



BUTLER UNIVERSITY  
DOCTOR *of* MEDICAL SCIENCE  
STUDENT HANDBOOK



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## Director's Welcome

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

This is an exciting time to be a PA. PAs can be found in all aspects of medical care impacting the future of medicine. Over the last year and a half in the pandemic, communities have witnessed the expertise of PAs as critical members in healthcare. PAs continue to have an ever-expanding role within their communities, serving as PA educators, leaders, and advocates, directly influencing and improving the future of healthcare. With the continually changing field of medicine, PAs seek additional skills and experiences to not only enhance their readiness for existing opportunities, but to be the individuals creating new opportunities.

Congratulations on your decision to invest in your personal and professional development. You have chosen a program that will impact your career, your patients, and the PA profession. The Butler Doctor of Medical Science program will deepen your medical skills through evidence-based medicine and the enhanced ability to understand and apply medical literature. The Doctor of Medical Science Certificate Programs provide an opportunity to expand knowledge in a focused concentration of healthcare and business or PA education. Combining leadership development with a chosen concentration in the business practices of medicine or accreditation, curricular development, and assessment in education at the doctorate level will open career doors that impact healthcare!

Thank you for choosing the Butler University DMS degree and taking this journey toward improving the future of healthcare delivery!



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



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### ***College of Pharmacy and Health Science Administration***

Dean: Robert P. Soltis, PhD  
Associate Dean: Jennifer A. Snyder, PhD, PA-C  
Assistant Dean of Student Affairs: Angela V. Ockerman, PharmD  
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John E. Lopes Jr., DHSc, PA-C, affiliate faculty  
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### ***Staff***

Juan Carlos Buitron, Education Liaison, [jbuitron@butler.edu](mailto:jbuitron@butler.edu)

# **Butler University Doctor of Medical Science Program**

## ***Introduction***

The Doctor of Medical Science Student Handbook is published for the convenience of students enrolled in the Butler University DMS Program, as well as those who may be interested in the program. The 2021-2022 DMS Student Handbook's effective date is July 1, 2021.

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

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

## ***Physician Assistants (PAs)***

*(AAPA House of Delegates at 2021 Conference, passed resolution of name change to Physician Associate, anticipate utilization of this title in future.)*

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

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

## ***History***

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

## ***Accreditation***

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

## ***Program of Study***

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

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

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

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

## ***Mission Statement***

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

## ***Program Goals / Student Learning Outcomes***

### **Healthcare Practice and Administration Learning Outcomes**

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

5. Demonstrate professionalism and a commitment to advancing the practice of medicine through communications and interactions

#### PA Educator Learning Outcomes

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

## **Eligibility and Admission**

The Butler DMS program acknowledges the clinical experience of the most seasoned PAs and *does not require a master's degree*.

Applicants to the Doctor of Medical Science program must be Physician Assistants that have successfully graduated from an entry-level PA program accredited by the Accreditation Review Commission on the Education of Physician Assistant.

Individuals are eligible to apply if they have earned an entry-level, **PA degree from an accredited program** in either one of the following:

- State license to practice medicine or
- National certification from NCCPA

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

A GRE is not required.

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

To apply, candidates should submit the following:

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

A phone interview may be required.

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

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

Please visit <https://www.butler.edu/dms> for more information or feel free to reach out to the program at [DMSadmissions@butler.edu](mailto:DMSadmissions@butler.edu).

#### *Admission Notification*

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

#### *Offer of Admission*

Decision to admit students into the DMS Program will be made by the DMS Program Admission Committee.

#### *Transfer Credit*

A request for transfer of graduate credit will be considered. In order for graduate coursework completed elsewhere to be applied towards the DMS degree at Butler University, students need to submit the Request for the Transfer of Graduate Credit application:

<https://www.butler.edu/registrar/transfer-credits>. Send completed application requests to the DMS Admission email, [dmsadmissions@butler.edu](mailto:dmsadmissions@butler.edu).

#### *Estimated Time Each Week*

The program estimates 6 hours of time per week per 3-credit module for students in the DMS program; however, some weeks there may be more time needed and some weeks, less time.

The time required by each student will depend on the foundational comfort level of the medical material and the understanding of evidence-based medicine. When students begin working on their capstone project (after completion of 10 modules you can begin the proposal process for the programmatic capstone), more time will be required each week.

## ***Residency***

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

## **Degree**

Students who complete all requirements of the Program will earn a Doctor of Medical Science degree. All students who have completed requirements must register to graduate.

### ***Doctoral Candidate***

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

## **Academic Calendar (subject to change)**

Go to <https://www.butler.edu/registrar/academic-calendar-2021-2022>

Click the link to view the 6-week 2021-2022 Academic Calendar for students in the Doctor of Medical Sciences program offered by the College of Pharmacy and Health Sciences.

The following are start dates of the six-week sessions in 2021:

- May 10 Summer A
- June 28 Summer B
- August 25 Fall Session A
- October 18 Fall Session B

The following are start dates of the six-week sessions in 2022:

- January 10 Spring Session A
- March 14 Spring Session B
- May 9 Summer Session A
- June 27 Summer Session B
- August 24 Fall Session A
- October 17 Fall Session B

## **Tuition and Fees**

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

For the 2021-2022 academic year, tuition is \$700 per credit hour for the academic year or \$35,000 for the program.

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

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

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

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

#### *Office of Student Accounts*

The information regarding student paying tuition or due dates (eBills) can always be found on the student account web page: <https://www.butler.edu/student-accounts/billing-payment/epay-ebill>.

Visit my.butler.edu ...Go to Self Service Student Homepage → Student Center

Under the Finances section, click on the Account Inquiry link

Students can change the search parameters to search for specified dates, or a range of dates, to view their billing statements online.

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

#### *Tuition Discounts*

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

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

To be ELIGIBLE for the discount, DMS students

- Must serve as a preceptor for a minimum of three, four-week rotations in the previous 12 months from matriculation into DMS program
- This is limited to 15% of the DMS population
- Earn a minimum average Likert score on preceptor evaluation of 3.2 or higher over three evaluations

- No earned egregious comments on preceptor evaluation
- MPAS Programmatic need for preceptor as defined by the Director of Experiential Director of MPAS program
- Approval of DMS Program Director

DMS students can maintain the discount rate if they continue to serve as a preceptor. To maintain the discount, DMS students

- Must serve as a preceptor for one MPAS student in previous semester or three in one year.
- Earn a minimum average Likert score on preceptor evaluation of 3.2 or higher over three evaluations
- No earned egregious comments on preceptor evaluation
- MPAS Programmatic need for preceptor as defined by the Director of Experiential Director of MPAS program
- Approval of DMS Program Director

#### *Tuition Refunds*

All tuition and special course fee refunds are based on the date of official drop, withdrawal, or disenrollment as per Butler University policy. Please see the Butler University Office of Student Accounts Refund Policy at <https://www.butler.edu/student-accounts/billing-payment/refund-policy>.

#### *Registration/Drop-Add Policy*

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

#### *University Closure/Class and Rotation Cancellation Policy*

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.edu, click on the 'My Info' tab and, then, 'Dawg Alert.' Students should make sure all Dawg Alert contact information is up to date.

## Academic Advisor

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

As advisors, faculty members are available anytime during the school year, not just during class registration periods. If an advisor is out-of-town or otherwise unavailable, one may seek assistance from the Office of Student Success, Ms. Erin Cochard, COPHS Student Affairs, 317-940-8268, [ecochar1@butler.edu](mailto:ecochar1@butler.edu).

## Academic Accommodations

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

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

## Course of Instruction

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

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

The student's personal schedule and module availability will determine individual student module selection. The length of time it takes to complete the program is dependent on the number of modules a student enrolls and successfully completes in a given term, and the availability of the module due to enrollment minimums being met. While more than one module may be offered per session, the program has projected a "Standard Pace" to be one module per term (or two per semester). This "Standard Pace" would result in program completion in 9 semesters.

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

### ***Learning Management System***

Canvas is the learning management system used at Butler University.

## Curriculum

Students enrolled in the Doctor of Medical Science program must complete the Core Required Modules, the Concentration Modules, the CITI Training for Student Researchers, and the Programmatic Capstone

requirement. All Modules can be taken independent of each other and do not need to be taken in a certain, sequential order.

Students enrolled in the Doctor of Medical Science program may select between one of two different Concentrations of study: 1) Healthcare Practice and Administration; or 2) PA Educator. Students must choose their Concentration at the start of their program. Students may change concentrations or take modules from the other concentration with Program Director approval.

1. Healthcare Practice and Administration
  - Advanced Clinical Immunology and Genetics
  - Biochemical Basis of Disease States and Drug Action
  - Business of Medicine
  - Operations Management
2. PA Educator
  - Program & Leader Development
  - Curricular Theory and Practice
  - Technology and Simulation
  - Assessment & Evaluation

### ***Core Required Modules***

Must complete all modules. Each module is 3 credit hours unless otherwise specified.

#### *Neurology*

This module will systematically approach the epidemiology, pathophysiology, diagnosis and management of neurologic diseases as they relate to primary care. Each module will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the applicability in clinical practice.

#### *Pulmonary*

This module will systematically approach the epidemiology, pathophysiology, diagnosis and management of pulmonary diseases as they relate to primary care. Each module will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the applicability in clinical practice.

#### *Cardiology*

This module will systematically approach the epidemiology, pathophysiology, diagnosis and management of diseases affecting the heart and vasculature as they relate to primary care. Each module will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the applicability in clinical practice.

#### *Renal/Urinary*

This module will systematically approach the epidemiology, pathophysiology, diagnosis and management of renal and urologic diseases as they relate to primary care. Each module will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the applicability in clinical practice.

#### *Gastroenterology*

This module will systematically approach the epidemiology, pathophysiology, diagnosis and management of gastroenterological diseases as they relate to primary care. Each module will integrate

relevant clinical anatomy, imaging, and pharmacotherapy to maximize the applicability in clinical practice.

### *Endocrinology*

This module will systematically approach the epidemiology, pathophysiology, diagnosis and management of endocrine diseases as they relate to primary care. Each module will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the applicability in clinical practice.

### *Hematology*

This module will systematically approach the epidemiology, pathophysiology, diagnosis and management of hematologic disorders and malignancies as they relate to primary care. Each module will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the applicability in clinical practice.

### *Rheumatology*

This module will systematically approach the epidemiology, pathophysiology, diagnosis and management of rheumatologic diseases as they relate to primary care. Each module will integrate relevant clinical anatomy, imaging, and pharmacotherapy to maximize the applicability in clinical practice.

### *Infectious Disease*

This module is systematic approach to the epidemiology, pathophysiology, diagnosis and management of diseases as they relate to primary care. This module will integrate relevant clinical anatomy, imaging, and pharmacotherapy of infectious diseases to maximize the applicability in clinical practice. The course will provide an understanding of the classes of medications used to treat infectious diseases.

### *Aging*

This module aims to provide an understanding of competent, compassionate care of older patients, including attitudes, basic scientific knowledge, disease states and clinical knowledge. (2 credit hours)

### *The Healthy Patient*

This module is concerned with the sociocultural, behavioral, psychological, and biological factors contributing to wellness, including disease prevention, substance abuse prevention and program planning; nutrition and fitness; health promotion; and general public health issues.

### *Quality and Patient Safety*

This module teaches students about the impact of preventable, adverse medical events on patients and medical professionals; prepares students to identify and participate in corrective strategies that improve quality and safety throughout their practice; and develops and nurtures a culture of quality and safety that enhances patient satisfaction and quality of care outcomes.

### *Self-Leadership and Organizational Leadership*

This module will expose learners to effective leadership approaches and skill sets found in health systems organizations. Topics will include fundamentals of leadership, leadership and professionalism self-assessment, and leadership philosophy. Learners will model professionalism skills, best leadership practices and behaviors, institutional and program accreditation, and handling conflict. Learners will apply this to their personal and professional life through a series of practical exercises.

## ***Healthcare Practice and Administration Concentration***

Choose one concentration. Within the concentration, all modules must be successfully completed within the chosen concentration. Each module is 3 credit hours.

### ***Advanced Clinical Immunology and Genetics***

This module covers clinical immunology, focusing on the physiology/pathophysiology of the immune system and its implications for disease state as related to allergy and rheumatology medicine, and the treatment of such states. Additionally, the module includes basic principles of human genetics and their application to clinical medicine, including pharmacogenetics.

### ***Biochemical Basis of Disease States and Drug Action***

This module emphasizes the fundamentals of modern molecular biology and biochemistry as applied to medicine. This module will enhance the student's understanding of proteins, nucleic acids, macromolecular machines, and their regulation on a molecular level. Further, it delves into the fundamentals of carbohydrate, amino acid and lipid metabolism with applications given to major disease states and their treatments.

### ***Business of Medicine***

This module examines how market dynamics and government reforms are driving changes in revenue models including value-based reimbursements, bundled payments, and risk-sharing incentives. The module will analyze different types of integrated delivery models such as accountable care, medical homes, integrated delivery networks, and new legal entities to deliver care directly to employers. This module addresses how PAs and non-PA providers are reimbursed within these models.

### ***Operations Management***

This module explores quality management concepts and tools with a focus on healthcare and provides an understanding of how operations management concepts and tools can produce better quality, lower costs, and improve revenue. Examines how to improve productivity, maximize asset utilization, reduce waiting lines, shorten throughput times, and enhance the overall patient experience.

## ***PA Educator Concentration***

Choose one concentration. Within the concentration, all modules must be successfully completed within the chosen concentration. Each module is 3 credit hours.

### ***Program & Leader Development***

This module will identify and investigate required areas of PA program sponsorship including institution responsibilities, resources, personnel, operations, fair practice and admission processes, and record keeping required for PA programs to establish and maintain accreditation.

### ***Curricular Theory and Practice***

This module will identify required areas of curriculum and instruction to establish and maintain accreditation. Additionally, it will provide fundamentals in teaching and learning that can be applied to instruction in didactic and supervised clinical practice experiences.

### ***Technology and Simulation***

This module will focus on instructional design and the impact of technology on learning. This module emphasizes development of knowledge, skills and disposition to effectively select and use technology to enhance learning.

### *Assessment & Evaluation*

The module will identify best practices associated of performing an ongoing self-assessment to review the quality and effectiveness of educational practices, policies and outcomes using the 5th edition Accreditation Standards for Physician Assistant Education (Standards) as the point of reference.

### **Certificate Programs**

Butler University offers Graduate Certificates in Healthcare Practice & Administration and PA Education. Each certificate consists of four classes (12 credit hours) and the classes are taken in four consecutive, 6-week sessions. The classes for each certificate are the same as the classes in the respective DMS concentrations.

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

### ***CITI Requirements and Programmatic Capstone***

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

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

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

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

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

In particular, the scholarly activity should focus in one of four aspects: discovery, teaching, applications in clinical practice, or integration of ideas. These areas support the values of a profession committed to

both social relevance and scientific advancement. This description is not intended as prescriptive, nor as exclusive of other considerations, but may be used to guide the student in developing their scholarly activity.

The capstone project is more restrictive for the PA Educator concentration in that it would require a submission of research to a peer-reviewed publication of research. This is most consistent with the scholarly activities expected for promotion and tenure—and could be helpful for those already in teaching positions as it would demonstrate capacity in those individuals that may seek academic positions in the future.

Regardless of which concentration is selected, the student is eligible to begin the capstone requirement process after the successful completion of 10 modules.

### *Scholarly Activity Examples*

#### Documentation of the Quality of the Scholarship of Discovery

- peer-reviewed publications of research, theory, or philosophical essays;
- presentations of research, theory, or philosophical essays.

#### Documentation of the Quality of Scholarship of Teaching

- peer-reviewed publications of research related to teaching methodology or learning outcomes for patients, case studies related to teaching-learning, learning theory development, patient education, and development or testing of educational models or theories;
- successful applications of technology to teaching and learning;
- published textbooks or other learning aids;
- presentations related to teaching and learning.

#### Documentation of the Quality of Application of Practice Scholarship

- peer-reviewed publications of research, case studies, technical applications, or other practice issues;
- presentations related to practice;
- reports compiling and analyzing patient or health services outcomes;
- products, patents, license copyrights;
- reports of meta-analyses related to practice problems;
- participation in national guideline panels;
- participation on national board or committees within professional societies;
- reports of clinical demonstration projects; and policy papers related to practice.

#### Documentation of the Quality of Integrative Scholarship

- peer-reviewed publications of research, policy analysis, case studies, integrative reviews of the literature, and others;
- copyrights, licenses, patents, or products for sale;
- published books;
- reports of interdisciplinary programs or service projects;
- patient education projects;
- presentations to medical societies;
- curriculum development;
- development of web-based modules;

- policy papers designed to influence organizations or governments.

## Continuing Medical Education (CME)

Butler University has obtained a total of 108 hours of AAPA Category 1 Continuing Medical Education (CME) Enduring Material Approval for successful completion of a portion of a number of courses in the program. The course work was reviewed by the AAPA Review Panel and is compliant with AAPA CME Criteria. Approval is valid for one year from 03/09/2021. Each student may be able to earn 108 credit hours and some of you may be allowed to use CME funding to offset the cost of your education--check with your institution about the possibility!

PAs may only claim credit commensurate with the extent of their participation, successful completion of the post-test, and survey to earn AAPA Category 1 CME credit. Please contact Juan Buitron, [jbuitron@butler.edu](mailto:jbuitron@butler.edu), for any questions or difficulties in obtaining your certificates of completion.

Students may earn up to 12 credit hours of AAPA Category 1 CME per course:

DMS720 Neurology  
DMS722 Pulmonary  
DMS726 Renal and Urinary  
DMS728 Gastroenterology  
DMS730 Endocrinology  
DMS732 Hematology  
DMS734 Rheumatology  
DMS736 Infectious Disease  
DMS724 Cardiology

## Professionalism

Students will exhibit professional behavior toward other student learners, Butler University administration, and faculty/staff in all interactions, whether in-person or electronically. Professionalism is a required component of each course.

Professionalism violations identified by program faculty or staff will be referred by the Program Director for further evaluation to the College of Pharmacy and Health Sciences 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, and/or Program Director in the form of written evaluations. Remediation will be implemented where appropriate; however, violations could result in immediate probation, suspension, dismissal, or termination from the program per the College of Pharmacy and Health Sciences Professional Conduct Code.

## *Honor Code*

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

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

### *Academic Integrity*

Butler University is an academic community. It exists for the sake of the advancement of knowledge; the pursuit of truth; the intellectual, ethical and social development of students, and the general well-being of society. All members of our community have an obligation to themselves, to their peers and to the institution to uphold the integrity of Butler University. In the area of academic integrity, this means that one's work should be one's own and that the instructor's evaluation should be based on the student's own efforts and understanding. When the standards of academic integrity are breached, mutual trust is undermined, the ideals of personal responsibility and autonomy are violated, teaching and learning are severely compromised, and other goals of the academic community cannot be realized.

Students are responsible for being fully aware of what constitutes academic dishonesty; claims of ignorance cannot be used to justify or rationalize dishonest acts. Academic dishonesty can take a number of forms, including but not limited to cheating, plagiarism, fabrication, facilitation, and interference.

For more information on Butler University's Policy on Academic Integrity, please visit the website below:

<https://www.butler.edu/student-handbook/academic-integrity>

### *Proctorio*

Proctorio is a secure testing tool that provides online proctoring with identity verification, test monitoring, lock down browser components and other features to support academic integrity. Compatibility, download instructions, and a practice quiz are available in the DMS Umbrella Page in Canvas.

### *Turnitin*

Turnitin is a software detection tool/service that Butler University and the DMS program may utilize to evaluate written documents for plagiarism. Individuals who submit their work through Turnitin and the faculty that utilize the tool can see the percent agreement of the submitted work to other published works. Course assignments and Capstones may be submitted through Turnitin.

## **Grades and Grade Appeal Process**

The faculty of record assigns grades for all courses.

### *Programmatic Grading Scale*

The grade scale in the Doctor of Medical Science program is:

A	94.00 - 100.00%
A-	90.00 - 93.99%
B+	87.00 - 89.99%
B	83.00 - 86.99%
B-	80.00 - 82.99%
F	≤ 79.99%

There will be no rounding.

Professionalism + Module Activities/Exams + EBM activities = 100%

#### *Learning Mastery Scores and Gradebook*

Students should use the Learning Mastery Gradebook in your course to help direct their learning and focus study efforts! Learning Mastery scores are used by instructors to measure performance based on classroom standards or outcomes. Outcome scores may be tied to assignments and other items throughout Canvas.

#### *Course Remediation Policy*

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

#### *Incomplete Course Grades*

As outlined in the Butler University Student Handbook, a grade of Incomplete (I) may be assigned by an instructor when exceptional circumstances such as illness prevent a student from finishing all work required in a course. The student must, apart from the work to be completed, be passing the class. The Incomplete must be removed within the next session (fall, spring, or summer semester). If the incomplete, "I", is not completed within the stated time, or the student chooses to graduate without completing the class, the "I" will be changed to "X."

A grade of (I) may not be assigned as a grade option to avoid assignment of a poor or failing grade that a student has earned in a course, or to delay assignment of a grade for a course when the student intends on repeating the course in a future semester.

#### *Appeal of Course Grades*

The student shall first discuss the matter with the instructor. The student must inform the instructor in writing of the intent to appeal a grade within 5 working days of the publication of grades by the Office of the Registrar. The appeal must be filed within 5 days of the notice of intent to appeal. If not satisfied, the student may appeal to the Department Chair and then to the Dean of the College (COPHS Student Handbook).

### **ACADEMIC PROGRESS**

A student must earn a Pass or grade of B- or better in any course within the DMS program to be considered "successfully completed."

#### *Satisfactory Academic Progress*

Students enrolled in the College of Pharmacy and Health Science's Doctor of Medical Science degree program are expected to make satisfactory academic progress toward the completion of their plan of study and degree requirements. All modules must be passed with a minimum grade of "B-" or better and a 3.0 cumulative grade point average (GPA) must be maintained throughout enrollment in the program. Modules may be repeated only once, and a cumulative GPA below 3.0 at the completion of any semester could result in dismissal from the program. Exceptions may be considered by the - Program director and are not guaranteed.

Continuous enrollment is expected. If students are not active for two continuous terms, they will be required to obtain permission from the Program Director to continue their program of study. Students requiring more than 5.5 years to complete the program must receive permission from the Dean or his/her appointee to continue.

#### *Course Failure and Academic Probation*

A student who receives a failing grade in any course will have this information referred to the COPHS Academic and Professional Affairs Committee. The student must retake the failed course at the next course offering within the program and earn a passing grade.

Students with a failed course are limited to two modules/courses (6 credit hours) per session until they have successfully remediated the course. Students must consider implications of continuing coursework prior to remediating a failed course as failed modules may only be repeated 1x.

Failure of any 2 courses or repeated failure of the same course in the curriculum results in dismissal from the program.

Cumulative GPA below a 3.0 at end of a semester may also result in dismissal.

Any Butler student, regardless of major, is placed on University probation when the cumulative GPA drops below 2.0. COPHS students on University Probation will be reviewed and monitored by the Academic and Professional Affairs Committee (APAC) for academic progress.

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

#### *Withdrawal*

Voluntary withdrawals are initiated at the request of the student. Working with the Program Director, a mutual decision is reached with regard to the effective date of the withdrawal and any academic penalty to be assessed. Per letter, the Program Director will notify the offices of the College, Registrar, and Financial Aid via the official form. The Office of the Registrar will process the withdrawal and remove the student from any current and/or future enrollments when the appropriate paperwork is submitted. The Office of Financial Aid may revoke any financial aid that has been disbursed. The student should also contact these offices to ensure that he/she has fulfilled any responsibilities with regard to this process.

If a student withdraws, including involuntary withdrawal for academic reasons, tuition may or may not be refunded. Questions regarding tuition refunds should be directed to the Office of Student Accounts.

#### *Leave of Absence*

A DMS student, after presenting a written request to the Associate Dean of the College (with a copy to the DMS Program Director), may be granted an official leave of absence for personal or academic reasons for a period not to exceed one calendar year. If the leave of absence is approved, the Associate 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. When a leave of absence is taken,

the program determines the re-entry requirements. The student must notify the Program Director in writing of his or her wish to return to the DMS Program or to extend the personal leave at least sixty calendar days prior to the anticipated date of reentry. Students seeking renewed enrollment in the DMS program after an absence from the College of two semesters or more must seek approval for renewed enrollment from the Dean of the College.

Medical leaves of absence are granted by the University. See College Handbook for more information.

When a leave of absence is taken, the Program determines re-entry requirements and 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 DMS degree. Any identification provided to the student, must be returned to the program during leave.

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.

## **Student Evaluation of Courses**

At the end of each course, students are required to complete a course evaluation. These evaluations are administered online using the university system, Class Climate. Anonymous compilation of the evaluations is provided to course principal faculty, the Program Director, the Department Chair, and Deans 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. 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>.

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:

Maria Kanger  
Title IX Coordinator – Office of Student Affairs  
317-940-6509  
[titleix@butler.edu](mailto:titleix@butler.edu)

## **Technology**

### *Microsoft365*

Microsoft Office 365 is free for all current Butler students, faculty, staff and affiliates. Your license is valid until you leave Butler. At that point, your Microsoft Office programs will no longer work after 30

days (unless you purchase a subscription through Microsoft). Your Microsoft Office files will remain on your computer and will not be affected. Go to portal.office.com and log in with your full Butler email address and password.

### *E-mail and Computer Use*

Important information is usually communicated by e-mail in the DMS Program. Students are expected to check their e-mail once a day. Because faculty, College administration and fellow students rely heavily on e-mail for communication with students, it is an academic expectation that all students will routinely read and respond appropriately to their Butler University e-mail messages. Respond to email or phone messages from Butler faculty and staff within 24 hours.

Appropriate use of computers and e-mail, both in the classroom and elsewhere, is an academic issue. Use of e-mail should be consistent with professional standards. Use of computers during class must be limited to tasks associated with the learning activity.

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

### *Technology Requirements*

All students are required to have a computing device and internet access throughout the Program. Computers must have webcams that are either built-in or external. Students will be able to choose and purchase a device from any manufacturer that meets their learning needs. It is the student's responsibility to ensure that he/she has a functioning device for all modules at all times, with no exceptions. Students may want to purchase headsets for comfort while listening or producing recordings. This is recommended but not required as long as they have built in speakers/recording with their computer.

Devices That Are Not Acceptable:

- Dedicated Tablets running Windows RT or Android operating system
- Chromebook
- iPad (as primary device)

Butler Technological discounts:

- Butler offers hardware discounts on purchases through Apple, Dell, and HP (<https://www.butler.edu/it/hardware-devices>).
- Various software discounts are available as well (<https://www.butler.edu/it/software/> ).

If you have additional questions, please contact the IT Help Desk at 317-940-HELP (4357) or email [helpdesk@butler.edu](mailto:helpdesk@butler.edu).

### *Social Networking Policy*

Many individuals participate in social media for a variety of reasons: to connect with professional networks, to find out quickly what is happening at other places, to enhance productivity and team building, and to put together ad-hoc groups. 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 locate your posts years later. Do not post something today that you may regret in the future.
- 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.

## **Change of Name and Address**

If a student has a change of address, it should be registered with the University at the Office of Registration and Records to ensure receipt of all university communications. The same procedure should be followed for any name changes.

## **Financial Aid**

All financial aid awards are made based on documented financial need.

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.

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

### *Veterans*

Butler University recognizes and thanks those for their commitment to military service. As a military-friendly University, we certify Chapter 33-Post-911, Chapter 30, Chapter 31, Chapter 35, Chapter 1606, and Chapter 1607 education benefits for use at Butler. <https://www.butler.edu/admission/veterans-admission-information>

Once you have been admitted to the University, forward your DD214 and COE to Sheila Blackwell, Assistant Director of Financial Aid, 317-940-8200, butler.edu/financial-aid.

## **Requirements for Graduation**

You should plan to apply for graduation about a year in advance of when you anticipate completing all degree requirements. You can apply to graduate by filling out the application for graduation found in your Student Center.

This application is necessary even if you do not plan to take part in the Commencement Exercises. This form triggers the Graduation Audit process, and provides a vehicle for you to tell us exactly how you want your name formatted on your diploma.

Graduating students must apply for their degree at the time they register for their final semester through the Office of Registration and Records.

<https://www.butler.edu/registrar/graduation>

If there are any question regarding a student's completion of all degree requirements, the student should consult with his or her academic adviser. However, it is ultimately the responsibility of the student to make sure all degree requirements have been met to qualify for graduation.

### *Ceremony*

All students are invited and encouraged to attend the Doctoral Hood Ceremony and Commencement, after completion of the Program.

## **Transcripts**

Official transcripts are kept on file in the Office of Registration and Record. DMS students' grades are recorded on the transcript for each individual didactic and clinical course completed. To access transcript please go to the Office of Registration and Records website for more information:

<https://www.butler.edu/registrar/transcripts-and-verifications>

Upon recommendation of the faculty and the President, and by action of the Board of Trustees, the students will earn the degree of Doctor of Medical Science upon satisfactory completion of the educational program.

From the time you apply for graduation up until one year after you have graduated, you are entitled to a maximum of 5 free transcripts which can be obtained by contacting Registration and Records. Following that time there is a fee for each transcript. The current cost is \$9.00 per copy and can be ordered online thru the National Student Clearinghouse.

The Registration and Records Office is available by telephone at 317-940-9203 and by fax at 317-940-6539. They are happy to answer your questions about graduation, commencement, enrollment verifications or transcripts. <https://www.butler.edu/registrar/graduation>

## **Student Identification**

Butler University uses a computer assigned number for the student identifier. New or returning students automatically will receive this number when they are admitted.

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

As a student of the program, you will have all rights and responsibilities of a student on campus. If you live near campus, you can get an ID to access different parts of the campus. Cards are issued by the Butler University Police Department, Office of Parking Services located at 4702 Sunset Drive, Suite 500, Indianapolis, IN 46208—first floor of the parking garage. You must follow all parking guidelines, including obtaining a parking sticker, if you are not going to pay to park in the garage.

## **COPHS Office of Student Affairs**

317-940-9297

The Office of Student Affairs will assist DMS students with many issues, including policy clarification, and support as a confidential student advocate.

## **Ask.Butler**

Many questions can be answered electronically! If you have any question, please access  
<https://butleru.force.com/askbutler/s/>

## **University Services**

### *Information Technology*

Information technology's goal is to advance Butler University's mission through leadership, thoughtful application of technology, and quality service. Students may access the information technology website by going to <https://www.butler.edu/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](mailto:helpdesk@butler.edu)

#### *Health and Recreation Complex*

317-940-4472

Graduate students may obtain a membership to work out at the Health and Recreation Complex 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](mailto:jdowning@butler.edu) or 317-940-6144 with any issues.

#### *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. 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. 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. All graduate students currently enrolled at Butler University are eligible to check out materials from the Butler University Libraries. A Science Librarian is available weekdays for assistance.

#### *Student Health Services*

317-940-9385

Butler University Health Services provides ambulatory health care to students currently enrolled in the University. The Student Health Services located at the HRC places an emphasis on treating the medical, emotional, and educational needs of students. To learn more about Butler University's Student Health Services go to <https://www.butler.edu/health-services/>.

## **Campus Safety and Security**

### *Butler University Police Department*

In cases of fire or medical emergency

- Call 911 from campus phone
- Call Butler University Police Department at 317-940-9999 (in addition to 911) from any other phone

For other emergencies

- Call Butler University Police Department at 317-940-9396

#### *Student Property*

Butler University is not responsible for loss or damage to a student's personal property on premises owned or operated by the University, regardless of cause.

## **Letters of Reference**

Without exception, all requests for letters of reference or for completion of forms relating to academic performance and/or personal qualities require written authorization from the student (or graduate) for release of such information. Most faculty prefer an email or personal request in writing with sufficient lead-time (it is best requested two weeks in advance), and instructions such as date and format of the letter. When making a request to faculty, please include the full name of the scholarship/position and the overall purpose and guidelines.

## **National Organizations**

### *National Commission on Certification of Physician Assistants (NCCPA)*

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

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

Please see the NCCPA Web site at [www.nccpa.net](http://www.nccpa.net) for further information.

#### 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/Recertification Examination (PANRE). 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>

#### *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](http://www.aapa.org) for services and benefits.

### Campus Contact Information

OFFICE	LOCATION	TELEPHONE	WEB SITE
DMS Program College of Pharmacy & Health Sciences	Pharmacy & Health Sciences Building Room 303 4600 Sunset Ave. Indianapolis, IN 46208	Phone: 317-940-6487 Fax: 317-940-9857 Email: <a href="mailto:DMSprogram@butler.edu">DMSprogram@butler.edu</a>  Admission questions: <a href="mailto:DMSAdmissions@butler.edu">DMSAdmissions@butler.edu</a>	<a href="https://www.butler.edu/dms">https://www.butler.edu/dms</a>
Butler University Bookstore	Atherton Union	Phone: 317-940-9228	<a href="https://www.bkstr.com/butlerstore/home">https://www.bkstr.com/butlerstore/home</a>
Student Disability Services	Jordan Hall, Room 136	V/TT: 317-940-9308 Fax: 317-940-9036	<a href="https://www.butler.edu/disability">https://www.butler.edu/disability</a>

Counseling Center	Health & Recreation Complex Room 120 530 W. 49th St. Indianapolis, IN 46208	Phone: 317-940-9385 Fax: 317-940-6403	<a href="https://www.butler.edu/counseling-services/">https://www.butler.edu/counseling-services/</a>
Office of Registration & Records (including transcripts)	Jordan Hall, Room 133	Phone: 317-940-9203 Toll Free: 800-368-6852 ext. 9203 Fax: 317-940-6539	<a href="https://www.butler.edu/registrar/">https://www.butler.edu/registrar/</a>
Financial Aid	Robertson Hall, Lower Level	Phone: 317-940-8200 Toll Free: 877-940-8200 Fax: 317-940-8250	<a href="https://www.butler.edu/financial-aid/">https://www.butler.edu/financial-aid/</a>
Student Health Services	Health & Recreation Complex Room 110 530 W. 49th St. Indianapolis, IN 46208	Phone: 317-940-9385 Fax: 317-940-6403	<a href="https://www.butler.edu/health-services">https://www.butler.edu/health-services</a>
Information Technologies Help Desk	Holcomb Building, Room 350	Phone: 317-940-HELP	<a href="https://www.butler.edu/it">https://www.butler.edu/it</a>

Office of Student Affairs – Title IX Coordinator	Atherton Union, Room 200	Phone: 317-940-6509	<a href="http://www.butler.edu/titleix">www.butler.edu/titleix</a>
General Information	Butler University 4600 Sunset Ave. Indianapolis, IN 46208	Toll Free: 317-940-8000 Phone: 800-368-6852	<a href="https://www.butler.edu/">https://www.butler.edu/</a>
The Ruth Lilly Science Library	Holcomb Building, Room 200	Phone: 317- 940-9401	<a href="https://www.butler.edu/library/spaces/science">https://www.butler.edu/library/spaces/science</a>
Parking Services	4702 Sunset Avenue Suite 500 Indianapolis, IN 46208	Phone: 317-940-9243	<a href="https://www.butler.edu/parking/permits">https://www.butler.edu/parking/permits</a>
Butler University Police Department (BUPD)	525 W. Hampton Drive Indianapolis, IN 46208	Emergency Phone: 317-940-9999; 911  Non-emergency Phone: 317-940-9396 Fax: 317-940-6578	<a href="https://www.butler.edu/bupd/">https://www.butler.edu/bupd/</a>
Emergency Medical or Indianapolis Metropolitan Police Department		Emergency Phone: 911	(Call BUPD in addition to 911—they assist with all campus call)
American Academy of PAs (AAPA)	2318 Mill Road Suite 1300 Alexandria, VA 22314	Phone: 703-836-2272 Fax: 703-684-1924	<a href="http://www.aapa.org">www.aapa.org</a>
National Commission on Certification of Physician Assistants (NCCPA)	12000 Findley Road, Suite 100 Johns Creek, Georgia 30097	Phone: 678-417-8100 Fax: 678-417-8135	<a href="http://www.nccpa.net">www.nccpa.net</a>