



BUTLER UNIVERSITY
DOCTOR *of* MEDICAL SCIENCE
STUDENT HANDBOOK
2023-2024



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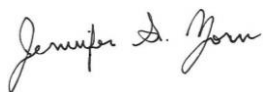
Director's Welcome

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. Communities continue to witness 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 knowledge and in your selected concentration, and it will enhance your 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, PA education, orthopedic or critical care. Combining leadership development with a chosen concentration 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
Professor



Program and Faculty Information

Address, Email, and Phone

Doctor of Medical Science
Department of Medical Sciences
College of Pharmacy and Health Sciences
Butler University
4600 Sunset Avenue
Indianapolis, IN 46208
Phone: 317-940-9678
Email: DMSprogram@butler.edu
Program Office Fax: 317-940-9857
Admission questions: DMSAdmissions@butler.edu
Website: <https://www.butler.edu/pharmacy-health/doctor-medical-science/degree/>

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: Gayle Hartleroad, Ed.D.
Chair, Department of Medical Science and DMS Program Director: Jennifer Zorn, DMS, PA-C

Doctor of Medical Science Faculty

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Ray Eifel, EdD, PA-C, DFAAPA, Associate Professor, reifel@butler.edu
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Staff

Katie Coby, MBA, Admission and Marketing Coordinator, kcoby@butler.edu

Instructional Faculty

Timi Agar, MBA, Adjunct
Katie Beaudoin, DMS, PA-C, Adjunct
Brigitta Cintron, DMSc, CTTS, PA-C, Adjunct
Agnes Compagnone, DMSc, PA-C, Adjunct
Sandra M. Keavey, DHSc, DFAAPA, PA-C, Adjunct
Joel Ruetz, DMS, PA-C, Adjunct
John E. Lopes Jr., DHSc, PA-C, Adjunct
Ashley Malliett, DMSc, MPAS, PA-C, Adjunct
Folusho Ogunfiditimi, DM, MPH, PA, DFAAPA, Adjunct
Rev. Josanne Kissel Pagel, M.Div., MPAS, PA-C, DFAAPA, Adjunct

Butler University Doctor of Medical Science Program

Introduction

The Doctor of Medical Science (DMS) 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 2023 -2024 DMS Student Handbook's effective date is August 24, 2022.

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.

PAs

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 began admitting students in the fall of 2019 with courses offered in spring of 2020. Dr. Jennifer Snyder was the founding DMS Program director. The program has grown increasing full time faculty, course offerings and concentrations. There have been approximately 50 Butler University DMS graduates as of August 2023.

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 DMS program.*

Program of Study

The College of Pharmacy and Health Sciences offers a 50-credit hour, completely online, post-professional academic degree program for PAs 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 the Healthcare Practice and Administration, Foundations in Critical Care, Foundations in Orthopedic Care, or PA Educator 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 PAs 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 develop PA educators.

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.

Foundations in Critical Care 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. Develop a multifaceted care plan for common critical illness and/or injury in adult patients including components of ventilatory, cardiovascular, renal, and nutritional support while incorporating other patient specific factors.
7. Utilize injury or illness specific prognostic and patient factors to engage in shared decision making with patients and families, specifically, as it pertains to end-of-life and palliative care.

Foundations in Orthopedics 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. Develop a multifaceted care plan for common orthopedic injury in adult and pediatric patients including components of prevention, diagnosis, treatment, prognosis, and rehabilitation while incorporating other patient specific factors
7. Develop ethically appropriate, culturally sensitive non-surgical, pre-operative, surgical, post-operative care, and rehabilitation care plans for orthopedic patients. Eligibility and Admission

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.

Estimated Time Each Week

Each 3-credit hour graduate course offered over a 6-week timeframe will have at least 6 contact hours per week through dynamic asynchronous content.

The courses will require additional total engagement time per week on the part of the individual student to master, apply, and integrate the information. The amount of “engagement time” is dependent on the individual learner’s previous knowledge of the content being presented and ability to assimilate the information efficiently and effectively. When students begin working on their capstone project (after completion of 10 modules one 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 University and College commencements, after completion of the Program.

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 PAs.

Standard Admission Requirements

Individuals are eligible to apply if they have earned an entry-level, PA degree from a program that is accredited by the Accreditation Review Commission on the Education for the Physician Assistant (ARC-PA) and 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 University application
- Official transcripts from all colleges and universities where a degree has been earned
 - Either mailed or sent electronically to 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 or Zoom 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.

International Admission Requirements

International applicants who have completed a recognized PA Program, and nationally certified and currently licensed/registered in Canada, Ireland, the United Kingdom, or New Zealand are also eligible to apply for the Doctor of Medical Science (DMS) online program. The applicant is responsible for determining if their country and/or employer recognizes the United States Online Doctor of Medical Science program. Completion of this program will not make one eligible to be certified by the National Certification of PAs (NCCPA). Additional information for International Applicants can be found on the following web link: <https://www.butler.edu/pharmacy-health/doctor-medical-science/degree/admission/>

Please visit <https://www.butler.edu/dms> for more information or feel free to reach out to the program at 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.

Degree

Students who complete all requirements of the Program will earn a Doctor of Medical Science (DMS) degree. All students who have completed requirements must register to graduate. Additional information and deadlines to register for graduation can be found at this link: <https://www.butler.edu/registrar/graduation/>.

Doctoral Candidate

Students may use Doctor Medical Science Doctoral Candidate in a signature line only after 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

Go to <https://www.butler.edu/registrar/academic-calendar-2023-2024/>

Click the link to view the 6-week 2023-2024 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 2023:

Fall

- Session A: August, 23rd
- Session B: October 16th

The following are start dates of the six-week sessions in 2024:

Spring

- Session A: January 16th
- Session B: March 18th

Summer

- Session A: May 13th
- Session B: July 1st

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 2023-2024 academic year, tuition is \$725 per credit hour for the academic year or \$36,250 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 A.

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/campus-services/student-accounts/>.

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 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 (jguthri@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/pharmacy-health/experiential/physician-assistant-preceptors/>

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 contact the Butler University Office of Student Accounts for 6 week course policies.

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 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.

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 Katie Coby, kcoby@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 for an individualized, confidential discussion regarding your specific situation.

For accessibility information or to request disability-related accommodations, please visit <https://www.butler.edu/academic-services/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 4 different Concentrations of study: Foundations in Critical Care, Foundations in Orthopedic Care, Healthcare Practice and Administration, and PA Educator. The curriculum for each concentration can be found on the DMS [website](#), the Canvas Doctor of Medical Science Umbrella page, and the [Butler](#) self-service student homepage. 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.

DMS Degree Courses

Must complete all modules for each respective concentration. Each module is 3 credit hours unless otherwise specified.

Foundational Science Courses

DMS710 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.

DMS712 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.

Medical Science Courses

DMS720 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.

DMS722 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.

DMS724 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.

DMS726 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.

DMS728 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.

DMS730 Endocrinology

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

DMS732 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.

DMS734 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.

DMS736 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.

Patient Population Courses

DMS750 Aging (2 credit hours)

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

DMS752 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.

DMS754 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.

Business and Leadership Courses

DMS760 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.

DMS762 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.

DMSS764 Operations Management

This module explores quality management concepts and tools with a focus on healthcare. 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 Courses

DMS770 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.

DMS772 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.

DMS774 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.

DMS776 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

Critical Care Specific Courses:

DMS800 Adv Resuscitation 1

This module will focus on the foundational knowledge and skills required to care for critically ill patients suffering from cardiopulmonary failure. The module will outline the pathophysiology and mechanisms that contribute to developing cardiopulmonary decompensation, evaluating the severity of decompensation, and diagnostic aids and treatments available to intervene in critically ill patients.

DMS810 Adv Resuscitation 2

This module focuses on the management of critically ill patients suffering from failure of organ systems outside of the cardiopulmonary system. Specifically, this module identifies mechanisms of pathogenesis, methods of evaluation, and interventions required to address dysfunction in patients with renal, metabolic, infectious, neurologic, traumatic injury, operative stress, and hematologic causes and/or contributors to critical illness and/or decompensation.

DMS820 Critical Patient Care

This module addresses areas of patient care that are essential to the practice of critical care. It focuses on special populations including management trauma and post-operative care, general management of critically ill patients, downgrading patients to general medical floors, introduction of palliative and hospice care, and ethical issues pertaining to critical care.

DMS816 Critical Care Pharmacology

This module provides students with the information required to appropriately utilize drugs and blood products typically encountered in the care of critically ill patients. Students will gain detailed knowledge of these pharmacologic agents and how to select the most appropriate therapy based on patient specific factors.

Orthopedic Specific Courses:

DMS826 Upper Extremity

This module will focus on the foundational knowledge and skills required to care for upper extremity injuries in adult and pediatric orthopedic patients, including avascular necrosis, dislocations, and fractures. The module will outline the pathophysiology and mechanisms of injury that contribute to upper extremity injury, evaluation, diagnostic aids, and management techniques available to intervene. The module focuses on ethically appropriate, culturally sensitive, rehabilitative, and pre/post-operative care.

DMS830 Lower Extremity

This module will focus on the foundational knowledge and skills required to care for hip and lower extremity injuries in adult and pediatric orthopedic patients, including avascular necrosis, dislocations, and fractures. The module will outline the pathophysiology and mechanisms of injury that contribute to lower extremity injury, evaluation, diagnostic aids, and management techniques available to intervene. The module focuses on post-operative care, as well as ethical issues pertaining to these areas.

DMS836 Soft Tissue, Spine, Trauma, and Tumor Orthopedic Care

This module addresses areas of adult and pediatric patient care that are essential to the practice of orthopedic care of soft tissue injuries and disorders. The module will outline the pathophysiology and mechanisms that contribute to developing complications, preoperative and postoperative disorders, diagnostic aids, and management techniques available in soft tissue, spine, and benign and malignant tumors. The module focuses on post-operative care, as well as ethical issues pertaining to these areas.

DMS840 Orthopedic Wound, Complication Management, and Pharmacology

This module addresses areas of adult and pediatric patient care that are essential to the practice of orthopedic care, including wound management, pre and postoperative complications, surgical intervention, and pharmacology. The module focuses on post-operative care, as well as ethical issues pertaining to these areas. Students will gain detailed knowledge of pharmacologic agents and how to select the most appropriate therapy based on patient specific factors.

Certificate Programs

Butler University offers Graduate Certificates in Healthcare Practice & Administration, PA Education, and Medical Science. 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 can be found on [Butler's website](#).

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 PA, 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 for the PA Educator concentration is designed to support work that is more consistent with scholarly activities recognized for promotion and tenure. Therefore, a Category I approved CME presentation or Case study submission will satisfy the Capstone for the PA Educator concentration.

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

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 9 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 03/09/2023. 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 DMS Program, dmsprogram@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-life/student-handbook/academic/academic-integrity/>

Computer use

Login and Password

One must protect their University Login and Password and must not share or allow anyone else to utilize these to access University services including but not limited to registration portal, library access, course access.

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 disenrolled from the University and will be required to obtain permission from the Program Director and

complete paperwork 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.

Disenrollment from the University for a student will occur after no coursework has been taken for 2 semesters. This includes students who have completed all coursework but have not completed their capstone project. When one is disenrolled they lose access to their email account, course access, and library access. One must meet with the Program Director if they have been disenrolled. With approval from the program director to reenroll, one must complete paperwork to be enrolled again as an active student. It does take time to reactivate all of these services.

Course Failure and Academic Probation

A student who receives a failing grade in any course will have this information referred to the DMS Academic Progress 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 DMS Academic Progress Committee 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-life/student-handbook/academic/campus-grievance/> and <https://www.butler.edu/student-life/student-handbook/campus-life/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:

Title IX Coordinator – Office of Student Affairs
317-940-6509
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 through the Butler email system in the DMS Program. Students are expected to utilize their Butler e-mail and address for communication with faculty and administration at Butler. Because faculty, College administration, Butler University, and fellow students rely heavily on e-mail for communication with students, it is an academic expectation that all students will routinely read (at least 1x per day) and respond appropriately (within 24 hours to Butler faculty and staff) to their Butler University e-mail messages. Communication related to Capstones will be sent to one's Butler e-mail address.

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://butleru.force.com/askbutler/s/article/Computer-Discounts>).
- Various software discounts are available as well (<https://butleru.my.site.com/askbutler/s/article/What-kind-of-software-discounts-can-I-get-through-Butler>).

If you have additional questions, please contact the IT Help Desk at 317-940-HELP (4357) or email 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/admission-aid/financial-aid-scholarships/> or contact the Office of Financial Aid (877-940-8200 or 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-aid/veterans/>.

Once you have been admitted to the University, forward your DD214 and COE to Sheila Blackwell, Assistant Director of Financial Aid, 317-940-8200, <http://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.

<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. **Students who intend to walk in the May ceremony must complete their Capstone with all final approvals by April 15th prior to graduation ceremony in May. Please see the additional information below.**

University May Graduation Requirements:

In order for a student to walk and participate in May Commencement

1. The Capstone project MUST receive FINAL approval from the Academic Advisor AND Program Director by April 15th and all other required academic work successfully passed prior to graduation.

- a. If the Capstone project is returned between April 1st and April 15th, the student will not be able to graduate for another 6 weeks, assuming the project is approved during that time.

OR

2. The Capstone project MUST receive FINAL approval from the Academic Advisor AND Program Director by April 15th and if there is one outstanding course, there is a formal process to request permission to walk at graduation from the Dean of the College.
 - a. Students should communicate with the program director early if they desire to walk at May graduation, and believe they meet/will meet the requirements to request permission.

OR

3. The student graduated after the previous year's May graduation ceremony.

Graduation may occur at months outside of University Scheduled Dates

Students in the DMS program may graduate at the designated University Graduation dates in August, May, and December as well as at the end of the month excluding April, August, and December. Butler has a graduation ceremony in May and anyone who has graduated at any point in the year may participate in the formal graduation ceremony that May.

End of Month "Off Cycle" Graduation Requirements

In order to graduate at the end of a designated month

1. One must receive final approval of their Capstone Project the Friday prior to the last full week of the month at all approval levels (Capstone advisor, Faculty advisor, Program Director). This will meet the Registration and Records deadline for the student to earn the degree at the end of that month.
2. If that deadline is not met, the students graduation will be shifted to the next month. Please be sure to understand the requirement to Walk in Graduation in May (See above).

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/information-technology/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: <http://ask.butler.edu/>
- Phone: 317-940-HELP (4357)
- Email: 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/well-being/health-recreation-complex/>. Students can enroll either by going to the front desk at the HRC or by going online to <https://www.butler.edu/well-being/health-recreation-complex/about/membership/>, click on register now. It is important that everyone read the instructions under students, faculty/staff, and current members section. Contact hrc@butler.edu or 317-940-6073 with any questions.

Counseling and Consultation Services

317-940-9777

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/well-being/counseling-services/>.

Center for Academic Success and Exploration

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/academic-services/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/well-being/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 for further information.

American Academy of PAs (AAPA)

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

PA Education Association (PAEA)

The PA Education Association (PAEA) is the national organization representing PA educational programs in the United States. PAEA provides services its member program faculty, as well as to other stakeholders. Please see the PAEA Web site at www.paeaonline.org for additional information.

Campus Contact Information

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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: DMSprogram@butler.edu Admission questions: DMSAdmissions@butler.edu	https://www.butler.edu/pharmacy-health/doctor-medical-science/degree/
Butler University Bookstore	Atherton Union	Phone: 317-940-9228	https://www.bkstr.com/butlerstore/home
Student Disability Services	Jordan Hall, Room 136	V/TT: 317-940-9308 Fax: 317-940-9036	https://www.butler.edu/academic-services/disability/

Counseling Center	Health & Recreation Complex Room 120 530 W. 49th St. Indianapolis, IN 46208	Phone: 317-940-9777 Fax: 317-940-8637	https://www.butler.edu/well-being/counseling-services/
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	https://www.butler.edu/registrar/
Financial Aid	Robertson Hall, Lower Level	Phone: 317-940-8200 Toll Free: 877-940-8200 Fax: 317-940-8250	https://www.butler.edu/admission-aid/financial-aid-scholarships/
Student Health Services	Health & Recreation Complex Room 110 530 W. 49th St. Indianapolis, IN 46208	Phone: 317-940-9385 Fax: 317-940-6403	https://www.butler.edu/well-being/health-services/
Information Technologies Help Desk	Holcomb Building, Room 350	Phone: 317-940-HELP	https://www.butler.edu/information-technology/
Office of Student Affairs – Title IX Coordinator	Atherton Union, Room 200 titleix@butler.edu	Phone: 317-940-6509	https://www.butler.edu/student-life/sexual-misconduct/
General Information	Butler University 4600 Sunset Ave. Indianapolis, IN 46208	Toll Free: 317-940-8000 Phone: 800-368-6852	https://www.butler.edu/
The Ruth Lilly Science Library	Holcomb Building, Room 200	Phone: 317- 940-9401	https://www.butler.edu/library/spaces/science/
Parking Services	4702 Sunset Avenue Suite 500 Indianapolis, IN 46208	Phone: 317-940-9243	https://www.butler.edu/campus-services/parking/permits/

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	https://www.butler.edu/public-safety/
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	www.aapa.org
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	www.nccpa.net
PA Education Association (PAEA)	655 K Street NW, Suite 700, Washington, DC 20001-2385	Phone: 703-548-5538	www.paeaonline.org