academic and Administrative Services and Chair of APAC may include any previous or concurrent allegations to the Academic and Professional Affairs Committee to consider.

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

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

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

The Associate Dean of Academic and Administrative Services will present this information to APAC for its review. After reviewing an alleged violation of the Professional Conduct Code, APAC 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.

● The student has the right to prepare a written statement.

● At the student’s request, an advisor may assist a student. The advisor may be the student’s academic advisor or any other person of the student’s choice. The advisor may act in an advisory capacity only and may not actively participate in the procedures (e.g., advisors may not question witnesses, provide opening or closing statements). An advisor will not be permitted to interfere with any procedure or review. The Chair may dismiss an advisor from the hearing for actions perceived as being disruptive. The advisor may only be present when the student is present in the proceedings. After all the evidence has been heard and discussion has concluded, the Committee shall convene privately and decide whether the student is responsible for the alleged violation, and if so, determine the sanction(s), if any. An administrator of the College, usually the Associate Dean, shall also attend the hearing as a non-voting resource representing the College to provide background information to the parties as requested.

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

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

If the Committee believes the code has been violated, it will:
a. Recommend the appropriate sanction(s) for the code violation to the Associate Dean of Academic and Administrative Services.

b. Direct the Associate Dean of Academic and Administrative Services to notify the student in writing by e-mail with read/receipt, or hand delivery that the student is charged with a violation of the Code and the specific sanction(s) for the violation.

c. Direct the Associate Dean of Academic and Administrative Services to notify the faculty involved in the allegation that the 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 of Academic and Administrative Services.

d. The student’s academic advisor will be notified of the final decision / sanctions letter sent to the student.

The student’s rights should be outlined to include:

a. The student may discuss the allegations and sanctions informally with the Associate Dean and/or APAC.

b. The student may 1) accept the decision / sanctions of the Academic and Professional Affairs Committee, 2) ask for an ad hoc hearing, if appropriate, 3) appeal the decision of APAC to the Dean of the College if they disagree with the decision / sanctions, or 4) request APAC to review new information, if appropriate.

c. The student has the right to convene an ad hoc committee per the guidelines outlined within the Hearings: ad Hoc section. The request must be received within five (5) days of the Academic and Professional Affairs Committee’s decision.

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

For violations currently awaiting criminal, civil, or regulatory review, the Academic and Professional Affairs Committee, at its discretion, may delay any decision until the other body has made their 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.

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

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

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

**Hearings: ad Hoc**

A student may request an ad hoc hearing if they believe 1) there was an error in process / procedure of APAC, or 2) the decisions / sanctions issued by APAC were malicious or arbitrary.

The Dean of the College may request an ad hoc hearing as a result of a student’s appeal to them.

**Procedures for an Ad Hoc Hearing**

If the student or Dean 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 of Academic and Administrative Services 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 same program as the student accused and are in the last two years of their respective degree programs. These two students and two alternates will be selected by the Associate Dean of Academic and Administrative Services.
- The fifth member of the Hearing Panel shall be the Chair of the Academic and Professional Affairs Committee or their 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 of Academic and Administrative Services, 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 be the student’s academic advisor or any other person of the student’s choice. The advisor may act in an advisory capacity only and may not actively participate in the procedures (e.g., advisors may not question witnesses, provide opening or closing statements). 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 the 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 Associate Dean of Academic and Administrative Services 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 a faculty member, the Associate Dean of Administrative Services will select a different, suitable faculty member. 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 of Academic and Administrative Services. 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.

**Possible Sanctions for Violations of the Professional Conduct Code**

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 their designee will invoke sanctions. Sanctions may include, but are not limited to:

- A 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 (e.g., duration of dismissal for academic reasons). Also similarly, the student must apply for readmission to the College if they wish to return. (See Reapplication Process for Dismissed Students in the Academic Progress Policy) The Dean of the College shall act on the application for readmission.
- Termination as a student or candidate for a 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 early assurance pathways into the professional programs, restrictions on student privileges, community service, reflection paper, research assignment, completion of an educational program, evaluation and compliance of recommendations by credentialed counselors, referral for alcohol and/or drug use assessment, screening for substances of abuse, letter of apology or personal apology.
Students on experiential rotations (MPAS or pharmacy) are also subject to sanctions from the Experiential Office. Students should contact the Experiential Office of their respective discipline for more information related to sanctions for a specific rotation.

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

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

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

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

If a student encounters a situation at the College that cannot be satisfactorily resolved by consultation among the parties concerned, or if a student believes they have been unfairly treated, they should communicate concerns to the Associate Dean of Academic Affairs 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 of Academic Affairs or the Assistant Dean of Student Affairs.

The student may appeal a decision regarding sanction(s) invoked by submitting a written appeal to the Dean of the College of Pharmacy and Health Sciences within 5 calendar days of receiving the College’s decision. By University policy, the student may then also appeal the College Dean’s decision by submitting a written appeal to the Dean of Student Services for the University within 3 days of the date of the College Dean’s decision notification. 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 Affairs 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.
Student Substance Use, Abuse or Dependency Policy

Purpose

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

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

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

Definition

According to the American Psychiatric Association, “the essential feature of Substance Dependence is a cluster of cognitive, behavioral, and physiological symptoms indicating that the individual continues use of the substance despite significant substance-related problems. There is a pattern of repeated self-administration that can result in tolerance, withdrawal, and compulsive drug-taking behavior.”

Procedures

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

A student who recognizes a problem that may relate to their use of alcohol or a chemical substance is encouraged to voluntarily seek assistance from their family physician, a licensed substance abuse professional or other appropriate assessment and treatment facility. A student may make a confidential request to the Butler Counseling and Consultation Services Office in the Health and Recreation Complex for an alcohol or substance use assessment, or to obtain a list of assessment and treatment facilities for substance abuse in the Indianapolis area.
Butler University faculty, staff or students who believe that a student may be experiencing problematic use of chemical substances should report their concerns to the Associate Dean of Academic Affairs. 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:

- Precipitous deterioration in academic performance
- Frequent and/or regular absences from class or rotations
- Physical symptoms such as dilated or constricted pupils, incoherent, rambling or slurred speech, tremors, unsteady gait, recurring nausea and vomiting, aggressive or belligerent behavior, precipitous weight loss, or smell of alcohol or marijuana on person
- Corroborated or credible written report(s) from faculty, staff, students, University residential life, or law enforcement or regulatory agencies regarding suspected substance use, abuse or dependency by a student

When any of the above circumstances raise concerns regarding a student’s possible substance use, abuse, or dependency, the Associate Dean will gather information regarding the possible substance use and will provide this information to the Academic and Professional Affairs Committee (APAC). The student will sign the appropriate releases authorizing the Vice President for Student Affairs office and BUPD to provide all relevant information relating to prior incidents of substance use, abuse, or dependency. APAC 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, APAC shall advise the Associate Dean who shall notify the student that they are required to undergo such assessment. When a student is required to undergo a professional substance abuse assessment, the Associate Dean will provide a list of persons who are approved to conduct the assessment. The student will promptly sign the appropriate releases so that the results of the assessment may be communicated to the Associate Dean.

If a student is found, 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 an agency with specialized expertise working in the student’s discipline area and mutually agreed to by the Dean of the College and the student. The student will promptly sign
the appropriate releases so that information on the student’s ongoing treatment and recovery may be provided to the College 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 ongoing 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 pharmacy or PA experiential rotations should consult the Director of Student Disability Services. For pharmacy students,
they should make this notification no later than April 1st of their P1 year. MPAS students should make this notification upon matriculation into the PA program. The Director of Student Disability Services will initially meet with the student to determine how best to accommodate the student’s disability and then will communicate this information to the program rotations coordinator and the Associate Dean of Academic Affairs.

**Required Technical Standards**

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

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

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

3. **MOTOR:** The candidate/student must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers, be able to perform basic laboratory tests, possess all skills necessary to carry out diagnostic procedures and be able to execute motor movements 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 and Student Leadership

Mission of Student Organizations

The Butler University COPHS has always recognized and encouraged participation in student activities and organizations as a vital part of a student’s total educational experience and professional development. COPHS supports University-recognized student organizations and activities as an important addition to a student’s academic life.

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

New Organizations

Students wishing to establish a new organization must first submit their proposal to the University’s Department of Student Involvement and Leadership and follow all guidelines to become a recognized student organization. Once an organization is recognized at the University level, then they may inquire with the Office of Student Success to be recognized at the College level. This recognition requires approval of the Assistant Dean of Student Affairs 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 Office of Student Success to determine which faculty members are eligible. Faculty Adviser agreement forms are distributed via the University’s Department of Student Involvement and Leadership 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 their position.

Event Registration

All events must be proposed and obtain initial approval through the COPHS Office of Student Success to ensure that events are planned and executed appropriately. The COPHS student
organization must then review all University policies and complete all the necessary
documentation based on the type of event that are required by the University’s Department of
Student Involvement and Leadership. All relevant policies and forms can be found in Butler
Engage, the comprehensive student engagement platform used by the University’s Department
of Student Involvement and Leadership

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 for profit must be
obtained via email from the Office of Student Success. Once the fundraiser is approved, the
organization must then follow the University’s Department of Student Involvement and
Leadership procedures. Solicitation of funds from corporate sponsors may not be done
without the approval of the COPHS Dean.

Organization Funds from the College

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

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, the
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 not be under University or College academic or professional probation.

Each student organization must submit to the Office of Student Success, who will confer with the Office of Academic Affairs, 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, the student must resign from office. All officer lists will be checked prior to fall and spring semesters for eligibility.

The Constitution for the Health Sciences Student Assembly can be found in Appendix C of the COPHS Student Handbook.
Student Elections for Class Officers and HSSA Representatives

The procedure for election of the College’s class officers were developed in consultation with students. The Office of Student Success will accept nominations and oversee elections at the start of each initiating term (September for BSHS and Pharmacy students, and May for PA students). Elections will be by electronic ballot. The Assistant Dean of Student Affairs will report the results of each electronic election to the respective class as expeditiously as possible.

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

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

BSHS students

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

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

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

Pre-pharmacy students

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

Professional Phase Pharmacy students—P1, P2, and P3

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

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

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

- President - Serves on the Deans’ Student Advisory Council

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

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

Appendix A – College Forms

- COPHS Petition Form for Elective Course Variances
- Independent Study Approval Form
- Locker Request Form
- Student Complaint Form

Appendix B – Course Policy Statements

Appendix C – Constitution for the COPHS Health Sciences Student Assembly

Appendix D – College Needlestick and Injury Policy

Appendix E – Program Policies: Bachelor of Science in Health Sciences

Appendix F – Program Policies: Doctor of Pharmacy

Appendix G – Program Policies: Master of Science in Pharmaceutical Sciences

Appendix H – Receipt of Handbook and Release Forms

- COPHS Appearance Release From
- Acceptance of Professional Conduct Code including Substance Use, Abuse or Dependency Policy
Appendix A

College Forms
COPHS Petition Form for Elective Course Variances

Student Name:__________________________________ Butler ID number:________________

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

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

Current Year in Program/Major:___________________________________

Students having a special interest in electives other than those on the approved list should petition the Academic and Professional Affairs committee in a timely manner to receive 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 attach the course catalog description for the requested course.

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

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Student Signature:_______________________________________Date:  __________________

Submit this form to PHSB 107 for processing/ consideration by the Academic and Professional Affairs Committee.

For Academic Affairs Use Only:

Date of petition submission: ________________ Petition outcome: Approved or Denied

Date of decision: ________________ Date of student notification: ________________
INDEPENDENT STUDY APPROVAL FORM

Student Name:__________________________________ Butler ID number:________________

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

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

Current Year in Program/Major:___________________________________

Information on the Independent Study Course:

Course number/Name: _____________________________________________

Butler faculty advisor/instructor: ___________________________ Credit hours: ______

Academic term when work will be completed: Semester ________ Year ______

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

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

______________________________________________________________________________

STATEMENT OF THE PROBLEM TO BE SOLVED:

______________________________________________________________________________

GOALS OF THE PROJECT:

______________________________________________________________________________

______________________________________________________________________________

PROJECT METHODOLOGY:

______________________________________________________________________________
METHOD OF EVALUATION TO BE USED FOR THIS COURSE:

________________________________________________________________________

________________________________________________________________________

Budget Requested: __________________________________________________________

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

If yes, explain: ______________________________________________________________

Student Signature: __________________________________________________________

DATE __________________

APPROVAL ________________________________________________________________

Butler Project Mentor/Instructor

DATE __________________

APPROVAL ________________________________________________________________

Associate Dean of Academic Affairs

DATE __________________

APPROVAL ________________________________________________________________

Academic and Professional Affairs Committee

DATE __________________

For Academic Affairs Use Only:

COURSE NUMBER ASSIGNED: ____________________________________________
REQUEST FOR LOCKER USAGE

Student Name printed: ____________________________________________________________

Student Cell #: ___________________________  Student ID#: __________________________

Program/Class year: (check one)

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 if you qualify for priority assignment for these or other reasons:
______________________________________________________________________________
______________________________________________________________________________

Complete the back of this form and return it to the COPHS Office of Student Success (PHSB 303) during normal business hours.

Please call 317-940-9297 with questions or comments.
**Rules (review and initial where indicated)**

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

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

   Please initial:________

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

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

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

   Please initial:________

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

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

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

Signature of student:______________________________ Date: __________

*Student Signature*

---

**For Office of Student Success Use Only:**

Assigned Locker number: __________

Combination number or date extra key provided: __________

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

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

Background Information

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

Your full legal name and Butler ID number:

Phone number where you are most easily reached:

Your email address:

Your campus (or local) address:

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

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

Date and location of incident (REQUIRED):

Information About Your Complaint (REQUIRED)

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

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

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

What resolution are you seeking?

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

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

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

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

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

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

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

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

**Audio and Video Capture.** As a part of coursework, students may be asked to demonstrate content knowledge and counseling skills using audio and video capture via Panopto, Zoom, or other recording devices. This material will then be made available to the student for self-assessment. It may also be shared with other students in the same course and with the instructor for feedback. It is important to understand the copyright, intellectual property, and patient/student privacy implications of these and similar recordings:
1. "The University generally owns and/or has license rights to all copyright, trademark, service mark, patent, trade secret, and know-how rights created or developed by the faculty, staff, and students of the University. The University does not, however, generally claim ownership to academic work created by students." The University maintains an Intellectual Property Policy.

2. Any outside use, reproduction or mixing of audio and video materials recorded by students or faculty as part of a course is forbidden without the express written consent of the course instructor and all parties involved in the recording. This includes use in e-Portfolios or on social media and internet sites such as YouTube or Facebook, etc.

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

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

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

Should a student need to be reached in an emergency, the student should direct the person needing to contact 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.

**Statements Revised 8/7/20 jc**
Appendix C

Constitution of the Health Sciences Student Assembly
CONSTITUTION OF THE HEALTH SCIENCES STUDENT ASSEMBLY
COLLEGE OF PHARMACY AND HEALTH SCIENCES
Butler University

ARTICLE I  Members

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

ARTICLE II  Name

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

ARTICLE III  Purpose

The Health Sciences Student Assembly shall:

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

ARTICLE IV  Membership

1. All Student Chapters of organizations approved by Butler University’s Student Government Association within the College of Pharmacy and Health Sciences as listed in COPHS Community Resources online.
2. PA Club (PAC); student chapter
3. One elected representative of each Pharmacy professional phase class and two from each pre-professional class. One elected representative from each MPAS class
4. One elected representative from the MSPS Program
5. One elected representative of the BSHS junior and senior classes
6. Two elected representatives from both the BSHS 1st and 2nd year classes and from each major (i.e., two Healthcare and Business 1st year representatives and two Health Sciences 1st year representatives, etc.)

ARTICLE V  Rights and Responsibilities of HSSA Members

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

ARTICLE VI  Conduct of Business

HSSA meetings, which shall be open to all Butler University College of Pharmacy and Health Sciences students, will be held at least twice a semester during the academic year. Special meetings may be held upon call of the Deans, the chairperson, or five or more of the HSSA members. A quorum shall consist of at least five HSSA members.
Student leadership of HSSA, in consultation with the Assistant Dean of Student Affairs, shall be selected by the voting members of HSSA at the last meeting of each academic year and can be held in person or as an electronic vote. This leadership will be a 5 person administrative board with a chairperson elected from the membership of the board. The Board should have membership from the BSHS, Pharmacy and Physician Assistant Programs with no more than two members from a single program. A student member selected by the voting members of the HSSA serves as secretary. It shall be their duty to keep and distribute minutes of HSSA meetings. All minutes will be distributed to HSSA members and posted to the HSSA section in COPHS Community Resources for review by COPHS students, faculty, and staff.

All recommendations to the Dean will be routed through the Assistant Dean for Student Affairs, located in the COPHS Office of Student Success - PHSB303.

Ratified spring 2019
Appendix D

College Needlestick and Injury Policy
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 Concentra to treat all non-critical on-the-job injuries. Concentra has eight locations available in the Indianapolis area. See the attached map for locations and hours or visit their website at www.concentra.com.

- 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.

www.concentra.com

Please check Concentra website for up to date location information.
Appendix E

Program Policies:
Bachelor of Science in Health Sciences Program
BACHELOR OF SCIENCE IN HEALTH SCIENCES PROGRAM

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

Curriculum

The current curriculum and course descriptions for the Master of Science in Pharmaceutical Sciences can be found in The Bulletin at https://www.butler.edu/bulletin/cophs or on Moodle in the COPHS Community Resources Organization in the “Program Curricula” section.

Academic Probation Policies applicable to Bachelor of Science in Health Sciences students:

COPHS Academic Probation

All courses used to satisfy curricular requirements in a BSHS major are included in the evaluation for COPHS academic probation. Students who earn more than 5 credit hours of grades lower than C- will be placed on probation. In addition, any student with a term GPA less than 2.0 will be placed on probation. Note that for initial probation, first attempt grades of W, I, or NC will not be considered. Students who earn 1 to 5 credit hours of grades lower than C- will receive a written warning.

Students are encouraged to remediate all courses with grades below C-. However, students will be removed from academic probation and returned to good academic standing when they have remediated a sufficient number of courses to no longer have more than 5 credit hours of grade less than C-. Remediation should occur within a calendar year, if possible.

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

All policies related to academic performance and professional conduct outlined in the COPHS Student Handbook including possible sanctions by the Academic and Professional Affairs Committee will apply to BSHS students.

University Academic Probation
Students with cumulative GPAs below 2.0 are placed on University probation. See the University Student Handbook and/or the Bulletin for details on academic ineligibility.

Course Remediation

The University course repeat policy applies to course remediation in the BSHS program. For more information on this and other University academic policies, consult the current Butler Bulletin at https://www.butler.edu/bulletin/regulations-definitions.

Academic Dismissal from the BSHS Program

A student will be dismissed from the BSHS program for any of the following:

- Failure to satisfy probation stipulations.
- Earning a failing grade in the same course twice.
- Earning a grade of less than a C- on the first attempt in any four courses used to satisfy graduation requirements in a BSHS major.
Appendix F

Program Policies:
Doctor of Pharmacy Program
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.

1 Approved by COPHS Faculty 11/8/16
Ability-Based Outcomes For The Pharmacy Program\textsuperscript{2}

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

I. Provide pharmacist-delivered patient care.

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

\textsuperscript{2} Approved by COPHS Faculty 5/18/04
III. Apply quality improvement principles.

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

Outcome Statements for Specialized Academic Tracks available within the Doctor of Pharmacy Curriculum for students who have declared a track:

I. 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.
- 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.

II. 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.
III. 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.
Butler University College of Pharmacy and Health Sciences Interprofessional Education (IPE)

Vision, Mission and Goals:

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

Creating healthcare practitioners who advance their profession through collaboration:

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

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

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

Pharmacy Program Goals:

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

Students will participate in IPE throughout the professional phase of the pharmacy program, through required didactic experiences, co-curricular experiences, and experiential education.
THE DOCTOR OF PHARMACY PROGRAM
ADMISSION CRITERIA AND PROCEDURES
(Effective with the P1 class entering fall 2020)

The Doctor of Pharmacy curriculum requires that students complete all pre-requisite coursework, typically during two pre-professional years, and then progresses to four professional years of study. Acceptance into the professional phase of the pharmacy program allows students to begin the first professional year (P1) coursework. All students entering the fall semester of the first professional year (P1) must satisfactorily complete all math/science prerequisite required coursework as well as be able to meet the College’s technical standards for enrollment.

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

Pre-requisite course requirements for admission into the Doctor of Pharmacy Program:

- General Chemistry with lab – 2 semesters
- Organic Chemistry with lab – 2 semesters
- Cell biology – 1 semester
- Microbiology with lab – 1 semester
- Human Anatomy and Physiology (lab not required) – 2 semesters
- Calculus – 1 semester
**Direct Pathway for Eligible Butler Pre-Pharmacy Students:**

Students enrolling in their first year at Butler University and **declaring pre-pharmacy as their initial major** have a direct path 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 (i.e., the pre-professional GPA)
- No grade less than C-minus on the 1st attempt in any of the pre-pharmacy courses stipulated below. A student may repeat a course to satisfy a subsequent course prerequisite but will no longer be eligible for the Direct Pathway. (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 listed below will make the student ineligible for the Direct Pathway.)
- Completion of the PharmCAS application prior to the published deadline
- Successful completion of a standardized interview
- Successful completion of an essay based on a standardized writing prompt administered in a proctored setting
- Have a record free from University or College Conduct Code violations which would result in loss of the Direct Pathway at the discretion of the Academic and Professional Affairs Committee

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

<table>
<thead>
<tr>
<th>FYS 101</th>
<th>First Year Seminar 1</th>
<th>FYS 102</th>
<th>First Year Seminar 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA106</td>
<td>Calculus and Analytical Geometry</td>
<td>BI105</td>
<td>Introductory Cell Biology</td>
</tr>
<tr>
<td>CH105</td>
<td>General Chemistry 1</td>
<td>CH106</td>
<td>General Chemistry 2</td>
</tr>
<tr>
<td>CH351</td>
<td>Organic Chemistry 1</td>
<td>PX326</td>
<td>Anatomy and Physiology 1</td>
</tr>
<tr>
<td>PX100</td>
<td>Exploring Pharmacy 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Direct Pathway eligibility into the P1 year of the professional pharmacy program ceases after the student’s review for professional phase admission at the end of their third semester at Butler University.

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

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

**Early Admission Pathway for external transfer students wishing to enter Butler’s Professional Pharmacy Program:**

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

Criteria for admission to the Professional Pharmacy Program by this program include:

- Not currently enrolled at Butler University
- Must be eligible for admission into Butler University
- Must have a 3.0 cumulative and math/science pre-requisite GPA
- Should have not more than 3 outstanding pre-requisite courses
- Preference is given to students who have a previous degree
- A conduct code review of PharmCAS reported infractions for all candidates
- For consideration, students must submit their PharmCAS application prior to October 1st of the year prior to the desired admission
Standard Pathway for students entering Butler’s Doctor of Pharmacy Program

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

Students eligible for the Standard Pathway for admission include:

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

In addition, the following are considered for the standard pathway application process:

- cumulative GPA for all coursework completed at all universities
- math/science GPA in pre-requisite coursework
- attribute assessment through an interview
- successful completion of an essay based on a writing prompt
- a conduct code review for Butler students as well as a review of PharmCAS reported infractions for all candidates

Butler students interested in this option can obtain more information from the Office of Student Success in PHSB 303.

Additional Information related to Butler’s Doctor of Pharmacy Admissions:

Change of Major to Pre-Pharmacy

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 acceptance into the pharmacy program via the Direct Pathway.

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

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

Admission eligibility for students entering Butler University after 12 or more hours of collegiate coursework elsewhere:

Transfer students not currently enrolled at Butler University should contact the Transfer Admission Coordinator in the Admissions Office for university admission information. All students who satisfy the requirements to transfer to Butler University may apply for admission into pre-professional program at the discretion of the Associate Dean of Academic Affairs in consultation with the Pharmacy Program Director, or the start of the professional program at the discretion of the Pharmacy Admissions Committee. For professional program admissions, students will apply through PharmCAS. Application information for the PharmD program can be found on the PharmCAS website by searching for Butler University in the school directory.

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

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

**Program Entrance Dates:**

Because of the sequential nature of the Doctor of Pharmacy curriculum, all students entering the professional phase of the program must enter the program 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.
Pharmacy Program Curriculum

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

Academic Progress in the Doctor of Pharmacy Curriculum

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.

Pharmacy Program definition of Liberal Education Electives

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

Professional Pharmacy Electives

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

A petition for approval of a course given outside the College 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 107) 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 the “Request for a Waiver or Variance from the Published Curriculum” section of the Student Handbook with appropriate forms available in Appendix A – College Forms.

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 Academic Affairs for the College if there are questions.

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

Any COPHS student planning to take courses elsewhere to be applied toward a degree at Butler University should note carefully the proper procedures and regulations. University guidelines are available at https://www.butler.edu/registrar/transfer-credits in addition to College guidelines for writing the petition are described in the “Request for a Waiver or Variance from the Published Curriculum” section of the Student Handbook with appropriate forms available in Appendix A – College Forms.

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

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

**Academic Probation Policies for Students in the Doctor of 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.

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

Recognition of High Academic Achievement through the Dean’s List

Undergraduate student academic accomplishment is recognized at the end of each semester by eligible students being named to the Dean’s List. The top 20 percent of COPHS students in each curricular year are named to the Dean’s List based on the student’s University semester GPA.

Students on disciplinary probation are not eligible for the Dean’s List.

Receipt of an “F” grade in any semester disqualifies a student for Dean’s List consideration for that semester.
**Experiential Rotations 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 Pharmacy Office of Experiential Education in PHSB203. All pharmacy students, in designated courses and in pre-announced town hall style meetings, will be provided detailed information regarding schedule, site selection, requirements, and operation of the program. It is imperative that all students participate in early advising and registration for the experiential rotations. The critical issue is that students must be officially registered for all experiential rotations 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 during the P1-P4 years.

Additional information on the Pharmacy Program Experiential Rotations can be found in the Pharmacy Rotation Manual available on COPHS Community Resources under COPHS Student Handbooks and related Student Policies.

**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.

**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 Office of Student Success. Other committees may request student members at any time. The Assistant Dean of Student Affairs and the respective committee Chairs will chose members for each committee. No student on academic or professional probation is eligible for committee membership.
Appendix G

Program Policies:
Master of Science in Pharmaceutical Sciences
PHARMACY GRADUATE PROGRAM

MASTER OF SCIENCE IN PHARMACEUTICAL SCIENCES

See the Butler University Bulletin 2018-19, College of Pharmacy and Health Sciences Programs, for admission criteria and procedures for admission to this program. The Bulletin can be found online at https://www.butler.edu/bulletin/cophs/ms-pharmaceutical-sciences.

Curriculum

The current curriculum and course descriptions for the Master of Science in Pharmaceutical Sciences can be found in The Bulletin at https://www.butler.edu/bulletin/cophs/ms-pharmaceutical-sciences or on Moodle in the COPHS Community Resources Organization in the “Program Curricula” section.

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 2018-19 under Doctor of Pharmacy Program for admission criteria and procedures for admission to this program. The Bulletin can be found online at https://www.butler.edu/bulletin/cophs/ms-pharmaceutical-sciences.
Appendix G

Receipt of Handbook and Release Forms
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 Phone #: ____________________________________________________

Return signed form at orientation or as instructed. Ratified fall 2000; Updated fall, 2017
CERTIFICATION OF RECEIPT AND ORIENTATION TO THE
COLLEGE OF PHARMACY AND HEALTH SCIENCES STUDENT HANDBOOK

By my signature, I certify that I have received and read a copy of the COPHS Student Handbook, that I have participated in a discussion of its contents, and that I agree to follow the policies and procedures contained therein. My signature also certifies that I acknowledge it is my responsibility to initiate a conversation if I have questions or need additional assistance above what was provided to the class related to the COPHS Student Handbook or if I missed the scheduled orientation. This can be scheduled through the Office of Student Success, PHSB 303.

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

Student Printed Name: ___________________________
Student Signature: ___________________________ Date: _________
Student ID #:__________________________________

BUTLER UNIVERSITY COLLEGE OF PHARMACY AND HEALTH SCIENCES
APPEARANCE RELEASE FORM

By my signature, I agree for Butler University and the College of Pharmacy and Health Sciences to capture my likeness and authorize permission to use my likeness in a photograph or video for any and all of its publications, 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 ID #:__________________
Student Signature: ___________________________ Date: _________