BUTLER UNIVERSITY
PA PROGRAM STUDENT HANDBOOK

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Introduction

The PA Student Handbook is published for the convenience of students enrolled in the Butler University PA Program, as well as those who may be interested in the program. Additionally, the Handbook helps meet accreditation *Standards* established by the Accreditation Review Commission on the Education of the Physician Assistant (ARC-PA). (Accreditation Standards A3.02; A3.15) The 2019-2020 PA Student Handbook's effective date is May 13, 2019.

Butler University is the sole sponsoring institution of the PA Program. (Accreditation Standard A1.01) The Higher Learning Commission accredits Butler University. It is Butler University's mission to provide the highest quality of liberal and professional education and to integrate the liberal arts with professional education, by creating and fostering a stimulating intellectual community built upon interactive dialogue and inquiry among students, faculty, and staff. Butler University provides equality of opportunity in its educational programs for all persons. It is the policy of the University to provide equality regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category. (Accreditation Standard A3.13)

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

Physician Assistants

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

PAs practice in all specialty fields; 24.6% (AAPA 2018) of all PAs provide primary care services, especially in family and general internal medicine. Their job descriptions are diverse, and they serve in both clinical and non-clinical roles. While these nonclinical positions do not involve patient care, they depend on a strong clinical knowledge base.

Butler University PA Program

History

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

The PA Program admitted its first class of nine students in January 1995 and this class graduated in August 1996 with a Bachelor of Science in Health Sciences. In 2006, the Program matriculated its first Master's degree granting class. Graduates have been awarded a Master of Physician Assistant Studies (MPAS) degree since 2006. (Accreditation Standard A1.02e)

Today, the PA Program is operated solely by Butler University (Accreditation Standard A1.01) and most aspects of didactic training occur on the Butler University campus. (Accreditation Standard A1.08) Beginning with the 2015 summer term, the PA Program transitioned to a class size of 75 and a 24-month graduate only program awarding the MPAS degree. The new MPAS program replaced the previous 33-month undergraduate-graduate program. The transition to a graduate only curriculum was designed to maintain a strong academic curriculum, address the cost of education, and promote opportunities for graduate scholarships while continuing to exceed accreditation standards.

The PA Program is fully accredited by the ARC-PA. (Accreditation Standard A3.12a) Upon completion of the Program, graduates are eligible to sit for the Physician Assistant National Certifying Examination (PANCE) administered by the National Commission on Certification of Physician Assistants (NCCPA).

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

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

Program of Study

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

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

As part of the clinical curriculum, students participate in rotations and didactic course work. Students are required to participate in core rotations in Emergency Medicine, Family Medicine, General Surgery, Internal Medicine, Mental Health, Pediatrics, and Women's Health in addition to one elective. In the clinical year, students also participate in Core Topics, Issues of Professional Practice, and the Summative Practicum to prepare them for transition into clinical practice.

Because the clinical teaching is carried out in many practice settings throughout the country, students should anticipate travel, at their own cost, to sites in and around Central Indiana for their clinical experiences to fulfill these requirements.

PA Program Mission Statement

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

Program Goals

(Approved by PA faculty on 12/5/14; approved by COPHS faculty on 2/19/15)

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

Academic Calendars *(subject to change)*

See Appendices I & I

Prerequisites

Students must complete the following course prerequisites with no grade of "C-" or less to be considered for admission to the PA Program. (Accreditation Standards A3.13b, d)

Earned Advanced Placement exam scores of 4 or 5 or International Baccalaureate exam scores of a 5 to 7 may substitute for prerequisite courses. Appropriately earned AP or IB scores may replace no more than two prerequisite courses. Applicants should submit copies of exam scores with applications to PAadmission@butler.edu.

- Chemistry:
    - General/Inorganic/Analytical with lab (2 courses)
    - Organic with lab (1 course)
    - Additional chemistry course at or above 300 level (1 course)
- Biology:
    - Any biology related course at or above 200 level (5 courses)
        - Examples might include but are not limited to anatomy, physiology, kinesiology, genetics, microbiology, immunology, physics, bioengineering, biomedical science, exercise science, neuroscience, zoology, nutrition.

- Statistics/Biostatistics:
  - Any course (1 course)
- Social Sciences:
  - Any combination of psychology or sociology courses (2 courses)

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

Previous Healthcare Experience / Shadow Requirements

The Butler University PA Program does NOT require healthcare experience for consideration of admission. However, the program looks to admit individuals with a wide range of backgrounds that may include healthcare experience. While previous healthcare experience or shadowing is not required, it may be useful to the student to help discern his or her interest in and aptitude for this career. (Accreditation Standard A3.13b)

Technical Standards for Enrollment

Introduction

Technical standards are essential functions that students must demonstrate to fulfil the requirements of the PA Program and thus are prerequisites for entrance, continuation, and graduation from the Program. (Accreditation Standard A3.13e) It is the responsibility of each applicant to affirm that they meet these technical standards upon entrance to the PA Program.

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

The College of Pharmacy and Health Sciences of Butler University is committed to treating all individuals within the University in a fair and equitable manner. To this end, all qualified individuals, including those with disabilities, will be considered for admission into the professional programs. Furthermore, it is the policy and practice of the University to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. (Accreditation Standard A3.13a) Under these laws, no otherwise qualified individual with a disability will be denied access to or participation in services, programs, and activities of the College. Individuals are not required to disclose the presence or the nature of a disability. However, a candidate/student may wish to discuss concerns about the technical standards with the relevant faculty or staff member. Depending on the circumstances, this may include the Dean or his designee and/or the Director of Student Disability Services (JH136, 940-9308, sds@butler.edu).

The College will consider any candidate who demonstrates the ability to perform or learn to perform, with or without reasonable accommodations, the skills that are listed in this document. Continued enrollment and graduation will depend on the successful demonstration, again with or without reasonable accommodations, of both the knowledge and skills listed in this document as well as successful completion of academic requirements. The College's Academic and Professional Affairs Committee will monitor the individual student's ongoing demonstration of such knowledge and skills.

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Students who believe they will require disability accommodations while attending class should contact the Director of Student Disability Services after matriculating to the University. Students who believe they will need to have disability accommodations arranged for their PA rotations should consult the Director of Student Disability Services no later than May 31 prior to beginning rotations. The Director of Student Disability Services will initially meet with the student to determine how best to accommodate the student's disability and then will communicate this information to the Director of Experiential Education and the Associate Dean.

The following technical standards describe the essential functions that students must demonstrate in order to fulfill the requirements of the PA Program and thus are prerequisites for entrance, continuation, and graduation from the Program. Candidates/students need to possess the skills and abilities, with or without reasonable accommodations that will allow successful fulfillment of the requirements necessary to complete the Program.

Technical Standards for Admission & Retention

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

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

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

3. MOTOR: The candidate/student must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers, be able to perform basic laboratory tests, possess all skills necessary to carry out diagnostic procedures and be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. The candidate/student must possess the fine motor skills to perform the requirements of the profession.

4. INTELLECTUAL: The candidate/student must be able to measure, calculate, reason, analyze, and synthesize. Problem solving the critical skills demanded of health care providers, requires all of these intellectual abilities. In addition, the candidate/student must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. The candidate/student must have the capacity to perform these problem-solving skills in a timely fashion.

5. BEHAVIORAL and SOCIAL ATTRIBUTES: The candidate/student must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients and others. Candidates/students must also be able to tolerate taxing workloads, function effectively under stress, adapt to changing environment, display flexibility, and learn to function in the face of uncertainties

inherent in the clinical problems of many patients. Compassion, integrity, concern for others, commitment, and motivation are personal qualities which each candidate/student should possess.

Admission to the PA Program

The pathways to gain entry to the PA Program are the Selective Internal Admission Pathway (current Butler University students and/or alumni) and the Standard Admission Pathway. (Accreditation Standards A3.13, A3.14, and A3.16)

PA Program Admission Goal Statement

To select highly qualified applicants through the admission process who will successfully complete our PA Program.

Special Considerations

The following admission and enrollment practices are followed. (Accreditation Standard A3.13a, A3.14)

- The Butler University PA Program is committed to accepting a diverse group of qualified individuals from a variety of backgrounds and experiences. The Program selects students who reflect varied social, economic, ethnic, educational, and healthcare experience backgrounds. The Program seeks students who excel in leadership, service, scholarship, communication, intellectual capacity, and interpersonal skills.
- Butler University and its graduates are at an advantage in the admission process through the Selective Internal Admission Pathway. For the *CASPA Application Cycles of 2020-21, 2021-22, and 2022-23* up to 60% of each class (45 of 75 students) will be students who have previously earned Butler degrees at the time they begin in the PA Program. For *CASPA Application Cycles 2023-24* and beyond 40% of each class will be reserved for students who have previously earned Butler degrees at the time they begin in the PA Program.
- The Butler University PA Program recognizes the special heritage to our profession provided by the United States Armed Services. One seat in the Program will be "reserved" for either a veteran or an active military member (Active Duty, Reserve, and National Guard). The military candidate must meet all minimum application criteria and must participate in the interview process. Students should identify themselves as being interested in consideration for this "seat" at the time of CASPA application submission. This is a competitive process.
- The Butler University PA Program does NOT require healthcare experience for consideration of admission. However, the program looks to admit individuals with a wide range of backgrounds that may include healthcare experience. While previous healthcare experience or shadowing is not required, it may be useful to the student to help discern his or her interest in and aptitude for this career. (Accreditation Standard A3.13b)
- International students are important to the fabric of the Butler student community; however, no special consideration is granted for an international student. If a student is looking to study in the United States under an F-1 or J-1 visa, we hope they will consider Butler University. International students must have a TOEFL score and evaluation of all international transcripts. Please note that this takes additional time. Deadlines will not be extended for these purposes. A TOEFL score of 550 (paper-based test) or 79 (internet-based test) meets Butler University's English language proficiency requirements. Butler's TOEFL school code is 1073. World Education Services (WES) or Educational Credential Evaluators (ECE) must evaluate all international transcripts. Please contact PAadmission@butler.edu for guidance and/or questions regarding TOEFL or credential and/or transcript evaluation.

Updated 3/25/2022

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

Standard Admission Pathway

This is a competitive process, as the Program generally accepts 40% of each class to be admitted through this pathway. Admission to the Butler University PA Program through the Standard Admission Pathway requires application through the Central Application Service for Physician Assistants (CASPA). This centralized application service website can be found at https://caspa.liaisoncas.com.

Application Requirements

Candidates must maintain all application requirements through matriculation into the program.
- Complete CASPA application and submit application fee.
   - All applications must be marked as "complete" in CASPA by August 1 in order to be reviewed.
- Submit transcripts from all colleges/universities (including Butler University) and other post-secondary institutions attended.
- Have no more than three outstanding prerequisite courses remaining at the time of application.
   - Only one Chemistry or Biology related prerequisite may be outstanding at the time of application. See Course Prerequisite List
   - All prerequisite courses must be completed prior to matriculation into the program.
- Earn a baccalaureate degree from a regionally accredited institution before the start of the PA program.
   - College seniors are encouraged to apply, provided they will receive a baccalaureate degree prior to the May start date of the PA Program.
- Earn a 3.2 or higher grade point average at the time of application and matriculation into the Program on all postsecondary course work.
   - Including all coursework completed at any regionally accredited institutions.
- Earn no grade of a "C-" or less on prerequisite courses.
   - A letter grade must be earned and listed on the official transcript for all prerequisite courses.
   - All attempts of repeated course work will be included in the GPA calculation.
- Take and submit Graduate Record Exam (GRE) scores.
   - General Test scores must be submitted no later than August 1 (Butler University's GRE Code: 0477) the year prior to matriculation. No other test scores are accepted in lieu of the GRE. The scores must be sent directly from Educational Testing Services to CASPA.
- Submit three evaluations (letters of recommendation) to CASPA.

Selective Internal Admission Pathway – CASPA Application Cycles of 2020-21, 2021-22, and 2022-23

The following Selective Internal Pathway application requirements will be in effect for applicants in the following CASPA Application Cycles of 2020-21, 2021-22, and 2022-23.

The Selective Internal Admission Pathway is designed for Butler University alumni and current students of any major who would like to pursue a Master of Physician Assistant Studies degree. This is a competitive process as the Program generally targets up to 60% of each class (45 of 75 students) to be

admitted through this pathway. Admission to the Butler University PA Program through the Selective Internal Admission Pathway requires application through the Central Application Service for Physician Assistants (CASPA). The centralized application service website can be found at https://caspa.liaisoncas.com.

Application Requirements

Candidates must maintain all application requirements through matriculation into the program.
To be eligible to apply through the Selective Internal Admission pathway, candidates must:
- Complete CASPA application and submit the application fee.
  - All applications must be marked as "complete" in CASPA by August 1 in order to be reviewed.
- Submit transcripts from all colleges/universities (including Butler University) and other post-secondary institutions attended.
- Have no more than three outstanding prerequisite courses remaining at the time of application.
  - Only one Chemistry or Biology related prerequisite may be outstanding at the time of application. See Course Prerequisite List.
  - All prerequisite courses must be completed prior to matriculation into the program.
- Earn a Bachelor's degree from Butler University before the start of the PA Program.
  - College seniors are encouraged to apply, provided they will receive a baccalaureate degree prior to the May start date of the PA Program.
- Earn a 3.2 or higher grade point average at the time of application and matriculation into the Program on all postsecondary course work.
  - Including all coursework completed at any regionally accredited institutions.
- Earn no grade of a "C-" or less on first attempt of all courses.
  - All attempts of repeated course work will be included in the GPA calculation.
  - If a "C-" or less is earned in a repeated course, an applicant is no longer eligible for this application pathway.
- Take all courses for a letter grade.
  - A grade of "pass" or "complete" is acceptable for non-prerequisite courses, if letter grades are not offered for the course.
- Do not withdraw from a course.
- Do not audit a prerequisite course prior to taking the course for a grade.
- Take and submit Graduate Record Exam (GRE) scores.
  - General Test scores must be submitted no later than August 1 (Butler University's GRE Code: 0477) the year prior to matriculation. No other test scores are accepted in lieu of the GRE. The scores must be sent directly from Educational Testing Services to CASPA.
- Submit three evaluations (letters of recommendation) to CASPA.

Students not eligible to apply via the Selective Internal Admission Pathway may apply to the Program via the Standard Admission Pathway.

Updated 3/25/2022

Selective Internal Admission Pathway – CASPA Application Cycles of 2023-24 and Beyond

The following Selective Internal Pathway application requirements will be in effect for applicants in the following CASPA Application Cycles of 2023-24 and Beyond

The Selective Internal Admission Pathway is designed for Butler University alumni and current students of any major who would like to pursue a Master of Physician Assistant Studies degree. This is a competitive process as the Program will reserve 40% of each class to be admitted through this pathway. Admission to the Butler University PA Program through the Selective Internal Admission Pathway requires application through the Central Application Service for Physician Assistants (CASPA). The centralized application service website can be found at https://caspa.liaisoncas.com.

Application Requirements

Candidates must maintain all application requirements through matriculation into the program.
To be eligible to apply through the Selective Internal Admission pathway, candidates must:
- Complete CASPA application and submit application fee.
  - All applications must be marked as complete in CASPA by August 1 to be reviewed.
- Submit transcripts from all colleges/universities (including Butler University) and other postsecondary institutions attended.
- Have no more than three outstanding prerequisite courses remaining at the time of application.
  - Only one chemistry- or biology-related prerequisite may be outstanding at the time of application.
  - All prerequisite courses must be completed prior to matriculation into the program. See Course Prerequisite List.
- Earn a bachelor's degree from Butler University before the start of the PA program.
  - College seniors are encouraged to apply, provided they will receive a baccalaureate degree prior to the May start date of the PA program.
- Earn a 3.2 or higher GPA at the time of application and matriculation into the program on all postsecondary course work.
  - Including course work completed at any regionally accredited institutions.
- Earn no grade of C- or less on prerequisite courses.
  - A letter grade must be earned and listed on the official transcript for all prerequisite courses.
  - All attempts of repeated course work will be included in the GPA calculation.
- Take and submit Graduate Record Exam (GRE) scores.
  - General Test scores must be submitted no later than August 1 (Butler University's GRE Code: 0477) the year prior to matriculation. No other test scores are accepted in lieu of the GRE. The scores must be sent directly from Education Testing Services to CASPA.
- Submit three evaluations (letters of recommendation) to CASPA.

Students not eligible to apply via the Selective Internal Admission Pathway may apply to the Program via the Standard Admission Pathway.

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Admission Process

Both the Selective Internal and Standard Admission Pathways are divided into two parts: 1) Application review and the 2) On-Campus Interview. Both pathways are highly competitive. *Note*: The PA Program has the right to change admission and interview processes as it deems appropriate.

Application Review

All applications for admission meeting prerequisites, application requirements, and the required postsecondary cumulative grade point average minimum of 3.2 will be reviewed. All questions in the application must be answered fully.

Further review of an application may include the Biology, Chemistry, and Physics (BCP) GPA as calculated by CASPA. The PA Admission Committee will review the application to determine excellence in leadership, service, or scholarship (research and/or publications) and effective written communication skills. It is the Program's desire to establish a cohort of individuals with a wide range of backgrounds and experiences.

All applications must be marked as "complete" in CASPA by August 1 in order to be reviewed. Candidates are encouraged to apply as early as possible to avoid the "volume crush" of applications that occurs near the August 1 deadline.

The GRE score must be provided to CASPA at the time of application. Candidates are welcome to take the GRE multiple times. If the GRE is taken on more than one occasion, the highest earned quantitative and verbal sub scores will be used in the admission review process. A competitive average GPA and GRE for those students matriculating each year is dependent on the cohort. The five-year average is GPA: 3.7, Composite GRE: 310, Quantitative GRE: 155, Verbal GRE: 155, Written GRE: 4.3. The following are the most recent averages by cohort:

COHORT	AVERAGE GPA	AVERAGE COMPOSITE GRE SCORE	AVERAGE QUANTITATIVE GRE SCORE	AVERAGE VERBAL GRE SCORE	AVERAGE WRITTEN GRE SCORE
2021	3.7	307	154	154	4.3
2020	3.7	307	154	154	4.3
2019	3.7	312	156	157	4.3
2018	3.8	311	155	156	4.3
2017	3.7	314	157	156	4.2
2016	3.8	313	156	156	4.2

On Campus Interview

College of Pharmacy & Health Sciences faculty, staff, alumni, active preceptors, and/or community based PAs evaluate candidates during the on campus interview. Candidates invited to interview on campus will have multiple interactions. Candidates will complete a series of stations that are generally task oriented or interview based. The stations are designed to assess candidates for characteristics necessary to be successful within this Program and/or discernment to the PA profession. Candidates are ranked based on their cumulative scores from station evaluators.

Offers of Admission

Decisions to admit candidates into the PA Program will be made by the PA Program Admission Committee. (Accreditation Standard A2.05b) After the on-campus interview process, selected candidates will be extended a conditional offer of admission into the Butler University PA Program, generally via email. The candidate must accept the conditional offer of admission and submit a non-refundable deposit to secure a seat within the PA Program. Student Accounts will apply the deposit to the candidate's tuition. The candidate must meet all University and PA Program prerequisites and requirements to enter into the Program.

Application Timeline

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

Late April	CASPA Application available
August 1	All materials must be received and marked complete by CASPA*
May-September	Application review of candidates
October/November	On Campus Interview of selected candidates
November/December	Conditional offers of admission to selected candidates

*The Butler University PA Program encourages all applicants to complete the Transcript Entry portion of the CASPA application so as not to delay application completion processes.

Tuition and Fees

Tuition and Fees will be made available as soon as established. (Accreditation Standard A3.12f) Within seven days of notification of acceptance to the MPAS Program, prospective PA students are required to pay a non-refundable program deposit of $1,000.00. For those who matriculate, the program deposit is applied to the cost of tuition.

Full cost of attendance budgets may be found on the Office of Student Accounts website: https://www.butler.edu/campus-services/student-accounts/tuition/

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

Tuition
MPAS Curriculum: https://www.butler.edu/pharmacy-health/physician-assistant/financial-information/

*A student is financially responsible for any tuition and/or fees associated with taking additional courses due to failure, remediation, or deceleration in the Program for any reason. Cost of additional tuition and fees will be established by the University.

Fees
Estimated Criminal background check: $55/year
*Each student is required to submit a nonrefundable fee for a criminal background check during orientation and prior to rotations

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Drug screen: $37
>*Prior to clinical rotations and again as needed per clinical site requirements

CastleBranch Tracker Service: $35
>*One-time fee prior to matriculation

Physical Exam to enter into Program: ~ $150
>*If completed at Butler University Health Services will be billed to the student's insurance.

Medical Clearance Form processing fee (Health Services): ~$30

CPR/ BLS certification: $30

Antibody Titers Only (Hepatitis B, MMR, Varicella): $150
Annual Quantiferon Gold Plus (for TB) Only: $70
Combined Titers/Quantiferon Gold Plus: $190
>*Required re-vaccinations are at the student's expense and billed to the students' insurance.

Technology fee: $350 (pertains to PA Program Classes of 2021 and 2022 only)

Laptop: $500 – 700

Medical equipment: ~$1,000

Procedures lab fee: $75

Textbooks: $600/semester didactic; ~ $50 – 100 per rotation specialty

Scrubs and professional clothes: ~$100 – 400

Students must be prepared to cover all transportation and living expenses while enrolled.

Room and Board: ~ $15,000/year

Travel: estimated with the following assumptions: average round trip is 40 miles and a car that averages 23 miles to the gallon at $2.50 gas/gallon = $1000 per year for gas
On campus car registration didactic year: ~ $185
On campus parking while on rotations: $35 for a parking garage permit and 30 validation tickets
Air travel if participating in distant rotations (if applicable):* $200 – 600 per airplane ticket
International Rotation – Insurance, Fees, etc. (if applicable): $250 plus cost of experience and travel

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

Tuition Refunds

All tuition and special course fee refunds are based on the date of official drop, withdrawal, or disenrollment as per Butler University policy. (Accreditation Standard A1.02k, A3.15d) Please see the Butler University Office of Student Accounts Refund Policy at https://www.butler.edu/campus-services/student-accounts/refund-policy/.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) guarantees certain privacy rights for Butler students regarding access to their educational records as well as protections from unauthorized publication, release or examination of these records by others. All matriculating students will sign an electronic form consenting to their desired level of disclosure. More information can be found at https://www.butler.edu/student-life/parents-families/ferpa/.

Criminal Background Check

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

Candidates offered admission to the PA Program would undergo a criminal background check during orientation and at least once during enrollment. Students will be required to pay for this process. The cost is approximately $40 per background check. Continuation within the Program is dependent on an acceptable background check that would allow completion of the Program and credentialing requirements and is at the discretion of the Program Director in consultation with the Office of the Dean. Further, any infractions may prevent continuation in the didactic phase of the Program, delay or prevent clinical placement and/or graduation. Should an incident occur any time during the program, the student must self-report the incident to the Program Director or Associate Dean of the College immediately.

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

Drug Screening
Rationale

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

Clinical facilities that serve as educational and training sites for students increasingly require drug screening for individuals who provide services within the facility and particularly for those individuals who provide patient care. Clinical rotations are an essential element of the curriculum and are required of PA degree programs. In addition, many licensing agencies require that individuals pass a drug screen as a condition of licensure and/or employment. Thus, it is in the interest of both students and the

Program to identify and resolve potential issues where a student may not be allowed to participate in a clinical rotation due to the use of controlled or illegal substances.

The Program has the responsibility to attend to factors that may adversely affect the security of the clinical environment and thus increase liability exposure. As a result, the Program seeks to enhance its scrutiny of the students involved in patient care activities and who are in clinical settings. (Accreditation Standard A3.17b, A3.19)

Process

All students will be required to undergo a drug screen in preparation for clinical rotations. A negative drug screen is required for participation in any clinical experience. Additionally, at any point in the Program, a student may be requested to undergo an immediate, random drug screen if there is a compelling indication to do so. The Program may re-screen students at any time. Students enrolled in the PA Program will receive information about the requirement for drug screening, deadlines for compliance, results reporting, and associated fees. Students will be responsible for the cost of required drug screening. (Accreditation Standard A3.17, A319)

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

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

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

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

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

Positive Drug Screen Results

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

Updated 3/25/2022

Students found to have a substance abuse problem that will likely pose a danger to patient care, as determined through the drug screening evaluation process, will be referred for independent evaluation and treatment at the student's expense.

Impaired Student Learner

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

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

Definition

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

Procedures

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

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

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

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

If a student is found, as a result of a professional assessment, to be chemically dependent, the student will be required to participate in a treatment and recovery program approved by the Dean of the College of Pharmacy and Health Sciences. More information is provided in the College Student Handbook.

Student Identification

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

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

Release of Information and Likeness

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

Medical Terminology Requirement

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

Academic Advisor

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

As advisors, faculty members are available anytime during the school year, not just during class registration periods. If a student's academic advisor is unavailable and the student has an emergent issue that needs immediate attention, he or she should contact the Director of Academic Advising or the Assistant Dean of Student Affairs for assistance. In instances where advisors will be on a prolonged leave (maternity leave, sabbatical, etc.); students will temporarily be assigned another academic advisor. (Accreditation Standards A1.04; A3.10)

COPHS Office of Student Success   317-940-9297

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

University Services

Information Technology

Information technology's goal is to advance Butler University's mission through leadership, thoughtful application of technology, and quality service. Students may access the information technology website by going to https://www.butler.edu/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: https://butleru.force.com/askbutler/s/
- •Phone: 317-940-HELP (4357)
- •Email: helpdesk@butler.edu
- •Walk-in: Irwin Library Lower Level

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/. The HRC offers annual membership and will start immediately and end one year later.

*It should be noted that undergraduate student must pay for membership and do so through undergraduate fees. Since living arrangements for graduate students are off campus, these students have the option to enroll in membership.

The PA Program encourages all students to meet recommended levels of exercise. 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/. It is important that everyone read the instructions under students, faculty/staff, and current members section. Contact Josh Downing, Associate Director, HRC Operations directly at jdowning@butler.edu or 317-940-6144 with any issues.

*Note: Butler University undergraduate students enrolled full-time in the fall and spring of the preceding year are an active member of the HRC until July 31 of the first summer term of the PA Program. To continue membership after July 31, see above.

Counseling and Consultation Services   317-940-9385
Counseling and Consultation Services (CCS), a part of the student Health Center located in the Health and Recreation Complex, provides licensed and professionally trained staff that offers counseling services to all currently enrolled students. CCS support the educational mission of Butler University by providing short-term therapeutic intervention that supports students in their personal and academic goals. In accordance with this mission, the services are not focused on remedial or reconstructive (long-term therapy or multiple appointments weekly) experiences. Likewise, CCS is not appropriate for students whose conditions are deemed more complicated (for example, medically, in level of severity, pharmacologically, legally, or due to specialized circumstances) than can be treated in an ethically appropriate way by CCS staff. Students presenting with such conditions will be referred to appropriate resources in the community at the discretion of the Director. Students are responsible for paying the costs incurred for services and treatment provided through outside agencies. (Accreditation Standards A1.04; A3.10) To learn more about CCS go to https://www.butler.edu/well-being/counseling-services/.

Center for Academic Success & Exploration   317-940-9308
The Center for Academic Success & Exploration (CASE) is a coordination site for services, programs, and resources that promote academic success. CASE is committed to supporting and guiding students as they strive to reach the highest standards of academic excellence. Students are encouraged to take advantage of these resources and services early in their academic careers to enhance their prospects for academic success. All services are available free of charge to Butler students. (Accreditation Standards A1.04; A3.10) To learn more about CASE go to https://www.butler.edu/academic-services/learning/.

Libraries   317-940-9401
All graduate students currently enrolled at Butler University are eligible to check out materials from the Butler University Libraries. Borrowers must present a valid ID card at the Circulation Desk when checking out materials. In addition to printed materials, the library maintains extensive DVD/videocassette collections and provides online access to numerous science and technology databases. A Science Librarian is available weekdays for assistance.

Updated 3/25/2022

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

Student Health Services   317-940-9385

Butler University Health Services provides ambulatory health care to students currently enrolled in the University. The Student Health Services located at the HRC places an emphasis on treating the medical, emotional, and educational needs of students. (Accreditation Standards A1.04; A3.10) The Student Health fee is mandatory for all undergraduate students. To learn more about Butler University's Student Health Services go to https://www.butler.edu/well-being/health-services/.

Required Physical Examination

Students are required to have a physical exam by a licensed healthcare provider that has been completed within 12 months of beginning the MPAS program. The required physical examination and many immunizations may be provided at Butler University Health Services prior to orientation. Students must provide completed immunization records, Health History, and a TB screening questionnaire prior to orientation. Complete required forms and schedule appointments by going to https://myhealth.butler.edu. Students are financially responsible for the costs associated with obtaining physical exams. If students have any questions or concerns, call 317-940-9385.

Required Immunizations

Students are required to have proof of immunizations prior to matriculation. The PA Program requires immunization based on current Centers for Disease Control recommendations for health professionals. (Accreditation Standards A3.07; A3.08, A3.19) Students are financially responsible for the costs associated with immunizations. Below are the required immunizations to be completed prior to matriculation to the University, clinical rotations, and international travel.

The currently required vaccinations required prior to matriculation to the University include (https://www.butler.edu/well-being/health-services/faq/):

*COVID-19
        Must provide date and proof of completed vaccination series
        *May provide date(s) of additional booster immunizations received
*Tdap must be up to date
*Hepatitis B (3 or 2, depending on product given)
        Must provide dates of two valid immunizations with Heplisay-B; or must provide dates of three
        valide immunizations with RecombivaxHB or Engerix-B
        Must have started series prior to arrival on campus
        May provide a quantitative (numeric) blood test as proof of serum immune titers
*Varicella (Chicken Pox) (2)
        Must provide dates of two valid immunizations
        May provide a quantitative (numeric) blood test as proof of serum immune titers

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*MMR (Measles, Mumps, and Rubella) (2)
>   Must provide dates of two valid immunizations
>   May provide proof of serum titers immune results

*Meningococcal B vaccine for students under 26 years of age (2)
>   Brand names: Bexsero or Trumenba
>   Two doses

*Meningococcal conjugate vaccine Serogroups ACWY (2)
>   Brand names: Menactra, Menveo, or MenQuadfi
>   Two doses

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

International Travel Immunizations
- All required immunizations listed above
- Those students participating in international rotations are expected to meet CDC immunization recommendations for international travel for that particular country prior to travel dates. (Accreditation Standard A3.07)

*Required to matriculate into the University.

Additional Immunizations and Screening Tests

Students will be required to have a flu shot annually as well as IGRA/Quantiferon Gold Plus blood testing for tuberculosis during orientation, followed by an annual screening. Additionally, a urine drug screening is also required of all students before starting clinical rotations. (Accreditation Standard A3.19, A3.07)

Required health History & TB Questionnaire

All students must access the myhealth.butler.edu portal using the Butler ID and password you received via email. Here you access the Health History and Tuberculosis Screening Questionnaires. Students with questions or concerns should contact 317-940-9385 or healthservices@butler.edu.

Antibody Titers & TB Skin Tests

Blood draws for Varicella, Rubella, Rubeola, Mumps and Hepatitis B as well as IGRA/Quantiferon Gold Plus blood testing will be done in conjunction with Student Health Services during orientation. If you have had a positive TB skin test in the past, you will need to submit a copy of the TB test result, physician clearance documented on letterhead from the past 12 months, and a copy of the chest x-ray report if completed as a part of a TB work up/evaluation/treatment during orientation.

Health Documentation

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

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

Updated 3/25/2022

Campus Safety and Security

Butler University Police Department

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

While our campus is generally a very safe place, never walk alone on campus after dark. Organize travel to walk with a group of friends. Choose a well-lit pathway for travel. For a safety transportation escort on campus contact the University police at 317-940-2873. (Accreditation Standard A1.02g)

Pharmacy and Health Sciences Building Safety Information

From the Public Safety Emergency Preparedness website:

"In the event of a fire or other emergency, seconds count ... the cooperation and participation of every building occupant is essential. Every person … in a building on campus has an individual responsibility to know how to evacuate in an emergency and to accomplish the evacuation when the fire alarm device sounds or when directed by an authority."

Pre-Plan Your Evacuation

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

In Case of Fire or a Fire Alarm

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

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

Rally Points

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

Shelter-in-Place

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

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

Fire Code
- Exit areas, classroom doorways, hallways, or pathways to exits should be unobstructed at all times. Hallway seating or event tables are allowed, but only on one side of a hallway. Loose items that present a trip hazard (e.g., chairs or tables, especially in elevator or lobby spaces) are not allowed in these areas.
- No more than 20 percent of the area of a door or window in a classroom or office may be covered. Use of fire-retardant materials is encouraged. (Do not use paper or other flammable materials.)

Reaching a PA Student in an Emergency

Should a student need to be reached in an emergency, the student should direct the person needing to contact him or her to contact the PA Program office at 317-940-6026 (didactic) or 317-940-9327 (experiential). In cases of emergency, the PA Program Office staff will make every effort to locate the PA student and to transmit requested emergency information.

Vehicle Registration

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

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

The cost of commuter permit parking from May 11 to July 31 is prorated to $35.
The cost to obtain a commuter permit (C Permit) was $40 per year (2020-21).
A special arrangement for experiential year parking has been reached. The student is required to obtain a commuter permit or alternatively may pay $35 for a parking garage permit and 30 validation tickets.

The cost of permits will be charged to a student's account.

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

Register vehicles with the Office of Parking Services:

Vehicle Registration and ID
4702 Sunset Ave, Suite 500

Updated 3/25/2022

Indianapolis, IN 46208
(317) 940-9243

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

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

Student Property

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

Academic Accommodations

To request accommodations for medical or academic needs, please file a declaration with the Office of Student Disability Services (SDS) 940-9308. (Accreditation Standard A1.04) Students seeking accommodations based on documented disabilities will meet with a staff member in SDS.

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

For accessibility information or to request disability-related accommodations, we encourage you to visit https://www.butler.edu/academic-services/disability/ or contact the Office of Student Disability Services directly.

Liability Insurance

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

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

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

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

Registration/Drop-Add Policy

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

University Closure/Class and Rotation Cancellation Policy

In the event of inclement weather or other unusual circumstances, classes may not be held. Information regarding policies and procedures can be found at https://www.butler.edu/public-safety/policies-procedures/.

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.

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

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

Attendance and Excused Absences

If it is necessary for a student to miss a class or an examination or to be absent from a portion of a clinical rotation, the instructor should be notified in person, by telephone, or e-mail prior to the absence. In an emergent situation, a classmate or friend may deliver news of an absence. As an alternative, a recorded message can be left by calling the instructor's voice mailbox. Students should consult the course syllabus for course specific policies related to excused and unexcused absence from a course since faculty are authorized to set course attendance policy.

Conference Attendance Policy

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

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

Clinical Year Attendance Policy

Student attendance is mandatory at the following:

- Any on-site orientation required by rotation site
- Rotation specific pre- and/or post-rotation meetings with individual faculty
- End of Rotation (EOR) meetings
- Summative Exam and any practice sessions pertaining to this
- Clinical year courses

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

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

Travel to Attend an End of Rotation Meeting

If an End of Rotation meeting begins the day following a student's last rotation day and the student is completing a rotation at a distant rotation (more than two hours), please follow these guidelines regarding absence:

- If a rotation site is a two-five hour drive from campus, one half day from rotation will be excused for travel.
- If a rotation site is more than a five-hour drive from campus, one full day from rotation will be excused for travel.
- It is expected that weekend days are utilized as travel days to optimize start and end days of rotations.

Advanced Placement

The Program does not accept credit for courses taken elsewhere for substitution for PA courses.
(Accreditation Standards A3.13c; A3.16)

Course of Instruction

Course semester credit hours are the recognized units for academic work in the PA Program. All courses are required, no transfer credit is accepted, and no credit is granted for past clinical learning.
(Accreditation Standard A3.13c) Each course offered carries an approved number of semester hours credit. A semester hour is generally equivalent to one or two lectures per week or two or three hours of laboratory work per week.

Updated 3/25/2022

Curriculum

The Butler University PA Program has always focused on providing an understanding of the knowledge, skills, and attitudes used as a clinically practicing Physician Assistant. The requirements are as follows (Accreditation Standards A3.11, A3.12d, A3.15a and b):

Curricular Competencies

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

1. Efficiently and effectively elicit pertinent information in a medical history and perform an appropriate physical exam for patients across the lifespan.
2. Appropriately order and analyze results of clinical and diagnostic tests.
3. Integrate data obtained through history, physical examination and laboratory investigation and develop a differential and final diagnosis.
4. Appropriately select and correctly perform medical procedures.
5. Given a diagnosis (and other pertinent patient information), design an appropriate pharmacological and nonpharmacologic management strategy.
6. Develop medical records and oral presentations that are clear, concise, and complete.
7. Demonstrate the professionalism consistent with a health care provider.
8. Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families and health professionals.

Examination Resource Use

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

BLS and ACLS Training

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

Didactic Year

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

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

Didactic Year Overview

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

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

Didactic Year Coursework

Summer Semester 1

Course Number	Course Name	Semester Hour
MPAS 502	*Clinical Anatomy with Lab for PAs*	4

This course will use an anatomical approach to study human body structures with an emphasis on clinically relevant anatomy for students. Students will learn structural anatomy from the microscopic level through the formation of complete organ systems. This course is designed to provide PA students with an extensive background in human anatomy through lecture, laboratory, virtual dissection and independent learning exercises. The course will have a clinical emphasis. Lectures and labs will emphasize anatomy and anatomic relationships significant to the physical exam, common clinical medicine topics, and surgical procedures.

MPAS 503	*Physiology for PAs*	4

This course is designed to provide PA students a foundation of basic science in cellular physiology through lecture and learning exercises. Normal physiology will be presented through an organ system approach. Functional cellular changes and pathologic changes will be included when clinically relevant.

MPAS 512	*Interpretation of Imaging Studies*	2

This course introduces students to the basic principles of diagnostic imaging and interpretation in the management of patients. Examination of normal imaging studies is followed by examination and discussion of abnormalities caused by both trauma and disease.

MPAS 517	*History and Physical Exam for PAs*	2

Students learn to perform history and physical examinations on patients. Normal, variations and common abnormal findings will be introduced. An emphasis is placed on the relationship of major signs

and symptoms to their physiologic or pathophysiologic origins. Students will utilize lecture, recordings, simulation, live demonstration, and other students.

MPAS   521   *Clinical Medicine and Pharmacotherapeutics I for PAs*   4
Students are introduced to human health and disease encountered in the primary care setting. The course emphasizes a comprehensive approach including an integration of related anatomy and physiology, followed by pathophysiology, identifying risk factors, clinical findings, diagnostic methods, management including both medical and surgical, patient education, follow up and prevention.

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

MPAS   530   *Social and Behavioral Medicine*   3
This course emphasizes personality development, normative responses to stress, psychosomatic manifestations of illness, sexuality, responses to death/dying, behavioral patterns related to the maintenance and restoration of health. It focuses on normal/abnormal development of children, adults and seniors; Students acquire skills in basic treatment/counseling, patient education, substance abuse and violence screening.

Total Credit Hours   19

Fall Semester 2

Course Number	Course Name	Semester Hour
MPAS 508	*12-Lead ECG Interpretation*	1

This course provides the PA student with instruction in interpreting 12-lead electrocardiograms for heart rate, rhythm, conduction system blocks, electrical axis, hypertrophy, ischemia, injury, and infarction. This course also provides instruction regarding the effects of various drugs, electrolyte disorders, diseases, and pacemakers.

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

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

MPAS   523   *Clinical Medicine and Pharmacotherapeutics II for PAs*   7
Students are introduced to human health and disease encountered in the primary care setting. The course emphasizes a comprehensive approach including an integration of related anatomy and

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physiology, followed by pathophysiology, identifying risk factors, clinical findings, diagnostic methods, management including both medical and surgical, patient education, follow up and prevention.

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

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

MPAS   538   *Medical Literature Interpretation and EBM*   2
This course prepares PA students to apply concepts of research design and statistical analysis within the clinical environment, emphasizing principles of evidence based medicine. Research skills developed include a systematic and scientific approach to problem solving, database search techniques, interpretation of published research, and determining quality of published research to guide clinical practice decisions.

MPAS   552   *Women's Health*   2
Students are introduced to women's health issues encountered in the primary care setting, including obstetrics and gynecology. The course emphasizes a comprehensive approach including an integration of related anatomy and physiology, followed by pathophysiology, identifying risk factors, clinical findings, diagnostic methods, management including both medical and surgical, patient education, follow up and prevention.

Total Credit Hours   19

Spring Semester 3

Course Number	Course Name	Semester Hour

MPAS   525   *Clinical Medicine and Pharmacotherapeutics III for PAs*   6
Students are introduced to human health and disease encountered in the primary care setting. The course emphasizes a comprehensive approach including an integration of related anatomy and physiology, followed by pathophysiology, identifying risk factors, clinical findings, diagnostic methods, management including both medical and surgical, patient education, follow up and prevention.

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

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MPAS   527   *Clinical Procedures with Lab for PAs*   4

This course provides the Physician Assistant student with the knowledge and skills required to perform diagnostic and therapeutic procedures commonly performed in clinical practice.

MPAS   528   *Health Promotion, Disease Prevention and Nutrition*   2

This course emphasizes intervention strategies, public health considerations in selected disease states, immunizations, environmental health, behavioral considerations in prevention and assessment of disease and health, implications for individual and population-based patient care, nutrition, provider education and resource utilization.

MPAS   532   *Pediatric Medicine*   1

This course is an introduction to common pediatric health problems from the newborn period through adolescence. The lectures focus on health promotion, disease prevention and screening, pathology identification and management, and patient education and counseling for the pediatric patient and his/her family.

MPAS   550   *Orthopedics and Rheumatology*   1

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

MPAS   560   *Clinical Integration for PAs*   3

This course provides students with an opportunity to manage virtual patients by applying the knowledge, skills and attitudes developed in other professional physician assistant coursework.

Total Credit Hours   17
Didactic curriculum = 55 credit hours

Clinical Year

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

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

Clinical Year Overview

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

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

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

Eligibility for Clinical Year

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

Advising and Registration

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

Clinical Year Coursework

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

Course Number	Course Name	Semester Hour

MPAS   626   *Issues of Professional Practice*   2

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

MPAS   630   *Pediatric Rotation*   4

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

MPAS   634   *Elective Rotation* (Pass/Fail)   4

Four-week clinical rotation designed to provide the student with an elective opportunity in any of the following disciplines: dermatology, gastroenterology, medical or surgical subspecialty, cardiology, radiology, ENT, or urology. The discipline must be approved by the Director of Experiential Education.

MPAS   636   *Summative Practicum* (Pass/Fail)   1

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

MPAS   648   *Family Medicine I Rotation*   4

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

MPAS   650   *Internal Medicine I Rotation*   4

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

MPAS   652   *Internal Medicine II Rotation*   4

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

MPAS   654   *Community Mental Health Rotation*   4

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

MPAS   656   *Women's Health Rotation*   4

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

MPAS   658   *Emergency Medicine I Rotation*   4

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

MPAS   660   *Emergency Medicine II Rotation*   4

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

MPAS   662   *Family Medicine II Rotation*   4

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

MPAS   664   *Inter-professional Experience* (Pass/Fail)   1

This course is designed to prepare clinical PA students to work collaboratively in interprofessional patient centered teams. It provides students with an experience to learn the principles of interprofessional practice and apply these principles by directly communicating with other health care professionals of different disciplines beyond the traditional physician-PA team.

MPAS   670   *General Surgery Rotation*   4

This rotation is designed to prepare the PA student to function as an assistant to the general surgeon in providing pre-operative, intra-operative, and post-operative care. The student will learn how to diagnose and manage common surgical disorders and learn when to make appropriate surgical referrals.

[General Surgery Topic List](#)

MPAS   678   *Core Topics I* (Pass/Fail)   1

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

MPAS   680   *Core Topics II* (Pass/Fail)   2

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

MPAS   682   *Core Topics III* (Pass/Fail)   2

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

Clinical Curriculum = 53 credit hours
Total Program Curriculum = 108 credit hours

Clinical Year Sample Schedule

Below is a sample schedule of the formal curriculum for the clinical year. The timing of the rotations will be different for each student; however, all students will complete all items prior to graduation.

Summer Semester

Course Number	Course Name	Credit Hours
MPAS 654	Community Mental Health Rotation	4 credit hours
MPAS 678	Core Topics I	2 credit hours
MPAS 658	Emergency Medicine I Rotation	4 credit hours
MPAS 650	Internal Medicine I Rotation	4 credit hours
Total Credit Hours		**14 credit hours**

Fall Semester

Course Number	Course Name	Credit Hours
MPAS 680	Core Topics II	2 credit hours
MPAS 648	Family Medicine I Rotation	4 credit hours
MPAS 626	Issues in Professional Practice	2 credit hours
MPAS 652	Internal Medicine II Rotation	4 credit hours
MPAS 630	Pediatric Rotation	3 credit hours

| MPAS 656 | Women's Health Rotation | 4 credit hours |
| **Total Credit Hours** | | **19 credit hours** |

Spring Semester

Course Number	Course Name	Credit Hours
MPAS 682	Core Topics III	2 credit hours
MPAS 634	Elective Rotation	4 credit hours
MPAS 660	Emergency Medicine II Rotation	4 credit hours
MPAS 662	Family Medicine II Rotation	4 credit hours
MPAS 670	General Surgery Rotation	4 credit hours
MPAS 664	Inter-professional Experience	1 credit hour
MPAS 636	Summative Practicum	1 credit hour
Total Credit Hours		**20 credit hours**

Coordination of Rotations

The Program will assign and coordinate all clinical sites and preceptors for program required rotations. (Accreditation Standards A1.10; A3.03)

Preceptors/Sites

Students should contact their preceptors no later than 10 days in advance of their start date. Failure to do so is a professionalism violation and may result in the delay of rotation start date(s).

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

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

Clinical Setting Policies

While in the clinical setting, the student must follow the following policies:

- The student will be evaluated for professional conduct by the preceptor and the PA Program faculty and staff. A student may be removed from a clinical site for behavior that is considered less than professional and receive a failing grade for the rotation. Students will be referred to the Academic and Professional Affairs Committee for further evaluation.

- PA students must see and discuss each patient with their preceptor and may not treat or release a patient without approval of the preceptor.

- PA students may not administer medications without the expressed approval and supervision of the responsible preceptor.

- PA students must discuss patient clinical findings, assessment, and treatment plans with their preceptor before discussing them with the patient.

- PA students will abide by the rules and regulations established by the participating preceptor and institution including scheduling of hours of attendance.

- PA students will follow the dress code of the participating institution or site.

- While it is optimal to enter data into a patient's medical record, electronic or otherwise, it is not a requirement over the course of a student's rotation experiences. In cases such as these, students should continue to practice their note taking skills.

- Note that PA students, by law, may not sign, phone-in, or enter orders for medication prescriptions. PA students may write or enter the prescription or medication order with the approval of their preceptor, but the preceptor must sign the medication order or prescription. The student's name or initials must not appear on a prescription or medication order.

Student-Suggested Sites and Preceptors Distant to Campus Policy

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

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

Required Site-Specific Documents

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

- Student's personal biographical sketch and resume
- Letter of introduction, competency and good standing from the Program
- Butler University Health Center documentation of physical, immunizations, and titers
- Background check verification
- Drug screen verification
- Butler University certificate of liability insurance

- Insurance certificate rolls over annually–the updated policy will be posted on Canvas every June

Check-Ins

All students must "check-in" at the start of every rotation with the Office of Experiential Education. This allows the Program to continue to evaluate the rotation site to ensure that it is meeting the needs of our students, to include allowing student access to physical facilities and appropriate supervision necessary to fulfill requirements of the rotation. (Accreditation Standard C2.01)

Students must "check-In" with the Office of Experiential Education via Canvas before the end of the first seven days from the start of the rotation. Students should answer all questions below when checking in!

1. Provide your name and contact information (cell number).
2. How many shifts have you completed prior to submitting this report?
3. Provide the name of your preceptor(s).
4. Do you have any concerns about the preceptor(s)/site/environment?
5. Are you receiving appropriate supervision?
6. What is your current level of involvement in patient care? (e.g., Observation only, direct patient care, etc.)
7. Do you notice any concerns in the office environment in which you are working that are unusual or that you would like to report?
8. Do you anticipate any days off during this rotation? If so, have these been approved by the Office of Experiential Education?
9. Do you want to talk about anything else specifically? Briefly describe, and indicate if you prefer to talk about this in private with a faculty member instead of documenting here. If so, what day and time is best?

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

E*Value System

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

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

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

Rotation Specific Assignments

Students should successfully complete all assignments given by Butler University faculty, clinical instructors, and preceptors during rotations by the established due dates, and attend all on-campus activities (such as EOR, BOR prep meetings, etc.). Failure to do so may result in an incomplete or a failing grade for that rotation. Specific rotation assignments will be outlined in course syllabi.

Clinical Year Curricular Objectives

The Clinical Year Curricular Objectives are designed to enable students to understand minimum competencies required and are consistent with our programmatic curricular goals. They are included in each syllabus for each supervised clinical practice experience. They are the basis for the preceptor's formative evaluation of the student. The categories are:

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

Clinical Year Assessment

Students are evaluated by preceptors at the conclusion of each of the supervised clinical practice experience using a five point Likert scale. The criteria for each category and the rubric to evaluate the expectations are clearly defined for both the Preceptor and Student prior to the supervised clinical practice experience. Rubrics will be made available to students prior to the rotation.

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

In addition, preceptors are asked "Given the stage of training within this rotation specialty, I feel the student has acquired the appropriate knowledge, skills, and attitude." An answer of "No" will result in

immediate follow up by the Director of Experiential Education to determine if a failing grade will be assigned.

Evaluations

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

All evaluations must be completed in order to sit for the End of Rotation Examinations. Failure to meet the above requirements may result in a report to the Academic and Professional Affairs Committee for appropriate action to be taken, including warning, probation, suspension, or dismissal.

End of Rotation Examinations

The Butler University PA Program faculty utilizes the Physician Assistant Education Association (PAEA) written End of Rotation Examinations and endorses the objectives utilized to develop these exams as imperative to enter into practice as a PA. Students will take an examination at the end of each core supervised clinical practice experience.

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

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

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

End of Rotation Objectives

Each exam incorporates current, relevant test items that follow rotation-specific content Blueprints and corresponding Topic Lists. More information may be obtained by going to the following website: http://www.endofrotation.org/exams/sample-exam/. The topic list links are included in the course descriptions below. The objectives for specific rotations will be provided during Orientation for the Experiential Year.

Rotation Failure Policy

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

If a student fails the end of rotation exam on the second attempt, the student fails the rotation and must repeat the entire course. (Accreditation Standard A3.15c)

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

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

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

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

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

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

A student who is decelerated due to a failed course must maintain competency for coursework previously completed to progress through his/her program of study. (Accreditation Standard A3.15c)

Safety at Rotation Site

The PA Program will provide appropriate training to students regarding Occupational Safety & Health Administration (OSHA) standards prior to the clinical year. The facility at which the rotation/experience takes place shall provide to PA students access to the facility's rules, regulations, policies and procedures with which the PA students are expected to comply, including, the Facility's OSHA standards, personal and workplace security and personal safety policies and procedures and shall address all appropriate

safety measures for all PA students and any instructors on site. (Accreditation Station A1.02g) It will be the preceptor's responsibility to take reasonable steps to ensure personal safety and security of students during the rotation/experience. This is clearly communicated to preceptors and agreed upon in a signed Preceptor Agreement executed prior to the rotation/experience. (Accreditation Standard A1.01)

Student Identification in Clinical Settings

Students must be clearly identified as PA students in clinical setting at all times. Student photo IDs will be provided during the summer semester. (Accreditation Standard B3.01) These IDs are to be worn at all Program-related activities (both on and off campus) that relate to training as a Butler PA student. PA students must be clearly identified in the clinical setting to distinguish them from physicians, medical students, and other health profession students and graduates. While in the Program, students may not use previously earned titles (i.e. RN, MD, DO, PhD, PharmD, etc.) for identification purposes. There is a charge of $20.00 to replace any lost or damaged ID card through BUPD. If a student should leave the Program, all IDs must be returned to the Program.

Some clinical sites may issue name badges through their medical education offices that should be worn while at that site. This badge is in addition to your Butler ID. At the end of the rotation, the site's medical education office may request these badges to be returned directly to them. If they do not, please protect and keep safe the badge as you might have a rotation at that site in the future. Each site may have a replacement fee to replace any lost or damaged ID card. At the end of the experiential year, all badges not otherwise returned to the clinical site should be given to the PA Program Experiential Office. These badges will be returned to the clinical setting by the PA Program.

White Coats

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

Thank-You Notes and/or Gifts to Instructors/Preceptors

Students are encouraged to give professors, staff, and preceptors thank you notes. However, the giving of gifts to individual professors, staff, or preceptors while in the PA Program is prohibited.

Professionalism

The faculty of the PA Program recognize its responsibility to present candidates for the PA degree that have the knowledge and skills to function in a wide variety of clinical situations and to render a broad spectrum of patient care. (Accreditation Standard B2.19)

Students will exhibit professional behavior toward other student learners, Butler University administration, faculty/staff, preceptors, and patients in all interactions, both in-person and electronically. Professionalism is a required component of each course. The following are evaluated to

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

College Conduct Code

Unprofessional conduct on-campus or off-campus shall be sufficient grounds for the Academic and Professional Affairs Committee of COPHS to initiate a review. Students are expected to self-report their own potential violations of the conduct code, generally within 96 hours of the alleged event. See the College Student Handbook for full details, but unprofessional conduct includes, but is not necessarily limited to, the following:

    A. Acts of Academic Dishonesty
    B. Incivility and unethical or otherwise unprofessional behavior
    C. Substance abuse
    D. Activities that result in probation, revocation or suspension of any professional credentials
    E. Practicing without appropriate credentials
    F. Activities that result in conviction of a drug related or alcohol related misdemeanor
    G. Activities that result in the conviction of a felony
    H. Termination of employment or experiential rotation
    I. Sanctions as established by Butler University

Didactic Year Professionalism Requirements

- Appearance and attire
    - Wears attire consistent with the COPHS/Programmatic dress policy
    - Demonstrates appropriate personal hygiene and grooming

- Preparation
    - Appropriately prepares for class
    - Submits assignments on time

- Behavior/ Attitude
    - Utilizes appropriate verbal tone when addressing faculty and staff
    - Demonstrates appropriate *non-verbal* communication when around faculty, staff, and fellow students
    - Does not negatively impact the learning environment in any way by his/her behavior
    - Takes constructive criticism well, and makes improvements as needed

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

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

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

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

Clinical Year Professionalism Requirements

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

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

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

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

- Behavior / Attitude
    - Works cooperatively with others at the clinical site (administrators, clinicians, and medical staff)
    - Utilizes appropriate verbal and non-verbal communication when addressing and interacting with administrators, clinicians, medical staff, and patients
    - Takes constructive criticism well and makes improvements as needed

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- o Does not negatively impact upon the teaching, learning, or patient care environment at the clinical site
- o Follows the rules and protocols of the clinical site (e.g., timeliness of medical records, countersignatures, office hours, scope of practice, etc.)
- o Is attentive to instruction offered by rotation site personnel
- o Actively participates in rotation site activities
- o Demonstrates self-directed, active learning
- o Follows the rules and protocols of electronic testing

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

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

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

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

- • Honesty
  - o Does not cheat or plagiarize
  - o Does not provide fraudulent information
  - o Does not lie

           ○   Reports witnessed professionalism violations of fellow classmates

Professionalism Violations

Professionalism violations identified by program faculty, staff, or preceptors will be referred by the Program Director for further evaluation to the Academic and Professional Affairs Committee (APAC). Faculty and the Program may use professionalism violations when responding to regulatory questions or when providing recommendations for employment or privileges at institutions. Deficiencies in any areas of professionalism will be brought to the student's attention by his/her advisor, Director of Experiential Education, and/or Program Director in the form of written evaluations. Remediation will be implemented where appropriate; however, violations could result in immediate probation, suspension, dismissal, or termination from the Program per the Professional Conduct Code. (Accreditation Standards A3.15 c and d) If a student is referred to the APAC, it will be the intention of the PA faculty to seek a minimum of probation for the violation.

Honor Code

Students are responsible for conducting themselves in a manner that is above reproach at all times. (Accreditation Standard B2.19) Ethical conduct is one of the most important attributes of a competent health care professional. Students are accountable for their own professional behavior. They are also charged with reporting to the Program any unprofessional behavior or infractions of this honor code on the part of others.

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

Violations of this honor code are a breach of the professionalism standards. All students will sign the following codes in the didactic (Appendix C) and clinical (Appendix D) year indicating the intention to comply with the code.

Oath of the PA

The PA profession has revised its code of ethics several times since the profession began. Although the fundamental principles underlying the ethical care of patients have not changed, the societal framework in which those principles are applied has. This is reflected in the Oath of the PA utilized by the Butler PA Program. During the Master's Hooding ceremony at the completion of the PA Program, students will publicly acknowledge their new responsibilities and affirm their pledge to clinical excellence and health care by reciting this Oath of the PA.

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

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

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

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

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

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

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

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

These duties are pledged with sincerity and on my honor.

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Summative Practicum

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

Grade Standards

The faculty of record assigns grades for all courses and clinical rotations in the PA curriculum. (Accreditation Standard A3.15a)

Didactic Year

The following programmatic grading scale will be used:

A   92.50-100.00%
A- 89.50-92.49%
B+ 85.00-89.49%
B   80.00-84.99%
B- 76.00-79.99%
C   70.00-75.99%

There will be no rounding.

Clinical Year

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

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

End-of-Rotation Score
Students take end of rotation exams at the completion of each core rotation to assess the comprehensive medical knowledge required by a graduating PA student. Students of the Program who have successfully passed these exams are predicted to have the medical knowledge base to adequately pass the PANCE and meet programmatic goals. Starting with Version 6, End of Rotation™ (July 10th, 2018) exam scores are reported as a scale score between 300-500. The following grade scales have been created for students to determine letter grades:

Emergency Medicine

Scale Score	Letter Grade
≥441	A
420-440	A-
403-419	B+
386-402	B
373-385	B-
<373	F

Family Medicine

Scale Score	Letter Grade
≥464	A
423-463	A-
400-422	B+
379-399	B
362-378	B-
<362	F

Internal Medicine

Scale Score	Letter Grade
≥457	A
420-456	A-
399-419	B+
379-398	B
362-378	B-

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<362	F

Pediatrics

Scale Score	Letter Grade
≥453	A
423-452	A-
400-422	B+
382-399	B
366-381	B-
<366	F

Psychiatry

Scale Score	Letter Grade
≥454	A
418-453	A-
398-417	B+
379-397	B
363-378	B-
<363	F

General Surgery

Scale Score	Letter Grade
≥450	A
421-449	A-
400-420	B+
379-399	B
364-378	B-
<364	F

Women's Health

Scale Score	Letter Grade
≥453	A
423-452	A-
401-422	B+
380-400	B
364-379	B-
<364	F

Final Rotation Grade

If the Preceptor evaluation and Clinical Instructor's assessment are favorable, rotation grades are based on the end-of-rotation exam scores. Students must submit all required assignments to pass courses. The PA Faculty member(s) have the final determination as to whether a student has met all rotation requirements and will confer the final grade for each rotation less any deductions for late or missed assignments.

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Successful Completion of a Course

A student must earn a Pass or grade of C or better in any course within the PA Program to be considered "successfully completed." (Accreditation Standard A3.15b)

Course Remediation Policy

If a student should not meet a programmatic competency as determined by program administration and faculty, whether in an individual course or rotation or across several courses, the student will be required to successfully remediate the material. (Accreditation Standard A3.15c)

Didactic phase remediation may occur within a given course or may utilize breaks or other opportunities where more time would be available. This may take the form of mandatory online assignments to be done over a break, returning from break a few days early to complete one or more tasks, or a delay in starting rotations. A student may incur an grade of Incomplete (I) until remediation is successful.

During the experiential phase, students may be assigned additional assignments or may be placed in an academic elective rotation to address their deficiencies, or asked to repeat a portion of or full clinical experience. Additional OSCEs or OSATS may added to EOR experience for those with deficiencies in the competencies of clinical skills or clinical reasoning/judgment.

There may be additional costs to the student to account for program resources used to complete the remediation.

Course Failure and Academic Probation

The PA Program is designed to integrate classroom and clinical learning experiences considered necessary for competency as health care providers. Therefore, students failing a course will be placed on academic probation for the remainder of the Program. (Accreditation Standards A3.15 c and d)

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

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

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

A student who is decelerated due to a failed course must maintain competency for coursework previously completed to progress through his/her program of study.

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If a student receives a failing grade in any two clinical PA rotations, the student will immediately stop forward progress regardless of overall GPA until the case is referred to the Academic and Professional Affairs Committee for review under the guidelines of the Academic Progress Policy (COPHS Student Handbook).

Appeal of Course Grades

In order for a student to appeal a course grade, the student should refer to the COPHS Student Handbook for eligibility and process requirements. (Accreditation Standard A3.15g)

Satisfactory Academic Progress

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

The PA Program Director upon advisement by the faculty makes determination of satisfactory academic progress, at the conclusion of each semester/rotation in accordance with the Academic Progress Policy as described in the COPHS Student Handbook. Satisfactory academic progress for students in the PA Program consists of maintaining professionalism and the successful completion of all requirements necessary for the advancement from one semester to the next or one rotation to the next. (Accreditation Standard A3.15g)

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

Deceleration in Academic Progress

Incomplete Grades

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

Withdrawal

Voluntary withdrawals are initiated at the request of the student. (Accreditation Standard A3.15d) 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. 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 PA student, after presenting a written request to the Dean of the College (with a copy to the PA Program Director), may be granted an official leave of absence for personal, medical, or academic reasons for a period not to exceed one calendar year. If the leave of absence is approved, the Dean provides written notification including applicable beginning and ending dates to the student, the University Registrar, and the director of the Office of Financial Aid. The student must notify the Program Director in writing of his or her wish to return to the PA Program or to extend the personal leave at least sixty calendar days prior to the anticipated date of reentry. The student desiring an extension beyond one calendar year may be required to apply for readmission to the PA Program. When a leave of absence is taken, the Program Director may require the student to repeat some or all of the courses completed prior to the leave of absence. In all cases of leave of absence, the student is required to complete the full curriculum to be eligible to earn the MPAS degree. Any identification provided to the student, must be returned to the Program during leave.

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

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

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

Upon recommendation of the faculty and the President, and by action of the Board of Trustees, the students will earn the degree of MPAS upon satisfactory completion of the educational program. (Accreditation Standard A1.02e)

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

Student Grievance/Harassment Policy

Butler University is committed to maintaining a respectful educational environment, free from harassment. Harassment of any kind is not acceptable behavior at Butler; it is inconsistent with the commitment to excellence that characterizes Butler University's activities. (Accreditation Standard A3.11; A3.15f and g) 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/campus-life/harassment/. The Policy on Sex Discrimination, Sexual Harassment, Sexual Misconduct, and Domestic Violence can be found at https://www.butler.edu/student-life/sexual-misconduct/university-policy/.

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 titleix@butler.edu or by calling 317-940-6509.

Health Insurance

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

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

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

E-mail and Computer Use

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

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

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

Technology Requirements

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

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

It is highly recommended that the student purchase a hardware warranty to match the length of the PA Program to cover any unforeseen hardware repair needs.

Two Technology Options

Option 1: Laptop (Mac or PC):

Option 2: Windows dedicated tablet:

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

Minimum Hardware Requirements

Specifications	Windows (PC)	Macintosh (Mac)
Processor	5th Generation Intel i5/i7 or newer	5th Generation Intel i5/i7 or newer or Apple M1
Memory (RAM)	8 GB or more	8 GB or more
Storage	250 GB or more	250 GB or more
Wireless	802.11 b/g/n/ac	802.11 b/g/n/ac
Network Adaptor	Ethernet 10/100	Ethernet 10/100
Operating System	Windows 10 (32-bit and 64-bit)	OS 10.14 minimum
Screen Resolution	1024x768 or higher	1024x768 or higher
Backup Storage	500 GB	500 GB
Integrated Webcam	Yes	Yes

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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.force.com/askbutler/s/article/What-kind-of-software-discounts-can-I-get-through-Butler).

Devices that are Not Acceptable

- Dedicated tablets running Windows 7, RT, Windows in S mode or Android operating system
- Chromebook
- iPad (as primary device)

Contact the IT Help Desk with any further technology questions at https://www.butler.edu/information-technology/help/.

ExamSoft

The PA Program delivers the majority of assessments through ExamSoft. ExamSoft is a secure computer-based testing platform that allows the ability to streamline the testing process and better track student performance. By using this software, we are able to better assess student progress throughout our program and evaluate the success of our curriculum in meeting program and college outcomes.

Students will take their assessments on their own devices (Windows & Mac laptops) using the Examplify software. While our recommended minimum system requirements (see table above) meet or exceed Examsoft's minimum requirements in some areas, you are encouraged to confirm that your device also meets the Examplify minimum requirements for Windows & Mac laptops. Please note that the version of ExamSoft being used at Butler is not compatible with iPads; a Windows or Mac laptop must be used.

Examplify
Windows Examplify Minimum Requirements
Mac Examplify Minimum Requirements

Social Networking Policy

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

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

- Think before you post. There is no such thing as a "private" social media site. Search engines can turn up your posts years later. Do not post something today that may haunt you later.

- Maintain confidentiality. Do not post or discuss sensitive, confidential, proprietary, or protected health information about students, employees, patients, or other members of the Butler community. Use good ethical judgment; follow federal guidelines and university policies.
- Be respectful. If readers see your affiliation with Butler, they may read your words as representing the University, even if you provide a disclaimer saying your views are your own. As a general rule, be respectful and don't post anything you would be uncomfortable saying in a public setting—or in front of your colleagues, fellow learners, supervisor, etc.
- Be transparent about your role at Butler. If you participate in or maintain a social media site on behalf of the university, clearly state your role and goals. Strive for accuracy, correcting errors quickly and visibly. If you have questions about whether it is appropriate to write about certain material, ask your supervisor, advisor, or Program Director first.
- Protect your identity. Do not provide personal information about yourself or others that scam artists and identity thieves might steal. This includes telephone numbers, mailing addresses, and e-mail addresses.
- Respect University time and property.
- Any violation of HIPAA or other University policies may result in appropriate disciplinary action including, but not limited to, dismissal from the Program and criminal and/or civil charges and fines.

Mailboxes
Secure mailboxes will be assigned to students at the start of the academic year. Faculty use mailboxes to return exams/assignments. Students will be provided combinations to their assigned mailboxes.

Change of Name and Address
If a student has a change of address locally and/or at home, it should be registered with the University at the Office of Registration and Records to ensure receipt of important mailings. The same procedure should be followed for any name changes. Students should notify the PA Program as well by emailing PAprogram@butler.edu.

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

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

Financial Aid

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

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

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

Applicants are urged to request information and application forms from clubs, organizations, foundations, and agencies as soon as possible after applying for admission to the Program. Many libraries have information on sources of financial aid. In addition, the financial aid offices at nearby colleges and universities often have information on sources of funding. Applicants are strongly urged to use web search engines in locating scholarships. At no time, however, should an applicant pay a person or company to search for scholarships. Scholarship information is available free to applicants by using their local and web resources.

More detailed information regarding financial aid can be obtained from the Office of Financial Aid (317-940-8200 or finaid@butler.edu).

Student Employment

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

PA students are not required to work for the PA Program. (Accreditation Standard A3.15e) Students will not substitute for or function as instructional faculty. (Accreditation Standard A3.05) During the supervised clinical practical experiences, students will not substitute for clinical or administrative staff. Any student on a clinical experience who is being required to primarily fulfill job duties of a certified PA or administrative staff person must notify the Director of Experiential Education. (Accreditation Standard A3.05) Any report will be fully investigated by the Program and suitable action will be taken.

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

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

Faculty as Healthcare Providers

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

Health Insurance Portability and Accountability Act (HIPAA)

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

Accidental Exposure Policy

Students may be involved in activities that expose them to risks associated with blood borne pathogens and hazardous substances. Examples of activities include health fairs, laboratories, surgical settings, as well as ambulatory, inpatient, and surgical clinical experiences.

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

The Accidental Exposure policy is based on standard national guidelines to identify and, if applicable, treat those students who may be exposed to disease related to the accidental exposure. Students will need to discuss site procedures with the instructor/preceptor prior to any activities that have the potential of causing a needle stick or exposure to biohazards.

Procedures

Off-Campus Exposure

If a student does experience a needle stick or biohazard exposure during his/her rotation experience, the following steps shall be taken:

- Immediately wash injury with soap and water and induce bleeding. If eye is contaminated, rinse with sterile water or normal saline for 15 minutes. Other mucous membranes can be rinsed with tap water.
- Per affiliation agreements, the student will immediately notify the preceptor and determine what procedures exist at that site to deal with needle stick/biohazard situations.
- Based on the services provided at the site, the student should have the appropriate steps taken based on the site's protocol for needle sticks/biohazard exposure. Otherwise, follow appropriate "Laboratory Tests."
- The student will be responsible for any costs associated with testing provided by the site. (Accreditation Standard A3.08)

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- If the site does not have a protocol in place for accidental exposures, the student and preceptor will determine where the nearest emergency room is located so the appropriate laboratory tests can be collected within 30 minutes of exposure. Follow procedures outlined in "ON-CAMPUS Exposure."
- Students must submit an exposure incidence form within 48 hours to the didactic course instructor or Director of Experiential Education as appropriate.

On-Campus Exposure
- Immediately wash injury with soap and water and induce bleeding. If eye is contaminated, rinse with sterile water or normal saline for 15 minutes. Other mucous membranes can be rinsed with tap water.
- If during didactic year, the student should notify the instructor immediately.
- The student and instructor will determine where the nearest emergency room is located so the appropriate laboratory tests can be collected within 30 minutes of exposure.
- The student will be responsible for any costs associated with testing provided by the site. (Accreditation Standard A3.08)
- Butler University chooses U.S. Health Works Medical Group in-network provider to treat all non-critical on-the-job injuries. U.S. Health Works has 8 locations available in the Indianapolis area. *See the attached map for locations and hours*:

    - Nearest location available 8 a.m. to 11 p.m.:
      7301 Georgetown Rd, Indianapolis, IN 46268 phone: 317-875-9584

    - 24hr/7 days (365 days/year) location:
      5603 W. Raymond Street, Indianapolis, IN 46241 phone: 317-241-8266

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

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

Important Information
- It is critical that the appropriate steps are taken in a timely manner (within 30 minutes of exposure).
- It should be noted the Butler University Health Services does not provide initial services but can be used for follow-up if needed to guide follow-up care.

- The student will be responsible for any costs associated with testing provided.   (Accreditation Standard A3.08)
- The course instructor, or if during the clinical year, the Director of Experiential Education for the PA Program, shall be informed about all situations involving needle sticks, biohazard exposure, or other hazardous substances within 24 hours.
    - Students must submit an exposure incident report form (Appendix F) within 48 hours.

In Case of Injury

Requirements for Graduation

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

Letters of Reference and Credentialing Requests

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

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

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

Student Handbook Acknowledgment

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

PA Student Groups

Class Officers

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

Physician Assistant Club (PAC)

The Physician Assistant club (PAC) serves as the official organization for the PA students and those individuals interested in the PA profession. All PA students are encouraged to be members of the PAC. The MPAS-1 class officers will serve as the PAC officers.

PA Student Ambassadors (PASA)

The PA Student Ambassadors (PASA) program was established to provide the Program with a group of volunteer students who have the skills and training necessary to help conduct special Program functions and represent the PA Program at Program, College, and University events and to the community at large. Our PA Student Ambassadors are current PA students who assist with admission and student life programs. This program is open to all Butler PA students. Students apply for service and are chosen by student leaders to serve.

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

PA Partners in Success

The Butler PA Partners in Success mentoring program is a student run program that aims to match new incoming MPAS1 students with MPAS2 students. This program connects students with a mentor that can answer their questions and concerns about PA school and help them navigate their first year. The program pairs students with mentors based on personal preferences to help make the transition into the MPAS1 year smoothly.

Student Academy of the American Academy of Physician Assistants (SAAAPA)

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

Pi Alpha - National PA Honor Society

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

Additional Information for PA Students

Competencies for the PA Profession

Competencies for the PA Profession resulted from a collaborative effort by the National Commission on Certification of PAs (NCCPA), Accreditation Review Commission for Education of the Physician Assistant (ARC-PA), the Physician Assistant Education Association (PAEA), and the American Academy of PAs (AAPA). This document contains a set of basic competencies that all PAs are expected to acquire, develop and maintain throughout their chosen career. The professional competencies discuss the categories of medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement, and systems-based practice. This document should be read for further understanding of the life-long competencies expected from all PAs. This document may be accessed at: https://www.nccpa.net/resources/competencies-for-the-physician-assistant-profession/

NCCPA Task Areas

The National Commission on Certification of Physician Assistants (NCCPA) is the regulatory body for preparation and administration of the Physician Assistant National Certifying Examination (PANCE) exam. The Task areas include knowledge and cognitive skills areas that are identified as important to PA practice. The didactic and clinical phase curriculum is designed to ensure exposure to each of these vital task areas which include: history taking and performing physical examinations, using laboratory and diagnostic studies, formulating most likely diagnosis, health maintenance, clinical intervention, pharmaceutical therapeutics, applying basic science concepts, and professional practice. For a more detailed description regarding the knowledge and cognitive skills for each of the above areas, please review the information at the following link: https://www.nccpa.net/ExamsContentBPTasks

NCCPA Organ System Disease List

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

National Medical Challenge Bowl

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

Professional Associations and Regulatory Bodies

American Academy of PAs (AAPA)

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

Indiana Academy of Physician Assistants (IAPA)

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

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

National Commission on Certification of Physician Assistants (NCCPA)

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

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

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

State Licensure

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

Contact Information

OFFICE	LOCATION	TELEPHONE	WEB SITE
PA Program College of Pharmacy & Health Sciences	Pharmacy & Health Sciences Building Room 251 4600 Sunset Ave. Indianapolis, IN 46208	Phone: 317-940-6026 Fax: 317-940-9857 Admission Phone: 317-940-8268 PAadmission@butler.edu	https://www.butler.edu/pharmacy-health/physician-assistant/
Office of Student Success College of Pharmacy & Health Sciences	Pharmacy & Health Sciences Building Suite 305	Phone: 317-940-9297	
Title IX	Atherton Union, Room 200	Phone: 317-940-6509	https://www.butler.edu/student-life/sexual-misconduct/resources/ titleix@butler.edu
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: 317-940-9385 Fax: 317-940-6403	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, Fourth Floor	Phone: 317-940-HELP	https://www.butler.edu/information-technology/
Human Resources	Jordan Hall, Room 037	Phone: 317-940-9355 Fax: 317-940-8149	https://www.butler.edu/human-resources/
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 *(currently not available due to construction)*	Holcomb Building Connecting the COPHS Building and the science complex in Gallahue Hall.	Phone: 317- 940-9401	https://www.butler.edu/library/spaces/science/

Updated 3/25/2022

Parking Services	4702 Sunset Avenue Suite 500 Indianapolis, IN 46208	Phone: 317-940-9243	https://www.butler.edu/campus-services/parking/
BUPD	525 W. Hampton Drive Indianapolis, IN 46208	Emergency Phone: 317-940-9999 911 (from campus phone) Safety Escort: 317-940-2873 (available 24/7) Non-emergency Phone: 317-940-9396 Fax: 317-940-6578 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	https://*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*
Indiana Academy of Physician Assistants (IAPA)	5121 W. State Geneva, IL 60134	Phone: 630-517-2990 Fax: 804-288-3551	www.indianapas.org/
Indiana Professional Licensing Agency (IPLA)	Physician Assistant Committee 402 W. Washington Street, Room W072 Indianapolis, IN 46204	Phone: 317-234-2060 Fax: 317-233-4236	https://www.in.gov/pla/

Butler University Physician Assistant Program

REQUEST FOR EXCUSED ABSENCE DURING ROTATION

Students are expected to be present during all shifts designated by the preceptor. If a student needs to request a day off, this form must be submitted to the Director of Experiential Education at least 2 weeks in advance of the requested date for consideration. There is no guarantee that the request will be approved, and approval is situation dependent based on the information provided.

(Refer to the COPHS Student Handbook Attendance policy regarding excused and unexcused absences.)

Date of Request: _____

Student Name: _____

Rotation #: _____   **Dates of Rotation:** _____

Specialty: _____

Date of Requested Excused Absence: _____

Reason for Request: _____

_____

_____

_____   _____
Student signature   *Preceptor signature*

Submit this request to the Butler University Physician Assistant Program
Experiential Education office by e-mail to jrguthri@butler.edu or by fax to 317-940-9857.

Approved   ☐

Denied   ☐

_____   _____
Director of Experiential Education, PA Program   *Date*

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Appendix B. Mid-Rotation Evaluation

MID- ROTATION EVALUATION

To be completed by the student and preceptor at the mid-point of each rotation

Student Name								
Preceptor Name								
Site Name								
Rotation Type	FM	IM	EM	SURG	PEDS	MH	WH	Elective
Rotation Block No.		Dates						

Clinical Skills	Progressing Appropriately	Emphasize study & practice*	Area of concern*	Not Applicable
Medical Fund of Knowledge				
History Taking Skills				
Physical Exam Skills				
Oral Presentation – Concise and Pertinent				
Written Documentation- Concise and Pertinent				
Interpreting Labs-Tests				
Formulating Differential Diagnoses				
Patient Management and Treatment Plans				
Procedure Skills				
Professionalism				
Dependable & Punctual				
Time Management & Organization				
Rapport with Providers, Staff, and Patients				
Communication Skills				
Demonstrates Self-Directed Learning				

Please, comment on any areas of concern or areas needing focused study:

Preceptor Signature		Date	
Student Signature		Date	

Students upload completed form to eValue personal records by the designated due date per your schedule.
Revised April 2020

Appendix C. Didactic Year Honor Code

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

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

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

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

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

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

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

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

_____   _____
Signature   Date

_____
Printed Name

Updated 3/25/2022

Appendix D. Clinical Year Honor Code

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

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

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

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

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

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

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

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

_____   _____
Signature   Date

_____
Printed Name

Appendix E. Personal Health Insurance Waiver

Butler University PA Program Personal Health Insurance Waiver

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

Matriculation
February of MPAS1 year
February of MPAS2 year

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

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

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

_____
Name of student

_____   _____
Signature of student   *Date*

Updated 3/25/2022

Appendix F. Exposure Incident Report Form

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

Student _____   Date of Birth _____

Best Contact Phone # _____   Date Report Completed _____

Exposure Date _____   Exposure Time _____

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

_____

_____

Nature of incident: Check appropriate box.

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

Describe details of incident:

_____

_____

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

_____

_____

Were you wearing Personal Protective Equipment (PPE) at the time of the incident (gloves, gown, goggles, splash guard, etc.)?   Yes _____   No _____
If yes, please list:

_____

_____

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

_____

_____

To what fluids/particles/chemicals were you exposed?

_____

_____

What parts of your body became exposed?

_____

_____

Were there any witnesses to the incident? Yes___   No___

If yes, who (list their name and role at the site of the incident)?

_____

_____

Please provide the contact information of the witness:

_____

_____

Did you receive medical attention? Yes _____   No _____
If yes,

Where_____

When_____

By whom_____

What protocols were followed, tests ordered?

_____

_____

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

_____

_____

Student Signature _____   Date _____

Faculty / Preceptor Signature _____   Date _____

Experiential Education Office, PA Program   FAX (317)940-9857

Updated 3/25/2022

Date received/reviewed:_____

Program Director Signature:_____

Follow-up Notes:

_____

_____

_____

_____

_____

_____

Date: _____

Signature: _____

Follow-up Notes:

_____

_____

_____

_____

_____

_____

Date: _____

Signature: _____

Appendix G. Student Handbook Policy Acknowledgement

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

	Student Initials
Student Handbook	_____
Program and College Professionalism Policy	_____
Attendance Requirements	_____
Examination Policies	_____
Academic Progress / Failure	_____
Professional/Academic Standards	_____
Honor Code	_____
Accidental Exposure	_____
Student Employment	_____
Faculty Serving as Healthcare Provider	_____
HIPAA	_____

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

_____
Printed Name

_____   _____
Signature   *Date*

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

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

	Student Initials
Student Handbook	_____
Program and College Professionalism Policy	_____
Attendance Requirements	_____
Examination Policies	_____
Academic Progress / Failure	_____
Professional/Academic Standards	_____
Honor Code	_____
Accidental Exposure	_____
Student Employment	_____
Faculty Serving as Healthcare Provider	_____
HIPAA	_____

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

_____
　　　　　　Printed Name

_____　　　　　_____
　　　　　　Signature　　　　　　　　　　　　　　　　　　　　　　　　　*Date*

Updated 3/25/2022

Appendix H. Student Handbook Policy Clinical Acknowledgment

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

	Student Initials
Professional & Academic Standards	_____
Program and College Professionalism Policy	_____
Contacting Rotation Sites & Preceptors	_____
Orientation & Required Site Materials	_____
Examination Policies	_____
Prerequisites for the Clinical Year (titers, UDS, background checks, etc.)	_____
HIPAA	_____
Standard Precautions	_____
Attendance Policy (rotations, EOR-related activities)	_____
Rotation Syllabi	_____
E*Value System	_____
Evaluations	_____
Rotation Failure Policy	_____
Distant Rotation Policy	_____
Accidental Exposure Policy and Form	_____
Request for Excused Absence Form	_____

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

_____
Printed Name

_____   _____
Signature   *Date*

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

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

	Student Initials
Professional & Academic Standards	_____
Program and College Professionalism Policy	_____
Contacting Rotation Sites & Preceptors	_____
Orientation & Required Site Materials	_____
Examination Policies	_____
Prerequisites for the Clinical Year (titers, UDS, background checks, etc.)	_____
HIPAA	_____
Standard Precautions	_____
Attendance Policy (rotations, EOR-related activities)	_____
Rotation Syllabi	_____
E*Value System	_____
Evaluations	_____
Rotation Failure Policy	_____
Distant Rotation Policy	_____
Accidental Exposure Policy and Form	_____
Request for Excused Absence Form	_____

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

_____
Printed Name

_____   _____
Signature   *Date*

Butler University Physician Assistant Program
Class of 2023
Experiential Year Schedule

Rotation Block	Calendar Dates
Orientation	April 28 & 29, 2022
1	May 2-25, 2022
Return to Campus	May 26 & 27, 2022
2	May 31-June 29, 2022
Return to Campus	June 30 & July 1, 2022
3	July 5-August 3, 2022
Return to Campus	August 4 & 5, 2022
4	August 8-September 7, 2022
Return to Campus	September 8 & 9, 2022
5	September 12-October 5, 2022
Return to Campus	October 6 & 7, 2022
6	October 10-November 9, 2022
Return to Campus	November 10 & 11, 2022
7	November 14-December 11, 2022
Professional Development	December 12-16, 2022
Winter Break	December 19,2022 -January 1, 2023
8	January 2-February 1, 2023
Return to Campus	February 2 & 3, 2023
9	February 6-28, 2023
Return to Campus	March 1, 2, & 3, 2023
10	March 6-29, 2023
Return to Campus	March 30 & 31, 2023
11	April 3-28, 2023
Return to Campus	May 1, 2023
Commencement	May 6, 2023

- Return to Campus: These dates include End of Rotation Exams, Presentations, Professional Development, and Beginning of Rotation Prep. Attendance is mandatory.
- Students are expected to be available for all shifts during the rotation, which may include weekends, holidays, and evenings.
- This schedule is subject to change with notification based on Butler University, State, and Federal guidance.
- Please note student travel guidelines to allow for timely return to campus.

Appendix J: May 2024 Graduates

Didactic Year (MPAS1)

Summer 2022

May 9-13	Mandatory orientation
May 16	First day of instruction
May 30	Memorial Day holiday (no classes)
June 20	Juneteenth Holiday (no classes)
July 4	Independence Day holiday (no classes)
August 5	Last Meeting of Classes
August 8-12	Final examinations

Fall 2022

August 24	First day of instruction
August 26	White Coat Ceremony
September 5	Labor Day (no classes)
October 13-14	Fall break (no classes)
November 21-25	Thanksgiving holiday (no classes)
December 9	Last meeting of classes
December 10	Reading Day (no classes)
December 12-16	Final examinations

Spring 2023

January 9	First day of instruction
January 16	Martin Luther King Jr. holiday (no classes)
March 6-10	Spring Break (no classes)
April 17	Last meeting of classes
April 18	Reading Day (no classes)
April 19-25	Final examinations
April 27-28	Experiential Year Orientation

The May 2024 graduates' Experiential Year Schedule will be announced in Fall 2022.

PHARMACY *and* HEALTH SCIENCES BUILDING SAFETY INFORMATION

From the Public Safety Emergency Preparedness website:

"In the event of a fire or other emergency, seconds count ... the cooperation and participation of every building occupant is essential. Every person ... in a building on campus has an individual responsibility to know how to evacuate in an emergency and to accomplish the evacuation when the fire alarm device sounds or when directed by an authority."

PRE-PLAN YOUR EVACUATION

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

IN CASE OF FIRE *or a* FIRE ALARM

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

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

RALLY POINTS

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

SHELTER-IN-PLACE

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

AREAS *of* RESCUE

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

FIRE CODE

- Exit areas, classroom doorways, hallways, or pathways to exits should be unobstructed at all times. Hallway seating or event tables are allowed, but **only** on one side of a hallway. Loose items that present a trip hazard (e.g., chairs or tables, especially in elevator and lobby spaces) are not allowed in these areas.
- No more than 20 percent of the area of a door or window in a classroom or office may be covered. Use of fire-retardant materials is encouraged. (Do **not** use paper or other flammable materials.)