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UNIVERSITY

DMS BRIDGE PROGRAM

Program Handbook

2022-2023 Academic Year

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Director's Welcome

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

Throughout the history of the profession, PAs have risen to meet the challenges of quality, accessible patient care delivery. Today, as challenges abound, there are opportunities for physician assistants to provide thoughtful leadership and dedicated service to the profession and the broader healthcare system. The faculty and staff of the Butler University DMS Bridge Program are dedicated to equipping our graduates with the knowledge, skills, and credential to offer a unique perspective and knowledge for the challenges and opportunities that lie ahead.

The curriculum is intended to provide a rigorous academic experience that will challenge students to think critically, develop new research skills, and apply the lessons of the classroom to real life situations. Your ability to think deeply, pose important questions, and explore how those questions might best be answered will serve you well far beyond the bounds of this curriculum.

We look forward to partnering with you as a student-scholar to grow your knowledge, skills, and abilities. The opportunities to impact your organizations, communities, and the patients you serve through leadership, service, research, and patient care are significant. We are excited to offer an educational experience that aims to prepare you for those opportunities!



Cody A. Sasek, PhD, PA-C
Program Director
Doctor of Medical Science Bridge Program
Butler University

Program Contact Information

Doctor of Medical Science Bridge Program
Department of Medical Science and PA Studies
College of Pharmacy and Health Sciences
Butler University
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317-940-6485

DMSBridgeInfo@butler.edu

<https://www.butler.edu/pharmacy-health/doctor-medical-science/bridge-program/>

College of Pharmacy and Health Science Administration

Dean: Robert P. Soltis, PhD

Associate Dean: Jennifer A. Snyder, PhD, PA-C

Assistant Dean of Student Affairs: Angela V. Ockerman, PharmD

Director – Doctor of Medical Science Bridge Program: Cody A. Sasek, PhD, PA-C

Chair – Department of Medical Science and PA Studies: Brenda Quincy, PhD, MPH, PA-C

COPHS Office of Student Affairs

The Office of Student Affairs will assist DMS Bridge students with many issues, including policy clarification and support as a confidential student advocate. The office can be reached at 317-940-9297.

Program Faculty

Cody A. Sasek, PhD, PA-C

Brenda Quincy, PhD, MPH, PA-C

Program Staff

TBA, Education Liaison

Butler University Doctor of Medical Science Program

Introduction

The Doctor of Medical Science (DMS) Bridge Program Student Handbook is published for the convenience of students enrolled in the Butler University DMS Bridge Program. The DMS Bridge Program is housed in the Butler University College of Pharmacy and Health Sciences (COPHS). Professional programs in COPHS include the MPAS Physician Assistant Program, the Doctor of Pharmacy Program, an additional DMS program for practicing clinicians, and a Master of Science in Data Analytics program. Undergraduate programs include Pre-Pharmacy, Health Science, and Healthcare and Business.

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

The DMS Bridge Program Student Handbook does not constitute a contract, either expressed or implied. The Butler University DMS Bridge Program reserves the right at any time to change, delete, or add to any of the provisions related to the student handbook or any other governing document at its sole discretion. The provisions of this document are designed by the Butler University DMS Bridge Program to serve as firm guidelines rather than absolute rules, and exceptions may be made based on extenuating circumstances as determined by program and/or College leadership.

This DMS Program Student Handbook is an extension of the College of Pharmacy and Health Sciences Student Handbook. In cases of perceived conflict, the COPHS Student Handbook shall take precedence.

History

The Butler University Doctor of Medical Science Bridge Program was formally established in 2021, with its first cohort matriculating in June 2021. The DMS Bridge Program is designed as a professional, doctoral degree developed exclusively for PAs who have graduated from an Accreditation Review Commission on Physician Assistant Education (ARC-PA) accredited, entry-level program and passed the Physician Assistant National Certification Examination (PANCE) within 6 months of their intended DMS Bridge start date.

The DMS Bridge Program provides an avenue for new graduate PAs interested in expanding their understanding of issues of clinical practice, developing leadership skills, and achieving the end point of earning a Doctor of Medical Science degree. The DMS Bridge program differs from the standard DMS Program by focusing on developing targeted research skills for clinically

focused PAs. All courses are online allowing students to complete coursework without the need for residence in Indianapolis. The initial 7-week term of the program is completed on a full-time basis with the program capstone project carried out with part-time enrollment, typically over the course of a semester.

Accreditation

The Butler University Doctor of Medical Science Bridge Program has received accreditation by the Higher Learning Commission.

Note: The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) does not accredit post-professional doctoral programs like the Doctor of Medical Science programs.

Program of Study

The College of Pharmacy and Health Sciences is proud to offer a 50-credit hour, completely online, post-professional academic degree program specifically tailored for new graduate physician assistants leading to the Doctor of Medical Science degree.

The DMS Bridge Program incorporates 36-credit hours already completed during supervised clinical practice experiences (SCPE) from students' entry-level master's degree programs. The program's additional 14-credit hour curriculum includes two phases—the initial seven-week term, followed by completion of a semester-long Capstone Project.

During the initial seven-week term, the student is encouraged to avoid working due to the intensive, full-time nature of the program. Students must be available for synchronous and asynchronous online activities during that time. With the nature and timeline of the program's initial semester of coursework, students will not be positioned for success if they have other significant competing interests or responsibilities.

The program's Capstone Project is firmly grounded in biostatistics and research design and can be completed on a part-time basis. It is anticipated the typical student will complete their Capstone Project in one semester. If the Capstone Project is not completed at the end of the term, students will be required to enroll in a Capstone Continuation Course to maintain active enrollment with the program. The Capstone must be completed within one year of starting the project, unless permission is obtained from the DMS Bridge Program Director. During the semester-long Capstone Project, students may choose to work clinically.

The following previously earned SCPEs are combined with the 14-credit hour online, 700-level Bridge courses.

Supervised Clinical Practice Experience Equivalence	Credit Hours
Behavioral / Mental Health	4
Emergency Medicine	4

Supervised Clinical Practice Experience Equivalence	Credit Hours
Adult / Internal Medicine	4
Family Medicine	4
Pediatric Medicine	4
General Surgical Care	4
Women's Health	4
Elective Experiences	8

In addition to the above coursework, students complete the following courses as part of the DMS Bridge program of study to attain the DMS degree.

Program Courses	Credit Hours
DMS-BR 778: Issues in Clinical Practice	3
DMS-BR 780: Biostatistics	3
DMS-BR 782: Research Design	3
DMS-BR 784: Capstone Project	5
DMS-BR 786: Capstone Continuation Course*	3

*The capstone continuation course is only required for those students unable to complete their program capstone within one semester.

This DMS degree does not earn a graduate the right to practice independently. State law dictates how PAs practice and their degree of autonomy. This is not changed by earning a Doctor of Medical Science degree, no matter the location of practice.

Mission Statement

The mission of the Butler University Doctor of Medical Science Bridge Program is to provide an avenue for those interested in expanding their understanding of issues of clinical practice, developing leadership and research skills, and achieving the end point of earning a Doctor of Medical Science degree. The program aims to build on an intensive, entry-level PA curriculum to ensure PAs meet the changing demands of the healthcare environment.

Program Goals

- Build on an intensive, entry-level, curriculum to ensure PAs meet the changing demands of the healthcare environment.
- Provide a rigorous, professional doctorate curriculum that focuses on a greater understanding of medicine, research, and leadership skills for PAs.

- Demonstrate application of knowledge by producing targeted clinical research.
- Create opportunities for developing enhanced decision-making skills and upward mobility in the workplace.

Student Learning Outcomes

Graduates of the Doctor of Medical Science--Bridge program will be able to:

- Identify and implement systems for patient and provider satisfaction
- Demonstrate leadership skills, including decision making, problem solving, communication, and corrective strategies that promote patient safety
- Perform and interpret results from descriptive and inferential statistical analyses
- Design a targeted research study to address a research question

Program Policies

1. Eligibility and Admission

1.1. Requirements for Admission

Applicants to the Butler University Doctor of Medical Science program must be Physician Assistants that have successfully graduated from an entry-level PA program accredited by the Accreditation Review Commission on the Education of Physician Assistant within 6 months of their intended DMS Bridge Program start date. Matriculants must earn certification from the National Commission on Certification of Physician Assistants after graduating from their entry-level program prior to matriculating into the 700 level courses of the program.

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

1.2. Application Process

Students enrolled at an ARC-PA accredited PA program may initiate the admission process near the end of the didactic portion of their entry-level education.

To apply, candidates should submit the following:

- Butler application
- Official transcripts from all degree-granting colleges and universities should be sent immediately by mail or electronically to gradadmission@butler.edu*
- NCCPA certification number, must be received prior to matriculation
- An updated, comprehensive curriculum vitae
- Two, 250-word Personal Statements answering:
 - Why should PAs earn a doctoral degree?
 - Finish the statement, “With my earned doctorate, I...”

*If a student has not graduated from their entry level PA Program, they should provide a copy of an unofficial transcript. An official transcript must be sent from the issuing institution immediately upon graduation and before matriculation into the DMS Bridge Program.

A telephone interview may be required.

1.3. Admission Decision

The decision to admit, decline, or place on an admission waiting list is at the sole discretion of the Butler University DMS Bridge Program. Admission to the Butler DMS Bridge Program is competitive and limited based on space availability. The DMS Bridge Program has a rolling admissions process, and applicants will be considered as they apply to the program. Applicants

will be notified as soon as possible following the committee's decision. Admission decisions are considered final.

PAs who graduated prior to six months before matriculation date, are not eligible for the Bridge Program; however, they may apply to the standard [Butler University DMS Program](#).

1.4 Language Requirement

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

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

1.5 Technical Standards for Admission

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

Please refer to the COPHS Handbook for further details regarding technical standards for admission and continuation in COPHS programs, including the DMS Bridge Program.

1.6 Transfer Credit

Other than the approved supervised clinical practice experiences noted previously, no other courses may be transferred into the DMS Bridge Program.

2. Technology

2.1 Technology Requirements

All students are required to have a computing device and internet access throughout the Program. Computers must have a webcam and microphone that are either built-in or external. Students will be able to choose and purchase a device from any manufacturer that meets their learning needs. It is the responsibility of the student to ensure they have a functioning device for all courses at all times, with no exceptions. Students should have access to a stable high-speed internet connection.

Devices That Are Not Acceptable (they may not work with all Canvas applications):

- Dedicated Tablets running Windows RT or Android operating system

- Chromebook
- iPad (as primary device)

2.2 E-mail and Computer Use

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

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

Students may forward Butler e-mail messages to a non-Butler account by contacting the Information Resources Help Desk.

2.3 Social Media

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 the Health Insurance Portability and Accountability Act of 1996 (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.

2.4 Technology Resources

A variety of technology resources are available through one's time as a Butler University Student. Several include:

- Microsoft Cloud Apps--Word, Excel, PPT, etc.
- Adobe Creative Cloud – Student access must be requested for students by faculty with the Butler IT Support Desk
- Butler Licensed Databases via electronic library

2.4.1 Microsoft 365

Microsoft 365 is free for all current Butler students, faculty, staff and affiliates. This license is valid until the end of a student's time at Butler. At that point, the Microsoft Office programs will no longer work after 30 days (unless a subscription is purchased through Microsoft). Microsoft Office files will remain on the student's computer and will not be affected.

To receive Office 365 on your computer, please follow these steps:

1. Go to office.com and log in with your full Butler email address and password
2. Click Install Office, then Office 365 apps in the top right of the webpage
3. When the download is finished, run the installer and follow the prompts
4. Once the install is finished, launch any one of the Microsoft Office programs, and activate your license by signing in using your Butler email address and password

2.4.2 Butler Technology Discounts

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

Various software discounts are available as well (<https://www.butler.edu/it/software/university-owned>).

2.4.3 Technology Support

For IT-related questions, please contact the IT Help Desk at 317-940-HELP (4357) or email helpdesk@butler.edu.

Ask.Butler – Many questions can be answered electronically! This service can be accessed at <https://butleru.force.com/askbutler/s/>.

Support information/tools can also be found on Canvas and in course materials.

3. Academic Policies

3.1 Satisfactory Academic Progress

Students enrolled in the College of Pharmacy and Health Science's Doctor of Medical Science Bridge Program are expected to make satisfactory academic progress toward the completion of their plan of study and degree requirements. Continuous program enrollment is expected.

All program courses must be passed with a minimum grade of "B" or "Pass". Courses may be repeated only once. A cumulative GPA below 3.0 at the completion of any semester could result in dismissal from the program. Two failed courses will result in dismissal from the program.

Appeals of dismissals or other academic or professional matters are guided by pertinent COPHS policies.

3.2 Residency

Campus residency is not required. All coursework is completed online. However, all students are invited and encouraged to attend the University and COPHS hooding and commencement ceremonies after completion of the program.

3.3 Degree

Students who complete all requirements of the DMS Bridge Program will be conferred a Doctor of Medical Science degree. All students who anticipate completing program requirements must register to graduate.

3.4 Academic Calendar

The DMS Bridge Program follows the seven-week university academic calendar for courses, with seven-week courses following the B term calendar. Capstone courses will follow the traditional three semester (fall, spring, summer) calendar.

3.5 Academic Advisor

As advisors, faculty members advise; they do not make decisions for students. Faculty members primarily are academic advisors, but they also are available to assist with any problem, which even remotely affects academic progress. They may not have all the answers, including matters related to financing of the program, but can help direct the student to resources. The student is responsible for ensuring they have the correct requirements for graduation. Academic advisors do not counsel students on medical, personal, or mental health issues; rather, they will refer students to the appropriate campus resources for assistance.

3.6 Class Attendance

Students are expected to attend and participate in all class activities and sessions. This includes synchronous class sessions. With the nature and timeline of the program's initial semester's coursework, students will not be positioned for success if they have other significant competing interests or responsibilities. Work during the first seven weeks of the program is not advised.

We understand that emergencies occur. If a student has an urgent matter come up and a request needs to be made, the student should reach out to the course's faculty to discuss alternate options in the event of extenuating circumstances. Excused absences are only granted for significant, unalterable events. Unexcused absences may result in loss of points or credit for activities, such as group interactive sessions or quizzes, that cannot be reasonably replicated. Excessive absences may be reason for deceleration or dismissal from the program.

3.7 Academic Accommodations

It is the policy of Butler University to provide reasonable accommodations to qualified students with a disability so they can meet these required technical standards. Whether a requested accommodation is reasonable will be determined on an individual basis. Determining what is a reasonable accommodation is an interactive process which the candidate should initiate with the DMS Bridge Program Director in collaboration with Student Disability Services (SDS) office and the COPHS Assistant Dean of Student Affairs.

If a student has a disability and would like to request an accommodation, the student must report the disability directly to Student Disability Services (SDS). With the rapid nature of the DMS Bridge Program, this should be done as soon as a student is aware that a disability may exist. Accommodation requests cannot be considered until the student has submitted the appropriate documentation to SDS and has engaged in an interactive discussion with the appropriate SDS staff member. Please contact SDS at 317-940-9308 or sds@butler.edu for an individualized, confidential discussion regarding the specific of the situation. For accessibility information or to request disability-related accommodations, please visit <https://www.butler.edu/disability>.

3.8 Leaves of Absence

Students considering a leave of absence for any reason should discuss this with the DMS Bridge Program Director and COPHS Associate Dean. The program values confidentiality in these matters and will only involve those individuals necessary to support the student in considering and navigating the leave of absence process.

A DMS Bridge 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 Bridge Program or to extend the personal leave at least sixty calendar days prior to the anticipated date of reentry.

Medical leaves of absence are granted by the University. Please see the COPHS 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. 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.

3.9 Grades and Grade Appeal Process

3.9.1 Course Grades

The faculty of record assigns grades for all courses. The DMS Bridge Program course grading scale is as follows:

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

3.9.2 Course Remediation Policy

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

3.9.3 Incomplete Course Grades

As outlined in the Butler University Student Handbook, a grade of Incomplete (I) may be assigned by an instructor when exceptional circumstances such as illness prevent a student from finishing all work required in a course. The student must, apart from the work to be completed, be passing the class. The Incomplete must be removed within the next session (fall, spring, or summer semester). If the incomplete, "I", is not completed within the stated time, the "I" will be changed to "X." A grade of (I) may not be assigned as a grade option to avoid assignment of a poor or failing grade that a student has earned in a course, or to delay assignment of a grade for a course when the student intends to repeat the course in a future semester.

3.9.4 Appeal of Course Grades

The student shall first discuss the matter with the course 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).

3.10. Program Completion

Students have one year to complete their capstone project from the date they begin their initial DMS-BR 784 Capstone Course, unless granted an extension by the DMS Bridge Program Director.

4. Professionalism

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

Faculty and students of the College have a responsibility to report all alleged violations of the professional conduct code by graduate and professional phase students to the Associate Dean of Academic and Administrative Services or the Assistant Dean of Student Affairs.

Professionalism violations identified by program faculty or staff will be referred by the Program Director for further evaluation to the College of Pharmacy and Health Sciences Student Professional Conduct Committee. Faculty and the DMS Bridge Program will also consider professionalism violations when responding to regulatory agencies or when providing recommendations for employment or privileges at healthcare or educational institutions.

Deficiencies in any areas of professionalism will be brought to students' attention by their advisor, and/or Program Director in the form of written evaluations. Remediation will be implemented where appropriate; however, violations could result in immediate probation, suspension, dismissal, or termination from the program per the College of Pharmacy and Health Sciences Professional Conduct Code.

4.1 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.

4.2 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>.

The College also has its own academic integrity policy. Please refer to the COPHS Student Handbook for further information.

4.3 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 Bridge Page in Canvas.

4.4 Turnitin

Turnitin is a software detection tool/service that Butler University and the DMS Bridge Program may utilize to evaluate written documents for plagiarism. Students who submit their work through Turnitin and the faculty that utilize the tool can see the percent agreement of the submitted work with other published works. Course assignments and capstone projects may be submitted through Turnitin. The use of Turnitin is intended to serve as both a formative check for the student to avoid unintentional plagiarism as well as way for the program to ensure academic and professional integrity.

5. Student Services

Many student services are available to Butler students, whether attending classes in-person on campus or remotely.

5.1 Counseling and Consultation Services

Counseling and Consultation Services (CCS), a part of the student Health Center located in the Health and Recreation Complex, provides licensed and professionally trained staff that offer counseling services to all currently enrolled students. CCS supports the educational mission of Butler University by providing short-term therapeutic intervention that supports students in their personal and academic goals. In accordance with this mission, the services are not focused on remedial or reconstructive (long-term therapy or multiple appointments weekly)

experiences. Likewise, CCS is not appropriate for students whose conditions are deemed more complicated (for example, medically, in level of severity, pharmacologically, legally, or due to specialized circumstances) than can be treated in an ethically appropriate way by CCS staff. Students presenting with such conditions will be referred to appropriate resources in the community at the discretion of the CCS Director. Students are responsible for paying the costs incurred for services and treatment provided through outside agencies. To learn more about CCS go to <https://www.butler.edu/counseling-services/>.

5.2 Learning Resource Center

The Learning Resource Center (LRC) is a coordination site for services, programs, and resources that promote academic success. The LRC is committed to supporting and guiding students as they strive to reach the highest standards of academic excellence. To learn more about the LRC go to <https://www.butler.edu/learning>.

5.3 Libraries

The collections of the Ruth Lilly Science Library are available for use by all members of the Butler community. All graduate students currently enrolled at Butler University are eligible to check out materials from the Butler University Libraries. A Science Librarian is available for assistance during working hours Monday-Friday.

5.4 Student Health Services

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

5.5 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.

5.6 Campus Safety and Security - Butler University Police Department

In cases of campus fire or medical emergency:

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

For other campus emergencies:

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

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

5.7 Registration and Records

The Office of Registration and Records is a helpful resource for students seeking support while registering for classes or when seeking a transcript. Registration and Records can help with the class drop/withdrawal process, facilitate name change requests, and also publishes the academic calendars the DMS Bridge Program follows.

5.8 Financial Aid

The Office of Financial Aid and Scholarships supports students in the financing of their education. While program faculty may be able to offer support, all financially related questions should go to the staff of the Office of Financial Aid and Scholarships. More information, including information on tuition and fees can be found at <https://www.butler.edu/academics/graduate-professional/>.

6. Graduation

Students should plan to apply for graduation in their first semester of enrollment in the DMS Bridge Program. This application is necessary even if the student does not plan to take part in Commencement Exercises. This form triggers the Graduation Audit process, and provides an opportunity for the student to submit the preferred formatting of their name for their diploma.

To access the online graduation application from the My.Butler.edu Student Center, select the Other Academics tab, choose the Apply for Graduation option, then click on the Apply for Graduation link. Select the term all program requirements will be completed, click on Continue, and then click on Submit Application. Further information can be found at <https://www.butler.edu/registrar/graduation>.

If there are any questions regarding a student's completion of all degree requirements, the student should consult with his or her academic advisor. However, it is ultimately the responsibility of the student to make sure all degree requirements have been met to qualify for graduation. All students are invited and encouraged to attend the Doctoral Hooding and Commencement Ceremonies after completion of the Program.

7. Letters of Reference

All requests for letters of reference or for completion of forms related to academic performance and/or personal qualities require written authorization from the student (or graduate) for release of such information. Most faculty prefer an email or personal request in writing with sufficient lead-time (it is best requested two weeks in advance), and instructions such as date and format of the letter. When making a request to faculty, please include the full

name of the position and the overall purpose and guidelines for the letter, as well as the person to whom it should be addressed and the method of submission.

8. 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.

9. 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.