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Director’s Welcome
Welcome to the PA Program at Butler University! This is an incredibly exciting time for you to begin this journey! The Butler University PA Program is the longest accredited program in the state of Indiana and is indeed a challenging program! The PA Program embraces innovative teaching strategies that promote the application of learned material. Our facilities in the College of Pharmacy and Health Sciences are sophisticated with hybrid classrooms, standardized patients, and early application experiences for all students as well as traditional organ system lecture formats. We are the only program in the state with a pharmacy program in the same College. We know these factors positively influence your education! Upon completion of our program, you will have built a foundation in primary care and will be able to deliver quality, patient-centered care in a wide variety of clinical settings.

You will join the over 700 Butler University PA Program graduates who provide care to patients, work in education, or administration. Over the next two years, you will grow to appreciate you have chosen a profession where you will never stop learning. The faculty and staff are here to support you and help you master the skills you will need for the journey. Your success is important to us and we appreciate your choice in Butler University.

Go Dawgs!

Jennifer A. Snyder, PhD, PA-C
Program Director
Chair, Department of PA Studies
Introduction
The PA Student Handbook is published for the convenience of students enrolled in the Butler University PA Program, as well as those who may be interested in the program. Additionally, the Handbook helps meet accreditation Standards established by the Accreditation Review Commission on the Education of the Physician Assistant (ARC-PA). (Accreditation Standards A3.02; A3.14) The 2017-2019 PA Student Handbook’s effective date is May 8, 2017.

Butler University is the sole sponsoring institution of the PA Program. (Accreditation Standard A1.01) The Higher Learning Commission accredits Butler University. It is Butler University’s mission to provide the highest quality of liberal and professional education and to integrate the liberal arts with professional education, by creating and fostering a stimulating intellectual community built upon interactive dialogue and inquiry among students, faculty, and staff. Butler University provides equality of opportunity in its educational programs for all persons. It is the policy of the University to provide equality regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category. (Accreditation Standard A3.11)

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

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

PAs practice in all specialty fields; twenty-four percent of all PAs provide primary care services, especially in family and general internal medicine. Their job descriptions are diverse, and they serve in both clinical and non-clinical roles. While these nonclinical positions do not involve patient care, they depend on a strong clinical knowledge base.

Butler University PA Program
History
In the early 1990s, the report of the Indiana Health Care Commission noted that many areas of Indiana were medically underserved. During this same period, Methodist Hospital expanded its mission of "curing disease and rescuing from disaster" to include "delivering primary care services" and the Butler University College of Pharmacy and Health Sciences recognized an educational void in Indiana. The creation of the PA Program, co-sponsored by Methodist Hospital and Butler University, was recognized as a way to address all of these issues and program development commenced in 1992.

The PA Program admitted its first class of nine students in January 1995 and this class graduated in August 1996 with a Bachelor of Science in Health Sciences. In 2006, the Program matriculated its first
Master’s degree granting class. Graduates have been awarded a Master of Physician Assistant Studies (MPAS) degree since 2006. (Accreditation Standard A1.03e)

Today, the PA Program is operated solely by Butler University (Accreditation Standard A1.01) and most aspects of didactic training occur on the Butler University campus. (Accreditation Standard A1.10) Beginning with the 2015 summer term, the PA Program transitioned to a class size of 75 and a 24-month graduate only program awarding the MPAS degree. The new MPAS program will replace the previous 33-month undergraduate-graduate program. The transition to a graduate only curriculum was designed to maintain a strong academic curriculum, address the cost of education, and promote opportunities for graduate scholarships while continuing to exceed accreditation standards.

The PA Program is fully accredited by the ARC-PA. (Accreditation Standard A3.14a) Upon completion of the Program, graduates are eligible to sit for the Physician Assistant National Certifying Examination (PANCE) administered by the National Commission on Certification of Physician Assistants (NCCPA).

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to the Butler University Physician Assistant Program sponsored by Butler University. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be March 2027. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

Program of Study
The PA Program is designed to provide an understanding of the knowledge, skills, and attitudes used as a PA. The MPAS graduate only curriculum is twenty-four consecutive months. The first twelve months of the Program are devoted to didactic studies in the basic medical, clinical and behavioral sciences, and the remaining twelve months focus on the clinical experiences in primary care, and medical and surgical specialties.

The didactic curriculum is integrated to introduce the student to medical sciences as they relate to specific organ systems and clinical problems. Learning strategies include the traditional lecture format, basic science laboratory, hybrid, small group tutorials, and patient case discussions. Regular patient contact is an important part of the Program. Students begin to see patients early during the didactic year. Standardized patient evaluations, through simulation and actors, are also a part of the didactic curriculum.

As part of the clinical curriculum, students participate in rotations and didactic course work. Students are required to participate in core rotations in Emergency Medicine, Family Medicine, General Surgery, Internal Medicine, Mental Health, Pediatrics, and Women’s Health in addition to one elective. In the clinical year, students also participate in Core Topics, Issues of Professional Practice, and the Summative Practicum to prepare them for transition into clinical practice.
Because the clinical teaching is carried out in many practice settings throughout the country, students should anticipate travel, at their own cost, to sites in and around Central Indiana for their clinical experiences to fulfill these requirements.

**PA Program Mission Statement**
The Butler University PA Program mission is to produce graduates with a foundation in primary care to deliver high quality, patient-centered care in a wide variety of clinical settings.

**Program Goals**
(Approved by PA faculty on 12/5/14; approved by COPHS faculty on 2/19/15)
1. Select highly qualified applicants through the admission process who will successfully complete our PA Program.
2. Provide a quality educational experience that provides students with the knowledge, skills, and attitudes for entry-level practice as PAs.
3. Provide an educational experience that prepares our graduates to provide primary care in a wide variety of clinical settings.
4. Help our students develop a sensitivity that will allow them to effectively work with patients who are different than they.
5. Maintain our status as the longest accredited PA program in the state of Indiana.
6. Promote professionalism, leadership, and service of students and faculty.

**Academic Calendars** *(subject to change)*
See Appendices J & K

**Prerequisites**
Students must complete the following course prerequisites with no grade of “C-” or less to be considered for admission to the PA Program. *(Accreditation Standards A3.15b, d)*

Earned Advanced Placement exam scores of 4 or 5 or International Baccalaureate exam scores of a 5 to 7 may substitute for prerequisite courses. Appropriately earned AP or IB scores may replace no more than two prerequisite courses. Applicants should submit copies of exam scores with applications to PAadmission@butler.edu.
• Chemistry:
  o Inorganic (general) with lab (2 courses)
  o Organic with lab (1 course)
  o Additional chemistry course at or above 300 level (1 course)
• Biology:
  o Any biology related course at or above 200 level (5 courses)
    ▪ Examples might include but are not limited to anatomy, physiology, kinesiology, genetics, microbiology, immunology, physics, bioengineering, biomedical science, exercise science, neuroscience, zoology, nutrition.
• Statistics/Biostatistics:
  o Any course (1 course)
• Social Sciences:
  o Any combination of psychology or sociology courses (2 courses)

For information about prerequisite fulfillment, course equivalencies, and unofficial transcript reviews, please contact the PA Admission Office at PAadmission@butler.edu.

Previous Healthcare Experience / Shadow Requirements
No previous healthcare experience or shadowing is required, but it may be useful to the student to help discern his or her interest in and aptitude for this career. (Accreditation Standard A3.15b)

Technical Standards for Enrollment

Introduction
Technical standards are essential functions that students must demonstrate to fulfill the requirements of the PA Program and thus are prerequisites for entrance, continuation, and graduation from the Program. (Accreditation Standard A3.15e) It is the responsibility of each applicant to affirm that they meet these technical standards upon entrance to the PA Program.

It is the policy of Butler University to provide reasonable accommodations to qualified students with a disability so they can meet these required technical standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis.

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 his designee and/or the Director of Student Disability Services (JH136, 940-9308).
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 should contact the Director of Student Disability Services after matriculating to the University. Students who believe they will need to have disability accommodations arranged for their PA rotations should consult the Director of Student Disability Services no later than May 31 prior to beginning rotations. 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 Director of Experiential Education and the Associate Dean.

The following technical standards describe the essential functions that students must demonstrate in order to fulfill the requirements of the PA Program and thus are prerequisites for entrance, continuation, and graduation from the Program. 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.

**Technical Standards for Admission & Retention**

The College of Pharmacy and Health Sciences faculty has specified the following nonacademic 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 health care 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 health care 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.

Admission to the PA Program
The pathways to gain entry to the PA Program are the Selective Internal Admission Pathway (current Butler University students and/or alumni) and the Standard Admission Pathway. (Accreditation Standards A3.15, A3.16)

Special Considerations
The following admission and enrollment practices are followed. (Accreditation Standard A3.15a)

- Butler University and its graduates are at an advantage in the admission process through the Selective Internal Admission Pathway. Up to 60% of each class (45 of 75 students) will be made up of students who have previously earned Butler degrees at the time they begin the PA Program.
- The Butler University PA Program recognizes the special heritage to our profession provided by the United States Armed Services. One seat in the Program will be “reserved” for either a veteran or an active military member (Active Duty, Reserve, and National Guard). The military candidate must meet all minimum AE criteria and must complete the NAE. Students should identify themselves as being interested in consideration for this “seat” at the time of CASPA application submission. This is a competitive process.
- The Butler University PA Program does NOT require healthcare experience for consideration of admission. However, it is recommended to help with the discernment process. No credit will be awarded to students for work experience performed prior to the start of the PA Program. (Accreditation Standard A3.15b)
- International students are important to the fabric of the Butler student community; however, no special consideration is granted for an international student. If a student is looking to study in the United States under an F-1 or J-1 visa, we hope they will consider Butler University. International students must have a TOEFL score and evaluation of any international transcripts. Please note that this takes additional time. Deadlines will not be extended for these purposes. A TOEFL score of 550 (paper-based test) or 79 (internet-based test) meets Butler University's English language proficiency requirements. Butler's TOEFL school code is 1073. World Education Services (WES) or Educational Credential Evaluators (ECE) must evaluate all international transcripts. Please contact PAadmission@butler.edu for guidance and/or questions regarding TOEFL or credential and/or transcript evaluation.

After reading the information regarding the admission pathways, please contact PAadmission@butler.edu for any additional questions. Variances may be approved at the discretion of the PA Program Admission Committee.
Selective Internal Admission Pathway

The Selective Internal Admission Pathway is designed for Butler University alumni and current students of any major who would like to pursue a Master of Physician Assistant Studies degree. Application for this pathway will begin in April 2018 for matriculation into the Program in May 2019. This is a competitive process as the Program generally targets up to 45 of 75 students to be admitted through this pathway. Admission to the Butler University PA Program through the Selective Internal Admission Pathway requires application through the Central Application Service for Physician Assistants (CASPA). The centralized application service website can be found at https://caspa.liaisoncas.com.

Application Requirements

To be eligible to apply, candidates must:

- Complete CASPA application and submit the application fee.
- Submit transcripts from all colleges/universities (including Butler University) and other post-secondary institutions attended.
- Candidates must have no more than three outstanding prerequisite courses remaining at the time of application.
- Earn a Bachelor degree from Butler University before the start of the MPAS Program.
  - College seniors are encouraged to apply, provided they will receive a baccalaureate degree prior to the May start date of the PA Program.
- Earn a 3.4 or higher grade point average at the time of application and matriculation into the Program on all post-secondary course work.
  - Including all coursework completed at any regionally accredited institutions.
- Earn no grade of a “C-” or less on first attempt of all courses.
  - All attempts of repeated course work will be included in the GPA calculation.
  - If a “C-” or less is earned in a repeated course, an applicant is no longer eligible for this application pathway.
  - If a course is offered for a letter grade, it must be taken as such and a grade must be received.
  - A grade of “pass” or “complete” is acceptable for non-prerequisite courses, if letter grades are not offered for the course.
- A student must not withdraw from a course.
- A student may not audit a prerequisite course prior to taking the course for a grade.
- Take and submit Graduate Record Exam (GRE) scores.
  - General Test scores must be submitted no later than August 1 (Butler University’s GRE Code: 0477) the year prior to matriculation. No other test scores are accepted in lieu of the GRE. The scores must be sent directly from Educational Testing Services to CASPA.
- Submit three evaluations (letters of recommendation) to CASPA.
- Remain free of conduct code violations (per COPHS and Butler University policies).

Students not eligible to apply via the Selective Internal Admission Pathway may apply to the Program via the Standard Admission Pathway.
Standard Admission Pathway
This is a competitive process, as the Program generally targets 30 of 75 students to be admitted through this pathway. Admission to the Butler University PA Program through the Standard Admission Pathway requires application through the Central Application Service for Physician Assistants (CASPA). This centralized application service website can be found at https://caspa.liaisoncas.com.

Application Requirements
- Complete CASPA application and submit application fee.
- Submit transcripts from all colleges/universities (including Butler University) and other post-secondary institutions attended.
- Candidates must have no more than three outstanding prerequisite courses remaining at the time of application.
- A baccalaureate degree from a regionally accredited institution is required.
  - College seniors are encouraged to apply, provided they will receive a baccalaureate degree prior to the May start date of the PA Program.
- Earn a 3.4 or higher grade point average at the time of application and matriculation into the Program on all post-secondary course work.
  - Including all coursework completed at any regionally accredited institutions.
- Earn no grade of a “C-” or less on prerequisite courses.
  - All attempts of repeated course work will be included in the GPA calculation.
- Take and submit Graduate Record Exam (GRE) scores.
  - General Test scores must be submitted no later than August 1 (Butler University’s GRE Code: 0477) the year prior to matriculation. No other test scores are accepted in lieu of the GRE. The scores must be sent directly from Educational Testing Services to CASPA.
- Submit three evaluations (letters of recommendation) to CASPA.

Admission Process
Both the Selective Internal and Standard Admission Pathways are divided into two parts: 1) Academic Evaluation (AE) and the 2) Non-Academic Evaluation (NAE). Note: The PA Program has the right to change admission and interview processes as it deems appropriate.

Academic Evaluation
The academic evaluation (AE) is determined through a combination of collegiate grade point average (GPA) and the composite (quantitative and verbal) GRE score. These items are weighted and candidates are rank-ordered based on these markers. The top AE candidates with the best additive rankings will be considered for the non-academic evaluation (NAE). As there is often limited variance between scores and the number of NAE participants is capped, those individuals with similar scores at the ‘bottom of the list’ will be evaluated by the Admission Committee to select ultimate invitation based on leadership, service, and/or written communication skills. Rankings from the AE will be zeroed and candidates moving into the next phase will be considered equal at the start of the Non-Academic Evaluation.

The minimum eligible overall GPA is a 3.4. The GRE score must be provided to CASPA at the time of application. Candidates are welcome to take the GRE multiple times. If the GRE is taken on more than one occasion, the highest earned quantitative and verbal sub scores will be used in the admission review process. A competitive average GPA and GRE for those students matriculating each year is dependent on
the cohort. The five-year averages are GPA: 3.8, Composite GRE: 311, Quantitative GRE: 156, Verbal GRE: 155, Written GRE: 4.2. The following are the most recent averages by cohort:

<table>
<thead>
<tr>
<th>COHORT</th>
<th>AVERAGE GPA</th>
<th>AVERAGE COMPOSITE GRE SCORE</th>
<th>AVERAGE QUANTITATIVE GRE SCORE</th>
<th>AVERAGE VERBAL GRE SCORE</th>
<th>AVERAGE WRITTEN GRE SCORE</th>
</tr>
</thead>
<tbody>
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<td>2017</td>
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<td>157</td>
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<tr>
<td>2016</td>
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<td>4.2</td>
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<tr>
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<td>3.9</td>
<td>315</td>
<td>158</td>
<td>157</td>
<td>4.2</td>
</tr>
</tbody>
</table>

**Non-Academic Evaluation**
College of Pharmacy & Health Sciences faculty, staff, alumni, active preceptors, and/or community based PAs evaluate candidates. Multiple interactions are used at the Non-Academic Evaluation (NAE). Candidates will complete a series of stations that are generally task oriented or interview based. The stations are designed to demonstrate characteristics necessary to be successful within the Program and/or discernment to the PA profession. Candidates are ranked based on their cumulative scores from station evaluators.

**Offers of Admission**
Decision to admit students into the PA Program will be made by the PA Program Admission Committee. (Accreditation Standard A2.05b) After the NAE process, selected candidates will be extended a conditional offer of admission into the Butler University PA Program, generally via email. The candidate will have one week from the date of conditional offer of admission to accept and submit a non-refundable $1,000.00 deposit to secure a seat within the PA Program. The candidate must meet all University and PA Program prerequisites and requirements to enter into the Program.

**Application Timeline**
The following timeline should provide guidance to those interested in applying to the Program. The PA Program has the right to change timelines, as it deems appropriate. Please contact PAadmission@butler.edu for additional admission questions.

- **Late April**  	CASPA Application available
- **August 1**  	All materials must be received and marked complete by CASPA*
- **August-September**  	Academic Evaluation of Candidates
- **September/October**  	Non-Academic Evaluation of Candidates
- **September/October**  	Conditional offers of admission to selected applicants

*The Butler University PA Program encourages all applicants to complete the Transcript Entry portion of the CASPA application so as not to delay application completion processes.
Direct Admit Pathway *(Applications No Longer Accepted)*

*The Direct Admit Pathway will be upheld for students who entered Butler University as first year students in 2014, 2015, and 2016. The pathway is not applicable to prospective students for Fall 2017 and beyond.*

The Direct Admit Pathway is designed for incoming University first-year students who have discerned to become a PA. Students will complete a Bachelor of Science Degree in Health Sciences (BSHS). Students selected in the Direct Admit Pathway that successfully complete all requirements will be offered advancement into the PA Program. These students will not be required to submit the CASPA application or GRE scores, nor will they need to complete the Standard Admission process (Academic Evaluations or Non-Academic Evaluations).

**Application Requirements**

Students within the Direct Admit Program are required to fulfill all criteria listed below to maintain eligibility for direct admission into the PA Program. *(Accreditation Standard A3.15a)* A student who fails to meet any of the following requirements will lose direct admit status, but will be able to apply to the PA Program using either the Selective Internal (if applicable) or the Standard Admission processes. The requirements are:

- Maintain a cumulative GPA of 3.4 at Butler University by January 15 of year of matriculation and at the time of matriculation into the MPAS Program
- Earn no grade of a “C-” or less on first attempt of all courses.
  - All attempts of repeated course work will be included in the GPA calculation.
  - If a “C-” or less is earned in a repeated course, an applicant is no longer eligible for this application pathway.
  - If a course is offered for a letter grade, it must be taken as such and a grade must be received.
  - A grade of “pass” or “complete” is acceptable for non-prerequisite courses, if letter grades are not offered for the course.
- A student must not withdraw from a course.
- A student may not audit a prerequisite course prior to taking the course for a grade.
- Earn a Bachelor of Science in Health Science degree no later than the spring semester of the 5th academic year from matriculation into the BSHS Program. Students will matriculate into the MPAS Program in May at the beginning of the summer semester.
- Maintain full-time enrollment during fall and spring semesters
- Remain free of conduct code violations (per COPHS and Butler University policies)
- Submit Intent to Enroll Confirmation Form and $1000.00 non-refundable deposit by January 15 of the year of matriculation into the MPAS Program.

Students accepted into the BSHS – PA Direct Admit Program are scheduled to matriculate into the Master of Physician Assistant Studies (MPAS) Program in May after four complete years of undergraduate study. A specific position is held for each of these students. Failure to submit the Intent to Enroll Confirmation Form and $1000.00 deposit will be interpreted as a withdrawal from the Program.
Graduating with a BSHS degree in Less than Four Years
If a student will receive the Bachelor’s degree in less than four years, he/she can request permission from the PA Program Admission Committee to enter the MPAS Program early. This request must be submitted to PAadmission@butler.edu by November 1 of the fall semester a year and a half prior to the desired matriculation date. The PA Program Admission Committee will review submissions including the requestor’s academic standing to determine if permission will be granted. This is a competitive process as a limited number of positions may be available for this early admission. Students will be notified by January 15 of the year prior to the desired matriculation date if they have been granted permission to enter the MPAS Program early.

Graduating with BSHS in More than Four years
Students who need additional time to complete the undergraduate BSHS degree must notify the PA Program Admission Committee by November 1 of the fall term prior to their original matriculation date. A student must complete his/her degree by the end of the spring term of the 5th academic year and maintain full-time enrollment. When notifying the Admission Committee the student must also submit a detailed schedule of planned courses for review. This notification must be submitted to PAadmission@butler.edu.

Withdrawing from the PA Program Direct Admit Pathway
Some students may discern a different career than that of a PA or choose to attend a different program. If a student wishes to remove him/herself from the PA Direct Admit Pathway, please notify the PA Program as soon as this decision is made. Notification should be sent to PAadmission@butler.edu.

Automatic Withdraw from PA Program Direct Admit Pathway
Candidates not meeting Direct Admit Pathway requirements will be automatically removed.

Tuition and Fees
Tuition and Fees will be made available as soon as established. (Accreditation Standard A3.14f) Within seven days of notification of acceptance to the MPAS Program, prospective PA students are required to pay a non-refundable program deposit of $1,000.00. For those who matriculate, the program deposit is applied to the cost of tuition.

Full cost of attendance budgets may be found on the Office of Financial Aid website: https://www.butler.edu/tuition

For financial aid purposes, federal regulations establish the maximum period for completion of the Program, please see the financial aid website for information.

Tuition
AP Curriculum: $600/credit hour clinical year
MPAS Curriculum: $42,750/year
• Billed 10% Summer ($4,274), 45% Fall ($19,238), and 45% Spring ($19,238)

**Fees**

Criminal background check: $40
Each student is required to submit a nonrefundable fee for a criminal background check during orientation and prior to rotations

Drug screen: $32
Physical Exam to enter into Program: ~ $150
Medical Clearance Form processing fee (Health Services): $30
CPR/ BLS certification: $30

Antibody Titers: 2 step TB; MMR; Hepatitis B; Varicella: $150
*Required re-vaccination are at the student’s expense.

Technology fee: $350
Laptop: $500 – 700

Medical equipment: ~$1,000
Procedures lab fee: $70

Textbooks: $600/semester didactic; ~ $50 – 100 per rotation specialty
Scrubs and professional clothes: ~$100 – 400
Students must be prepared to cover all transportation and living expenses while enrolled.
Room and Board: ~ $15,000/year

Travel: estimated with the following assumptions: average round trip is 40 miles and a car that averages 23 miles to the gallon at $2.00 gas/gallon = $765 per year for gas
On campus car registration 1st Year: ~ $185
Parking while on rotation: $30 for a parking garage permit and 30 validation tickets
Air travel if participating in distant rotations (if applicable):* $200 – 600 per airplane ticket
International Rotation – Insurance, Fees, etc. (if applicable): $250

* A review of the student’s financial aid packet can be done to increase a student’s transportation budget amount based on the location of the rotations. Students interested in a review should email the Office of Financial Aid the location of the rotation and mileage from Butler University to the rotation site. Please submit summer rotation information by April 15 and before application for any additional loans to ensure that the increased amount is included.

**Tuition Refunds**

All tuition and special course fee refunds are based on the date of official drop, withdrawal, or disenrollment as per Butler University policy. (Accreditation Standard A3.14g) Please see the Butler University Office of Student Accounts Refund Policy at [https://www.butler.edu/student-accounts/billing-payment/refund-policy](https://www.butler.edu/student-accounts/billing-payment/refund-policy).
Family Education Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) guarantees certain privacy rights for Butler students regarding access to their educational records as well as protections from unauthorized publication, release or examination of these records by others. All matriculating students will sign a form (Appendix L) consenting to their desired level of disclosure.

Criminal Background Check
On January 1, 2004, the Joint Commission on Accreditation of Healthcare organizations (JCAHO) instituted new regulations that must be followed for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these regulations requires that all persons who are involved with inpatient care activities, i.e., employees, volunteers and students, must have criminal background checks as well as other healthcare-related checks (e.g., up-to-date vaccinations, TB tests).

Candidates offered admission to the PA Program would undergo a criminal background check during orientation and at least once during enrollment. (Accreditation Standard A3.21) Students will be required to pay for this process. The cost is approximately $40 per background check. Continuation within the Program is dependent on an acceptable background check that would allow completion of the Program and credentialing requirements and is at the discretion of the Program Director in consultation with the Office of the Dean. Further, any infractions may prevent continuation in the didactic phase of the Program, delay or prevent clinical placement and/or graduation.

More information will be provided at the time of matriculation and orientation to help students obtain criminal background checks.

Drug Screening Rationale
All health care providers are entrusted with the health, safety, and welfare of patients, have access to controlled substances, confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student’s possible impairment that could diminish the student’s capacity to function in such a setting is imperative. This helps to promote the highest level of integrity in patient care.

Clinical facilities that serve as educational and training sites for students increasingly require drug screening for individuals who provide services within the facility and particularly for those individuals who provide patient care. Clinical rotations are an essential element of the curriculum and are required of PA degree programs. In addition, many licensing agencies require that individuals pass a drug screen as a condition of licensure and/or employment. Thus, it is in the interest of both students and the Program to identify and resolve potential issues where a student may not be allowed to participate in a clinical rotation due to the use of controlled or illegal substances.

The Program has the responsibility to attend to factors that may adversely affect the security of the clinical environment and thus increase liability exposure. As a result, the Program seeks to enhance its scrutiny of the students involved in patient care activities and who are in clinical settings. (Accreditation Standard A3.21)
Process
All students will be required to undergo a drug screen in preparation for clinical rotations. A negative drug screen is required for participation in any clinical experience. Additionally, at any point in the Program, a student may be requested to undergo an immediate, random drug screen if there is a compelling indication to do so. The Program may re-screen students at any time. Students enrolled in the PA Program will receive information about the requirement for drug screening, deadlines for compliance, results reporting, and associated fees. Students will be responsible for the cost of required drug screening. (Accreditation Standard A3.21)

Results of the student drug screen will be reported to the Program Director. Students who receive a positive screen will be reviewed by the PA Program and/or College’s Academic and Professional Affairs Committee and are subject to the Student Substance Use, Abuse and/or Dependency Policy of the College as printed in the COPHS Student Handbook, 2016-17.

The student has the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the drug screen results are correct. The student should be prepared to validate any positive results with the laboratory Medical Review Officer within 24 hours of testing. Failure to respond immediately to these requests could result in disciplinary action, delay in rotation start dates, and/or dismissal from the Program. Prior to making a final determination that may adversely affect the student, the Program will inform the student of his/her rights, how to contact the designated vendor to challenge the accuracy of the report, and the role of the designated vendor in any decisions made.

Drug screening results will be recorded in an internal database within the Program and maintained only for the duration of study for each student.

If required by a specific clinical site, a student may be required to submit to an additional drug screening based on the contractual agreements with those clinical sites. This may occur through the designated vendor or it is possible that a contract with a specific clinical training site may have specific requirements dictating the process, handling, and reporting of “for cause” drug screening of an individual student while the student is participating in a clinical rotation there. All drug screens are obtained at the student’s expense.

Students who refuse to submit to any required drug screen will be dismissed from the Program.

Positive Drug Screen Results
Students who do not pass a required drug screen may face disciplinary action, including administrative withdrawal from courses, placement on a leave of absence, or dismissal from the Program. Students may be referred for evaluation and treatment as a condition for remaining in the Program. Costs incurred are the responsibility of the student.

Students found to have a substance abuse problem that will likely pose a danger to patient care, as determined through the drug screening evaluation process, will be referred for independent evaluation and treatment at the student’s expense.
Impaired Student Learner
Recognizing that chemically dependent students may potentially harm themselves or the public, the COPHS advocates treatment and rehabilitation for such students in a manner that protects public health and that creates the opportunity for recovery and continuation in the programs of the College.

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

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

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

A student who recognizes a problem that may relate to his/her use of alcohol or a chemical substance is encouraged to voluntarily seek assistance from his/her health care provider, a licensed substance abuse professional or other appropriate assessment and treatment facility. A student may make a confidential request to the College’s Associate Dean or the University Dean of Student Services to obtain a list of assessment and treatment facilities for substance abuse in the Indianapolis area.

Butler University faculty, staff, or students who believe that a student may be experiencing problematic use of chemical substances should report their concerns to the Associate Dean. Upon the recommendation of the Academic and Professional Affairs Committee, the Associate Dean may require a student to undergo a professional assessment for substance use, abuse, or dependency. Student behaviors or circumstances that could cause the Associate Dean to take this action include:
1. Precipitous deterioration in academic performance
2. Frequent and/or regular absences from class or rotations
3. Physical symptoms such as dilated or constricted pupils, incoherent, rambling or slurred speech, tremors, unsteady gait, recurring nausea and vomiting, aggressive or belligerent behavior, precipitous weight loss, or smell of alcohol or marijuana on person
4. Corroborated or credible written report(s) from faculty, staff, students, university residential life, law enforcement, or regulatory agencies regarding suspected substance use, abuse, or dependency by a student

When any of the above circumstances raise concerns regarding a student’s possible substance use, abuse, or dependency, the Associate Dean will gather information regarding the possible substance use and will provide this information to the Academic and Professional Affairs Committee. The student will
sign the appropriate releases authorizing the Vice President for Student Affairs office and BUPD to provide all relevant information relating to prior incidents of substance use, abuse, or dependency. The Academic and Professional Affairs Committee will review all available information and will make a recommendation as to whether or not the student will be required to undergo a professional assessment for substance use, abuse or dependency. If such assessment is deemed appropriate, the Academic and Professional Affairs Committee shall advise the Associate Dean who shall, in turn, notify the student that he/she is required to undergo such assessment. When a student is required to undergo a professional substance abuse assessment, the COPHS will provide a list of persons 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. More information is provided in the College Student Handbook.

**Student Identification**
Butler University uses a computer assigned number for the student identifier. New or returning students automatically will receive this number when they are admitted. These numbers are used many times to identify the student on Scantron exams.

The Social Security number will be a secondary identifier for all students. In accordance with federal and state law, students have the right to refuse disclosure of this number. Students can do so by contacting the Office of Registration and Records. The full text on the privacy rights of students is contained in the Butler University Bulletin, which is available in the office of Student Affairs.

**Release of Information and Likeness**
Butler University has the right to release, for reasons deemed legitimate, the following information and/or likeness about any Butler student including honors lists, programs, student directories, yearbooks, news releases, and similar publications. The student has the right to request otherwise. Students will sign a release of information waiver at orientation.

**Medical Terminology Requirement**
Students entering the PA Program are expected to demonstrate competency in the use of medical terminology by successfully passing a 100 level or higher medical terminology course or by passing a program developed medical terminology examination. For those matriculants demonstrating competency by examination, a study list will be sent out upon receipt of the enrollment deposit. The examination is administered online, will be available by April 1, and may be taken as many times as needed to receive a passing score. Failure to pass the 100 question examination prior to May 1 with a score of 80% or higher will result in the student being declared ineligible to matriculate in the Program.

**Academic Advisor**
As advisors, faculty members advise; they do not make decisions for students. Faculty members primarily are academic advisors, but they also are available to assist with any problem, which even remotely affects academic progress. They may not have all the answers, but they will help find the right
people who do have the answers. The student is responsible for ensuring they have the correct requirements for graduation. Academic advisors do not counsel students on medical, personal, or mental health issues; rather, they will refer students to campus resources in the University Counseling Center for assistance. (Accreditation Standard A3.10)

As advisors, faculty members are available anytime during the school year, not just during class registration periods. If an advisor is out-of-town or otherwise unavailable, please seek assistance from the Academic Affairs Office (PBHS107B), 317-940-9471. (Accreditation Standards A1.05; A3.10)

COPHS Office of Student Affairs
The Office of Student Affairs will assist PA students with many issues, including policy clarification, support as a confidential student advocate, class officers and elections, Health Sciences Student Assembly (HSSA), college awards, and obtaining space in COPHS lower concourse.

University Services
Information Technology
Information technology’s goal is to advance Butler University’s mission through leadership, thoughtful application of technology, and quality service. Students may access the information technology website by going to https://www.butler.edu/it/help.

Students initially receive a Butler user ID and password prior to matriculation from Information Technology. Students who did not receive or who have misplaced it should contact the HELP Desk.

HELP Desk
The HELP Desk provides a single point of contact for the technology needs of Butler students, faculty, and staff. The Help Desk provides phone, email, and walk-in support for a variety of technology services.

Contact the HELP Desk
• Submit and view service requests online: https://itrequest.butler.edu
• Phone: 317-940-HELP (4357)
• Email: helpdesk@butler.edu
• Walk-in: Holcomb Building 315

Health and Recreation Complex
Graduate students may obtain a membership to work out at the Health and Recreation Complex for $590/annual membership. The HRC also has monthly and quarterly membership rates. To learn more about wellness opportunities, go to https://www.butler.edu/hrc/. The HRC offers annual membership and will start immediately and end one year later. Students can enroll either by going to the front desk at the HRC or by going online to https://www.butler.edu/hrcmembership, click on register now. It is important that everyone read the instructions under students, faculty/staff, and current members section. Contact Josh Downing, Associate Director, HRC Operations directly at jdowning@butler.edu or 317-940-6144 with any issues.
Note: Butler University undergraduate students enrolled full-time in the fall and spring of the preceding year are an active member of the HRC until July 31 of the first summer term of the PA Program. To continue membership after July 31, see below.

Counseling and Consultation Services 317-940-9385
Counseling and Consultation Services (CCS), a part of the student Health Center located in the Health and Recreation Complex, provides licensed and professionally trained staff that offers counseling services to all currently enrolled students. CCS support the educational mission of Butler University by providing short-term therapeutic intervention that supports students in their personal and academic goals. In accordance with this mission, the services are not focused on remedial or reconstructive (long-term therapy or multiple appointments weekly) experiences. Likewise, CCS is not appropriate for students whose conditions are deemed more complicated (for example, medically, in level of severity, pharmacologically, legally, or due to specialized circumstances) than can be treated in an ethically appropriate way by CCS staff. Students presenting with such conditions will be referred to appropriate resources in the community at the discretion of the Director. Students are responsible for paying the costs incurred for services and treatment provided through outside agencies. (Accreditation Standards A1.05; A3.10) To learn more about CCS go to https://www.butler.edu/counseling-services/.

Learning Resource Center 317-940-9308
The Learning Resource Center (LRC) is a coordination site for services, programs, and resources that promote academic success. The LRC is committed to supporting and guiding students as they strive to reach the highest standards of academic excellence. Students are encouraged to take advantage of these resources and services early in their academic careers to enhance their prospects for academic success. All services are available free of charge to Butler students. (Accreditation Standards A1.05; A3.10) To learn more about the LRC go to https://www.butler.edu/learning.

Libraries 317-940-9401
The collections of the Ruth Lilly Science Library are available for use by all members of the Butler community. The Ruth Lilly Science Library is located on second floor of the Holcomb Building (Room 202) connecting the Pharmacy and Health Sciences Building and the science complex in Gallahue Hall.

All graduate students currently enrolled at Butler University are eligible to check out materials from the Butler University Libraries. Borrowers must present a valid ID card at the Circulation Desk when checking out materials. In addition to printed materials, the library maintains extensive DVD/videocassette collections and provides online access to numerous science and technology databases. A Science Librarian is available weekdays for assistance.

A number of computer workstations are available to Butler University students, faculty, and staff that allow access to the libraries' electronic resources as well as Microsoft Office and the Internet. Wireless access is available throughout the library. Loaner laptops are available for checkout for 48 hours. A scanner is also available directly across from the Circulation Counter. Comfortable furnishings and a skylight on the third floor create a pleasant and quiet atmosphere for research and study. Individual and group study areas, including a 24-hour study room, are available throughout the library.

Student Health Services 317-940-9385
Butler University Health Services provides ambulatory health care to students currently enrolled in the University. The Student Health Services located at the HRC places an emphasis on treating the medical, emotional, and educational needs of students. (Accreditation Standards A1.05; A3.10) The Student Health fee is mandatory for all undergraduate students. To learn more about Butler University’s Student Health Services go to https://www.butler.edu/health-services/.

**Required Physical Examination**

Students are required to have a physical exam by a licensed healthcare provider prior to matriculation. The required physical examination and many immunizations may be provided at Butler University Health Services prior to orientation. Students must complete a Health History and a TB screening questionnaire. Complete required forms and schedule appointments by going to https://myhealth.butler.edu. Students are financially responsible for the costs associated with obtaining physical exams. If students have any questions or concerns, call 317-940-9385.

**Required Immunizations**

Students are required to have proof of immunizations prior to matriculation. The PA Program requires immunization based on current Centers for Disease Control recommendations for health professionals. (Accreditation Standards A3.07; A3.21) Students are financially responsible for the costs associated with immunizations. Below are the required immunizations to be completed prior to matriculation to the University, clinical rotations, and international travel.

The currently required vaccinations include (https://www.butler.edu/health-services/faq):

**Matriculation to University**

* DPT (Diphtheria, Pertussis, and Tetanus) primary series completed (5)
* Tdap must be up to date
* Hepatitis B, series required
  - A series of three shots is required – must have started series prior to arrival on campus
  - May provide proof of serum immune titers
* Varicella (Chicken Pox)
  - Must provide dates of immunizations (a series of two injections)
  - If the date of the actual illness is provided it must be verified by medical professional
  - May provide proof of serum titer immune results
* MMR (Measles, Mumps and Rubella)
  - Dates for 2 doses
  - Proof of confirmed disease, with verified date provided by medical professional
  - May provide proof of serum titers immune results
* TB Questionnaire required, available https://myhealth.butler.edu Portal
* TB Skin Test (Tuberculin) for International students
  - TB skin test may be required based upon responses to TB Questionnaire available at https://myhealth.butler.edu. If this test is required, the Butler University Health Services staff will be in contact.
  - NOTE: Any student who has had a positive TB skin test in the past will need to submit a copy of the TB test result and a copy of the chest x-ray report if completed as a part of a TB work up / evaluation / treatment.

* Meningitis
Two doses

Recommended
- HPV series for men and women (2-3)

International Travel Immunizations
- Polio primary series completed (5)
- Hepatitis A (2)
- Those students participating in international rotations are expected to meet CDC immunization recommendations for international travel for that particular country prior to travel dates. (Accreditation Standard A3.07)

*Required to matriculate into the University.

Additional Immunizations
Students will be required to have a flu shot annually. Students will be required to have a two-step TB skin test prior to clinical rotation, followed by annual screening. Students will be required to have a serum titer to check immune status for Varicella, Rubella, Rubeola, Mumps, Hepatitis B, and Hepatitis C antibodies prior to clinical rotations. (Accreditation Standard A3.21)

Health Documentation
Student’s physical exam and immunization records should be mailed, faxed, or scanned and emailed to:

   Butler University Health Services  
   HRC  
   530 W. 49th Street, Suite 110  
   Indianapolis, IN, 46208  
   Fax (317)-940-6403  
   healthservices@butler.edu

Campus Safety and Security

Butler University Police Department
In cases of fire or medical emergency, call  
911 (from campus phone)  
(Call BUPD in addition to 911)  
317-940-9999 (from any other phone)  
Butler University Police--Other emergencies  
317-940-9396

While our campus is generally a very safe place, never walk alone on campus after dark. Organize travel to walk with a group of friends. Choose a well-lit pathway for travel. For a safety transportation escort on campus contact the University police at 317-940-2873. (Accreditation Standard A1.03)

Pharmacy and Health Sciences Building Safety Information
From the Public Safety Emergency Preparedness website:
“In the event of a fire or other emergency, seconds count ... the cooperation and participation of every building occupant is essential. Every person ... in a building on campus has an individual responsibility to know how to evacuate in an emergency and to accomplish the evacuation when the fire alarm device sounds or when directed by an authority.”

Pre-Plan Your Evacuation
- Be aware of two exits per floor. For building floor plans, look for directional signage by elevators or visit www.butler.edu/sites/default/files/pharmacybuilding-floorplan.pdf.
- Do not use the elevators during an evacuation.

In Case of Fire or a Fire Alarm
- Whenever the alarm is sounded, leave immediately. Fire doors will shut automatically.*
- Exit by the nearest route.
- When leaving an area, the last person out should close the door as he or she exits.
- Once outside, meet at a designated rally point (see below) and report those missing.

*Fire doors are to be left in the open position, except in case of an actual alarm sounding, a scheduled alarm test, or a lock down. Authorities will automatically close them as determined in these cases.

Rally Points
Rally points should be away from the Pharmacy and Health Sciences Building (not on the sidewalks), such as on the lawn in front of Robertson Hall or in Cornerstone Plaza. Refer to the campus map at www.butler.edu/campus-map for these and other locations.

Shelter-in-Place
- Avoid hallways with doors at each end.
- Avoid locations with exterior window glass.
- Interior spaces in a building are the best locations.
- Refer to Shelter-in-Place signage.

Areas of Rescue
- Refer to the Areas of Rescue signage.
- Individuals with mobility impairment that prevent their evacuation should move to marked areas on each floor and await rescue.

Fire Code
- Exit areas, classroom doorways, hallways, or pathways to exits should be unobstructed at all times. Hallway seating or event tables are allowed, but only on one side of a hallway. Loose items that present a trip hazard (e.g., chairs or tables, especially in elevator or lobby spaces) are not allowed in these areas.
- No more than 20 percent of the area of a door or window in a classroom or office may be covered. Use of fire-retardant materials is encouraged. (Do not use paper or other flammable materials.)
Reaching a PA Student in an Emergency
Should a student need to be reached in an emergency, the student should direct the person needing to contact him or her to contact the PA Program office at 317-940-6026. In cases of emergency, the PA Program Office staff will make every effort to locate the PA student and to transmit requested emergency information.

Vehicle Registration
All University parking facilities, except metered spaces, are regulated by a permit system. To utilize these parking lots, vehicles must be registered with the Office of Parking Services. These lots are monitored 24 hours a day, 7 days a week.

Students should plan to obtain a permit to park their cars / motorcycles while on campus in their didactic and clinical year. Students can obtain this permit prior to orientation or time will be dedicated to this during orientation.

The cost of commuter permit parking from May 11 to July 31 is prorated to $45. The cost to obtain a commuter permit (C Permit) was $125 per year (2016-17). The 2017-18 cost is to be determined. The cost of permits will be charged to a student’s account.

Permits allows parking in commuter spaces located in the Hinkle parking lot and the Sunset Avenue Garage for part-time or full-time students who do not live on the Butler campus. Permits are valid from August 1 to July 31. It is the permit holder’s responsibility to know the expiration date and renew as necessary.

Register vehicles with the Office of Parking Services:

Vehicle Registration and ID
4702 Sunset Ave, Suite 500
Indianapolis, IN 46208
(317) 940-9243

The following information is needed in order to purchase a permit:

- Year of vehicle
- Color of vehicle
- Make of vehicle
- Model of vehicle
- License plate number

Student Property
Butler University is not responsible for loss or damage to a student’s personal property on premises owned or operated by the University, regardless of cause.
**Academic Accommodations**
To request accommodations for medical or academic needs, please file a declaration with the Office of Student Disability Services (SDS) 940-9308. (Accreditation Standard A1.05) Students seeking accommodations based on documented disabilities will meet with a staff member in SDS.

Any request for special needs or special accommodations should be made at the beginning of the Program, semester, or as soon as student is aware of special needs. Although accommodations can be initiated at any time during the semester, no coursework completed before proper instructor/coordinator notification of need for accommodations will be allowed to be repeated.

For accessibility information or to request disability-related accommodations, please visit [https://www.butler.edu/disability](https://www.butler.edu/disability).

**Liability Insurance**
Butler University provides professional liability insurance for all PA students for didactic and experiential coursework. This insurance applies only while students are in the United States and are acting within their duties as PA students under the supervision of the faculty of the PA and other program-approved preceptors approved by the school.

Students must adhere to course enrollment deadlines. Failure to do so can result in loss of malpractice coverage.

The student should be aware that from the time they enter the PA Program, until they officially graduate from the Program, they are regarded as PA students 24 hours a day, seven days a week. As such, students may not set up independent clinical training situations – whether this is direct patient contact or “shadowing” – without the written prior approval of the Director of Experiential Education or Program Director. In other words, students may only see patients under approved clinical settings and with prior approval of the Director of Experiential Education or Program Director.

Students are also cautioned against rendering medical services, except in an emergency, under any circumstances not covered by the above.

**Registration/Drop-Add Policy**
Didactic courses are required and are offered as a cohort. There are no opportunities to drop or add a course. Students must be enrolled prior to starting either didactic or experiential courses. Please note, this includes unexpected changes to clinical rotation assignments that could result in dropping/adding a course late.

**University Closure/Class and Rotation Cancellation Policy**
In the event of inclement weather or other unusual circumstances, classes may not be held. Information regarding dismissal of classes is usually broadcast on local radio and television stations. The University will also post a University-wide message on voicemail if the University is to be closed. A recorded message should also be available by accessing Butler Voicemail (317-940-6245).
To receive important messages about campus, including notices when the University delays or closes due to inclement weather, sign up to receive Dawg Alert text and voice mail alerts. In My.Butler, click on the ‘My Info’ tab and, then, ‘Dawg Alert.’ Students should make sure all Dawg Alert contact information is up to date.

Courses may be rescheduled on evenings or weekends. Content will often be presented by other lecture capture means. Therefore, closure of campus, likely will not disrupt the academic schedule.

The Preceptor and Site dictate rotation/Experience closure. If the site is closed due to inclement weather or other reason, notify the Director of Experiential Education immediately by phone or email.

**Attendance and Excused Absences**
If it is necessary for a student to miss a class or an examination or to be absent from a portion of a clinical rotation, the instructor should be notified in person, by telephone, or e-mail prior to the absence. In an emergent situation, a classmate or friend may deliver news of an absence. As an alternative, a recorded message can be left by calling 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.

**Conference Attendance Policy**
Attendance at a state or national conference is encouraged and is the financial responsibility of the student. Faculty will attempt to honor a student’s request to attend a conference given adequate notice of attending; however, excuse from class, lab, or rotations will be approved by individual faculty.

If a student is requesting to miss part of his/her rotation experience due to a conference, it must be submitted in writing to the Director of the Experiential Education by January 1 prior to the start of rotations for review and approval. Those submitted after January 1 may be denied.

**Clinical Year Attendance Policy**
Student attendance is mandatory at the following:
- Any on-site orientation required by rotation site
- Rotation specific pre- and/or post-rotation meetings with individual faculty
- End of Rotation (EOR) meetings
- Summative Exam and any practice sessions pertaining to this
- Clinical year courses

Students are expected to be at their rotation/experience every day. Any student missing a clinical day must report the absence to the Director of Experiential Education immediately. Please complete the Butler University PA Program Request for Excused Absence form within 72 hours of absence (Appendix A). This request must be approved and signed off by the student’s preceptor. Documentation (i.e. doctor’s note, obituary) may be required to justify the absence(s) at the discretion of the Director of Experiential Education.

Unexcused absences will result in failure of clinical year courses. Students missing days will be required to meet with the Director of the Experiential Education for the PA Program and/or the PA Program.
Director to discuss the course of action to be taken. This may include make-up days, a failed or incomplete rotation, review by the Professional and Academic Affairs Committee, and/or other actions as deemed appropriate.

**Travel to Attend an End of Rotation Meeting**
If an End of Rotation meeting begins the day following a student’s last rotation day and the student is completing a rotation at a distant rotation (more than two hours), please follow these guidelines regarding absence:
- If a rotation site is a two-five hour drive from campus, one half day from rotation will be excused for travel.
- If a rotation site is more than a five-hour drive from campus, one full day from rotation will be excused for travel.
- It is expected that weekend days are utilized as travel days to optimize start and end days of rotations.

**Advanced Placement**
The Program does not accept credit for courses taken elsewhere for substitution for PA courses.  
(Accreditation Standards A3.15c; A3.18c)

**Course of Instruction**
Course semester credit hours are the recognized units for academic work in the PA Program. All courses are required, no transfer credit is accepted, and no credit is granted for past clinical learning.  
(Accreditation Standard A3.14e) Each course offered carries an approved number of semester hours credit. A semester hour is generally equivalent to one or two lectures per week or two or three hours of laboratory work per week.

**Curriculum**
The Butler University PA Program has always focused on providing an understanding of the knowledge, skills, and attitudes used as a clinically practicing Physician Assistant. The requirements are as follows  
(Accreditation Standards A3.13, A3.14d, A3.17b and c):

**Curricular Goals**
Students will be evaluated both formatively and summatively for these goals. These evaluations will occur throughout the didactic phase, on each rotation, and with the final summative exam.  
(Accreditation Standard B3.03)

1. Efficiently and effectively elicit pertinent information in a medical history and perform an appropriate physical exam for patients of various ages.
2. Appropriately order and analyze results of clinical and diagnostic tests.
3. Integrate data obtained through history, physical examination, and laboratory investigation to develop a differential and final diagnosis.
4. Appropriately select and correctly perform medical procedures.
5. Given a diagnosis (and other pertinent patient information), design an appropriately personalized patient management strategy including, when necessary, making appropriate patient referrals.
6. Develop medical records and oral presentations that are clear, concise, and complete.
7. Demonstrate the professionalism consistent with a health care provider.

Examination Resource Use
All exams within the Program, didactic and clinical, including but not limited to tests, quizzes, End of Rotation exams, PACKRATs, and Summative Practicum are closed resources, unless otherwise stated. If there are reported irregularities noted during or after any examination, students will be required to submit personal electronic devices used in testing for electronic evaluation.

BLS and ACLS Training
The PA Program requires that all students complete the final steps of BLS for the American Heart Association Provider certification during orientation. This allows students to participate in Advanced Cardiac Life Support (ACLS) training during the MPAS 527 - Clinical Procedures with Lab for PAs course in the didactic spring semester. Recertification compliance must be maintained during the entirety of the Program and is required for the clinical year. This BLS certification online portion is the financial responsibility of the student. If the student takes the skills portion during the assigned of orientation week, the Program will provide the training. ACLS certification is provided by the Program.

Didactic Year
In the first year of the Program, PA students are required to attend all classes and educational sessions, master physical examination skills, complete all laboratory exercises, attend assigned patient interactions, and complete Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS). Students must complete all scheduled courses (fifty-five credit hours) during the summer term, fall and spring semesters. These experiences may include extended hours of instruction, including evenings, nights, and weekends.

Before proceeding into the clinical phase of the curriculum, students must satisfactorily complete all didactic work.

Didactic Year Overview
Clinical medicine, pharmacology, and therapeutics are combined (Clinical Medicine and Therapeutics) to allow students to complete the entire picture of the clinical encounter at one time and over three semesters. Pharmacology and therapeutics are combined with the clinical presentation in one semester special topic courses of ‘Women’s Health’, ‘Pediatrics,’ Orthopedics and Rheumatology,’ and ‘Health Promotion, Disease Prevention and Nutrition.’ Additional courses in Imaging Studies, ECG Interpretation, Laboratory Studies, Procedures, History and Physical Examination, Social and Behavioral Medicine, and Health Care Communication also exist. A clinical integration course focuses on the application of knowledge.

Learning strategies used in courses include the traditional lecture format, basic science laboratory, hybrid, small group tutorials, and patient case discussions. Objectives for each course are consistent with the goals of the Program. Regular patient contact is an important part of the Program. Students begin to see patients during the didactic year. Standardized patient evaluations, through simulation and actors, are also a regular part of the didactic curriculum.
### Didactic Year Coursework

#### Summer Semester 1

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Hour</th>
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<tbody>
<tr>
<td>MPAS 505</td>
<td>Anatomy and Physiology for PAs with Lab</td>
<td>8</td>
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</tbody>
</table>

This comprehensive course is designed to provide PA students with an extensive background in human anatomy through lecture, laboratory, virtual dissection, and independent learning exercises. The course will have a clinical emphasis. Lectures and labs will emphasize anatomy and anatomic relationships significant to common clinical medicine topics and surgical procedures. Normal physiology, followed by the pathophysiology of diseases important to organ system will be presented. Function, cellular changes and pathological changes, including inflammatory aspects, infectious conditions, and any neoplastic presentations where appropriate, will be included.

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<tr>
<th>Course Number</th>
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<th>Semester Hour</th>
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<tbody>
<tr>
<td>MPAS 512</td>
<td>Interpretation of Imaging Studies</td>
<td>2</td>
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This course introduces students to the basic principles of diagnostic imaging and interpretation in the management of patients. Examination of normal imaging studies is followed by examination and discussion of abnormalities caused by both trauma and disease.

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<th>Course Number</th>
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<th>Semester Hour</th>
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<tbody>
<tr>
<td>MPAS 517</td>
<td>History and Physical Exam for PAs</td>
<td>2</td>
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</table>

Students learn to perform history and physical examinations on patients. Normal, variations and common abnormal findings will be introduced. An emphasis is placed on the relationship of major signs and symptoms to their physiologic or pathophysiologic origins. Students will utilize lecture, recordings, simulation, live demonstration, other students and standardized patients.

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<tr>
<th>Course Number</th>
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<th>Semester Hour</th>
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<tbody>
<tr>
<td>MPAS 521</td>
<td>Clinical Medicine and Pharmacotherapeutics I for PAs</td>
<td>4</td>
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</table>

Students are introduced to human health and disease encountered in the primary care setting. The course emphasizes a comprehensive approach including an integration of related anatomy and physiology, followed by pathophysiology, identifying risk factors, clinical findings, diagnostic methods, management including both medical and surgical, patient education, follow up and prevention.

In addition, students are introduced to the principles of drug absorption, distribution, metabolism, excretion and the mechanisms of drugs to enable the rational use of effective agents in the diagnosis and treatment of disease considering mechanism of action, indications, adverse effects, drug interactions.

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<th>Course Number</th>
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<tbody>
<tr>
<td>MPAS 530</td>
<td>Social and Behavioral Medicine</td>
<td>3</td>
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</table>

This course emphasizes personality development, normative responses to stress, psychosomatic manifestations of illness, sexuality, responses to death/dying, behavioral patterns related to the maintenance and restoration of health. It focuses on normal/abnormal development of children, adults and seniors; Students acquire skills in basic treatment/counseling, patient education, substance abuse and violence screening.

Total Credit Hours 19
**Fall Semester 2**

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<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Hour</th>
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<tbody>
<tr>
<td>MPAS 508</td>
<td>12-Lead ECG Interpretation</td>
<td>1</td>
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<tr>
<td></td>
<td>This course provides the PA student with instruction in interpreting 12-lead electrocardiograms for heart rate, rhythm, conduction system blocks, electrical axis, hypertrophy, ischemia, injury, and infarction. This course also provides instruction regarding the effects of various drugs, electrolyte disorders, diseases, and pacemakers.</td>
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</table>

| MPAS 510      | Interpretation of Laboratory Studies            | 3             |
|               | This course introduces the PA student to the use and interpretation of laboratory studies used in the diagnosis, screening, and/or monitoring of disorders commonly encountered in clinical practice. |

| MPAS 519      | History and Physical Exam with Lab for PAs      | 3             |
|               | Students learn to perform history and physical examinations on patients. Normal, variations and common abnormal findings will be introduced. An emphasis is placed on the relationship of major signs and symptoms to their physiologic or pathophysiologic origins. Students will utilize lecture, recordings, simulation, live demonstration, other students and standardized patients. |

| MPAS 523      | Clinical Medicine and Pharmacotherapeutics II for PAs | 7             |
|               | Students are introduced to human health and disease encountered in the primary care setting. The course emphasizes a comprehensive approach including an integration of related anatomy and physiology, followed by pathophysiology, identifying risk factors, clinical findings, diagnostic methods, management including both medical and surgical, patient education, follow up and prevention. In addition, students are introduced to the principles of drug absorption, distribution, metabolism, excretion and the mechanisms of drugs to enable the rational use of effective agents in the diagnosis and treatment of disease considering mechanism of action, indications, adverse effects, drug interactions. |

| MPAS 537      | Health Care Communications for PAs              | 1             |
|               | This course encourages critical thought process. Students will develop interpersonal, oral and written communication skills that result in the effective exchange of information and collaboration with patients, their families and other health professionals. |

| MPAS 538      | Medical Literature Interpretation and EBM        | 2             |
|               | This course prepares PA students to apply concepts of research design and statistical analysis within the clinical environment, emphasizing principles of evidence based medicine. Research skills developed include a systematic and scientific approach to problem solving, database search techniques, interpretation of published research, and determining quality of published research to guide clinical practice decisions. |
Students are introduced to women’s health issues encountered in the primary care setting, including obstetrics and gynecology. The course emphasizes a comprehensive approach including an integration of related anatomy and physiology, followed by pathophysiology, identifying risk factors, clinical findings, diagnostic methods, management including both medical and surgical, patient education, follow up and prevention.

**Total Credit Hours 19**

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**Spring Semester 3**

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<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Hour</th>
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<tbody>
<tr>
<td>MPAS 525</td>
<td>Clinical Medicine and Pharmacotherapeutics III for PAs</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Students are introduced to human health and disease encountered in the primary care setting. The course emphasizes a comprehensive approach including an integration of related anatomy and physiology, followed by pathophysiology, identifying risk factors, clinical findings, diagnostic methods, management including both medical and surgical, patient education, follow up and prevention. In addition, students are introduced to the principles of drug absorption, distribution, metabolism, excretion and the mechanisms of drugs to enable the rational use of effective agents in the diagnosis and treatment of disease considering mechanism of action, indications, adverse effects, drug interactions.</td>
<td></td>
</tr>
<tr>
<td>MPAS 527</td>
<td>Clinical Procedures with Lab for PAs</td>
<td>4</td>
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<tr>
<td></td>
<td>This course provides the Physician Assistant student with the knowledge and skills required to perform diagnostic and therapeutic procedures commonly performed in clinical practice.</td>
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<tr>
<td>MPAS 528</td>
<td>Health Promotion, Disease Prevention and Nutrition</td>
<td>2</td>
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<tr>
<td></td>
<td>This course emphasizes intervention strategies, public health considerations in selected disease states, immunizations, environmental health, behavioral considerations in prevention and assessment of disease and health, implications for individual and population-based patient care, nutrition, provider education and resource utilization.</td>
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</tr>
<tr>
<td>MPAS 532</td>
<td>Pediatric Medicine</td>
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<td>This course is an introduction to common pediatric health problems from the newborn period through adolescence. The lectures focus on health promotion, disease prevention and screening, pathology identification and management, and patient education and counseling for the pediatric patient and his/her family.</td>
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</tbody>
</table>
MPAS 550  Orthopedics and Rheumatology  1
Students are introduced to orthopedic and rheumatologic conditions encountered in the primary care setting. The course emphasizes a comprehensive approach including an integration of related anatomy and physiology, followed by pathophysiology, identifying risk factors, clinical findings, diagnostic methods, management including both medical and surgical, patient education, follow up and prevention.

MPAS 560  Clinical Integration for PAs  3
This course provides students with an opportunity to manage virtual patients by applying the knowledge, skills and attitudes developed in other professional physician assistant coursework.

Total Credit Hours  17
Didactic curriculum = 55 credit hours

Clinical Year
The clinical phase of the Program is largely composed of four or eight-week core rotations. Core rotations include Behavioral Medicine, Emergency Medicine, Family Medicine, Internal Medicine, General Surgery, Pediatrics, and Women’s Health. At the conclusion of each core rotation, students will be required to take an end of rotation examination. There is one four week limited elective rotation. There is not an associated exam with the elective rotation. The PA Program assigns and approves all clinical rotations. All questions regarding rotations for PA students should be directed to the Office of Experiential Education.

In addition to successful completion of the didactic and clinical phases of the Program, the PA student must also successfully complete American Heart Association BLS and ACLS certifications, Professionalism criteria, and all components of the summative evaluation to graduate from the PA Program.

Clinical Year Overview
During the clinical year all required core rotations, elective rotation, Core Topics, Issues of Professional Practice, and Summative Practicum (a total of fifty-three credits) will be completed. Rotations (or experiences) begin in the semester immediately following the completion of the didactic year and must proceed as scheduled without interruption for three semesters/terms (twelve months) unless approval is granted by the Program Director and Dean.

Our curriculum is designed such that students are enabled to meet our programmatic goals by completing core clinical rotations in largely primary care specialty experiences: 8 weeks in family medicine, 8 weeks in internal medicine, 8 weeks in emergency medicine, 4 weeks in pediatrics, 4 weeks in women’s health, 4 weeks in mental health, 4 weeks in general surgery, and 4 weeks in an elective of their choice.

Clinical Rotation experiences will expose students to preventive, emergent, acute, and chronic conditions of patient care. Additionally students will have clinical experiences in inpatient, outpatient, operating room, and emergency department settings. These clinical requirements may include extended
hours of instruction, evenings, nights, and weekends. Students must be able to transport themselves to all training sites.

**Eligibility for Clinical Year**
To qualify for clinical rotations, students must have successfully completed all didactic, prerequisite coursework and met and maintained professional standards and other requirements as established by the Program (e.g., physical examination, immunity status, BLS, ACLS) before beginning clinical rotations.

**Advising and Registration**
All students must participate in early advising for clinical rotations. These will be scheduled in group and one-on-one meetings. Further, all students must be officially registered for all clinical rotations/experiences for the professional liability insurance policy carried by the University to cover them in the clinical portion of the curriculum. Students participating on rotations/experiences without registering will be referred to the Academic and Professional Affairs Committee for appropriate action to be taken (e.g. warning, probation, suspension, dismissal).

**Clinical Year Coursework**
All rotations must be completed. Individual student rotation schedules will be determined by the Director of Experiential Education and are subject to change at any time. Students are responsible for providing their own transportation to these sites. Topic Lists are provided to direct student learning and should be used in combination with the objectives of the End of Rotation examinations.

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<tr>
<th>Course Number</th>
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<th>Semester Hour</th>
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<tbody>
<tr>
<td>MPAS 626</td>
<td>Issues of Professional Practice</td>
<td>2</td>
</tr>
<tr>
<td>MPAS 630</td>
<td>Pediatric Rotation</td>
<td>3</td>
</tr>
<tr>
<td>MPAS 634</td>
<td>Elective Rotation (Pass/Fail)</td>
<td>4</td>
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</table>

This course provides the student with an introduction to the historical development and current trends of the PA profession, reimbursement, health policy and public health issues as they pertain to the supervised practice of clinical medicine. It also provides the student with an introduction to medical ethics, coding and billing, cultural issues, PA certification, licensure, malpractice and risk management, financial planning, and PA organizations as they pertain to the supervised practice of clinical medicine.

This is a four-week rotation in a pediatric setting where students provide supervised care for newborns, infants, children and adolescents. Patient care activities center on assessing normal growth and development, and diagnosing and formulating management plans for conditions commonly encountered in the pediatric population. [Pediatrics Topic List]

Four-week clinical rotation designed to provide the student with an elective opportunity in any of the following disciplines: dermatology, gastroenterology, medical or surgical subspecialty, cardiology, radiology, ENT, or urology. The discipline must be approved by the Director of Experiential Education.
**MPAS 636  Summative Practicum (Pass/Fail)  1**

Students must demonstrate competency to practice medicine as an entry level PA in primary care. This course allows the student to demonstrate the knowledge, interpersonal skills, patient care skills and professionalism required to enter clinical practice.

**MPAS 648  Family Medicine 1 Rotation  4**

This rotation provides the student with an experience during which students refine their skills in performing a history and physical exam, ordering and interpreting diagnostic tests and developing treatment plans for patients. The student participates in the broad spectrum of primary care by developing skills in acute and long-term patient management. [Family Medicine Topic List](#)

**MPAS 650  Internal Medicine 1 Rotation  4**

This rotation provides the student with experience in caring for adult and geriatric patients in a clinical practice setting. Students will perform history and physical examinations, obtain diagnostic testing and present their data along with proposed differential diagnoses and treatment plans. Students may have additional requirements associated with internal medicine. [Internal Medicine Topic List](#)

**MPAS 652  Internal Medicine 2 Rotation  4**

This rotation provides the student with experience in caring for adult and geriatric patients in a clinical practice setting. Students will perform history and physical examinations, obtain diagnostic testing and present their data along with proposed differential diagnoses and treatment plans. Students may have additional requirements associated with internal medicine. [Internal Medicine Topic List](#)

**MPAS 654  Community Mental Health Rotation  4**

This rotation will provide students with an experience in caring for ambulatory or hospitalized patients with psychiatric disorders. The student will perform psychiatric evaluations, develop and support clinical management plans. Students may have additional requirements associated with community mental health. [Community Mental Health Topic List](#)

**MPAS 656  Women’s Health Rotation  4**

Four-week clinical rotation is designed to provide the PA student with an opportunity to develop proficiency in the unique medical history, physical examination and treatment of the prenatal/gynecology patient. The student will also become familiar with tests and procedures unique to this patient population. Students may have additional requirements associated with women’s health. [Women’s Health Rotation](#)

**MPAS 658  Emergency Medicine 1 Rotation  4**

This rotation is designed to provide students exposure to and development of skills in managing patients in the emergency department setting. Skills will include those necessary for triage, stabilization, diagnosis and management of patients that present to the emergency department. Students may have additional requirements associated with emergency medicine. [Emergency Medicine Topic List](#)
MPAS 660  **Emergency Medicine 2 Rotation**  4
This rotation is designed to provide students exposure to and development of skills in managing patients in the emergency department setting. Skills will include those necessary for triage, stabilization, diagnosis and management of patients that present to the emergency department. Students may have additional requirements associated with emergency medicine. [Emergency Medicine Topic List](#)

MPAS 662  **Family Medicine 2 Rotation**  4
This rotation provides the student with an experience during which students refine their skills in performing a history and physical exam, ordering and interpreting diagnostic tests and developing treatment plans for patients. The student participates in the broad spectrum of primary care by developing skills in acute and long-term management. [Family Medicine Topic List](#)

MPAS 664  **Inter-professional Experience** (Pass/Fail)  1
This course is designed to prepare clinical PA students to work collaboratively in interprofessional patient centered teams. It provides students with an experience to learn the principles of interprofessional practice and apply these principles by directly communicating with other health care professionals of different disciplines beyond the traditional physician-PA team.

MPAS 670  **General Surgery Rotation**  4
This rotation is designed to prepare the PA student to function as an assistant to the general surgeon in providing pre-operative, intra-operative, and post-operative care. The student will learn how to diagnose and manage common surgical disorders and learn when to make appropriate surgical referrals. [General Surgery Topic List](#)

MPAS 678  **Core Topics 1** (Pass/Fail)  2
This self-study course is designed to guide and encourage the student's systematic preparation for the Physician Assistant National Certification Examination (PANCE) by means of monthly examinations; and 2) develop and assess the student's competency in the stated PA Program Goals/Student Learning Objectives.

MPAS 680  **Core Topics 2** (Pass/Fail)  2
This self-study course is designed to guide and encourage the student's systematic preparation for the Physician Assistant National Certification Examination (PANCE) by means of monthly examinations; and 2) develop and assess the student's competency in the stated PA Program Goals/Student Learning Objectives.

MPAS 682  **Core Topics 3** (Pass/Fail)  2
This self-study course is designed to guide and encourage the student's systematic preparation for the Physician Assistant National Certification Examination (PANCE) by means of monthly examinations; and 2) develop and assess the student's competency in the stated PA Program Goals/Student Learning Objectives.
Clinical Year Sample Schedule
Below is a sample schedule of the formal curriculum for the clinical year. The timing of the rotations will be different for each student; however, all students will complete all items prior to graduation.

### Summer Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPAS 654</td>
<td>Community Mental Health Rotation</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>MPAS 678</td>
<td>Core Topics I</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>MPAS 658</td>
<td>Emergency Medicine I Rotation</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>MPAS 650</td>
<td>Internal Medicine I Rotation</td>
<td>4 credit hours</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>14 credit hours</strong></td>
</tr>
</tbody>
</table>

### Fall Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPAS 680</td>
<td>Core Topics II</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>MPAS 648</td>
<td>Family Medicine I Rotation</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>MPAS 626</td>
<td>Issues in Professional Practice</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>MPAS 652</td>
<td>Internal Medicine II Rotation</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>MPAS 630</td>
<td>Pediatric Rotation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MPAS 656</td>
<td>Women’s Health Rotation</td>
<td>4 credit hours</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>19 credit hours</strong></td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPAS 682</td>
<td>Core Topics III</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>MPAS 634</td>
<td>Elective Rotation</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>MPAS 660</td>
<td>Emergency Medicine II Rotation</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>MPAS 662</td>
<td>Family Medicine II Rotation</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>MPAS 670</td>
<td>General Surgery Rotation</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>MPAS 664</td>
<td>Inter-professional Experience</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>MPAS 636</td>
<td>Summative Practicum</td>
<td>1 credit hour</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>20 credit hours</strong></td>
</tr>
</tbody>
</table>

### Coordination of Rotations
The Program will assign and coordinate all clinical sites and preceptors for program required rotations. (Accreditation Standards A1.11; A3.03)
**Preceptors/Sites**
Students should contact their preceptors no later than 10 days in advance of their start date. Failure to do so is a professionalism violation and may result in the delay of rotation start date(s).

Students must not independently go to other facilities or spend time with preceptors who have not been assigned to them by their site preceptor or Director of Experiential Education. If there are concerns, contact the Director of Experiential Education.

Preceptors/sites should not be family members, friends or previous places of employment. The Director of Experiential Education on a case-by-case basis will consider exceptions to this policy.

**Clinical Setting Policies**
While in the clinical setting, the student must follow the following policies:

- The student will be evaluated for professional conduct by the preceptor and the PA Program faculty and staff. A student may be removed from a clinical site for behavior that is considered less than professional and receive a failing grade for the rotation. Students will be referred to the Academic and Professional Affairs Committee for further evaluation.
- PA students must see and discuss each patient with their preceptor and may not treat or release a patient without approval of the preceptor.
- PA students may not administer medications without the expressed approval and supervision of the responsible preceptor.
- PA students must discuss patient clinical findings, assessment, and treatment plans with their preceptor before discussing them with the patient.
- PA students will abide by the rules and regulations established by the participating preceptor and institution including scheduling of hours of attendance.
- PA students will follow the dress code of the participating institution or site.
- While it is optimal to enter data into a patient’s medical record, electronic or otherwise, it is not a requirement over the course of a student’s rotation experiences. In cases such as these, students should continue to practice their note taking skills.
- Note that PA students, by law, may not sign, phone-in, or enter orders for medication prescriptions. PA students may write or enter the prescription or medication order with the approval of their preceptor, but the preceptor must sign the medication order or prescription. The student's name or initials must not appear on a prescription or medication order.
Student-Suggested Sites and Preceptors Distant to Campus Policy

The first rotation must be completed within the Program’s catchment area or with established preceptors of the Program. Students may make suggestions for experiential sites and preceptors for the remaining rotations that fall outside of the Program’s normal “catchment area” (i.e. distant rotations) but are not required to do so. (Accreditation Standards A3.03) Students must identify potential distant experiential sites BEFORE the start of their final didactic semester (January) and must complete and submit required paperwork to the Office of PA Experiential Education at that time for consideration. Student-suggested sites and preceptors are a privilege earned and not a guarantee. Student suggested preceptors may not be family members or personal friends.

The Director of Experiential Education will consider suggested sites and preceptors for educational suitability, and final approval is at his/her discretion. Students are responsible for all costs incurred related to rotations, including return to campus for end of rotation activities, exams, and any other required meetings determined by the Program. If a student wants information regarding distant rotations options (those rotations beyond the standard commuting distance from Butler or out-of-state), the student should contact the Office of Experiential Education at his/her earliest convenience.

Required Site-Specific Documents

The following documents must be taken by the student to the start of each rotation site and provided to preceptor when requested:

- Student’s personal biographical sketch and resume
- Letter of introduction, competency and good standing from the Program
- Butler University Health Center documentation of physical, immunizations, and titers
- Background check verification
- Drug screen verification
- Butler University certificate of liability insurance
  - Insurance certificate rolls over annually—the updated policy will be posted on Moodle every June

Check-Ins

All students must “check-in” at the start of every rotation with the Office of Experiential Education. This allows the Program to continue to evaluate the rotation site to ensure that it is meeting the needs of our students, to include allowing student access to physical facilities and appropriate supervision necessary to fulfill requirements of the rotation. (Accreditation Standard C4.02)

“Check-In” with the Office of Experiential Education via Moodle before the end of the first seven days from the start of the rotation. Students should answer all questions below when checking in!

1. Provide your name and contact information (cell number).
2. How many shifts have you completed prior to submitting this report?
3. Provide the name of your preceptor(s).
4. Do you have any concerns about the preceptor(s)/site/environment?
5. Are you receiving appropriate supervision?
6. What is your current level of involvement in patient care? (e.g., Observation only, direct patient care, etc.)

7. Do you notice any concerns in the office environment in which you are working that are unusual or that you would like to report?

8. Do you anticipate any days off during this rotation? If so, have these been approved by the Office of Experiential Education?

9. Do you want to talk about anything else specifically? Briefly describe, and indicate if you prefer to talk about this in private with a faculty member instead of documenting here. If so, what day and time is best?

Failure to meet the above requirements may result in a report to the Academic and Professional Affairs Committee for appropriate action to be taken, including warning, probation, suspension, or dismissal.

E*Value System
The PA Program uses an on-line tool called E*Value to log clinical experiences, access rotation schedules and required orientations at assigned sites, and complete evaluations. Students will have an introduction to this system during the Clinical Year Orientation prior to the start of rotations. It is the student’s responsibility to access necessary information and complete required documents in advance of rotations/experiences to be prepared and cleared to start. Failure to do so in a timely manner may result in delay in rotation start, and even delay in graduation. Additionally, students must maintain accurate and current contact information in E*Value to allow the Program to make contact immediately in emergency situations.

All information logged into E*Value must be accurate and complete while maintaining patients’ anonymity. All entries must be entered within a week of the patient encounter. Failure to log accurate clinical data will result in a professionalism violation.

Students will use the E*Value system as follows:
- Students will put current contact and emergency contact information into the E*Value system. Update information as necessary.
- Log all patient encounters on the E*Value system. (PxDx)
  - Patient demographic information
  - All procedures and diagnoses including student’s role
- Complete site and preceptor(s) evaluation(s) before the end of rotation exam
- Sign off on the end of rotation evaluation completed by the preceptor within two business days

Rotation Specific Assignments
Students should successfully complete all assignments given by Butler University faculty, clinical instructors, and preceptors during rotations by the established due dates, and attend all on-campus activities (such as EOR, BOR prep meetings, etc.). Failure to do so may result in an incomplete or a failing grade for that rotation. Specific rotation assignments will be outlined in course syllabi.
Clinical Year Curricular Objectives
The Clinical Year Curricular Objectives are designed to enable students to understand minimum competencies required and are consistent with our programmatic curricular goals. They are included in each syllabus for each supervised clinical practice experience. They are the basis for the preceptor’s formative evaluation of the student. The categories are:

1. History Taking and Physical Examination
2. Diagnostic Studies
3. Diagnosis
4. Health Maintenance
5. Clinical Intervention
6. Clinical Therapeutics
7. Scientific Concepts
8. Professionalism
9. Acquisition of Knowledge, Skills, and Attitudes

Clinical Year Assessment
Students are evaluated by preceptors at the conclusion of each of the supervised clinical practice experience using a five point Likert scale. The criteria for each category and the rubric to evaluate the expectations are clearly defined for both the Preceptor and Student prior to the supervised clinical practice experience. (See Appendix B)

Categories in this evaluation are intentionally consistent with the expectations of the programmatic curricular goals. The preceptor must provide comments noting the student’s specific deficiency(ies) for any Likert score marked as 2 or less.

In addition, preceptors are asked “Given the stage of training within this rotation specialty, I feel the student has acquired the appropriate knowledge, skills, and attitude.” An answer of “No” will result in immediate follow up by the Director of Experiential Education to determine if a failing grade will be assigned.

Evaluations
1. Students will request a meeting with his/her preceptor at the midpoint of each rotation to receive feedback at that time. The mid-evaluation form (Appendix C) will be completed by the preceptor and signed off by both the preceptor and the student, and then submitted to the PA Experiential Education office by the established deadline. This form can be found on the Moodle PA Experiential Year site.
2. Students are to complete a final evaluation of the preceptor and the site on the E*Value system before 12:00PM the day before the end of rotation exam.
3. Students are to sign-off on the end of rotation evaluation completed by the preceptor within two business days on the E*Value system when available.

All evaluations must be completed in order to sit for the End of Rotation Examinations. Failure to meet the above requirements may result in a report to the Academic and Professional Affairs Committee for appropriate action to be taken, including warning, probation, suspension, or dismissal.
End of Rotation Examinations
The Butler University PA Program faculty utilizes the Physician Assistant Education Association (PAEA) written End of Rotation Examinations and endorses the objectives utilized to develop these exams as imperative to enter into practice as a PA. Students will take an examination at the end of each core supervised clinical practice experience.

In order to be permitted to sit for the required EOR exam, each student must:

- successfully complete the required rotation as scheduled; and
- complete patient encounter logs using E*Value by 12:00PM on the day preceding the EOR meeting; and
- complete the E*Value student evaluation of the Preceptor by 12:00PM on the day preceding the EOR; and
- sign off on preceptor evaluation of current clinical rotation, if completed; and
- meet the approval of the Director of Experiential Education and/or Program Director

Failure to meet the above requirements may result in a report to the Academic and Professional Affairs Committee for appropriate action to be taken (e.g. warning, probation, suspension, dismissal).

End of Rotation Objectives
Each exam incorporates current, relevant test items that follow rotation-specific content Blueprints and corresponding Topic Lists. More information may be obtained by going to the following website: www.endofrotation.org/exams/sample-exam. The topic list links are included in the course descriptions below. The objectives are listed here:

History Taking and Physical Examination
- Identify elements of, and need for, comprehensive and focused interviews appropriate for the age and gender of the patient, reason for visit, urgency of the problem, and patient’s ability to provide history.
- Recognize and interpret pertinent historical information.
- Identify history commonly associated with specific medical conditions.
- Identify elements of, and need for, comprehensive and focused physical examinations appropriate for the age and gender of the patient, reason for visit, urgency of the problem, and patient’s ability to participate in the examination.
- Identify required techniques in the physical examination.
- Recognize and interpret pertinent physical examination findings when presented in written or illustrated form.
- Determine the need for other resources (e.g., past records, consultation, other members of the health care team) to expand knowledge of the patient's history.
- Interpret history and physical examination findings in order to differentiate one disorder from another.

Diagnostic Studies
- Demonstrate knowledge of appropriate patient and family education related to laboratory and diagnostic studies.
- Identify techniques and potential complications for common diagnostic procedures.
• Select the appropriate initial and subsequent laboratory and diagnostic studies based upon initial impressions determined from the history and physical examination or germane to the health-screening situation.
• Identify the indications for specific laboratory and diagnostic studies.
• Identify risks associated with laboratory and diagnostic studies.
• Recognize normal and abnormal values for routine laboratory and diagnostic studies.
• Interpret the results of routine laboratory and diagnostic studies.
• Select appropriate laboratory and diagnostic testing by considering and evaluating the cost, probable yield, invasiveness, and contraindications of laboratory and diagnostic studies.
• Determine if and when additional diagnostic studies are required.
• Identify laboratory and clinical studies considered to be the best for the diagnosis of certain conditions.

**Diagnosis**
• Determine a differential diagnosis based upon historical information, physical examination findings, and laboratory and diagnostic study findings.
• Select the most likely diagnosis based upon historical information, physical examination findings, and laboratory and diagnostic study findings.

**Health Maintenance**
• Determine appropriate counseling, as well as patient and family education, related to preventable diseases, communicable diseases, immunization schedules, and healthy lifestyles.
• Determine the appropriate history and physical examination in screening an asymptomatic patient during well-care visit based on age.
• Recognize risk factors for conditions amenable to prevention or detection in an asymptomatic individual.
• Recognize the impact of stress on health and the psychological manifestations of illness and injury.
• Recognize the effects of aging and family roles on health.
• Recognize the impact of environmental and occupational exposures on health.
• Recognize the signs and symptoms of abuse and neglect and the indications for intervention and referral.
• Identify common barriers to care.
• Identify the risks and benefits of immunizations.
• Select the appropriate laboratory and diagnostic screening studies and identify normal ranges.
• Identify growth and human development milestones.
• Match anticipatory guidance to the appropriate age level and to the sequelae it intends to prevent.

**Clinical Intervention**
• Select the application or technique required for common clinical interventions. Identify appropriate monitoring for patients after interventions, including checking for compliance, adverse events, and effectiveness.
• Recognize appropriate counseling and patient and family education related to clinical interventions.
• Identify proper referral strategies for patients to other services for clinical intervention as appropriate.
• Determine appropriate follow-up from referrals.
• Select a clinical intervention plan that is consistent with the working diagnosis. Prioritize clinical interventions in emergent, acute, and chronic care situations.
• Evaluate severity of patient condition in terms of need for medical and/or surgical referral, admission to the hospital, or other appropriate setting.
• Determine appropriate surgical treatment and post-surgical/post-procedural management.
• Identify potential complications of specific clinical interventions and procedures.
• Recognize appropriate plans for patient discharge, as well as appropriate medical, surgical, and rehabilitation follow-up.
• Select non-pharmacologic modalities (e.g., physical therapy, surgery, counseling) to integrate into patient management plans.

Clinical Therapeutics
• Identify appropriate counseling and patient and family education related to a clinical therapeutic agent including drug-drug interactions.
• Identify key safety factors related to the administration of medications (oral, topical, sublingual, subcutaneous, intramuscular, rectal, otologic, vaginal, and ophthalmic).
• Recognize appropriate plans to monitor pharmacotherapy, checking for compliance, side effects, adverse reactions, and effectiveness.
• Select a clinical therapeutic plan that considers the cost, efficacy, possible adverse reactions, contraindications, and drug interactions for medications selected.
• Recognize the pharmacokinetic properties, indications, and contraindications for the use of pharmacologic agents. Apply this knowledge to the safe and effective selection and administration of medications.
• Identify side effects, adverse reactions, contraindications, precautions, therapeutic effects, and dosing of the major classes of clinically important drugs and commonly used medications.
• Identify the risks for, and signs and symptoms of, drug interactions resulting from polypharmacy in the therapeutic regimen.
• Recognize the appropriate actions to take in response to acute, specific drug toxicity.
• Modify therapeutic regimen within the context of continuing care.

Scientific Concepts
• Apply basic sciences (anatomy, physiology, microbiology, genetics, etc.) to the diagnosis and management of specific medical conditions.
• Recognize associations of disease conditions and complications through application of scientific concepts.
• Demonstrate understanding of concepts of public health in the management of the population’s and an individual patient’s health and well-being, as well as disease. Identify underlying processes or pathways responsible for a specific condition or disease.

Rotation Failure Policy
If a student fails the end of rotation exam on first attempt, the student will be able to remediate on his/her own and with the guidance of an assigned faculty member. The student will have the opportunity to re-test the rotation exam that he/she failed on a date agreed upon by the Director of Experiential Education that must take place before MPAS graduation. The student must pay $50.00 to cover the cost to retest the exam and administrative expenses. This must be paid prior to the scheduled
retest date. If the student passes the exam on second attempt, he/she will receive the lowest passing grade for that rotation.

If a student fails the end of rotation exam on the second attempt, the student fails the rotation and must repeat the entire course. (Standard A3.17f).

If a student has a previously failed course, the student must pass all components of each rotation, including the EOR exam, before being allowed forward progress.

If at any point during the experiential year a student has 2 first-attempt failures on EOR exams, forward progress of rotations is immediately stopped until successful passing of at least one of the first-failed exams.

Marginal or failing performance in any rotation as evaluated by the Preceptor will be reviewed by the Director of Experiential Education and PA Program Director. The Director of Experiential Education and PA Program Director will review the information provided, and have the right to fail a student based on reported performance.

If a Clinical Instructor wishes to also require assignments (e.g., case presentations, notes, H&Ps, etc.), they must be graded as pass/fail (and may be remediated, if needed). Students may fail for not meeting additional assignment requirements.

A student who fails the same course more than one time or who fails two different courses across the curriculum—either didactic or clinical courses—will result in dismissal from the Program regardless of overall GPA.

Any student required to repeat a course or rotation must anticipate a delay in the timing of his/her graduation and incur additional tuition and fees necessary to repeat coursework. Further, there may be implications associated with financial aid. The student should contact the Office of Financial Aid for more information.

A student who is decelerated due to a failed course must maintain competency for coursework previously completed to progress through his/her program of study. (Accreditation Standard A3.17f)

**Safety at Rotation Site**
The PA Program will provide appropriate training to students regarding Occupational Safety & Health Administration (OSHA) standards prior to the clinical year. The facility at which the rotation/experience takes place shall provide to PA students access to the facility’s rules, regulations, policies and procedures with which the PA students are expected to comply, including, the Facility’s OSHA standards, personal and workplace security and personal safety policies and procedures and shall address all appropriate safety measures for all PA students and any instructors on site. (Accreditation Standard A1.03g) It will be the preceptor’s responsibility to take reasonable steps to ensure personal safety and security of students during the rotation/experience. This is clearly communicated to preceptors and agreed upon in a signed Preceptor Agreement obtained prior to the rotation/experience. (Accreditation Standard A1.02)
Student Identification in Clinical Settings
Students must be clearly identified as PA students in clinical setting at all times. Student photo IDs will be provided during the summer semester. (Accreditation Standard B3.01) These IDs are to be worn at all Program-related activities (both on and off campus) that relate to training as a Butler PA student. PA students must be clearly identified in the clinical setting to distinguish them from physicians, medical students, and other health profession students and graduates. While in the Program, students may not use previously earned titles (i.e. RN, MD, DO, PhD, PharmD, etc.) for identification purposes. There is a charge of $20.00 to replace any lost or damaged ID card through BUPD. If a student should leave the Program, all IDs must be returned to the Program.

White Coats
Students are required to have a long sleeved, short white jacket/coat. A short white coat ends at the upper thigh/ top of inseam. A coat that ends lower than this (at mid-thigh) is too long. White jackets are the required dress code for all clinical experiences. They signify “student” status. Coats/ jackets are gifts from alumni and friends of the College to students. Students will obtain White Coats at orientation. A White Coat ceremony will occur during fall semester.

Thank-You Notes and/or Gifts to Instructors/Preceptors
Students are encouraged to give professors, staff, and preceptors thank you notes. However, the giving of gifts to individual professors, staff, or preceptors while in the PA Program is prohibited.

Professionalism
The faculty of the PA Program recognize its responsibility to present candidates for the PA degree that have the knowledge and skills to function in a wide variety of clinical situations and to render a broad spectrum of patient care. (Accreditation Standard B1.05)

Students will exhibit professional behavior toward other student learners, Butler University administration, faculty/staff, preceptors, and patients in all interactions, both in-person and electronically. Professionalism is a required component of each course. The following are evaluated to assess every student in the PA Program. The evaluation occurs at every faculty meeting, at the completion of the rotation/experience, and at the end of every academic semester.

Didactic Year Professionalism Requirements
- Appearance and attire
  - Wears attire consistent with the COPHS/Programmatic dress policy
  - Demonstrates appropriate personal hygiene and grooming
- Preparation
  - Appropriately prepares for class
  - Submits assignments on time
- Behavior/ Attitude
  - Utilizes appropriate verbal tone when addressing faculty and staff
- Demonstrates appropriate non-verbal communication when around faculty, staff, and fellow students
- Does not negatively impact the learning environment in any way by his/her behavior
- Takes constructive criticism well, and makes improvements as needed

- Communication
  - Communicates professionally in verbal communications (e.g., oral presentations, patient interviews, verbal communications with faculty, staff, and fellow students)
  - Communicates professionally in written communications (e.g., written assignments, e-mail communications, etc.)

- Attention and Participation
  - Is attentive in class (i.e., does not frequently doze off, abuse electronic media, etc.)
  - Actively participates in class activities

- Respect for Others
  - Attends and shows up on-time for class
  - Is not disruptive to classroom activities or to quiet study areas
  - Respects appropriate boundaries (e.g., space, hierarchy, etc.)
  - Demonstrates appropriate empathy/compassion for others, when indicated
  - Demonstrates appropriate respect when interacting with faculty, staff, and fellow students
  - Does not ridicule or harass others

- Honesty
  - Does not cheat or plagiarize
  - Does not provide fraudulent information
  - Does not lie
  - Reports witnessed professionalism violations of fellow classmates

**Clinical Year Professionalism Requirements**

Students will exhibit professional behavior with preceptors, all members of health care teams, patients, and administrators at rotation sites. Students will also exhibit professional behavior with Butler University faculty and staff in all interactions, both in-person and electronically.

The following are evaluated to assess every student in the PA Program. The evaluation occurs at every faculty meeting, at the completion of the rotation/experience, and at the end of every academic semester.

- **Appearance and Attire**
  - Wears attire consistent with established office/clinic protocol
  - Wears a Butler ID and/or site ID tag when in the clinical setting
  - Demonstrates appropriate personal hygiene and grooming
  - Piercings: No more than 1 pair of (stud) earrings. Nose, lip, eyebrow and tongue piercings are prohibited
Tattoos: all tattoos must be covered

- Preparation
  - Comes appropriately prepared (e.g., knowledge, skills, orientation requirements) for rotation site duties
  - Brings all necessary medical equipment to the clinical site
  - Medical equipment is in good working order
  - Comes appropriately prepared for end of rotation meetings

- Behavior / Attitude
  - Works cooperatively with others at the clinical site (administrators, clinicians, and medical staff)
  - Utilizes appropriate verbal and non-verbal communication when addressing and interacting with administrators, clinicians, medical staff, and patients
  - Takes constructive criticism well and makes improvements as needed
  - Does not negatively impact upon the teaching, learning, or patient care environment at the clinical site
  - Follows the rules and protocols of the clinical site (e.g., timeliness of medical records, countersignatures, office hours, scope of practice, etc.)
  - Is attentive to instruction offered by rotation site personnel
  - Actively participates in rotation site activities
  - Demonstrates self-directed, active learning
  - Follows the rules and protocols of electronic testing

- Communication
  - Communicates professionally in verbal communications with administrators, clinicians, medical staff, and patients (e.g., patient interviews, staffing, oral presentations, etc.)
  - Demonstrates appropriate non-verbal communication when in the clinical setting
  - Communicates professionally in written communications (e.g., medical documentations, e-mail communications, etc.)
  - Listens effectively to patients, clinicians, and medical staff

- Confidential & Ethical Practice
  - Demonstrates behaviors that reflect ethical decision making
  - Demonstrates behaviors that reflect personal integrity
  - Maintains confidentiality of patient health information
  - Maintains confidentiality of other personal information, as requested
  - Adheres to the principles of informed consent

- Respect, Sensitivity, & Compassion for Others
  - Shows up on time for rotation activities (rounds, meetings, etc.)
  - Is not disruptive to rotation activities or patient care areas
  - Respects appropriate boundaries (space, hierarchy, etc.)
  - Addresses others appropriately (by title and surname, unless otherwise instructed)
- Demonstrates appropriate empathy/compassion for others
- Demonstrates appropriate respect for clinicians, medical staff, patients, and other students
- Demonstrates appropriate sensitivity and is able to effectively interact with persons of different ethnicities, religious beliefs, sexual orientation, and other diversities
- Is attentive at clinical sites (i.e., does not doze off, does not abuse electronic media, etc.)

- Safety and Non-malfeasance
  - Does not intentionally or unintentionally create an unsafe or potentially harmful situation for him/herself or others at the clinical site

- Honesty
  - Does not cheat or plagiarize
  - Does not provide fraudulent information
  - Does not lie
  - Reports witnessed professionalism violations of fellow classmates

**Professionalism Violations**
Professionalism violations identified by program faculty or preceptors will be referred by the Program Director for further evaluation to the Academic and Professional Affairs Committee (APAC). Faculty and the Program may use professionalism violations when responding to regulatory questions or when providing recommendations for employment or privileges at institutions. Deficiencies in any areas of professionalism will be brought to the student’s attention by his/her advisor, Director of Experiential Education, and/or Program Director in the form of written evaluations. Remediation will be implemented where appropriate; however, violations could result in immediate probation, suspension, dismissal, or termination from the Program per the Professional Conduct Code. *(Accreditation Standards A3.17 e & f)* If a student is referred to the APAC, it will be the intention of the PA faculty to seek a minimum of probation for the violation.

**Honor Code**
Students are responsible for conducting themselves in a manner that is above reproach at all times. *(Accreditation Standard B1.05)* Ethical conduct is one of the most important attributes of a competent health care professional. Students are accountable for their own professional behavior. They are also charged with reporting to the Program any unprofessional behavior or infractions of this honor code on the part of others.

Having adopted the high ethical standards of the PA profession, the Program expects that each student will complete all assignments on an individual basis unless otherwise directed by program faculty.

Violations of this honor code are a breach of the professionalism standards. All students will sign the following codes in the didactic *(Appendix D)* and clinical *(Appendix E)* year indicating the intention to comply with the code.
Oath of the PA
The PA profession has revised its code of ethics several times since the profession began. Although the fundamental principles underlying the ethical care of patients have not changed, the societal framework in which those principles are applied has. This is reflected in the Oath of the PA utilized by the Butler PA Program. During the Master’s Hooding ceremony at the completion of the PA Program, students will publicly acknowledge their new responsibilities and affirm their pledge to clinical excellence and health care by reciting this Oath of the PA.

~~~

Upon my entry in the PA profession, I pledge to perform the following duties with honesty, integrity and dedication, remembering always the paramount importance to be the welfare of my patients.

I will be diligent in understanding both my personal capabilities and my limitations, striving always to improve my medical practice.

I will actively seek to expand my intellectual knowledge and skills, keeping abreast of advances in medical art and science.

I will uphold the tenet of patient centered team based care.

I will treat equally all persons who seek my care, regardless of race, gender, religion, nationality, political, or socioeconomic status.

I will uphold the tenets of beneficence, non-malfeasance, and informed consent without fail.

I will hold in absolute confidence the information shared with me in the course of practicing medicine.

And I will educate to the best of my ability, any student entering this noble profession.

These duties are pledged with sincerity and on my honor.

~~~

Summative Practicum
Students must successfully demonstrate competency to practice medicine as an entry-level PA in primary care to graduate from the Program. Students must successfully complete a Summative Examination that is comprised of knowledge-based exams, clinical skills, and an objective structured clinical examination to demonstrate competency consistent with curricular goals. By successfully completing the Summative Examination, the student will have surpassed expectations regarding programmatic curricular goals and as such, the Program will verify that each student is prepared to enter clinical practice. (Accreditation Standard C3.04)

Grade Standards
The faculty of record assigns grades for all courses and clinical rotations in the PA curriculum. (Accreditation Standard A3.17a)
**Didactic Year**
The following programmatic grading scale will be used:

- **A** 92.50-100.00%
- **A-** 89.50-92.49%
- **B+** 83.00-89.49%
- **B** 76.50-82.99%
- **B-** 70.00-76.49%
- **F** <70.00%

There will be no rounding.

**Clinical Year**

**Marginal or Failing Preceptor Assessment**
Preceptors will evaluate each student and the achievement of meeting curricular goals. The Director of Experiential Education and PA Program Director will review marginal or failing performance by the student in any rotation as evaluated by the preceptor. The Director of Experiential Education and PA Program Director have the right to assign a failing grade to the student based on reported performance.

**Additional Assignments**
If a Clinical Instructor requires assignments (e.g., case presentations, notes, H&Ps, etc.), the assignments must be graded as Pass/Fail (and may be remediated, as needed). Students may fail the rotation for not meeting assignment requirements, including attendance at mandatory meetings.

**End-of-Rotation Score**
Students take end of rotation exams at the completion of each core rotation to assess the comprehensive medical knowledge required by a graduating PA student. Students of the Program who have successfully passed these exams are predicted to have the medical knowledge base to adequately pass the PANCE and meet programmatic goals.

**Final Rotation Grade**
If the Preceptor evaluation and Clinical Instructor’s assessment are favorable, rotation grades are based on the end-of-rotation exam scores. The Physician Assistant Education Association reports the individual’s raw exam score, mean and standard deviation. The mean and standard deviation are adjusted based on the version of exam, specialty exam taken, and with each administration of the examination. It is provided to the Program from the Exam administrators. The student’s Z score is calculated:

\[
Z \text{ score } = \frac{\text{individual’s exam score} - \text{national mean}}{\text{national standard deviation}}
\]
In part, grades are established using Z score cut-offs:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>+0.99 or higher</td>
</tr>
<tr>
<td>A-</td>
<td>+0.84 to +0.98</td>
</tr>
<tr>
<td>B+</td>
<td>+0.19 to +0.83</td>
</tr>
<tr>
<td>B</td>
<td>-0.84 to +0.18</td>
</tr>
<tr>
<td>B-</td>
<td>-1.64 to -0.85</td>
</tr>
<tr>
<td>F</td>
<td>-1.65 or lower</td>
</tr>
</tbody>
</table>

The PA Faculty members have the final determination as to whether a student has met all rotation requirements and will confer the final grade for each rotation.

**Successful Completion of a Course**
A student must earn a Pass or grade of B- or better in any course within the PA Program to be considered “successfully completed.” *(Accreditation Standard A3.17b)*

**Course Remediation Policy**
If a student should not meet the stated minimum competency on an exam or activity within individual courses, the student will be required to successfully remediate the material to ensure an understanding of the objective(s). The course coordinator will determine requirements to remediate the individual activity or exam.

**Course Failure and Academic Probation**
The PA Program is designed to integrate classroom and clinical learning experiences considered necessary for competency as health care providers. Therefore, students failing a course will be placed on academic probation for the remainder of the Program. *(Accreditation Standards A3.17e, f)*

A student who receives a failing grade in any course will not be allowed to progress within the curriculum until that course is satisfactorily remediated. Provided that the student has not failed any other courses and is not currently on probation, s/he may be given one opportunity to retake the failed course when it is offered next. Most courses are only offered one time per year, therefore the student may be required to take a leave of absence for one year, and repeat the failed course at that time. If the student successfully completes the failed course s/he may be given permission to progress.

A student who fails the same course more than one time or who fails two different courses across the curriculum—either didactic or clinical courses—will result in dismissal from the Program regardless of overall GPA.

Any student required to repeat a course or rotation must anticipate a delay in the timing of his/her graduation and incur additional tuition and fees necessary to repeat coursework. Further, there may be implications associated with financial aid. The student should contact the Office of Financial Aid for more information.

A student who is decelerated due to a failed course must maintain competency for coursework previously completed to progress through his/her program of study.
If a student receives a failing grade in any two clinical PA rotations, the student will immediately stop forward progress regardless of overall GPA 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).

**Appeal of Course Grades**
The student shall first discuss the matter with the instructor. If not satisfied, the student may appeal to the Program Director and then to the Dean of the College. The student must inform the instructor in writing of the intent to appeal a grade within 10 working days of the publication of grades by the Office of the Registrar. The appeal must be filed within 30 days of the notice of intent to appeal (COPHS Student Handbook).

**Satisfactory Academic Progress**
The curriculum of the PA Program should be viewed as being two sections in the curriculum (didactic and experiential) that are individually indivisible and to be taken in an uninterrupted sequence over three or two years, respectively. Therefore, it is expected that students first matriculated into the PA1 or MPAS1 year will maintain simultaneous, full-time enrollment in all professional courses offered as a component of each year’s curriculum. Students may not progress to the professional coursework in the next year of the Program until they have successfully completed all professional courses within the current year. Exceptions to the application of this policy must be requested in writing from the Program Director.

The PA Program Director upon advisement by the faculty makes determination of satisfactory academic progress, at the conclusion of each semester/rotation in accordance with the Academic Progress Policy as described in the COPHS Student Handbook. Satisfactory academic progress for students in the PA Program consists of maintaining professionalism and the successful completion of all requirements necessary for the advancement from one semester to the next or one rotation to the next. (Accreditation Standard A3.17c)

Students satisfactorily completing all academic requirements will graduate in May. Per University policy, if a student is delayed and wants to be considered for May graduation, all course requirements and examinations must be complete by June 2 and the student must be registered for all courses in the previous spring semester. The next possible graduation date is late August.

**Deceleration in Academic Progress**

**Incomplete Grades**
As outlined in the Butler University Student Handbook, a grade of Incomplete (I) may be assigned by an instructor when exceptional circumstances such as illness prevent a student from finishing all work required in a course. The Incomplete must be removed within the next regular session of the student’s enrollment. A grade of (I) may not be assigned as a grade option to avoid assignment of a poor or failing grade that a student has earned in a course, or to delay assignment of a grade for a course when the student intends on repeating the course in a future semester.

**Withdrawal**
Voluntary withdrawals are initiated at the request of the student. (Accreditation Standard A3.17e) Working with the Program Director, a mutual decision is reached with regard to the effective date of the
If a student withdraws, including involuntary withdrawal for academic reasons, tuition may or may not be refunded. Questions regarding tuition refunds should be directed to the Office of Student Accounts.

**Leave of Absence**

A PA student, after presenting a written request to the Dean of the College (with a copy to the PA Program Director), may be granted an official leave of absence for personal, medical, or academic reasons for a period not to exceed one calendar year. If the leave of absence is approved, the Dean provides written notification including applicable beginning and ending dates to the student, the University Registrar, and the director of the Office of Financial Aid. The student must notify the Program Director in writing of his or her wish to return to the PA Program or to extend the personal leave at least sixty calendar days prior to the anticipated date of reentry. The student desiring an extension beyond one calendar year may be required to apply for readmission to the PA Program. When a leave of absence is taken, the Program Director may require the student to repeat some or all of the courses completed prior to the leave of absence. In all cases of leave of absence, the student is required to complete the full curriculum to be eligible to earn the MPAS degree. Any identification provided to the student must be returned to the Program during leave.

Any student who is absent from clinical rotations for three months or more must perform and pass an observed history and physical examination (on a real or simulated patient) before being allowed to return to clinical rotations. The student will have two opportunities, evenly spaced over a two-month period, to pass this assessment. If unsuccessful, the student will be dismissed from COPHS.

For purposes of deferring repayment of student loans during a school-approved leave of absence, federal regulations limit the leave to six months. All questions regarding financial aid or student loans should be directed to the Office of Financial Aid.

**Transcripts**

Official transcripts are kept on file in the Office of Registration and Record. (Accreditation Standard A1.03d) PA students’ grades are recorded on the transcript for each individual didactic and clinical course completed. To access transcript please go to the Office of Registration and Records website for more information: https://www.butler.edu/registrar/transcripts-and-verifications

Upon recommendation of the faculty and the President, and by action of the Board of Trustees, the students will earn the degree of MPAS upon satisfactory completion of the educational program. (Accreditation Standard A1.03e)

**Student Evaluation of Courses**

At the end of each course, students are required to complete a course evaluation. (Accreditation Standard C2.01) Anonymous compilation of the evaluations is provided to course principal faculty, the Program
Director, and Dean the College of Pharmacy and Health Sciences. Evaluations are reviewed and used to make improvements in faculty teaching, individual courses, as well as the overall curriculum. Therefore, constructive student feedback is extremely important.

**Student Grievance/Harassment Policy**

Butler University is committed to maintaining a respectful educational environment, free from harassment. Harassment of any kind is not acceptable behavior at Butler; it is inconsistent with the commitment to excellence that characterizes Butler University’s activities. (Accreditation Standard A3.11; A3.17d & g) The Civil Rights Equity Grievance Policy can be found at the following link in the University Student Handbook: [https://www.butler.edu/student-handbook/harassment](https://www.butler.edu/student-handbook/harassment). The Policy on Sex Discrimination, Sexual Harassment, Sexual Misconduct, and Domestic Violence can be found at [https://www.butler.edu/file/155276/download](https://www.butler.edu/file/155276/download).

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

Jamie Brennan
317-940-6509
jdbrenna@butler.edu or titleix@butler.edu

**Health Insurance**

All graduate students must carry personal health insurance. Students must demonstrate proof of insurance on three occasions that includes an insurance card that identifies active insurance coverage at matriculation, February of MPAS1 year, and again in February of MPAS2 year. The information must include the name of the insurance company and the policy number. Bring personal Health Insurance cards to orientation and the January End of Rotation meeting. The cards will be photocopied and kept in student files. Students must also sign a waiver indicating that they have personal health insurance. (See Appendix F)

Students will be personally liable for any expenses incurred for things like needle stick evaluations and prophylaxis, treatment for TB exposure, etc., and may wish to review personal health insurance policy to see if it covers these expenses.

Student Health Services will bill health insurance. If a student is seen at Health Services, an up-to-date health insurance card and Butler ID must be presented. If a student is unable to present with an insurance card, office services will be applied to the student’s account.

**E-mail and Computer Use**

Important information is usually communicated by e-mail in the PA Program. Students are expected to check their e-mail twice a day. Because faculty, College administration and fellow students rely heavily on e-mail for communication with students, it is an academic expectation that all students will routinely read and respond appropriately to their Butler University e-mail messages. Respond to email or phone messages from Butler faculty and staff, clinical site staff and orientation coordinators, and preceptors within 24 hours.
Appropriate use of computers and e-mail, both in the classroom and elsewhere, is an academic issue. Use of e-mail should be consistent with professional standards. Use of computers during class must be limited to tasks associated with the learning activity.

E-mail addressed to PA classes should be addressed as bcc (blind copy) to suppress the long list of addresses. Students may forward Butler e-mail messages to a non-Butler account by contacting the Information Resources Help Desk.

**Technology Requirements**

In order to be successful in the PA Program, all PA students are required to have a mobile computing device throughout the Program. Students will be able to choose and purchase a device from any manufacturer they wish that meets their learning needs, as long as it meets the minimum requirements as outlined below.

It is the student's responsibility to ensure that he/she has a functioning device in all classes at all times, no exceptions.

It is highly recommended that the student purchase a hardware warranty to match the length of the PA Program to cover any unforeseen hardware repair needs. Butler does offer hardware discounts on purchases through HP and Apple (excluding iPads). iPads are not required technology for students matriculating in May 2017 and beyond.

**Two Technology Options**

Option 1: Laptop (Mac or PC):

Option 2: Windows dedicated tablet:

A dedicated tablet is a standalone device that requires an external keyboard/touch pad/mouse and may or may not have onboard ports. Some devices have external docks/sleeves that provide the device with additional ports and battery life.

**Devices that are Not Acceptable**

- Dedicated Tablet running Windows RT or Android operating system
- Chromebook
- iPad as primary device

For questions contact the IT Help Desk ([helpdesk@butler.edu](mailto:helpdesk@butler.edu)).

**Minimum Hardware Requirements**

<table>
<thead>
<tr>
<th>Specifications</th>
<th>Windows (PC)</th>
<th>Macintosh (Mac)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>2 Hz Dual Core or better</td>
<td>2.4 GHz Duo or better</td>
</tr>
<tr>
<td>Memory (RAM)</td>
<td>4 GB or more</td>
<td>4 GB or more</td>
</tr>
<tr>
<td>Storage</td>
<td>250 GB or more</td>
<td>250 GB or more</td>
</tr>
<tr>
<td>Wireless/Network Card</td>
<td>Wireless: Dual Band N, Ethernet</td>
<td>Wireless: 802.11 b/g/n, Ethernet</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Removable Storage</td>
<td>8 GB USB Flash</td>
<td>8 GB USB Flash</td>
</tr>
<tr>
<td>Operating System</td>
<td>Windows 7, 8, or 10</td>
<td>OS 10.8 minimum</td>
</tr>
<tr>
<td>Integrated Webcam</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Butler Technological Discounts**
- Butler offers hardware discounts on purchases through Apple, Dell, and HP ([https://www.butler.edu/it/hardward-devices](https://www.butler.edu/it/hardward-devices)).
- Various software discounts are available as well ([https://www.butler.edu/it/software/student-discounts](https://www.butler.edu/it/software/student-discounts)).

**Social Networking Policy**
Many individuals participate in social media for a variety of reasons: to connect with professional networks, to find out quickly what’s happening at other places, to enhance productivity and team-building, and to put together ad-hoc groups or. Exchanging and sharing information can improve our personal and professional lives. However, social networking exposes one to an unsolicited audience and set of experiences. Continual attention is required to successfully manage personal and professional lives online.

The following are general policies regarding social networking as a Butler University student.

- Think before you post. There is no such thing as a “private” social media site. Search engines can turn up your posts years later. Do not post something today that may haunt you later.
- Maintain confidentiality. Do not post or discuss sensitive, confidential, proprietary, or protected health information about students, employees, patients, or other members of the Butler community. Use good ethical judgment; follow federal guidelines and university policies.
- Be respectful. If readers see your affiliation with Butler, they may read your words as representing the University, even if you provide a disclaimer saying your views are your own. As a general rule, be respectful and don’t post anything you would be uncomfortable saying in a public setting—or in front of your colleagues, fellow learners, supervisor, etc.
- Be transparent about your role at Butler. If you participate in or maintain a social media site on behalf of the university, clearly state your role and goals. Strive for accuracy, correcting errors quickly and visibly. If you have questions about whether it is appropriate to write about certain material, ask your supervisor, advisor, or Program Director first.
- Protect your identity. Do not provide personal information about yourself or others that scam artists and identity thieves might steal. This includes telephone numbers, mailing addresses, and e-mail addresses.
- Respect University time and property.
- Any violation of HIPAA or other University policies may result in appropriate disciplinary action including, but not limited to, dismissal from the Program and criminal and/or civil charges and fines.
Mailboxes
Secure mailboxes will be assigned to students at the start of the academic year. Faculty use mailboxes to return exams/assignments. Students will be provided combinations to their assigned mailboxes.

Change of Name and Address
If a student has a change of address locally and/or at home, it should be registered with the University at the Office of Registration and Records to ensure receipt of important mailings. The same procedure should be followed for any name changes.

Tobacco Use
Tobacco use in any form is not permitted in the Pharmacy and Health Sciences Building or other campus buildings.

Room Reservations
Rooms in the Pharmacy and Health Sciences Building must be reserved in advance for use by any student organization. All rooms in the Pharmacy Building, as well as other campus facilities, may be reserved by student organizations through the Campus Activities Office (Atherton 101). The request is then taken to the Office of University Events (Service Center, Room 118). Only student organizations recognized by the University may request and use space in the Pharmacy Building for organization activities.

Financial Aid
All financial aid awards are made based on documented financial need. Most Butler PA students finance their education through student loans up to the cost of the school-approved budget, by qualifying for student federal, state, private, and PA tuition loans.

The U.S. Public Health Service has several programs that offer scholarships, stipends, and loan repayment to PA students who commit to varying periods of employment within designated facilities. Interested applicants can call the National Health Service Corps Program directly at (800) 221-9393 or go to https://nhsc.hrsa.gov for further information.

The Free Application for Federal Student Aid (FAFSA) should be submitted if applying for federal education loans.

Applicants are urged to request information and application forms from clubs, organizations, foundations, and agencies as soon as possible after applying for admission to the Program. Many libraries have information on sources of financial aid. In addition, the financial aid offices at nearby colleges and universities often have information on sources of funding. Applicants are strongly urged to use web search engines in locating scholarships. At no time, however, should an applicant pay a person or company to search for scholarships. Scholarship information is available free to applicants by using their local and web resources.
More detailed information regarding financial aid can be obtained from the Office of Financial Aid (877-940-8200 or finaid@butler.edu).

**Student Employment**
The Faculty does not advise outside employment while in the didactic and clinical phase of the PA Program. (Accreditation Standard A3.14h) Faculty recognize employment may be an issue that some students will face. Given this recognition, realize that Program obligations will not be altered due to a student’s work obligations. It is further expected that work obligations will not interfere with the student’s learning progress or responsibilities while in the Program. The Department also discourages the student from working at the same site where they are completing clinical rotations.

PA students are not required to work for the PA Program. (Accreditation Standard A3.04) Students will not substitute for or function as instructional faculty. (Accreditation Standard A3.05) During the supervised clinical practical experiences, students will not substitute for clinical or administrative staff. Any student on a clinical experience who is being required to primarily fulfill job duties of a certified PA or administrative staff person must notify the Director of Experiential Education. (Accreditation Standard A3.06) Any report will be fully investigated by the Program and suitable action will be taken.

On occasion, the faculty or staff of the Program may make a request for a student to perform volunteer activities for the Program. Students will not be obligated to volunteer.

Student employment through the university work-study program will be governed by university policies.

**Faculty as Healthcare Providers**
Principal faculty, the Program Director and the Medical Director must not participate as health care providers for students in the Program, except in an emergency. (Accreditation Standard A3.09)

**Health Insurance Portability and Accountability Act (HIPAA)**
The primary goal of the law is to make it easier for people to keep health insurance, protect the confidentiality and security of healthcare information, and help the healthcare industry control administrative costs. Once matriculated, all students will be required to complete HIPAA training which will require updating or re-certification prior to starting clinical rotations.

**Accidental Exposure 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, laboratories, surgical settings, as well as ambulatory, inpatient, and surgical clinical experiences.

The Program, College, and the University accepts their responsibility to provide all students appropriate training in universal precautions and other risk reduction behaviors before undertaking any educational activities that would place them at risk. (Accreditation Standard A3.08) It is the policy of the Program to follow the guidelines and recommendations made by the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) regarding the use of Standard Precautions to prevent the spread of infection and reduce occupational exposure to blood and body fluid pathogens.
All students will pass a Workplace Blood Borne Pathogens Safety Training program during orientation prior to exposure.

The Accidental Exposure 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 instructor/preceptor prior to any activities that have the potential of causing a needle stick or exposure to biohazards.

Procedures

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. Otherwise, follow appropriate “Laboratory Tests.”
- The student will be responsible for any costs associated with testing provided by the site. (Accreditation Standard A3.08)
- 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 “ON-CAMPUS Exposure.”
- Students must submit an exposure incidence form within 48 hours to the didactic course instructor or Director of Experiential Education as appropriate. (Accreditation Standard A3.21)

On-Campus Exposure
- 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.
- If during didactic year, the student should notify the instructor immediately.
- The student and instructor will determine where the nearest emergency room is located so the appropriate laboratory tests can be collected within 30 minutes of exposure.
- The student will be responsible for any costs associated with testing provided by the site. (Accreditation Standard A3.08)
- Butler University chooses U.S. Health Works Medical Group in-network provider to treat all non-critical on-the-job injuries. U.S. Health Works has 8 locations available in the Indianapolis area. See the attached map for locations and hours:
  - Nearest location available 8 a.m. to 11 p.m.:
    7301 Georgetown Rd, Indianapolis, IN 46268 phone: 317-875-9584
Laboratory Tests

a) Student testing:
   i. HBsAg (Hepatitis B Surface Antigen)
   ii. HCAb (Hepatitis C Antibody)
   iii. Human immunodeficiency Virus Antibody when consent is given
   iv. HBsAb (Hepatitis B Surface Antibody)

b) Source patient testing (if possible):
   i. HBsAg (Hepatitis B Surface Antigen)
   ii. HCAb (Hepatitis C Antibody)
   iii. Human immunodeficiency Virus antibody when consent is given
   iv. HBCab (Hepatitis B Core Antibody) when the exposed patient is HBsAb negative
   v. Other tests for confirmation of diagnosis when clinically indicated

Important Information

- It is critical that the appropriate steps are taken in a timely manner (within 30 minutes of exposure).
- 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.
- The student will be responsible for any costs associated with testing provided. (Accreditation Standard A3.08)
- The course instructor, or if during the clinical year, the Director of Experiential Education for the PA Program, shall be informed about all situations involving needle sticks, biohazard exposure, or other hazardous substances within 24 hours. (Accreditation Standard A3.21)
  o Students must submit an exposure incident report form (Appendix G) within 48 hours
IN CASE OF INJURY OR ILLNESS
SEND EMPLOYEE TO

U.S. HealthWorks
MEDICAL GROUP
A Dignity Health Member

in collaboration with
Indiana University Health

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

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

3 INDIANAPOLIS - RAYMOND
5603 W Raymond St
Indianapolis, IN 46241
Ph: (317) 241-8266
Fx: (317) 247-4978
24 hours / 7 days a week

4 INDIANAPOLIS - SHADELAND
1311 N Shadeland Ave
Indianapolis, IN 46219
Ph: (317) 352-0533
Fx: (317) 357-8543
Mon-Fri: 7:30 am - 11 pm

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

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

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

For more information, visit: www.ushealthworks.com

Rev 08/19/2013
Requirements for Graduation
If there are any question regarding a student’s completion of all degree requirements, the student should consult with his or her academic adviser. However, it is ultimately the responsibility of the student to make sure all degree requirements have been met to qualify for graduation. Graduating students must apply for their degree at the time they register for their final semester through the Office of Registration and Records.

Letters of Reference and Credentialing Requests
Without exception, all requests for letters of reference or for completion of forms relating to academic performance and/or personal qualities require written authorization from the student (or graduate) for release of such information. Most faculty prefer an email or personal request in writing with sufficient lead-time (it is best requested two weeks in advance), and instructions such as date and format of the letter. When making a request to faculty, please include the full name of the scholarship/position and the overall purpose and guidelines. If appropriate, please include a summary of pertinent comments from clinical preceptor evaluations, and an updated resume/CV. The number of recommendation letters required of principal faculty is significant; therefore, students should consider others who could also write these letters (an advisor, an instructor or mentor, clinical preceptor, etc.) and make requests as early as possible.

Credentialing or privilege forms are generally required for hospital employment. Students must make a formal request to faculty before providing a faculty name and contact information.

Any form submitted to faculty without prior approval will not be completed. Faculty are not expected to complete forms after 1-year post-graduation date.

Student Handbook Acknowledgment
After reading the Student Handbook, students should initial and sign the two Handbook signature pages (Appendix H and I). Return both documents to the Butler University PA Program Offices—one will be returned to the student.

PA Student Groups
Class Officers
Class officers are important individuals who help establish collegiality and professionalism between and among the members of the class, faculty and staff, Program, and University. Class Officers speak on behalf of the class to faculty and administration. Officers will be elected within the first few weeks of the start of the Program. COPHS’ Student Affairs office will help establish officer elections for the class. Students may run for President - the class President (or designee) serves as representative to the HSSA, Vice President, Secretary, and Treasurer.

Physician Assistant Club (PAC)
The Physician Assistant club (PAC) serves as the official organization for the PA students and those individuals interested in the PA profession. All PA students are encouraged to be members of the PAC. The MPAS-1 class officers will serve as the PAC officers.
PA Student Ambassadors (PASA)
The PA Student Ambassadors (PASA) program was established to provide the Program with a group of volunteer students who have the skills and training necessary to help conduct special Program functions and represent the PA Program at Program, College, and University events and to the community at large. Our PA Student Ambassadors are current PA students who assist with admission and student life programs. This program is open to all Butler PA students. Students apply for service and are chosen by student leaders to serve.

Ambassadors can serve as tour guides, panelists during information sessions, advisers during orientation and registration, and much more. They will be available to serve as hosts at special receptions. Ambassadors will assist with recruitment events throughout the year and will inform prospective students and parents interested in the Butler PA Program about all facets of life at Butler – the academic program, faculty and students, social opportunities, as well as student organizations and services. They will help personalize the University by making campus visitors feel welcome, comfortable, and positive not only about Butler’s PA Program, but Butler University as a whole, by demonstrating sincerity, enthusiasm, credibility, interest, and helpfulness.

Student Academy of the American Academy of Physician Assistants (SAAAPA)
The Student Academy of the American Academy of PAs (SAAAPA) is the national governing body for students enrolled in the PA Program. This organization offers many resources to enrolled PA students. There are leadership opportunities in SAAAPA, a national student medical challenge bowl at the annual AAPA conference, student activities, and advocacy opportunities for the profession. For more information regarding SAAAPA, please visit their website at: https://www.aapa.org/saaapa

Pi Alpha - National PA Honor Society
Students may apply for membership into the Pi Alpha National Honor Society. The Society recognizes excellence in research, publishing, community/professional service or leadership activities. The GPA for didactic portion of the Program are utilized to calculate the Pi Alpha GPA. No failures may occur during the Program. Individuals need to complete at least one Pi Alpha eligible activity during clinical year. Please see the Pi Alpha web site at http://paeaonline.org/pi-alpha-honor-society/ for further information.

Additional Information for PA Students

Competencies for the PA Profession
Competencies for the PA Profession resulted from a collaborative effort by the National Commission on Certification of PAs (NCCPA), Accreditation Review Commission for Education of the Physician Assistant (ARC-PA), the Physician Assistant Education Association (PAEA), and the American Academy of PAs (AAPA). This document contains a set of basic competencies that all PAs are expected to acquire, develop and maintain throughout their chosen career. The professional competencies discuss the categories of medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement, and systems-based practice. This document should be read for further understanding of the life-long competencies expected from all PAs. This document may be accessed at: https://www.nccpa.net/uploads/docs/PACompentencies.pdf
NCCPA Task Areas
The National Commission on Certification of Physician Assistants (NCCPA) is the regulatory body for preparation and administration of the Physician Assistant National Certifying Examination (PANCE) exam. The Task areas include knowledge and cognitive skills areas that are identified as important to PA practice. The didactic and clinical phase curriculum is designed to ensure exposure to each of these vital task areas which include: history taking and performing physical examinations, using laboratory and diagnostic studies, formulating most likely diagnosis, health maintenance, clinical intervention, pharmaceutical therapeutics, and applying basic science concepts. For a more detailed description regarding the knowledge and cognitive skills for each of the above areas, please review the information at the following link: https://www.nccpa.net/ExamsContentBPTasks

NCCPA Organ System Disease List
The NCCPA also maintains a list of organ systems that serve as a guide of diseases, disorders and medical assessments that provide a basis for examination preparation. The didactic and clinical phase curriculum is designed to ensure exposure across all organ systems to include the majority of the specific entities outlined in this detailed listing. The following provides a link to the full document and should be read for further understanding of the depth and breadth of knowledge that will be expected during the didactic and clinical phase of the Program as well as for life-long learning as a graduate. https://www.nccpa.net/ExamsContentBPOrgans

National Medical Challenge Bowl
PA programs from across the country will face off at this high-energy medical quiz competition coordinated by the Student Academy of AAPA. During the AAPA Forum, PA programs will bring their school spirit and cheer on their team as they compete to be the next Challenge Bowl champion. For more information, please see the web site http://aapaconference.org/special-events/challenge-bowl/. Students will be allowed to attend the National Conference and participate in the National Medical Challenge Bowl/SAAPA activities.

Professional Associations and Regulatory Bodies

American Academy of PAs (AAPA)
The American Academy of PAs (AAPA) is the national professional organization of PAs. Its membership includes graduate and student PAs as well as affiliate membership for physicians and PA educators. The Academy provides a wide range of services for its members from representation before federal & state governments & health related organizations, public education, pamphlets and brochures, insurance and financial programs, and employment assistance. Students will be provided a student membership through the Program. Membership will last from matriculation until four months after graduation. Please see the AAPA Web site at www.aapa.org for services and benefits.

Indiana Academy of Physician Assistants (IAPA)
The Indiana Academy of Physician Assistants (IAPA) is a state constituent Chapter of the AAPA. The state Physician Assistant Society works in concert with the national American Academy of PAs to further issues concerning all PAs.

Student membership is available in the IAPA. Students are strongly encouraged to join the IAPA. Membership benefits include reduced student rate for the state conference, eligibility to become a student member on the IAPA board and eligibility for a scholarship. Please see the IAPA Web site at https://www.indianapas.org/ for further information.
Missing content.

National Commission on Certification of Physician Assistants (NCCPA)
All graduates of PA Programs accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) are eligible to sit for the national boards offered by the National Commission on Certification of Physician Assistants (NCCPA).

The NCCPA offers the Physician Assistant National Certifying Examination (PANCE) exam. PANCE is a 300-question, multiple-choice exam that is prerequisite for licensure in all states. This examination is being offered 50 weeks out of the year and is administered in a computer-generated format.

Please see the NCCPA Web site at www.nccpa.net for further information.

State Licensure
Most states require registration through the State Board of Medical Licensure prior to the start of employment. Students are encouraged to check with the specific State Board of Medicine for current requirements and an application.
### Contact Information

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>LOCATION</th>
<th>TELEPHONE</th>
<th>WEB SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA Program College of Pharmacy &amp; Health Sciences</td>
<td>Pharmacy &amp; Health Sciences Building Room 251 4600 Sunset Ave. Indianapolis, IN 46208</td>
<td>Phone: 317-940-6026 Fax: 317-940-9857 Admission Phone: 317-940-8268 <a href="mailto:PAadmission@butler.edu">PAadmission@butler.edu</a></td>
<td><a href="https://www.butler.edu/physician-assistant">https://www.butler.edu/physician-assistant</a></td>
</tr>
<tr>
<td>Bookstore</td>
<td>Atherton Union</td>
<td>Phone: 317-940-9228</td>
<td><a href="https://www.bkstr.com/butlerstore/home">https://www.bkstr.com/butlerstore/home</a></td>
</tr>
<tr>
<td>Student Disability Services</td>
<td>Jordan Hall, Room 136</td>
<td>V/TT: 317-940-9308 Fax: 317-940-9036</td>
<td><a href="https://www.butler.edu/disability">https://www.butler.edu/disability</a></td>
</tr>
<tr>
<td>Counseling Center</td>
<td>Health &amp; Recreation Complex Room 120 530 W. 49th St. Indianapolis, IN 46208</td>
<td>Phone: 317-940-9385 Fax: 317-940-6403</td>
<td><a href="https://www.butler.edu/counseling-services/">https://www.butler.edu/counseling-services/</a></td>
</tr>
<tr>
<td>Office of Registration &amp; Records (including transcripts)</td>
<td>Jordan Hall, Room 133</td>
<td>Phone: 317-940-9203 Toll Free: 800-368-6852 ext. 9203 Fax: 317-940-6539</td>
<td><a href="https://www.butler.edu/registrar/">https://www.butler.edu/registrar/</a></td>
</tr>
<tr>
<td>Student Health Services</td>
<td>Health &amp; Recreation Complex Room 110 530 W. 49th St. Indianapolis, IN 46208</td>
<td>Phone: 317-940-9385 Fax: 317-940-6403</td>
<td><a href="https://www.butler.edu/health-services">https://www.butler.edu/health-services</a></td>
</tr>
<tr>
<td>Information Technologies Help Desk</td>
<td>Holcomb Building, Room 315</td>
<td>Phone: 317-940-HELP</td>
<td><a href="https://www.butler.edu/it">https://www.butler.edu/it</a></td>
</tr>
<tr>
<td>Human Resources</td>
<td>Jordan Hall, Room 037</td>
<td>Phone: 317-940-9355 Fax: 317-940-8149</td>
<td><a href="https://www.butler.edu/hr">https://www.butler.edu/hr</a></td>
</tr>
<tr>
<td>General Information</td>
<td>Butler University 4600 Sunset Ave. Indianapolis, IN 46208</td>
<td>Toll Free: 317-940-8000 Phone: 800-368-6852</td>
<td><a href="https://www.butler.edu/">https://www.butler.edu/</a></td>
</tr>
<tr>
<td>The Ruth Lilly Science Library</td>
<td>Holcomb Building, Room 202 Connecting the COPHS Building and the science complex in Gallahue Hall.</td>
<td>Phone: 317-940-9401</td>
<td><a href="https://www.butler.edu/library/spaces/science">https://www.butler.edu/library/spaces/science</a></td>
</tr>
<tr>
<td>Parking Services</td>
<td>4702 Sunset Avenue Suite 500 Indianapolis, IN 46208</td>
<td>Phone: 317-940-9243</td>
<td><a href="https://www.butler.edu/parking/permits">https://www.butler.edu/parking/permits</a></td>
</tr>
<tr>
<td>BUPD</td>
<td>525 W. Hampton Drive Indianapolis, IN 46208</td>
<td>Emergency Phone: 317-940-9999 911 (from campus phone) Safety Escort: 317-940-2873 (available 24/7) Non-emergency Phone: 317-940-9396 Fax: 317-940-6578</td>
<td></td>
</tr>
<tr>
<td><strong>Emergency Medical or Indianapolis Metropolitan Police Department</strong></td>
<td><strong><a href="https://www.butler.edu/bupd/">https://www.butler.edu/bupd/</a></strong></td>
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<td>------------------------------------------------</td>
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<tr>
<td>Emergency Phone: 911 (Call BUPD in addition to 911—they assist with all campus call)</td>
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</table>

<table>
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<tr>
<th><strong>American Academy of PAs (AAPA)</strong></th>
<th>2318 Mill Road Suite 1300 Alexandria, VA 22314</th>
<th>Phone: 703-836-2272 Fax: 703-684-1924</th>
<th><a href="http://www.aapa.org">www.aapa.org</a></th>
</tr>
</thead>
</table>

<table>
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<tr>
<th><strong>National Commission on Certification of Physician Assistants (NCCPA)</strong></th>
<th>12000 Findley Road, Suite 100 Johns Creek, Georgia 30097</th>
<th>Phone: 678-417-8100 Fax: 678-417-8135</th>
<th><a href="http://www.nccpa.net">www.nccpa.net</a></th>
</tr>
</thead>
</table>

<table>
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<tr>
<th><strong>Indiana Academy of Physician Assistants (IAPA)</strong></th>
<th>5121 W. State Geneva, IL 60134</th>
<th>Phone: 630-517-2990 Fax: 804-288-3551</th>
<th><a href="https://www.indianapas.org">https://www.indianapas.org</a></th>
</tr>
</thead>
</table>

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<thead>
<tr>
<th><strong>Indiana Professional Licensing Agency (IPLA)</strong></th>
<th>Physician Assistant Committee 402 W. Washington Street, Room W072 Indianapolis, IN 46204</th>
<th>Phone: 317-234-2060 Fax: 317-233-4236</th>
<th><a href="https://www.in.gov/pla/">https://www.in.gov/pla/</a></th>
</tr>
</thead>
</table>
Appendices Table of Contents

Appendix A. Absence during Rotation
Students are expected to be present during all shifts designated by preceptor. If a student needs to take a day off, this form must be submitted to the Director of Experiential Education who will consider an excused absence based on information provided.
(Refer to the COPHS Student Handbook Attendance policy regarding excused and unexcused absences.)

Date: ___________________________

Student Name: ________________________________________________________________

Rotation #: ________  Dates of Rotation: _________________________________

Specialty: ________________________________

Date of Requested Day Off: ______________________________

Reason for Request: _____________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Submit this request to the Butler University PA Program Experiential Education office by e-mail to jrguthri@butler.edu or by fax to 317-940-8520.

Approved  o

Denied  o

________________________________________________  _________________________
Preceptor  Date

________________________________________________  _________________________
Director of Experiential Education, PA Program  Date
Appendix B: Preceptor Evaluation Form

Name of Preceptor: ____________________________________________________________

Name of PA Student: __________________________________________________________

Dates of Rotation: __________________________________________________________________

Rotation Specialty: __________________________________________________________________

Preceptor Assessment Instrument

A. Total days student was absent during the rotation: __________

B. Using the scale:

   0: Not applicable  1: Strongly Disagree  2: Disagree  3: Neither Agree nor Disagree  4: Agree  5: Strongly Agree

Please evaluate the student in the following area.

*Any score of 2 or below or the answer No, the evaluator should have comments noting the student’s specific deficiency(ies) using objectives from above:

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<td>2</td>
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<td>Comments:</td>
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<td>8</td>
<td>Professionalism</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Comments:</td>
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9. Acquisition of Knowledge, Skills, and Attitudes
Given the stage of training within this rotation specialty, I feel the student has acquired the appropriate knowledge, skills, and attitude.

Yes      No

Comments:

Signature of Preceptor: ____________________________________

Date: ______________


Appendix C. Mid-Rotation Evaluation

Butler University Physician Assistant Program

MID-ROTATION EVALUATION

(Complete this evaluation with your preceptor and return by the end of your second week for 4-week rotation blocks, or at the end of your fourth week for 8-week rotation blocks)

Student’s Name: _______________________________________________________________

Preceptor’s Name: ____________________________________________________________

Preceptor’s E-mail to which final evaluation should be sent: _______________________

Rotation Specialty: ____________________________________________________________

Site: _______________________________________________________________________

Did you meet with your preceptor (or alternate appropriate clinician who is familiar with your work) to discuss mid-rotation performance?

Yes ☐ No ☐

What areas are your current strengths?

A. ____________________________________

B. ____________________________________

C. ____________________________________

What areas are needing improvement?

A. ____________________________________

B. ____________________________________

C. ____________________________________

Comments:

_______________________________________________ ______________________

Butler PA Student Signature Date

___________________________ _____________

Preceptor Signature Date

Please return this form to the Butler University Physician Assistant Program Experiential Education Office by emailing to PAExperientialTeam@butler.edu or by fax to 317-940-8520.
Appendix D. Didactic Year Honor Code

Please initial each statement and provide your complete signature at the bottom indicating your intention to comply with the code.

____  I will not cheat, copy, reproduce, plagiarize, or use crib notes and will report any student who does.

____  I will not discuss exams, assignments, cases, or standardized patients with other students during the didactic year with future, current, or past students of this Program.

____  If anyone asks me to discuss exams, assignments, cases, or standardized patients, I understand that it is my duty to report this to a professor immediately.

____  If I overhear any discussion of exams, assignments, cases, or standardized patients, I understand that it is my duty to report this to the professor immediately.

____  I will not use and will report the use of exams or question banks from previous years unless given by my professor.

____  If reported irregularities are noted during or after any examination, I will submit my personal electronic devices used in testing for electronic evaluation.

I understand the above statements and intend to uphold this honor code.

_______________________________________  _________________________
Signature                                      Date

__________________________________________
Printed Name
Appendix E. Clinical Year Honor Code
Please initial each statement and provide your complete signature at the bottom indicating your intention to comply with the code.

____ I will not cheat, copy, reproduce, plagiarize, or use crib notes and will report any student who does.

____ I will not discuss any end of rotation exams taken during the clinical year with future, current, or past students of this Program.

____ If anyone asks me to discuss an end of rotation exam, I understand that it is my duty to report this to the Director of Experiential Education immediately.

____ If I overhear any discussion of end of rotation exams, I understand that it is my duty to report this to the Director of Experiential Education immediately.

____ I will not use and will report the use of exams, question banks, or Summative practicum materials from previous years unless given by my professor.

____ If reported irregularities are noted during or after any examination, I will submit my personal electronic devices used in testing for electronic evaluation.

I understand the above statements and intend to uphold this honor code.

_______________________________________    ______________________________
Signature                                      Date

____________________________________________
Printed Name
Appendix F. Personal Health Insurance Waiver

Butler University PA Program Personal Health Insurance Waiver

All PA Program students must carry personal health insurance. Students must demonstrate proof of insurance, that includes an insurance card that identifies active insurance coverage, on three occasions:

Matriculation
February of MPAS1 year
February of MPAS2 year

The information must include the name of the insurance company and the policy number. The cards will be photocopied and kept in student files. Students must also sign a waiver indicating that they have personal health insurance.

Additional information regarding the Butler University requirement of all students to possess health insurance as well as information to enroll in the Butler University Sponsored Insurance Plan can be found at: https://www.butler.edu/health-services/student-health-insurance

By signing this waiver, I acknowledge that I will have personal health insurance coverage for the entirety of my enrollment in the Butler University PA Program. I will be asked to show proof of this insurance coverage at three different points throughout the program, at a minimum.

____________________________________
Name of student

____________________________________
Signature of student

_________________________  Date
Appendix G. Exposure Incident Report Form

To Be Completed by Student and Reviewed with the Didactic Faculty / Preceptor and Director of Experiential Education

Student ______________________________ Date of Birth ______________________________
Best Contact Phone # ___________________ Date Report Completed ____________________

Exposure Date _________________________ Exposure Time _________________________

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

________________________________________________________________________________

________________________________________________________________________________

Nature of incident: Check appropriate box.

Type of Exposure: [ ] Blood [ ] Chemical [ ] Other: _______________
[ ] Body Fluid [ ] Airborne

Describe details of incident:

________________________________________________________________________________

________________________________________________________________________________

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

________________________________________________________________________________

________________________________________________________________________________

Were you wearing Personal Protective Equipment (PPE) at the time of the incident (gloves, gown, goggles, splash guard, etc.)? Yes ____ No ____

If yes, please list:

________________________________________________________________________________

________________________________________________________________________________

Did the PPE fail? Yes ____ No ____ If yes, explain how:

________________________________________________________________________________

________________________________________________________________________________

To what fluids/particles/chemicals were you exposed?

________________________________________________________________________________

________________________________________________________________________________
What parts of your body became exposed?
_________________________________________________________________________
_________________________________________________________________________

Were there any witnesses to the incident? Yes___  No___
If yes, who (list their name and role at the site of the incident)?
_________________________________________________________________________
_________________________________________________________________________

Please provide the contact information of the witness:
_________________________________________________________________________
_________________________________________________________________________

Did you receive medical attention?  Yes ____  No ____
If yes,
Where________________________________________________________
When________________________________________________________
By whom_____________________________________________________

What protocols were followed, tests ordered?
_________________________________________________________________________
_________________________________________________________________________

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

Student Signature ___________________________  Date _________________________
Faculty / Preceptor Signature ___________________  Date _________________________

Didactic Course Instructor or Experiential Education Office, PA Program  FAX (317)940-8520
Date received/reviewed: ________________________________

Program Director Signature: ________________________________

Follow-up Notes:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Date: _____________________________________________________

Signature: _____________________________

Follow-up Notes:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Date: _____________________________________________________

Signature: ________________________________________________
Appendix H. Student Handbook Policy Acknowledgement

*By initialing alongside each topic the student confirms that the PA Program Student Handbook has been received, read and understood.* The PA Program Handbook contains policies that include statements on the following:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Student Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Handbook</td>
<td>________</td>
</tr>
<tr>
<td>Attendance Requirements</td>
<td>________</td>
</tr>
<tr>
<td>Examination Policies</td>
<td>________</td>
</tr>
<tr>
<td>Academic Progress / Failure</td>
<td>________</td>
</tr>
<tr>
<td>Professional/Academic Standards</td>
<td>________</td>
</tr>
<tr>
<td>Honor Code</td>
<td>________</td>
</tr>
<tr>
<td>Accidental Exposure</td>
<td>________</td>
</tr>
<tr>
<td>Student Employment</td>
<td>________</td>
</tr>
<tr>
<td>Faculty Serving as Healthcare Provider</td>
<td>________</td>
</tr>
<tr>
<td>HIPAA</td>
<td>________</td>
</tr>
</tbody>
</table>

By signing below, the Butler University PA student acknowledges receipt and understanding of the Education policies.

____________________________________________
Printed Name

____________________________________________  _________________
Signature                                      Date
Student Handbook Sign-Off Sheet
Retain this signed copy of this signature page for your files.

By initialing alongside each topic the student confirms that the PA Program Student Handbook has been received, read and understood. The PA Program Handbook contains policies that include statements on the following:

<table>
<thead>
<tr>
<th>Topic</th>
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<td>Examination Policies</td>
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<td>Academic Progress / Failure</td>
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</tr>
<tr>
<td>Professional/Academic Standards</td>
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<td>Honor Code</td>
<td>__________</td>
</tr>
<tr>
<td>Accidental Exposure</td>
<td>__________</td>
</tr>
<tr>
<td>Student Employment</td>
<td>__________</td>
</tr>
<tr>
<td>Faculty Serving as Healthcare Provider</td>
<td>__________</td>
</tr>
<tr>
<td>HIPAA</td>
<td>__________</td>
</tr>
</tbody>
</table>

By signing below, the Butler University PA student acknowledges receipt and understanding of the Education policies.

______________________________________________  __________________
Printed Name                                      Signature

________________________________________________________________________
Date
## Appendix I. Student Handbook Policy Clinical Acknowledgment

_By initialing alongside each topic the student confirms that the PA Program Student Handbook has been received, read, and understood._ The PA Program Handbook contains policies that include statements on the following:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Student Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional &amp; Academic Standards</td>
<td></td>
</tr>
<tr>
<td>Contacting Rotation Sites &amp; Preceptors</td>
<td></td>
</tr>
<tr>
<td>Orientation &amp; Required Site Materials</td>
<td></td>
</tr>
<tr>
<td>Examination Policies</td>
<td></td>
</tr>
<tr>
<td>Prerequisites for the Clinical Year (titers, UDS, background checks, etc.)</td>
<td></td>
</tr>
<tr>
<td>HIPAA</td>
<td></td>
</tr>
<tr>
<td>Standard Precautions</td>
<td></td>
</tr>
<tr>
<td>Attendance Policy (rotations, EOR-related activities)</td>
<td></td>
</tr>
<tr>
<td>Rotation Syllabi</td>
<td></td>
</tr>
<tr>
<td>E*Value System</td>
<td></td>
</tr>
<tr>
<td>Evaluations</td>
<td></td>
</tr>
<tr>
<td>Rotation Failure Policy</td>
<td></td>
</tr>
<tr>
<td>Distant Rotation Policy</td>
<td></td>
</tr>
<tr>
<td>Accidental Exposure Policy and Form</td>
<td></td>
</tr>
<tr>
<td>Request for Excused Absence Form</td>
<td></td>
</tr>
</tbody>
</table>

By signing below, the Butler University PA student acknowledges receipt and understanding of the Clinical Year policies.

______________________________________________  _______________________________________
_Printed Name_  __Signature__  __Date__

86
**Student Handbook Sign-Off Sheet**

*Retain this signed copy of this signature page for your files.*

*By initialing alongside each topic the student confirms that the PA Program Student Handbook has been received, read and understood. The PA Program Handbook contains policies that include statements on the following:*

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</tbody>
</table>

*By signing below, the Butler University PA student acknowledges receipt and understanding of the Clinical Year policies.*

________________________
*Printed Name*

________________________  _________________
*Signature*                *Date*
## Appendix J: May 2018 Graduates

### Clinical Year (PA3 and MPAS-2)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
<th>End of Rotation Dates</th>
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<tbody>
<tr>
<td>ACLS Training <em>Option 1</em></td>
<td>March 25-26, 2017</td>
<td></td>
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<tr>
<td>ACLS Training <em>Option 2</em></td>
<td>April 1-2, 2017</td>
<td></td>
</tr>
<tr>
<td>Orientation for Clinical Year &amp; PACKRAT I Exam</td>
<td>April 27-28, 2017</td>
<td></td>
</tr>
<tr>
<td>Rotation 1</td>
<td>May 1-29, 2017</td>
<td>May 30-31, 2017</td>
</tr>
<tr>
<td>Graduation for BSHS</td>
<td>May 6, 2017</td>
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</tr>
<tr>
<td>Rotation 2</td>
<td>June 1-28, 2017</td>
<td>June 29-30, 2017</td>
</tr>
<tr>
<td>Rotation 3</td>
<td>July 3-30, 2017</td>
<td>July 31-Aug. 1, 2017</td>
</tr>
<tr>
<td>Rotation 4</td>
<td>Aug. 2-30, 2017</td>
<td>Aug. 31-Sept. 1, 2017</td>
</tr>
<tr>
<td>Rotation 5</td>
<td>Sept. 5-Oct. 4, 2017</td>
<td>Oct. 5-6, 2017</td>
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<tr>
<td>Rotation 6</td>
<td>Oct. 9-Nov. 5, 2017</td>
<td>Nov. 6-7, 2017</td>
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<tr>
<td>Rotation 7</td>
<td>Nov. 8-Dec. 7, 2017</td>
<td>Dec. 8, 2017</td>
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<tr>
<td>Professional Development (Butler)</td>
<td>Dec. 11-15, 2017</td>
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<tr>
<td>Issues in Professional Practice</td>
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<td></td>
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<tr>
<td>Summative Exam Prep Work</td>
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<tr>
<td>Vacation</td>
<td>Dec. 16, 2017-Jan. 1, 2018</td>
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<tr>
<td>Rotation 8</td>
<td>Jan. 2-31, 2018</td>
<td>Feb. 1-2, 2018</td>
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<tr>
<td>Rotation 9</td>
<td>Feb. 5-Mar. 1, 2018</td>
<td>Mar. 2, 2018</td>
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<tr>
<td>Summative Exam (Butler)</td>
<td>Mar. 5-6, 2018</td>
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<tr>
<td>Rotation 10</td>
<td>Mar. 7-Apr. 3, 2018</td>
<td>Apr 4-5, 2018</td>
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<tr>
<td>PACKRAT 2</td>
<td>Apr. 4-5, 2018</td>
<td></td>
</tr>
<tr>
<td>Rotation 11</td>
<td>Apr. 6-May 1, 2018</td>
<td>May 2, 2018</td>
</tr>
<tr>
<td>Honors Day &amp; Pi Alpha Celebration</td>
<td>TBD</td>
<td></td>
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<tr>
<td>Hooding Ceremony</td>
<td>May 11, 2018</td>
<td></td>
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<tr>
<td>Graduation MPAS</td>
<td>May 12, 2018</td>
<td></td>
</tr>
<tr>
<td>PANCE Eligibility</td>
<td>May 19, 2018</td>
<td></td>
</tr>
</tbody>
</table>
Appendix K: May 2019 Graduates

Didactic Year (MPAS1)

Summer 2017
- May 8 - 12: Mandatory orientation
- May 15: First day of instruction
- May 15 – 19: AAPA Conference (*some faculty may be attending*)
- May 29: Memorial Day holiday (no classes)
- July 4: Independence Day holiday (no classes)
- August 5: Reading Day (no classes)
- August 7-11: Final examinations

Fall 2017
- August 23: First day of instruction
- August 25: White Coat Ceremony
- September 4: Labor Day (no classes)
- September 22 & 23: Non-Academic Evaluation for Admission
- October 12-13: Fall break (no classes)
- October 25-29: PAEA Forum (*some faculty may be attending*)
- November 20-24: Thanksgiving holiday (no classes)
- December 8: Last meeting of classes
- December 9: Reading Day (no classes)
- December 11-15: Final examinations

Spring 2018
- January 15: Martin Luther King Jr. holiday (no classes)
- January 16: First day of instruction
- March 12-16: Spring Break (no classes)
- April 20: Last meeting of classes
- April 21: Reading Day (no classes)
- April 23-27: Final examinations
- April 30 – May 1: Experiential Year Orientation

The May 2019 graduates’ Experiential Year Schedule will be announced in Fall 2017.

Appendix L. FERPA – Release of Academic Information
THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT
“THE BUCKLEY AMENDMENT”

In 1974, FERPA was enacted to give students certain rights with regard to their educational records. It affords students the right to 1) inspect and review their educational records; 2) request the amendment of inaccurate or misleading records; 3) consent to disclosure of personally identifiable information contained in their educational records; and 4) file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with this law. The Act applies to all institutions that are recipients of federal funding.

Academic Advisors:
Please be certain your advisee understands his or her rights in accordance with FERPA. Highlights of Butler’s policy are listed below. Secure a signature on the reverse of this sheet indicating your advisee’s preference.

If a student grants permission for an advisor to discuss academic information with his/her parent(s)/guardian(s) that permission does NOT extend to the student’s professors. This document ONLY applies to a student’s academic advisor.

Butler abides by the following practices in regard to educational records:

- Academic information may be shared with the student’s advisor, academic dean, and University personnel with legitimate educational interest.

- If a parent/guardian contacts you concerning a student’s progress, never assume that you can share student information with a parent/guardian or other interested party. Proceed one of two ways:
  1. Secure a signed statement from the student waiving privacy for the specific parent/guardian.
  2. Refer the parent/guardian to the student’s academic dean.

- If you have a signed waiver (see reverse side) from the student, schedule a conference during a time that allows the student to be present. It is preferred that such conversations take place in person, with the student present, but other arrangements are available if FERPA conditions for authenticating the “third parties” named on the student release can be met. For example, having the student present for a scheduled telephone conference would allow for verification that the parties on the phone are indeed those listed on the release.

- If you have concerns about any of the following: changes in behavior or other physical, mental or emotional signs of problems, please consult the Office of Student Affairs, the Learning Resource Center, or the student’s academic dean.

- Health and Counseling Services must comply with FERPA and with health privacy laws. Students may sign an independent release that will allow health and counseling staff to share information with parents and guardians. This information is not available to faculty and staff as it is not of legitimate educational interest.

For full discussion of FERPA, see the following for additional resources:


*Please note: this permission does NOT extend to professors; this document ONLY applies to academic advisors.*
RELEASE OF ACADEMIC INFORMATION --
PERMISSION FOR ADVISOR TO TALK WITH A PARENT OR GUARDIAN

Under Section 438 of the 1975 Federal Education Provisions Act, every Butler University student is guaranteed certain rights involving access to specified educational records. In compliance with Federal Law P.L. 93-980 (Family Education Rights and Privacy Act of 1974), the student advisee must complete and sign the following statement before the advisor may discuss academic issues with the parent(s)/guardian(s).

☐ Yes, I give permission to my advisor* to discuss academic issues with my parent(s) or guardian(s). When possible, my advisor will attempt to contact me and let me know the concern of my parent/guardian.

Print Parent/Guardian Individual Names

Relationship

Student cell phone number

☐ No, I do not wish to allow my parent(s)/guardian(s) access to my academic advising records.

Print Parent/Guardian Individual Names

Relationship

Student cell phone number

Any time information is requested or released, FERPA mandates documentation:

Date: Request Made By: 

Relationship to Student: 

Reason for Request: 

Information requested/released: 

Date: Request Made By: 

Relationship to Student: 

Reason for Request: 

Information requested/released: 

*Please note: this permission does NOT extend to professors; this document ONLY applies to academic advisors.

Revised 2017