

STUDENT HANDBOOK

2026-2027

BUTLER UNIVERSITY COLLEGE *of* HEALTH PROFESSIONS



Table of Contents

.....	1
BUTLER UNIVERSITY.....	1
MESSAGE FROM THE DEAN	4
INTRODUCTION	5
COLLEGE MISSION, VISION, VALUES, AND GOALS.....	6
COLLEGE STRATEGIC PLAN.....	7
ACCREDITATION.....	8
STUDENT COMPLAINTS AND CONCERNS.....	8
GENERAL POLICIES	9
INTELLECTUAL PROPERTY	13
FINANCIAL AID.....	13
SCHOLARSHIPS.....	13
COMMUNICATION POLICIES AND PROCEDURES.....	13
ACADEMIC POLICIES AND PROCEDURES.....	16
WITHDRAWING FROM CLASS(ES)	21
LEAVE OF ABSENCE FOR STUDENTS IN THE PROFESSIONAL PROGRAMS.....	22
INDIVIDUAL COURSE POLICIES	23
IMMUNIZATIONS/CLINICAL REQUIREMENTS	23
NEEDLESTICK INJURY/BIOHAZARD EXPOSURE.....	24
STUDENT EMPLOYMENT	26
RELIGIOUS HOLIDAYS.....	27
INTERPROFESSIONAL EDUCATION	27
EXAMINATION POLICIES.....	28

<u>COURSE GRADES AND GRADE APPEAL PROCESSES</u>	<u>32</u>
<u>STUDENT’S PERCEPTIONS OF INSTRUCTOR AND COURSE</u>	<u>34</u>
<u>MINIMUM GRADUATION REQUIREMENTS.....</u>	<u>34</u>
<u>PERMISSION TO WALK AT COMMENCEMENT</u>	<u>34</u>
<u>ACADEMIC ACHIEVEMENT.....</u>	<u>35</u>
<u>ACADEMIC PROGRESS POLICY</u>	<u>37</u>
<u>PROFESSIONAL CONDUCT CODE</u>	<u>41</u>
<u>STUDENT SUBSTANCE USE, ABUSE OR DEPENDENCY POLICY</u>	<u>51</u>
<u>POLICY STATEMENT ON TECHNICAL STANDARDS (NON-ACADEMIC CRITERIA)</u>	<u>54</u>
<u>STUDENT ORGANIZATIONS AND STUDENT LEADERSHIP</u>	<u>55</u>
<u>COLLEGE HANDBOOK APPENDICES</u>	<u>59</u>
<u>APPENDIX A – ORIENTATION COLLEGE AND UNIVERSITY FORMS.....</u>	<u>59</u>
<u>APPENDIX B – COURSE POLICY STATEMENTS</u>	<u>70</u>
<u>APPENDIX C – CONSTITUTION FOR THE CHP HEALTH SCIENCES STUDENT ASSEMBLY</u>	<u>72</u>
<u>PROGRAM HANDBOOKS</u>	<u>73</u>

Message from the Dean



Welcome to the start of another academic year! Over the years, the College and the University have partnered to create graduates who are not only exceptional practitioners and scientists, but also qualified and compassionate contributors to patient care through a variety of avenues. On the following pages, you will see how this long tradition has informed our mission and values with words such as “effective educational experiences,” “professionally focused,” and goals of “public health, service and leadership.” But today, you are more concerned about getting to class, preparing for exams, and honing the skills that will be required for your ultimate success. I will encourage you to think, for just a moment, about how these lofty sounding goals and your day-to-day activities are not so far removed from one another. Every day you are a contributing member of this College and of the larger Butler community. You will have daily encounters that, if you are paying attention, will transform you from the student you are today into a community leader in healthcare. It is up to you to make the most of every opportunity. Here are two ways to maximize your CHP experience: the details and the big picture.

Know this handbook! It is your primary guide for navigating your journey of professional development. You are surrounded by faculty and staff in the College who are focused on your success and the handbook provides the know how to access all the services available to you.

Learn something new and meet someone new. Your development and progress toward your goals are so much more than a grade in a class. Take advantage of the opportunities that a thriving university and a vibrant city have to offer – new experiences, diverse cultures, and perspectives you never considered before. I encourage you to make the best use of your time.

Best wishes for another successful academic year!

Dean Robert Soltis

Introduction

At the College of Health Professions (CHP), we're committed to providing innovative and interprofessional educational experiences with a liberal arts perspective. *The College of Health Professions Student Handbook* applies to all students enrolled in courses and programs offered by the College of Health Professions. The policies and procedures outlined in this student handbook are in addition to those outlined in the Butler University Student Handbook, which apply to all Butler University students. The Butler University Student Handbook webpage can be found at <https://www.butler.edu/student-life/student-handbook/>.

While every member of the CHP community, including administrators, faculty, and staff is committed to serving students in the accomplishment of their goals, students are the primary focus for the Office of Student Success and the Office of Academic and Administrative Services. The Offices are charged with facilitating student matriculation and successful completion of the College's programs.

The Office of Student Success, headed by the Assistant Dean for Student Affairs, is responsible for advising, co-curricular activities, student organizations, College student events, and assisting students in accessing the services related to academic and professional development provided by the Offices of Academic Affairs and Student Success as well as university offices and services. The Office of Student Success is in Health Professions Building (HPB) 110.

The Office of Academic and Administrative Services, headed by the Executive Associate Dean of Academic and Administrative Services, supports student learning through accreditation management, interprofessional education, management of course enrollments, monitoring curricular quality and continuity, college assessment, determining student academic progress, and administering sanctions for students found in violation of the Professional Conduct Code. The Office of Academic and Administrative Services is in the HPB 107.

Policies and procedures in this Handbook are subject to change without notice. Students are held responsible for the most current version of the Handbook which is always accessible on the College website within the menu at <https://www.butler.edu/health-professions> and in the Canvas organization "CHP Community Resources."

Effective June 1, 2026, the College of Pharmacy and Health Sciences (COPHS) was renamed the College of Health Professions (also referred to in the handbook as CHP or "the College"). This change reflects the College's continued growth and evolution into a comprehensive health professions college, encompassing a broad range of undergraduate, graduate. The new name more accurately represents the College's diverse academic portfolio, interdisciplinary collaboration, and mission to educate future healthcare professionals who improve the health and well-being of the communities they serve.

College Mission, Vision, Values, and Goals¹

Mission

Our mission is to provide innovative and interprofessional educational experiences in the health sciences. Connecting with a liberal arts perspective, we develop life-long learners who serve society as dedicated health professionals, scholars, and community leaders.

Vision

Developing today's healthcare leaders to overcome tomorrow's challenges.

Values

- Professionally focused— Inspired with excellence in teaching and model life-long learning. We have a passion for our life work and have dedicated our careers to training the next generation of health care providers and educators. We look for new ways to improve learning and we adapt to the need for new knowledge, skills, and attitudes. We share our practical experiences with our students so that what they learn is directly connected to actual patient care or to our scholarship. We utilize real-life experiences whenever possible so that students develop an appreciation for the patient and the societal variables that add complexity to care of an individual or of a population. As faculty, we have developed a collaborative learning environment and are respectful and supportive of one another.
- Student focused— Dedicated to our students. We are dedicated to our students and are committed to their development, both inside and outside the classroom, with teaching, advising, project oversight, and experiential learning.
- Patient focused— Dedicated to our patients and our professions. We are experienced health care practitioners and investigators who exude a high regard for patient care that extends to our students. We teach others so our professions can excel and provide better patient care and research each day.

Goals

- Educate and Practice: Advance the practice of our healthcare professions and the importance of an interdisciplinary approach by providing effective and innovative programs for undergraduate, graduate, and professional level learners.
- Research and Scholarly Activity: Conduct focused research and scholarly activity that is consistent with our expertise and tied to student experiences.
- Public Health, Service, and Leadership: Foster leadership and service for students, faculty, and staff through public health-related community outreach, University and College service, and involvement in professional organizations.
- Employer of Choice: Create a desirable employment environment that provides leadership, personal growth, and resources, contributing to the ongoing vitality of our programs.
- Collaboration: Develop collaborations to increase the reach and effectiveness of our programs and public health initiatives.

¹ Approved by COPHS Faculty 2/2018

College Strategic Plan



Accreditation

The institution and all programs in the college are accredited by the Higher Learning Commission.

The Pharmacy Program is accredited the Accreditation Council for Pharmacy Education (ACPE) and any complaint not satisfactorily addressed by the College, or any complaint directly related to the standards or policies of ACPE can be submitted to the ACPE Executive Director at www.acpe-accredit.org/complaints/.

The PA program is accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc., or ARC-PA, and any complaint directly related to the Standards of Accreditation or policies of ARC-PA that is not satisfactorily addressed by the College can be sent to the attention of the Executive Director, ARC-PA at executivedirector@arc-pa.org.

The Indiana State Board of Nursing awarded initial accreditation to the Bachelor of Science in Nursing program on May 17, 2024 and the Masters of Science in Nursing-Entry To Practice (MSN-ETP) on May 21, 2026. The baccalaureate degree in nursing at Butler University is pursuing initial accreditation by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. Applying for accreditation does not guarantee that accreditation will be granted. Consistent with required CCNE timelines, the MSN-ETP program will seek accreditation.

The Butler University Respiratory Therapy Program, Program #200705 offering a BS Degree in Indianapolis, IN, holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com).

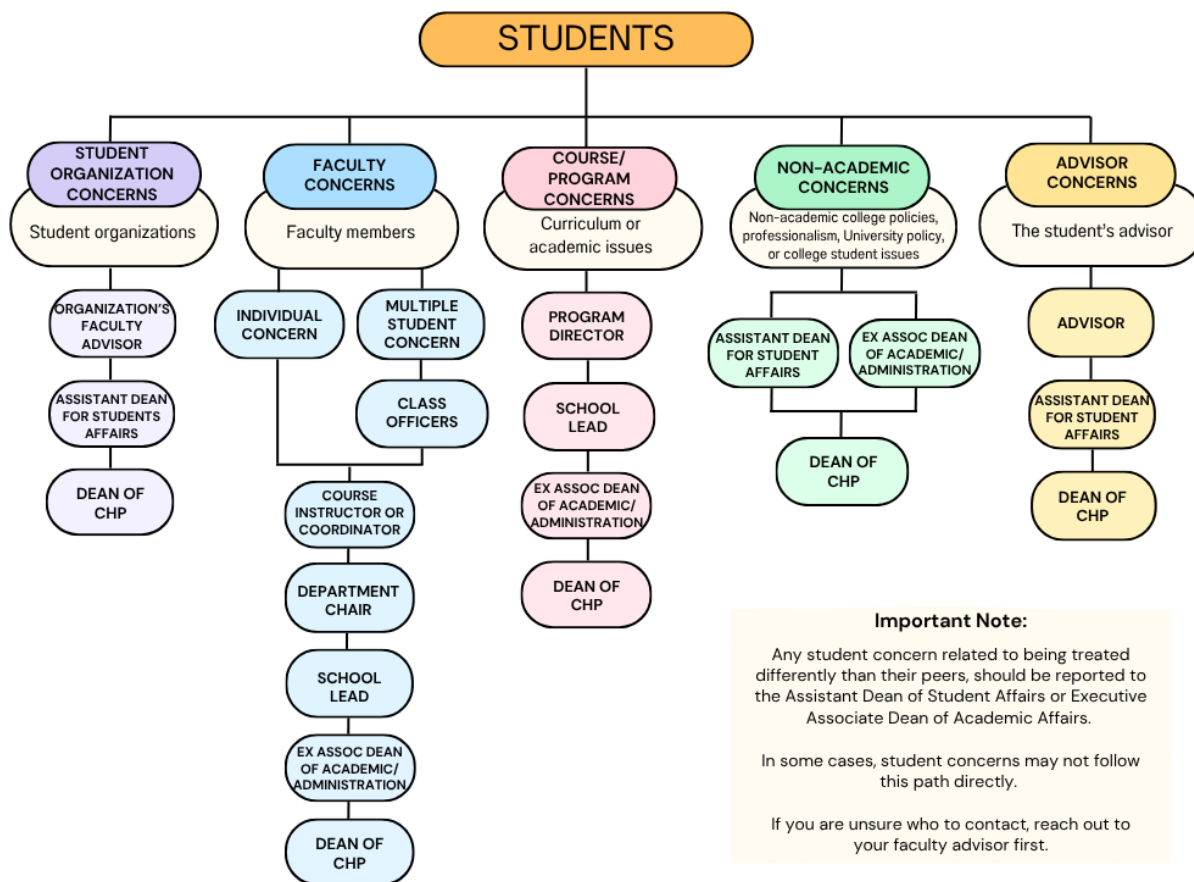
Student Complaints and Concerns

CHP students may have feedback or complaints about various educational experience issues. The College of Health Professions has a duty and obligation to respond to student concerns. This policy outlines the College's organizational structure and how student complaints should be handled by students and the College professionally.

Issues associated with individual course content, policies, or grading should be directed to the course instructor/coordinator. All complaints that extend beyond the classroom to the level of the Assistant Dean, Executive Associate Dean, or Dean will be maintained and includes all filed complaints and the resulting response or action taken. This may be made available at the written request of any College accrediting bodies or any administrative office of the University. Verbal complaints from students may be received by faculty, staff, or administrators, captured in writing, and submitted on behalf of the student(s), but it is preferred that the written complaint be generated by the student or group of students from whom the complaint originated. Email constitutes written communication. Students are encouraged to use the CHP Student Complaint Form posted in CHP Community Resources on Canvas and available in Appendix A: College Forms of this Handbook.

Upon receiving a student complaint, the Dean will determine the appropriate way to respond, including delegation of the response to the appropriate administrative officer of the College.

Procedures for appropriate notification of the relevant constituencies regarding this policy include, but are not limited to, inclusion of the policy in the CHP Student Handbook, discussion of the policy during new-student and new-faculty orientation, and distribution and discussion of the policy with faculty and staff at their respective scheduled meetings.



General Policies

Non-Discrimination and Harassment

Butler University makes equal opportunity available to all persons without regard to race, color, religion, national origin, age, disability, citizenship status, military service status, genetic information, sex* or any other legally protected category.

*The University's policy prohibiting discrimination based on sex, including sexual orientation and gender identity or expression, and the process for reporting and addressing complaints of sex/gender discrimination is found in the University Policy: <https://www.butler.edu/diversity-equity-inclusion/student-disability-services/non-discrimination-policy/>.

The personnel responsible for implementing the Title IX policy is:
Rhyen Smith, Title IX Coordinator

Atherton Union, Room 200
titleix@butler.edu
317-940-6509

Student Grievance/Harassment Policy

Butler University is committed to providing an educational and work environment free of inappropriate and unwelcome conduct based on all the criteria listed above. To be unlawful, such conduct – verbal, graphic, physical, electronic, or otherwise – must be so severe or pervasive that it unreasonably interferes with a student's ability to benefit from educational opportunities or an employee's ability to work or take advantage of the benefits of employment. Butler is committed to protecting students and employees from such conduct whether by other members of the university community or third parties.

If you have reason to believe someone is being subjected to behavior that violates this Policy, you need to report the matter to ONE of the following:

Martha Dziwlik, University Dean of Students
mdziwlik@butler.edu
317-940-9470

Gayle Hartleroad, CHP Assistant Dean
ghartleroad@butler.edu
317-940-6535

It is a violation of this policy for anyone to take significant adverse action against a person for making a good faith report of a violation of this policy or participating in the investigation of alleged discrimination or harassment. For the full University policy (approved 07/20/2017) and additional information related to investigations, appeals, etc., please refer to <https://www.butler.edu/student-life/student-handbook/campus-life/harassment/>.

Privacy Rights of Students

Under Section 438 of the Family Educational Rights and Privacy Act, every Butler student is guaranteed certain rights involving both the student's own access to specified educational records and the protection of personal information from unauthorized publication, release, or examination by others. The entire section, together with guidelines as published in the Federal Register, is available for examination in the Registration and Records Office. For more information on how Butler's policy pertains specifically to students at Butler University, including CHP students, see <https://www.butler.edu/student-life/student-handbook/rights-responsibilities/privacy-rights/>.

This University policy includes:

- The Student's Right to Examine Records
- The University's Obligation to Protect Student's Right of Privacy
- University Publication of Directory Information and Release of Information for Academic Programs
- Notification

In addition to the University Policies found at the link above, students need to be aware that as a requirement for participation in experiential educational opportunities, certain types of student information,

such as the results of a background check and health information will need to be provided to the experiential educational site. This information may be provided directly to the site by the student or by the College or University on behalf of the student.

Any CHP students who maintain a professional license due to their participation in the academic programs offered by the College, should be aware that information may be provided to the licensing board (e.g., the Board of Pharmacy) when the student is no longer an active participant in that program or has been sanctioned for any legal actions taken against the student. This information would be limited to items that are directly related to professional licensure and will be communicated without prior notice to the student. CHP is obligated to report code violations in response to inquiries from licensing boards for any of its students or alumni.

Smoke/Vape/Nicotine Free Policy

To help ensure a healthy, productive, respectful environment in which to work, learn, and live, Butler University is a Smoke/Vape/Nicotine-Free campus. The use of any form of tobacco, nicotine, or vaping/smoking device is prohibited on the Butler University campus. This includes all buildings (including residence halls), parking structures, campus walkways, University-owned, leased, or rented vehicles; and privately-owned vehicles parked on University property. This policy applies to all students, faculty, staff, contractors, vendors, and visitors to all University properties. Please see <https://www.butler.edu/smokefree-campus/>.

Use of The College Building

General

When utilizing space in the Health Professions (HPB) building for classes, studying, or activities, professional conduct is expected, and the building should be cared for in a respectful fashion. This includes, but is not limited to:

- If food and/or beverages are served in any room of the Health Professions Building, it is the responsibility of the sponsoring group to ensure that the facilities are appropriately cleaned after the event and that all food and beverage refuse is disposed of appropriately.
- To help ensure a healthy, productive, respectful environment in which to work, learn, and live, Butler University is a Smoke/Vape/Nicotine-Free campus (February 1, 2021). This policy is fully supported by the College as part of a commitment to health promotion.
- Health Professions building furniture is in many cases moveable and is distributed throughout the lower concourse and floors one through four of the building. Please do not remove the furniture from the building, move to other campus buildings, or move to different floors within the building. Furniture will be set at the beginning of each semester, in areas where it belongs. Keep furniture in the basic location and within the Health Professions building.
- The University Department of Student Involvement and Leadership must approve all information posted on bulletin boards or anywhere else in the College of Health Professions prior to any posting. If these notices are posted beyond bulletin boards, care should be taken to avoid damaging the paint, walls, doors, etc. All posted materials should be removed in a timely manner when the notice is no longer applicable. Failure to do so could result in suspension of posting privileges.
- Butler University faculty, staff, and students may use the online Event Management System to request spaces and services for successful execution of events and meetings. Student groups should first communicate with their student advisor to ensure Butler University policy is followed. Processes are outlined here: <https://www.butler.edu/campus-services/facilities/reservation-policy/>.

Children in Health Professions Building

Children of students are generally not permitted in the Health Professions Building during normal business hours unless special permission is obtained from the Executive Associate Dean of Academic and Administrative Services. While it is recognized that it may, on rare occasions, be necessary for a child to accompany a student to class because of an unexpected urgency or emergency, children are not permitted in the CHP Building on a regular basis. At no time will the presence of a child in the CHP Building be permitted to detract from, or disrupt, teaching or student learning. Children are not permitted in a University or College laboratory environment, unless participating in a scheduled and organized learning activity, due to safety concerns. Children, who are sick and who pose a health risk to others, are not permitted within the CHP building at any time.

Assignment and Use of Student Lockers

Lockers are available in the basement of the Health Professions Building for student use and they are assigned by the Office of Student Success on a priority-need system. They are available to students to facilitate the daily storage of their learning materials and items related to their studies. CHP manages lockers to ensure responsible use of property and for the health and safety of individuals. By utilizing CHP lockers, students acknowledge and agree that locker use is a privilege and subject to immediate termination without notice at any time.

Rules related to locker use

- Any student wishing to use a locker must first complete the *Locker Request* Form available on Canvas. A link will be made available during College orientation programming after the 1st year. To obtain a locker during other times of the academic year, contact the CHP's Office for Student Success, HPB 110, during normal hours of operation. Students must provide their lock combination or extra lock key to the Office of Student Success before the requestor's final locker assignment is completed.
- Lockers may be used until the first week of May of the academic year. Students must remove the lock and contents from the locker by the first week of May. Failure to do so will result in the lock being cut. Lockers will be emptied, and contents held securely for 14 days. After the two-week grace period, items will be disposed of at the discretion of CHP. Lock removal and locker cleanup is the responsibility of the user. A \$50 fine may be assessed if there is failure to remove lock and clean out locker.
- Locker contents are the sole responsibility of the registered occupant(s) of the locker. CHP is not responsible for a locker's contents or liable for the loss of or damage to locks and items stored in lockers. Students are discouraged from storing valuables. Locker contents are not insured by CHP.
- Students should not store perishable or malodorous items, flammable, corrosive, or otherwise dangerous substances; illegal or illicit items or substances; firearms; items banned on campus by university policy; noise-emitting devices; or other items deemed to be harmful, offensive, or inappropriate by CHP.
- The College reserves the right to open lockers and dispose of any such items or substances without notice.
- CHP may carry out or authorize searches and inspections of lockers without notice.

Intellectual Property

Any outside use, reproduction or mixing of audio and video materials recorded by students or faculty as part of a course is forbidden without the express written consent of the course instructor and all parties involved in the recording. This includes use in ePortfolio or on social media and internet sites such as YouTube or Facebook, etc. For additional information on copyright and intellectual property [click here](#). Violation of this policy will be considered a violation of the College of Health Professions Professional Conduct code. Such a code violation will result in appropriate sanctions by the Student Professional Conduct Code committee.

Financial Aid

While program faculty and staff may be able to offer some support, all financially related questions should go to the staff of the Office of Financial Aid and Scholarships. Information about financial aid and resources available to students may be found at: <https://www.butler.edu/financial-aid>.

Applicants are encouraged to explore financial aid opportunities as early as possible after applying for admission to the program. Scholarship and funding information is widely available through online scholarship databases, professional organizations, employers, community foundations, civic organizations, and governmental agencies. Applicants are also encouraged to consult with local organizations and employers that may offer educational assistance. Because legitimate scholarship information is available at no cost, applicants should use reputable online resources and avoid services that charge fees to identify scholarship opportunities.

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

Scholarships

Information on departmental scholarships awarded by the College may be obtained from the Office of Student Success. Undergraduate scholarships are awarded each spring and notification is sent with the student's financial aid package.

Communication Policies and Procedures

Communication with Faculty and Staff

Professional communication is expected. There are many times that you will disagree with other professional colleagues, even when you feel you may be correct, and they may be wrong. Learning to communicate professionally is essential for your professional success. The following are general guidelines for your professional communication with faculty, staff, and colleagues.

- Do not communicate "on behalf of the class," unless you are a designated class officer. The faculty, in general, will not entertain these discussions. You may communicate personal feelings, but otherwise, work through your class representatives for feedback on course management.

- When in faculty or staff offices, remember that there are other faculty, staff, and students working nearby, so limit congregating in the faculty pods, and always be aware of your professional conduct.
- You may want to vent to one faculty or staff member about another professor or staff member. We discourage this activity as it may be interpreted as unprofessional behavior.
- When discussing information or questions from one class with the instructor of another class, ask yourself the following questions first:
 - Should the question be addressed to the primary instructor and not this other faculty member?
 - What is the purpose for asking a different instructor, and is it for professional reasons?
- Remember that every faculty and staff member in this College wants to see you succeed. The goal is to see you grow and excel. Conversely, the most painful event for all faculty and staff is to see a student underachieve or lose professionalism.
- If you feel something is unfair, bring it to the attention of the instructor first, and allow time to respond before making any emotional response.
- Student evaluations are indeed used and have a profound impact on an instructor and their career. Make sure to fill these out based on facts through an entire course, not on feelings on a particular incident. Try to give constructive input so that the course and the instructor can improve for subsequent students.
- Remember that facts go a lot further than feelings.

Use of Email

Because faculty, University and College administration, and fellow students rely heavily on email for communication, it is an academic expectation that all students will routinely read and respond appropriately to their Butler University email messages (butler.edu). Please know that Canvas e-mail messaging and Butler University e-mail are separate systems. Students can access a Butler University email through Office 365. Forwarding Butler email messages to a non-Butler account can be arranged by contacting the Information Technology Help Desk. Appropriate and professional email etiquette should be observed when using the Butler University email system.

Certain rules should be followed when communicating via email:

- Use your Butler email account (@butler.edu) for any non-course correspondence unless otherwise instructed. This is provided for university correspondence.
- As a rule, check your Butler email account at least twice per day, once first thing in the morning and late afternoon. It is a good idea to check your Butler email during holiday or semester breaks unless the University is closed. Students are expected to respond to a faculty or staff member's queries within one to two business days or as otherwise directed.
- Individual programs and/or faculty within their syllabus may have a more specific policy.
- While faculty attempt to be responsive to urgent needs, they are not required to respond to student communication on weekends or University holidays.
- Show reasonable courtesy in your emails, other forms of communication, and discussions. Profanity and vulgarity are prohibited.
- You have a list for distributing email to everyone in your courses through Canvas. Use this list for course-related topics only.

- Show respect for those to whom you address communications. Use “Dr.” or “Professor” when addressing your faculty; and “Mr.,” “Ms.,” or “Mrs.” when addressing staff.
 - Avoid writing in all capital letters. This has the effect of “shouting” your message.
 - Follow normal spelling, punctuation, and capitalization rules. Sending email messages without any capitalization, omitting vowels, and/or ignoring grammar and punctuation is not appropriate in professional communication.
- All your communications should be issue-based and should not be personally oriented.
- Many times, there are sequential messages. “A” responds to “B” who forwards to “C” and to “A,” and then “C” responds to everyone while forwarding to “D.” In your replies, or forwards, include no more of this sequence than is necessary for your message.

When using electronic means, such as email, discussion boards, etc., for group discussions or deliberations, engage in strong academic discussion without becoming personal. Always be professional. In your group, find a happy midpoint between dominating the discussion and non-participation. Be a positive group member.

Use of Electronic Communication Devices

To respect the learning environment of fellow classmates, students should silence all electronic devices while in these settings. Continued disregard of this policy by a student may result in that student being asked to leave a class or laboratory session by the class instructor.

If a student is expecting an important call related to medical test results or situations of family health concerns, prior arrangements should be made with the faculty member and the student should step out of the classroom or laboratory setting to take the call. Refer to individual course syllabi for more information on how faculty would like to handle these situations.

In the event of an emergency when a student cannot be reached on their mobile device, students should instruct those who might have a need to contact them in an emergency to telephone the College office at 317-940-9322 or the Butler University Police Department at 317-940-BUPD (2873). In cases of emergency, the College staff will make every effort to locate a student who is in the Health Professions Building and to transmit requested emergency information.

Social Media

Together, the Office of Marketing and Communications, and Instructional Technology, work with University Colleges, departments, and groups to ensure that externally focused digital communications serve the University’s mission and goals. Such outward electronic communication includes University-affiliated social media platforms, including Twitter, Facebook, Flickr, LinkedIn, Instagram, etc.

When using a university-affiliated account, you are representing Butler University and are expected to adhere to the highest standards of ethical and professional behavior. To inquire about creating a social media presence for your department, group, or area, please contact Butler University’s Marketing and Communications Department, social@butler.edu.

Guidelines for social media are meant for all students, faculty, and staff at Butler University. Complete information may be found at <https://www.butler.edu/marketing/social-media-guidelines>.

Guidelines for All Social Media Usage

(Including personal sites that have been approved to use the University's logo)

- Think prior to posting. Do not consider any information posted to social media sites and blogs as private, even if you are using the strongest privacy settings. If you would not say it in public, do not say it online.
- Be respectful. Avoid posting obscene, vulgar, libelous, or defamatory statements. You can be held legally liable for any comment you make online.
- Read and obey the Terms of Service for all social media tools before posting anything.
- Never post confidential and proprietary information. All Butler faculty and staff must adhere to all University policies and procedures and Federal standards, such as Family Educational Rights and Privacy Act and Health Insurance Portability and Accountability Act.
- Be respectful of copyright and trademark information, including Butler University logos and marks. More information and guidelines regarding logos, licensing, and trademarks, is available through Butler University's Marketing and Communications Department.

Guidelines for Institutional Social Media Usage

- The first step is to get approval from your supervisor, director, or Dean and from the Office of Marketing and Communications before creating an official social media account.
- Marketing and Communications maintains the official Butler University accounts on several social media sites, but you may find that your college, department, organization, or program is equipped to maintain its own site. Marketing and Communications can discuss the responsibilities that go with maintaining that site.
- When posting on behalf of Butler University, you must also adhere to any department or school guidelines.
- Always acknowledge that you are representing Butler University when posting online.
- You must provide access to appropriate University officials. Marketing and Communications should be granted administrative access to all Butler University social media sites, but, in some circumstances, this can be avoided by granting access to other supervisors, directors, deans, or human resources.
- Monitor postings on all social media sites where you have an account regularly and respond when appropriate but never engage in hostile exchanges. Remove comments that are vulgar, obscene, defamatory, or libelous immediately.
- Post relevant and timely information, and always verify that the information is accurate. When mistakes are made, withdraw, or correct them immediately.
- Posts should not be used in any way to promote a personal agenda.
- If you no longer want to operate your site, please disable it, or delete it.

Use the Butler University logos for official sites, but do not alter any Butler University logos or insignia. Any further questions can be directed to the University Office of Marketing and Communications.

Academic Policies and Procedures

Each academic program's faculty sets its standards for admissions, curriculum, academic progress policies, and criteria for student academic standing. In addition to the policies described in this section, students should also be aware of program-specific policies. Criteria as well as any other program specific policies are outlined in each of the programs student handbooks.

Enrollment Eligibility for CHP Courses

Only students admitted to and currently enrolled in the professional or graduate programs of the College may register for courses designated for these specific programs (i.e., NUR, RX, MPAS, DMS, DMS-BR, or TCP). Students must maintain eligibility in the respective professional or graduate CHP program to continue enrollment in these courses. The respective Academic Progression Committee or the Executive Associate Dean of Academic and Administrative Services may grant a waiver of these policies.

Academic Advising

All CHP students will be assigned an academic advisor who is a faculty member in the College. Students should meet with their advisor once each semester to discuss academic and co-curricular activities that support student growth and success. These meetings may be conducted face-to-face, by video conference, and individually or in a group setting. Both the student and the advisor will be responsible for contributing to these meetings.

If a student's academic advisor is unavailable and the student has an emergent issue that needs immediate attention, they should contact the Assistant Dean for Student Affairs (HPB110) for assistance. In instances where advisors will be on prolonged leave (family leave, sabbatical, etc.), students will temporarily be assigned another academic advisor.

Academic Load and Maximum Credit Hours per Academic Term

Undergraduate students who are enrolled in CHP's programs are considered full time students when enrolled in no less than 12 and no more than 20 credit hours during either the fall or spring academic semesters. Registration for more than 20 credit hours in a single semester is discouraged, including summer, and requires the approval from the Executive Associate Dean of Academic and Administrative Services. Students are charged additional tuition for each hour above 20 credit hours. Please see Student Accounts Tuition and Fees for specific information <https://www.butler.edu/student-accounts>.

Graduate students must be enrolled in at least 6 graduate credit hours during the fall or spring semesters to be considered full time students and must be enrolled in at least 3 credit hours during the summer semester to maintain academic progress.

Request for a Waiver or Variance from the Published Curriculum

Policies and regulations established for the educational programs and operation of the College have been developed and implemented for the good of the student and the University. However, exceptions may be requested through a petitioning process outlined in this section. Such petitions usually relate to a waiver or variance of course prerequisite(s), or approval of a specific professional elective related to the student's career goals.

- A **Variance** is a request to substitute a Butler course for a requirement that the course was not originally designed to fulfill. Example: requesting that a business course be substituted for a professional elective. The student must demonstrate that the substitution will assist in meeting a career goal.
- A **Waiver** is a request for an exception to take a course or requirement, usually based on other relevant experience. Example: A student who has earned a degree in biochemistry is waived from having to take the CHP biochemistry course. A student majoring in Dance may be waived from the Butler Cultural Requirement based on the many performances attended while a student.

All petitions, whether for variance or waiver, are submitted to the Office of Academic and Administrative Services (HPB107). The Program Director (variance), Academic Progression Committees (program director), nor the Executive Associate Dean of Academic and Administrative Services will consider petitions that are based upon the principle that the student did not know about or understand the policies contained in the CHP Student Handbook.

Petition Process

Exception to regulations and policies of the College of Health Professions:

1. Variances for program's elective courses may be requested by filling out a "University Petition Form for Elective Course Variances" for Core and Non-Core classes on Canvas on CHP Community Resources or Request for Permission for non-CORE Course Variance. Alternatively, advisors may download a "Course Variance" or "Core Course Variance" form found on the Butler University Registrar's website <https://my.butler.edu/rr/forms-for-faculty-and-staff/> for the student to submit.
2. The petition should clearly state the specific request being made and include all persuasive arguments that the student would like to have considered. Any supporting documentation should be attached. The petition should be complete, and it should speak for the student.
3. The petition shall be submitted at least three weeks prior to the time that a decision will be needed by the student.
4. The petition is submitted to the Office of Academic and Administrative Affairs (HPB 107). This allows the petition to be reviewed for completeness and any additional information, which may be helpful or necessary, at the time of submission.
5. The student's academic advisor generally will be consulted for a recommendation regarding the petition. Therefore, the student should discuss the petition with their advisor and seek assistance.
6. Petitions appealing dismissal or disciplinary action should be developed in consultation with the Assistant Dean for Student Affairs and/or the student's academic advisor.
7. The petition will be forwarded by the Executive Associate Dean of Academic and Administrative Services to the respective Program Director for action. After a decision has been made, the student will be informed by the Executive Associate Dean as expeditiously as possible.

Additional Guidelines for Prerequisite Course Waivers

Students requesting a waiver of course prerequisite(s) should petition the respective Academic Progression Committee via the Executive Associate Dean of Academic and Administrative Services for approval **before** the course begins. The student should explain why the prerequisite(s) is lacking and cannot be fulfilled. Any positive considerations that would compensate for the missing prerequisite should also be noted. If the student ultimately or concurrently plans to complete the prerequisite course, a plan for how the prerequisite course(s) will be completed should also be included.

Additional Guidelines for Elective Course Variances

Students having special interest in electives other than those on the approved list should petition the respective Program Director via the Executive Associate Dean of Academic and Administrative Services for approval before the course is taken. This petition should be completed on the CHP Petition Form for Elective Course Variances found in Appendix A. A copy of the form is also available under the "Academic Advising" tab in the Canvas Organization, CHP Community Resources.

Independent Study

Independent Study courses provide opportunities for students to pursue a topic of specific interest. For example, this is especially helpful to introduce a student to research or to provide insight into a graduate study environment. The faculty has adopted the following policies to assist and guide the student in the successful completion of Independent Study. The Independent Study must be approved by the respective Academic Progression Committee using the form available in Appendix A [College Forms] and available under the "Academic Advising" tab in the Canvas Organization, CHP Community Resources. Approval must be obtained before a permission number for registration for the course can be granted.

In the pharmacy program, independent study credits may not be awarded for work that duplicates credits earned in project courses such as RX604, RX605, or RX606.

The following policies were adopted by the College of Health Professions faculty (on 08/27/2009) to define independent study courses within a unified structure.

1. To register for an independent study, a student must be enrolled in the College of Health Professions and have both a university and, where applicable, a professional cumulative grade point average above 2.0. Students not enrolled in the College may request a waiver to participate in an independent study course with a college faculty member using the RX-designator.
2. The student must have completed coursework or have relevant experience in the subject area where the work will be focused.
3. The enrollment limit for each independent study course is set at zero. Therefore, permission will be issued after approval of the independent study request by the respective Program Director. Consult with the Office of the Executive Associate Dean of Academic and Administrative Services (HPB 107) for course number assignment.
4. The Independent Study Approval form must be completed, submitted to the Office for Executive Associate Dean of Academic and Administrative Services (HPB 107), approved by the respective Program Director before the end of the registration period for the term of enrollment.
5. Registering for a second independent study in the same or different area is possible. The same approval process must be followed for the second independent study. Within the pharmacy program, a maximum of three professional elective credits may be earned in independent study.
6. A student may not be paid for work done as part of their independent study.
7. To obtain academic credit as an independent study, a College faculty member must serve as co-advisor for research work at other universities or for experiential programs in industry or government.

Minimum Enrollment and Course Cancellation Policy

The following guidelines will be utilized to determine whether term courses will be taught:

- A course shall be offered when a minimum of eight students enroll.
- Near the end of the enrollment period, courses with an enrollment of fewer than eight students will be reviewed to determine if it will be offered or not. Courses will be reviewed by the Executive Associate Dean of Academic and Administrative Services and the appropriate Department Chair to determine if there are compelling reasons not to cancel the course.
- Courses other than independent study and honors thesis may be canceled if fewer than eight students are enrolled.
- Students will be notified as soon as a decision is made not to offer a course

University Closure related to Individual Class Cancellation Policy

In the event of inclement weather or other unusual circumstances, classes may not be held in-person. Courses may be rescheduled on evenings or weekends if in-person participation is key to the course's learning outcomes. If physical presence is not critical, the content may be presented by electronic or virtual delivery during the normally scheduled class meeting time or made available to students asynchronously. Faculty are expected to communicate with students enrolled in their courses about whether and how class will occur on any day where campus is closed for part or all of a given day.

All students are encouraged to enroll in DawgAlert (<https://www.butler.edu/public-safety/dawg-alert/>) to receive notifications about campus emergencies, weather-related delays, etc. The University's Adverse Weather Procedures are available at <https://www.butler.edu/public-safety/policies-procedures/>.

Approval of Transfer Credit

Butler University will grant transfer credit only for courses passed with grades of C- or higher. Grades earned at other Colleges and universities do not affect the Butler University cumulative grade point average, which is the average of grades earned only at Butler University. Transfer credit will not be granted for any course that duplicates one which has already been passed at Butler. A grade earned at Butler cannot be replaced with a higher grade earned elsewhere. Credits earned at an institution that is on the quarter system will be converted to semester credit hours at Butler using the standard conversion of three-quarter hours being equal to two semester hours.

The Pharmacy and PA Studies, in general, do not accept credit for courses taken elsewhere for substitution for professional courses in the curricula of these programs. Contact the Executive Associate Dean of Academic and Administrative Services for the College if there are questions.

If a CHP student wishes to take any course at another college or university, advance approval is required. CHP students often find it helpful to take some courses during the summer sessions to complete liberal education electives or core courses. The best place for a Butler student to take summer work is at Butler since there can be no question as to the acceptability of credits or the manner in which courses fit curricular requirements or sequences. Any CHP student intending to enroll for the summer session(s) at Butler University should inform his or her advisor when conferring in the spring advising session.

Any CHP student planning to take courses elsewhere to apply toward a degree at Butler University should carefully note the proper procedures and regulations. University guidelines are available at <https://www.butler.edu/registrar/transfer-credits> in addition to College guidelines for writing the petition are described in the "Request for a Waiver or Variance from the Published Curriculum" section of the Student Handbook with appropriate forms available in Appendix A – College Forms. After completion of the course elsewhere, the student must request from the registrar at the school where the course was taken that a transcript be sent to the Office of Registration and Records at Butler University.

The student should check their transcript or a transfer credit report on [My.Butler](#) to ensure that the transfer credit was processed. If the transfer credit does not appear in [My.Butler](#) in a reasonable time, inquire at the Butler University Office of Registration and Records to verify receipt of the transcript and to request that an evaluation be sent to the CHP. This allows the College as well as the Office of Registration and Records to record the completion of the work.

The form should be submitted to the Office of the Executive Associate Dean of Academic and Administrative Services to initiate the request for approval of the equivalency of such transfer credit. Guidelines for writing the petition are described in the “Request for a Waiver or Variance from the Published Curriculum” section of the Student Handbook with appropriate forms available in Appendix A – College Forms.

Withdrawing from Class(es)

Prior to withdrawing from a course, students must consult their academic advisor and discuss all potential academic ramifications. This includes concerns related to course sequencing or early assurance programs such as the direct pathway or selective internal admissions, full time student status, probationary status, issues related to housing, and NCAA eligibility and more. Students and advisors should consult the Registrar’s website for the withdrawal deadlines and the most current policies and procedures regarding course withdrawal and course repeat. The class may still show on the student’s transcript with a grade of W.

Students should also be aware of dates related to tuition refund by consulting the refund policy on Butler’s Student Accounts webpage. It is important to note that these dates are often different from the Registrar’s withdrawal deadlines. Courses taken during the summer have much shorter drop and withdraw deadlines and tuition refund schedules based on the start date and the course’s shorter length.

It is the student’s responsibility to consult the Financial Aid Office (Robertson Hall—lower level) and the Office of Student Accounts (Jordan Hall 102) to determine how withdrawing from a course will impact financial aid, tuition, and eligibility for tuition refund.

To access University information regarding policies surrounding class drop, add, or withdrawal, please visit: <https://www.butler.edu/registrar/drop-add-withdraw>.

Complete Withdrawal from a Term

If it becomes necessary to withdraw completely from Butler, a student should confer at once with the Executive Associate Dean of Academic and Administrative Services. The Assistant Dean for Student Affairs may be consulted to help a student navigate through this process or determine the withdrawal that best fits their situation. There are two types of withdrawals which could be issued at the time of the request or based on last date of attendance in specific situations. These are administrative withdrawals or medical withdrawals.

- Administrative withdrawal - In instances where an administrative withdrawal is being sought, students must meet with the Executive Associate Dean of Academic and Administrative Services to discuss specific extenuating circumstances. The Executive Associate Dean or Dean, regardless of whether the student is passing all courses, may consider an administrative withdrawal from ALL courses if circumstances warrant.
- Medical withdrawal - A medical withdrawal can only be approved by the University’s Office of the Dean of Students. Stipulations may be imposed for future re-enrollment. (See Leave of Absence Policy for students enrolled in one of the professional degree programs of the University.)

Any student may completely withdraw from any program of CHP at any time, by following the standard withdrawal policies of the University and the College. The program will accept the decision to withdraw if this decision is communicated in oral, electronic, or written format to any faculty member of the College. The faculty member to whom this decision was communicated will document this decision in writing and forward it to the Executive Associate Dean of Academic and Administrative Services. The Executive Associate Dean will send a certified letter to the student, which will ask the student to confirm or deny their intention to

withdraw from the program and note that failure to confirm or deny this intention within two calendar weeks of receipt will be interpreted as confirmation of a withdrawal decision. Confirmation of a withdrawal decision frees the program of any further responsibility to the withdrawn student.

Students who maintain a professional license due to their participation in the academic programs offered by the College, should be aware that their withdrawal will be communicated to the appropriate licensing board (i.e., the Board of Pharmacy) indicating the student is not an active participant in the program. At that time, the professional license will likely be terminated without additional action taken by the student directly with the licensing board.

Students who completely withdraw from Butler University are asked to complete an exit interview with a member of the Office of the Vice President for Student Affairs (Atherton Union) or the Center for Academic Success and Exploration (Jordan Hall 136). Students can email learning@butler.edu to arrange for a short exit interview.

All equipment (computers, laboratory supplies, books, manuals, software, etc.) owned by the University or College shall be returned to the appropriate office of the University at the time of departure.

Leave of Absence for Students in the Professional Programs

A student accepted into or already enrolled in the professional phase of a CHP program may be granted a leave of absence (LOA) and moved to inactive status for a period of no longer than one calendar year counted from the beginning of the semester the leave is taken. Notification of the intention to return must be made to the Executive Associate Dean of Academic and Administrative Services as stipulated in the LOA letter. Students who are granted a leave of absence and maintain a professional license due to their participation in the academic programs offered by the College, should be aware that their leave of absence will be communicated to the appropriate licensing board (i.e., the Board of Pharmacy) indicating the student is not an active participant in the program. At that time, the professional license may be suspended for the leave of absence by the licensing board.

Due to the sequential and cumulative nature of the Nursing, PA, and Pharmacy professional programs, each program has responsibility for determining re-entry requirements for its returning students via the respective Academic Progression Committee. All CHP professional students should consult the Executive Associate Dean of Academic and Administrative Services regarding a leave of absence from the program.

Students seeking renewed enrollment in the CHP after an absence from the College **of two semesters or more** must seek approval for renewed enrollment from the Dean of the College. Remedial coursework and/or assessment of current knowledge and skills may be required as a condition for renewed enrollment. Students who take a leave of absence from any professional program of the College return into the respective curriculum in effect at the time of the student's return. Since curricula change, this may require that the returning student successfully complete courses that were not required in the student's initial program of study or those that have substantially changed.

All questions regarding financial aid or student loans should be directed to the Office of Financial Aid.

Note: As a specialized accredited program, this policy includes nursing and respiratory therapy programs but does not apply to other undergraduate programs in the college. See University policy.

Students who are granted leave of absence are expected to return any University or College-owned property (e.g., computers, software, laboratory supplies, books, manuals, etc.) prior to departure unless specific arrangements are made in advance and in writing with the Dean in the Office of Academic and Administrative Services.

Individual Course Policies

Every CHP's course will be governed by a course syllabus. The syllabus documents the course content, goals, and expectations. It should guide students in what they can expect for that individual course. The syllabus also functions as a contract between the student and the faculty. By enrolling in the course, the student agrees to the terms of this contract. All CHP syllabi are also an extension of both the University and College Student Handbooks and as such, CHP course syllabi should contain the Policy Statements for All Courses Taught through the College of Health Professions. To review these policy statements, a copy can be found in Appendix B.

Attendance

In accordance with the University Attendance policy, if it is necessary for a student to be absent from course related experiences, the instructor should be notified in person, by telephone, email, or text message. As an alternative when offices are closed, a recorded message can be left on the instructor's voice mailbox. Students should consult the course syllabus for course-specific policies related to excused and unexcused absence from a course as faculty are authorized to set course attendance policy.

In the event of a family emergency or personal crisis where the student must make an urgent departure from campus, the Assistant Dean for Student Affairs may be contacted as a single point of contact for all of the student's faculty. Upon return to campus, necessary documentation can also be shared through the Office of Student Success and the Assistant Dean will work with the student, as needed, to coordinate any make-up work.

Immunizations/Clinical Requirements

Healthcare facilities increasingly require healthcare workers and students to be vaccinated against vaccine-preventable diseases to reduce the risk of disease transmission and protect patients, healthcare personnel, and the communities they serve. Students admitted to professional programs within the College of Health Professions are expected to comply with all University, CHP program, and clinical agency immunization requirements or seek an approved medical or religious exemption through the CHP's established exemption process using the designated exemption request form.

Students are financially responsible for all costs associated with required immunizations, laboratory testing, and clinical compliance documentation.

Needlestick Injury/Biohazard Exposure

POLICY

Students may be involved in activities that expose them to risks associated with blood borne pathogens and hazardous substances. Examples of such activities include participation in health fairs or clinics, class or laboratory activities, or clinical experiences in ambulatory, inpatient, and surgical settings. This Policy is based on Centers for Disease Control (CDC) guidelines and outlines recommended procedures for students in the event of a needlestick injury or biohazard exposure. Students who experience a needlestick injury or biohazard exposure during Butler-approved on or off-campus activities should follow the procedures outlined below.

It is important to note that students will be responsible for any costs associated with recommended testing and/or treatment following a needlestick injury or biohazard exposure.

PROCEDURES

General Outline of Steps to Take:

Step 1. Provide immediate care to the site of injury/exposure.

Step 2. Seek medical evaluation.

Step 3. REPORT, notify, and seek follow-up care if needed.

For further details regarding each step, please refer to the information below.

If a student experiences a needlestick injury or biohazard exposure during a class or laboratory activity, during an experiential rotation, or during participation in a Butler-sponsored health fair or clinic, the following steps should be taken:

Step 1: Provide immediate care to the site of injury/exposure.¹

- Immediately wash injury or exposed area with soap and water for 15 minutes using wash station locations in your area.
- Apply direct pressure to any laceration(s) to control bleeding.
- Flush any exposed mucous membranes with water:
 - Mouth:
 - Rinse several times with water
 - Eyes:
 - Remove any contact lenses.
 - If eye wash station is available, flush eyes for 15 minutes.
 - If eye wash station is not available, have a peer flush eye with 500 mL lactated ringers or normal saline.
 - If unable to do the above, then flush under the sink with water (preferably tepid) for 15 minutes or as tolerated.

- Keep eyes open and rotate eyeballs in all directions to remove contamination from around the eyes. Help may be needed to hold the eyelids open.

Step 2: Seek medical evaluation.

Students will need to always have their health insurance information accessible. Students who experience a needlestick injury or biohazard exposure during a class or laboratory activity, during an experiential rotation, or during a Butler-sponsored health fair event or clinic will be responsible for any costs associated with any testing and care provided by the site at which testing, and care are sought.

NOTE:

If the injured student is an employee of Butler University AND the injury or exposure occurred while on the job, the student-employee should seek care at Concentra, which is an in-network urgent care provider selected by Butler University to treat all non-critical on-the-job injuries. Upon arrival to a Concentra location, Butler student-employees should inform Concentra staff that they are a Butler University student-employee and that they were injured while on the job.

However, if the injured student is a Butler student-employee but the injury was NOT sustained while working for Butler, the injured student should present their OWN health insurance to Concentra or to the specific site where testing and care are being sought.

- Following a needlestick injury or biohazard exposure, it is critical that the appropriate steps are taken promptly. Students SHOULD seek care within 30 minutes of sustaining injury or exposure at either the clinical site where the incident occurred (if during an off-campus experiential rotation), or at a nearby Emergency Department or Urgent Care Provider (see below under “Local Urgent Care Provider”) in the area.
- Students who experience accidental exposure during an experiential rotation should immediately notify the preceptor of the injury/exposure and determine what procedures exist at that site to deal with needlestick/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 needlesticks/biohazard exposure. If the clinical site has no protocol in place, or if urgent care at the site is not accessible, the student should then seek care at the nearest Emergency Department or Urgent Care Provider.
- Students who experience needlestick injury/exposure during participation in a Butler-sponsored health fair or clinic or during a class or laboratory should immediately notify the faculty member overseeing the health fair, clinic, class, or laboratory. Together, the student and faculty member can work to determine where the nearest Emergency Department or Urgent Care site is located so that the appropriate laboratory tests can be collected in a timely manner, and any necessary care can be sought.

Local Urgent Care Provider: Concentra is an urgent care provider offering care at several locations in and around the Indianapolis area. The Concentra website, www.concentra.com, can be accessed for up-to-date location information and operating hours.

- Recommended laboratory tests following needlestick or mucous membrane exposures to potential blood-borne pathogens include:
 - Student Testing:
 - Hepatitis B SAG (Hepatitis B Surface Antigen)
 - Hepatitis C Antibody
 - HIV Antibody (Human Immunodeficiency Virus) when consent is given
 - Hepatitis B SAB (Hepatitis B Surface Antibody)
 - Source Patient Testing:
 - Hepatitis B SAG (Hepatitis B Surface Antigen)
 - Hepatitis C Antibody
 - HIV antibody (Human Immunodeficiency Virus) when consent is given
 - Hepatitis B Core Antibody when the exposed patient is HBSAB negative
 - Other tests for confirmation of diagnosis when clinically indicated

Step 3: Report, notify, and seek follow-up care as needed.

It should be noted that Butler University Health Services does not provide initial treatment for needlestick injuries or biohazard exposures. However, Butler University Health Services may, in some cases, be available to guide follow-up care if applicable and if desired by the affected student.

- Although the chances of contracting disease through a needlestick is low, students should be further evaluated by a healthcare provider within 72 hours of the exposure event. The healthcare provider can review the specific risk factors in each case and help determine eligibility for Post-Exposure Prophylaxis (PEP). In all cases of needlestick injury or biohazard exposure during Butler-approved on- or off-campus activities that were not sustained while working on the job as a student-employee, a **CHP Exposure Incident Report Form (See Appendix A)** should be completed by the student and submitted to the appropriate faculty director as outlined below:
- In the case of an injury or exposure during an experiential rotation (whether off-campus or on-campus), the appropriate Director of Experiential Education (Pharmacy, PA, or Nursing) shall be notified of the incident by the student within 24 hours of the incident.
- In the case of an injury or exposure during a Butler-approved class, laboratory, health fair or clinic, the appropriate Academic Program Director (Pharmacy, PA, Nursing, or Health Sciences) shall be notified of the incident by the student within 24 hours of the incident.
- CHP Experiential and Academic Program Directors will maintain a record of any received CHP Exposure Incident Report Forms on file and will also forward an electronic copy of each form received to Stephanie Lovett (slovett@butler.edu) in the Office of General Counsel, Dugan Hall, Ste. 130, Butler University to be kept on file.

In all cases of needlestick injury or biohazard exposure sustained by a Butler University student-employee while working on the job, a **Faculty/Staff/Student-Employee Accident/Incident Report Form** [Section C and D must be completed](#) should be completed by the student-employee AND by the student-employee's supervisor within 24 hours and then immediately sent to Human Resources in Jordan Hall 037.

Student Employment

When considering employment either on campus or off, students must recognize that curricular requirements may cause them to be in class between 8 am and 6 pm, Eastern time, Monday through Friday.

It should also be noted that required classes as well as other mandatory learning experiences or activities (with advanced notification) may be scheduled in the early evening between 5 pm and 9 pm, Eastern time. Employment is never an acceptable excuse for missing class, laboratory, rotation experiences or other scheduled learning experiences. Employment status does not apply to students enrolled in the online Doctor of Medical Science (DMS) programs with asynchronous delivery designed for working professionals or the DMS-Bridge students in their capstone semester. Students in the Nursing program have further restrictions related to clinical courses and work restrictions. Please see the Nursing program policy for full details.

Religious Holidays

Butler University respects all students' right to religious observance and will reasonably accommodate students' religious practice regarding class attendance, examinations, and assignments when requests are made in a timely manner. The University policy on religious holidays may be found at <https://www.butler.edu/registrar/religious-holidays/>.

Interprofessional Education

Interprofessional education (IPE) refers to occasions when students from two or more professions in health and social care learn together during all or part of their professional training to cultivate collaborative practice for providing patient-centered care. The IPE program provides students in health professions a skill set that will ultimately increase patient safety, reduce errors, maximize efficiencies, and improve quality of care. The College incorporates IPE throughout the curriculum through courses, experiential education, and co-curricular activities. Butler University collaborates with medical and other health profession preparatory schools to allow students across disciplines the opportunity to work together and learn how each function within a health care team.

Vision

The IPE program provides students in health professions a skill set that will ultimately increase patient safety, reduce errors, maximize efficiencies, and improve quality of care.

Mission

Our mission is to develop highly competent nurses, pharmacists, respiratory therapists, and PAs who embrace the importance of interprofessional collaboration in ensuring and improving population health and individual health outcomes.

Goals/Objectives

Develop IPE experiences throughout the Bachelor of Science in Nursing, Doctor of Pharmacy, and Master of Science Physician Assistant Curricula to promote achievement of the Interprofessional Education Collaborative (IPEC) core competencies of:

- Values/Ethics for Interprofessional Practice
- Roles/Responsibilities
- Interprofessional Communication
- Teams and Teamwork

Examination Policies

The purpose of examinations is to evaluate the acquisition of desired knowledge, skills, and attitudes by students, to provide feedback to students on areas of learning that require further development, to assist students in preparation for passing national licensure examinations or graduate school admissions examinations (when applicable), and to assess the extent to which the College's curricular outcomes are being achieved.

Refer to course syllabi for course-specific examination policies including such things as seating assignments, where books and papers are placed during the exam, the use of calculators, computers, personal devices, and/or other examination aids, and time limits. The Academic Integrity Policy of Butler University is included in the Butler University Student Handbook and is available at <https://www.butler.edu/student-life/student-handbook/academic/academic-integrity/>. The current CHP policy governing academic integrity is contained in this handbook. If contradictions or conflicting processes become apparent in the interpretation or enforcement of these two academic integrity policies, the University Academic Integrity Policy will take precedence.

Each faculty member, or course coordinator in courses with multiple faculty members, establishes whether graded examinations will be returned to students in an individual course. It is the instructor's prerogative whether previous examinations will be available for review by the students before the current examination.

Scheduling Final Examinations

The College must follow the University schedule for final examinations with two exceptions.

1. The college may adjust the final examination schedule as needed to ensure that the scheduling of experiential rotations is not hindered by the final examination schedule. In such cases, the College may deviate from the published examination schedule.
2. Final examinations may also be rescheduled based upon availability of classrooms for proctoring of exams.

Final examinations may not be rescheduled to avoid two examinations on the same day or to improve the sequence in which the final examinations fall during final examination week. Students may not approach faculty requesting an adjustment in the timing for final examinations based on the student's travel schedule. This is both inappropriate and unprofessional.

If a college final examination is shifted to a time slot that creates a time conflict with another non-College final examination for any student, it is imperative that the student takes the non-College final examination at its regularly scheduled University final examination time. The instructor of the College course will assist the student in finding an alternative time to take the College final examination that is in conflict.

Exam Administration and Proctoring

The College and faculty take academic integrity seriously. Incidents of academic dishonesty in assignments and exams will be reported to the Executive Associate Dean of Academic and Administrative Services for review and possible sanctions. CHP faculty have agreed upon general rules for test administration in CHP. An individual faculty member can also set specific rules and apply course sanctions per the syllabus as they deem appropriate based on the course content and the testing platform being used (Please consult individual course syllabi). These sanctions are varied and can range from point, percentage, or grade reduction of the final grade, zeros on assignments or exams, to failure of the course. All proctors are aware of these

conditions and students should come to exams prepared, knowing the rules exam administration for a given course:

General rules for in-person test administration in CHP:

1. All exams will be proctored, and a faculty member will be physically available during each exam. Exams in Student Disability Services (SDS) will be proctored via in person/on camera by SDS or CHP staff.
2. Faculty members may require students to sign-in, provide identification, and/or sign an academic integrity statement at the beginning or end of an exam form.
3. Proctors may direct students to a specific seat before or during an exam. Students are not permitted to request specific seating for exams in the classroom or in SDS.
4. Students will not wear hats of any kind during an exam (this includes hooded sweatshirts). Exception-religious headscarves/caps.
5. Students will not eat or drink during the exam (no food or drink at desk/table). Cough drops are allowed if checked by proctor.
6. Coats, backpacks, books, notes are not allowed at student's seat. Leave these items in the front of the room or in the designated area depending on where the exam is taken.
7. Students should not have cell phones, smart watches, or other wearable devices at their desk or on their person. Phones should be turned off or set to "Do Not Disturb" so they do not ring or vibrate in backpacks.
8. Non-graphing/approved calculators without the cover are allowed. Graphing calculators are only permitted if specific instructions are given per faculty.
9. Students should not wear earbuds or noise cancelling headphones. If a student gets distracted by noises, ear plugs may be acceptable, if approved by the instructor.
10. Proctors (faculty and staff) may move students suspected of academic dishonesty or other students around them. Proctors may move a student for any reason.
11. Proctors may advise the class or the individual to maintain eyes on their own work. These actions are intended to inform the student that their activities or body movements give the impression they may be engaging in academic dishonesty, and it would be in the student's best interest to take any corrective actions.
12. No questions will be answered about exam content/material during an exam. For computer-assisted testing (Exam Soft/Canvas), questions about technical issues (access/network issues) may be brought to the attention of the proctors.
13. For computer-assisted exams, all other windows and apps must be closed prior to the start and through the duration of the exam.
14. Students may not leave the room unless it is an acute emergency, and only with permission of the proctor. Students will not be granted restroom breaks unless they have documented SDS accommodation (proctor notification related to all testing accommodations must come from faculty).
15. If students arrive late at the testing location, the time allotted to the student will only be the **balance of the time remaining**.
16. Individual faculty members may have additional test-taking rules.
17. It is up to the discretion of individual faculty members/course coordinators whether exams are returned to the students or just made available for review.
18. Students may be given paper for making notes during an exam. Students should expect these notes to be collected upon exam completion (all at the faculty's discretion).

General rules for remote test administration in CHP:

1. Exams administered in a remote manner will be proctored via faculty/staff or remote proctoring software and may be recorded.
2. Students should be seated in a seat with computer on table/desk (not in bed) and have cleared the general area of any notes or papers.
3. Students should be taking exams alone in a quiet space. If multiple students need to take the assessment in the same room faculty should be notified and a specific plan developed.
4. Follow all procedures related to exam administration software (Proctorio vs. ExamSoft) and any specific instructions provided by faculty and/or the course syllabus.
5. Some programs may require a second device to monitor video during the exam (in addition to exam taking device)

Proctorio Administered Assessment Procedures and Student Expectations

Faculty may choose to use Proctorio for assessments administered in Canvas. Students in those courses agree to proctoring through [Proctorio.com](https://proctorio.com). As part of this agreement:

- Students agree to having their identity verified by Proctorio
- Students agree to allow Proctorio to monitor them by webcam, microphone, browser, desktop, and other means including a scan of their surroundings and computer display
- Proctorio integrity videos and reports will be passed on to the instructor and/or institution
- Additional notifications are found on the Canvas site used in this and other Butler courses. Additional information is also available on Proctorio's site for [Terms of Service](#) and [Privacy Policy](#).

Additional information may be found at the following link:

<https://butleru.my.site.com/askbutler/s/article/Proctorio-Student-FAQs>

ExamSoft® (Professional Phase Pharmacy, Nursing, and Physician Assistant Students Only):

Students are required to ensure that their personal computer meets the minimum system requirements to run Exemplify® (*Pharmacy* / [Physician Assistant students](#)), to install Exemplify® software, and to bring their personal computer to class, fully charged, for all quizzes/exams administered through Exemplify®. Students can download Exemplify® at the [Pharmacy ExamSoft Portal](#) or the [Physician Assistant ExamSoft Portal](#) respectively (click on Exam Taker Login Button and enter Butler email address and Butler password).

Students must know how to [disable their Anti-Virus](#) prior to entering a quiz/exam and re-enable Anti-Virus after the quiz/exam. If anti-virus issues are encountered, they should contact ExamSoft® Technical Support. Lack of preparation may result in an inability to take the exam, adjustments to course grades at the discretion of Course Director, and/or an unprofessional conduct referral to the Student Professional Conduct Committee.

Any problems with Exemplify® or ExamSoft® should be addressed with 24/7 ExamSoft® Student Technical Support by phone at (866) 429-8889, by email to support@ExamSoft.com, or Live Chat at:

<https://support.examsoft.com/hc/en-us>. Students also have access to Searchable [Self-Help Documentation](#).

They should not expect their Course Director to troubleshoot technology issues. Students may contact Academic Partnerships at aphelp@butler.edu or 317-940-8575 to report issues with ExamSoft.

Students using ExamSoft® or Exemplify® improperly to gain unfair academic advantage are violating the Academic Integrity Policy. Violations such as "academic dishonesty" and/or "professional misconduct" would include but are not limited to tampering with exam files, utilizing a password inappropriately,

falsifying upload or download information, or attempting to circumvent the security features of the software.

Examplify® Administered Assessment Procedures and Student Expectations:

1. The Course Director maintains the right to require additional procedures during quizzes/exams as specified in the course syllabus.
2. Students are expected to have all quizzes/exams **downloaded 2 hours prior to the quiz/exam**, though it is recommended to download by midnight the day prior to the quiz/exam. In the event of a download issue, students should contact ExamSoft® Student Technical Support. Course Directors will communicate with students, through an automated message sent from Examplify, when a quiz/exam is ready for download.
3. Students are expected to arrive at all quizzes/exams requiring the use of Examplify® with:
 - Personal computer with Examplify® already installed.
 - Personal computer that is fully charged and a charger for their device and/or an additional external battery (if applicable). **Examplify® will not allow an exam to start if the charge is <25%.**
 - Any additional device hardware required by the Course Director (e.g., earbuds for audio portion of exam).
4. Loaner Devices:
 - If a student's personal computer goes down prior to a quiz/exam and the student needs to obtain a loaner computer (PC or Mac) from the [Science Library or Irwin Library](#).
 - Prior to the quiz/exam students must also visit the IT (Information Technology) Help Desk during their open hours to have Examplify® installed on the loaner computer.
5. Students must disable Anti-Virus prior to entering a quiz/exam and re-enable Anti-Virus after the quiz/exam, unless Examplify® has been added as an Exclusion.
6. All exams should be uploaded after submitting the assessment. In the event of a submission or upload issue, students should raise a hand to alert a proctor.
7. **Students must show their green "Congratulations" screen to a proctor and turn in scratch paper (if applicable) before exiting the room. This includes taking quizzes/exams in the Student Disability Services (SDS) Office and during Exam Re-Takes. There are no exceptions.**
8. After the quiz/exam, students are encouraged to ensure their Wi-Fi re-connects to the Butler Secure network, not the Butler Guest network, which will be drastically slower and not secure.
9. Make-up Assessments in Examplify®
 - Accessing an assessment prior to the alternatively scheduled date of the make-up assessment is considered academic dishonesty and will be dealt with as such.
 - **Students unable to attend class on the day of the assessment for reasons consistent with a planned excused absence from the Course Director must not download the exam file before the scheduled exam date.** Students must schedule a make-up date with the Course Director well before the assessment date. The Course Director will re-release the exam to the student on the day of the make-up for download and testing.
 - Students who download the exam file before the exam day and do not attend it due to unplanned illness or emergency must not attempt to access it. Students must contact the Course

Director to schedule a make-up assessment. The Course Director will release the exam to the student on the day of the make-up for download and testing.

All sections of this policy related to specific software are maintained by Butler University's Online Education and Educational Technology team. Any questions related to this policy should be addressed to oeet@butler.edu.

Course Grades and Grade Appeal Processes

Communication of Academic Performance Measures to Students

An individual faculty member decides if, and when, grades for a particular exam, assignment or course will be posted. For grade-posting purposes, converting numerical grades to letter grades is also an individual decision by each faculty member. It is also the prerogative of individual faculty to post grades on Canvas. Grades will not be released to students by telephone or email transmission.

Incomplete Grades

The University's incomplete grade policy can be found at <https://www.butler.edu/registrar/incomplete-policy>.

Right of Appealing a Grade

Once a final course grade has been reported to the Registrar, it can be changed only upon written request of the instructor and with the written approval of the Department Chair and the Office of the Dean of the College. Ordinarily, only a demonstrable clerical or computational error will be accepted as grounds for changing a grade.

If a student has good reason to believe that a summative assessment and/or grade has been improperly assigned for reasons other than a penalty for academic dishonesty, they must follow the following process for a grade appeal:

Appeal Process for a Didactic Course

Step 1: If, after discussing the matter with the instructor of record, a student wishes to appeal a course grade, the student must submit the written appeal to the instructor of record within 5 business days of the publication of the grades by the Office of the Registrar or when emailed the final grade by the instructor (e.g., DMS or off cycle course completions). The instructor of record will provide a written response (approved or denied) to the student appeal.

Step 2: If the appeal is denied, the student may appeal the grade to the instructor of record's Department Chair. If the instructor of record is the Department Chair, the dean will forward the appeal to another Department Chair in the College. A written appeal must be submitted to the Department Chair within 5 business days of the decision from the instructor. If appealing a grade to the Department Chair, the student should also notify the Executive Associate Dean of Academic and Administrative Services that an appeal has been submitted. This notification will suspend any action that may be taken by the College until the appeal process is resolved.

Step 3: If the appeal is denied, the student may appeal to the Dean of the College. If the student appeals to the dean, the appeal must be submitted within 5 business days of the decision of the Department Chair. The request for appeal to the Dean must be based on an error of fact. The decision of the Dean is final.

Appeal Process for PA, Nursing, Respiratory Therapy, and Pharmacy Program (IPPE and APPE) Experiential Rotations

Policy

- A. Students on experiential rotations will continue rotations until the appeal process is complete unless there is documentable concern for patient safety, unprofessional student behavior (Student Conduct Code, CHP Student Handbook), if this is a second rotation failure if pharmacy student or second course (including didactic and/or rotation failure for PAs), or if charges of criminal misconduct are pending.
- B. If the appeal is successful, the grade will be changed to an appropriate grade supported by the information provided in the appeal.
- C. If the appeal for a change in grade is unsuccessful and this is the student's first failed rotation, the student will be scheduled by the respective Experiential Office with an appropriate faculty member or preceptor. The student will not be re-scheduled with the preceptor who assigned the grade appealed. Time within the student's schedule and/or availability of an appropriate site/preceptor may require that the student complete the remedial rotation in the next rotation year, which may result in extra tuition charges for the student and a delay in graduation. If the repeating rotation cannot be assigned until the next rotation academic year, the student may continue with previously scheduled rotations unless there is a valid reason, and / or governing policy, for the repeating rotation to be completed before previously assigned rotations may be taken.
- D. If the student successfully meets expectations for the repeated rotation, they will be allowed to continue in the program. The failing grade will remain on the transcript and will count negatively toward assessment of satisfactory academic progress.
- E. If the student receives a failing grade in any two experiential (IPPE and APPE) pharmacy rotations or if this is a second didactic and/or rotation failed course/rotation for a PA student, the student will stop forward progress until the case is referred to the respective Academic Progression Committee for review under the guidelines of the Academic Progress Policy (CHP Student Handbook).

Process

- 1. First the student shall review the evaluation submitted by the preceptor responsible for the rotation. If the student disagrees with the grade assigned, the student may submit a written appeal within 5 business days of the electronic notification of grades sent by the Experiential Director. The written appeal must be sent to the Director of Experiential Education for the student's program of study.
- 2. If the appeal is denied by the Director of Experiential Education, the student may submit a written appeal to the Department Chair within 5 business days of the notice of denial. When appealing to the Department Chair, the student must also notify the Executive Associate Dean of Academic and Administrative Services.
- 3. If the appeal is denied by the Department Chair, the student may appeal to the CHP Dean within 5 business days of the notice of denial. Appeals to the Dean must be based on an error of fact. The decision of the Dean is final.

Student's Perceptions of Instructor and Course

During the final weeks of the Term or Session, students will have the opportunity to provide their perceptions of College courses and course instructors. This is a responsibility that should be taken seriously. Realistic appraisals from the student's perspective can be helpful in improving the quality of education. Positive and constructive suggestions are beneficial and aid the faculty in designing courses that create the most successful learning environments for students. Students' perceptions are made available to the individual faculty member, the faculty member's department chair, the Executive Associate Dean of Academic and Administrative Services, and the Dean at the conclusion of the course offering.

Minimum Graduation Requirements

To earn an undergraduate degree from Butler University per policy, a student must complete all program curricular requirements and have a cumulative university grade-point average (GPA) of at least 2.0. Graduate students must earn a cumulative 3.0 GPA to be eligible to graduate. In addition, all students must not have any unresolved conduct code violations. Curricular requirements for degree completion in all programs of the College may be obtained from the Office of Student Success (HPB 110) or in the "CHP Community Resources" Canvas organization.

If there is any question regarding a student's completion of all degree requirements, the student should consult with their academic advisor. However, the student is responsible for ensuring all degree requirements have been met to qualify for graduation. Students can review their progress toward their degree completion at any time by reviewing their advisement report at my.butler.edu. Instructions on how to access the advisement report can be found at <https://www.butler.edu/registrar/advisement-report>.

Graduating students must file for their degree through the Office of Registration and Records when registration for their final semester opens. Instructions for how to file, specific dates based on anticipated graduation date, and a specific checklist for graduation preparation can be found on the Office of Registration and Records' website at <https://www.butler.edu/registrar/graduation>.

Permission to Walk at Commencement

Students must request permission to take part in the Commencement ceremony if they have not met graduation requirements at the time of Commencement. If the student is an undergraduate, they must have already completed the Butler Cultural Requirement (BCR) before the request is reviewed. Students who have not yet matriculated into a program are not eligible to request permission to walk in a commencement ceremony for the subsequent program (e.g., MPAS graduate immediately entering DMS Bridge program). The student must also have an approved plan to meet graduation requirements by the end of the fall semester following the May commencement ceremony. The plan must be approved by the Executive Associate Dean of Academic and Administrative Services. The form opens in January, and the deadline to submit the form for the May Commencement is the **second Friday in April**. The link to request "Permission to Walk" is https://butler.qualtrics.com/jfe/form/SV_6hSOsqS2cNbtPSS or found on the Forms for Faculty and Staff, Office of Registration and Records' site at <https://my.butler.edu/rr/forms-for-faculty-and-staff/>.

Academic Achievement

University Honors

Undergraduate students may be admitted to the University Honors Program through one of three pathways. Outstanding students who apply with Early Action by November 1 may be invited to apply to enter the Honors Program upon matriculation to Butler University. Transfer and current students may petition to join the program. Minimum criteria for the University Honors Program may be found at: <https://www.butler.edu/academics/honors/application-process/>. To graduate with Latin honors, (i.e., magna cum laude or summa cum laude) from Butler University, students must complete the University Honors Program. The Honors Committee and the College's advisors monitor the progress of the College's students in this program. Certain pre-professional and/or professional course substitutions may aid students in completing this program.

Departmental Distinction

CHP undergraduate students who excel academically may graduate with honors, high honors, or highest honors, also known as "departmental distinction." Information regarding departmental distinction may be obtained from the Butler University Bulletin, on the University website at <https://www.butler.edu/academics/honors/graduating-honors/>, or from the student's academic advisor.

These honors are separate from the University Honors Program. That is, students may qualify for departmental distinction even if they do not participate in the University Honors Program. To approach uniformity of requirements and to provide information for the student seeking departmental honors, the College of Health Professions faculty has adopted the following guidelines.

Honors Thesis

The undergraduate student shall select a full-time faculty member, who will be responsible for guiding the completion of the thesis by the student. If the research is conducted off-campus, a clinician, clinical preceptor, or research/industrial scientist may directly supervise the work. However, a full-time faculty member is responsible for the quality and quantity of the work, necessary approval required by off-campus facilities, and a satisfactory working relationship between institutions and their personnel.

The research may be based on laboratory work, clinical studies, and/or appropriate surveys coupled with critical analyses. The student must be an active participant in all phases of the project from experimental design to conclusions and their justification. All work must be done over and above any regular course or work-for-pay assignments.

The thesis for departmental honors is synonymous with that of the University Honors Program. Therefore, all guidelines, procedures, deadlines, and supervision apply to the Honors Thesis whether it is being used for Departmental Honors or the University Honors Program. A brochure outlining such requirements is available from the Honors Program Office in Jordan Hall. Organization and preparation of the final written research report shall also conform to any guidelines approved by the College Honors Committee.

Comprehensive Honors Examination

The individual program directors shall arrange the time and place of the comprehensive examinations for their program's undergraduate students. Students in the undergraduate programs will be invited to sit for the Honor's Examination if their cumulative grade point average at the end of their second to last semester is

high enough to make it likely that they will qualify for Honors at the end of their program. Retaking the examination to improve performance is not permitted. Students will be notified of the results of the examination as quickly as possible. Each program has specific guidelines that will guide the student in the exam's content.

ACADEMIC PROGRESS POLICY²

Each program has an Academic Progression Committee (APC), and it is charged with the duty to oversee students' academic progress, to impose stipulations, to establish remediation, or to dismiss those students whose performance falls below a stipulated level. Each student's academic progress will be reviewed at the end of each semester of enrollment by the respective APC.

Academic Standing

Undergraduate, Professional, and Graduate Students are considered in good standing if they have not been placed on university, College academic, or professional probation. If a student is on probation, they are considered to not be in good standing.

Satisfactory Academic Progress

“Satisfactory Academic Progress” is defined as a student:

- Completing each semester with a term GPA of 2.0 or greater for undergraduate programs (i.e., pharmacy and BSHS) and a GPA of 3.0 or greater for graduate programs (i.e., DMS, DMS-Bridge, or MPAS).
- Completing requirements in the major in an organized, timely sequence.
- Completing all university graduation requirements (e.g., undergraduate core curriculum, including the Butler Cultural Requirement) in an organized, timely sequence.
- Making satisfactory academic progress while on academic probation and meeting stipulations as defined by the respective Academic Progression Committee.

University Academic Probation and Dismissal

Any undergraduate student, regardless of major, is placed on university probation when the cumulative GPA drops below 2.0. CHP students on University Probation will be reviewed and monitored by the respective program's Academic Progression Committee for academic progress.

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

Academic Probation for CHP Students

Each academic program sets its own criteria for what constitutes a level of academic performance that places a student on academic probationary status within University policies. These criteria are outlined in the program handbook.

² Revisions approved by COPHS Faculty 6/18/2024

Academic Standing of all students will be reviewed after each semester. When a student performs below the standards set in the program-specific criteria, all appropriate academic records will be obtained by the Office of the Executive Associate Dean of Academic and Administrative Services for presentation to the appropriate Academic Progression Committee (APC). After reviewing the student's academic performance and comparing it to the standards set by the specific program faculty, the appropriate APC will determine sanctions, and if applicable, will determine stipulations and an academic plan for the student.

All actions and communications will be through the Office of the Executive Associate Dean of Academic and Administrative Services and not through the APC. If the student is placed on probation, all policies in the Student Handbook related to academic probation will be in effect for the student (i.e., inability to hold a college leadership role, inability to graduate, etc.). The APC will also specify any sanctions, which could include, but are not limited to:

- Academic sanctions: recommend study tables or tutoring, remedial curricular requirements (such as repeating courses where the student performed poorly or repeating courses which provided necessary preparatory content for courses where the student performed poorly), etc. The student will be responsible for all financial implications of course remediation.
- Non-academic sanctions: limits on extracurricular involvement, recommend limits on employment hours, encouraging the student to seek assistance from other campus support services such as the Counseling Center or the Learning Resource Center, etc.
- Stopping or slowing forward academic progress toward degree completion until academic deficiencies are remedied.

These, and any other sanctions, would be recommended or imposed when the committee believes the sanctions are in the student's best interest for academic success.

Students placed on academic probation or receiving sanctions will receive written notification from the Executive Associate Dean of Academic and Administrative Services related to the decision of the APC. The notification will also include the conditions, if any, by which the student can be removed from academic probation. A student may appeal this or any other decision of the APC within 5 business days of receiving the written notification (see the Academic Appeals section in the Student Handbook).

Students placed on academic probation or receiving sanctions will receive written notification from the Executive Associate Dean of Academic and Administrative Services related to the decision of the APC. Students who are on academic probation will have their academic progress reviewed at the end of the next enrolled semester / term and their academic probationary status will be reconsidered and determined at that time. APC may remove a student from academic probation or further stipulations.

The APC will consider the student's performance and / or the number of times a student has been on probation in their deliberations if the student's coursework and determine if academic probation and / or further stipulations are warranted or should be continued.

A student may appeal the decision of the APC within 5 business days of receiving the written notification (see the Academic Appeals section in the Student Handbook).

Dismissal from College Programs for Academic Reasons

The Academic Progression Committees have the authority to dismiss a student from a program of the College for not meeting academic standards. Students who are dismissed can reapply to the same program after a specified period (see “Reapplication Process for Dismissed Students” later in this policy). Academic causes for dismissal from a College program include:

- The student on CHP academic probation has finished the academic term with a lower cumulative University or term GPA than that at the beginning of the term.
- The student has failed to satisfy stipulations for more than one academic term while a student in the College.
- The student has failed the same required course twice in any CHP program.
- In addition, MPAS students will be dismissed from the College following failure of any two MPAS courses.
- The student receives a grade of F in two experiential rotations or internship experiences while enrolled in any CHP program. This includes the Introductory and Advanced Pharmacy Practice Experiences in the Pharmacy Program; the rotation experiences in the MPAS program; and all internships in the BSHS program.
- Failure of any 2 Doctor of Medical Science courses or repeated failure of the same DMS course in the curriculum results in dismissal from the DMS Standard program. Cumulative GPA below 3.0 at the end of a semester may also result in dismissal from the DMS program.
- A cumulative GPA below 3.0 at the completion of any semester could result in dismissal from the DMS-Bridge program. Two failed courses will result in dismissal from the DMS-Bridge program.
- Students with a cumulative GPA less than 2.0 are placed on university probation. Two consecutive semesters of GPAs less than 2.0 will lead to termination from the university and college.

Students dismissed will receive written notification from the Executive Associate Dean of Academic and Administrative Services related to the decision of the APC. Students who maintain a professional license due to their participation in the academic programs offered by the College, should be aware that their dismissal will be communicated by the Executive Associate Dean of Academic and Administrative Services to the appropriate licensing board (i.e., the Board of Pharmacy) indicating the student is not an active participant in the program. At that time, the professional license will likely be revoked by the licensing board.

Reapplication Process for Dismissed Students

An undergraduate student declared academically ineligible will not be readmitted to Butler until at least one full semester has elapsed. If, after that absence, the student feels that the problems that led to the academic difficulty have been solved, the student may petition for renewed eligibility by writing a letter to the Dean of the college in which they were enrolled. This letter should be submitted at least 30 days before the start of the session for which the student wishes to enroll.

The petition should be sent to the Executive Associate Dean of Academic and Administrative Services. Critical elements of the petition include identification of reasons why the student’s academic performance did not previously meet progression standards and what steps have been taken or will be taken by the student to ensure successful academic performance in the future. The petition should also include a future curricular plan designed in consultation with the student's previous academic advisor, if possible. This information will be provided to the Dean who will consider both the student’s record and the evidence presented in the letter

to determine whether another opportunity to enroll is warranted. If the Dean concludes that the student has a reasonable chance to redeem the earlier record and earn a degree, they may grant renewed eligibility—ordinarily with the stipulation that the student must earn a 2.50 average during the first two semesters of further work and must then continue to reduce the probation through subsequent semesters, to remain eligible.

A graduate or professional student dismissed from the College of Health Professions may petition for readmission into the program from which they were dismissed after a time lapse of not less than one academic semester (note: re-entry point will be contingent upon course sequencing). The exact period will be noted in the student's dismissal letter. Note, readmission will not be considered where more than 2 years have lapsed for graduate and professional program readmission considerations. Beyond 2 years, students desiring to return to professional and graduate programs must re-apply to the respective program for consideration and must be re-evaluated along with other applicants by the Admission Committee (e.g., CASPA and PharmCAS applications must be submitted). Advanced standing for courses previously taken would be reviewed and approved by the appropriate Academic Progression Committee if admission is granted by the Admission Committee.

The petition for readmission to either undergraduate, graduate, or professional program must be in writing (by letter or e-mail) and addressed to the Executive Associate Dean of Academic and Administrative Services for the College of Health Professions. In addition, transcripts for courses taken elsewhere (when applicable) should accompany the letter. The letter of petition and any supporting documentation must be submitted at least 30 days prior to the start date of the term for which the student wishes to re-enroll. The letter of petition and transcripts will be presented to the appropriate Admission Committees for professional and graduate programs for consultation. The Committee will consider both the student's record and the evidence presented in the letter to recommend whether another opportunity to enroll is warranted. Once the appropriate committee has reviewed the materials, they will make the recommendation to the Dean, who will make the final decision on readmission.

If re-enrollment is granted, the undergraduate, graduate, or professional student may be required to retake certain aspects of the curriculum or undergo assessment of current knowledge and skills as a condition for readmission based on the recommendation of the appropriate Academic Progression Committee.

Students dismissed during experiential rotations in the PharmD, Nursing, Respiratory Therapy, and MPAS programs may be designated a shorter readmission consideration by the Academic Progression Committee. If a different timeline is established, it will be designated in the letter of dismissal.

Termination from Program for Academic Reasons

A student terminated from any program in the College may not petition or apply for readmission to that program. Termination from a College program is final with no recourse for appeal. A student will be terminated from their program for any of the following academic reasons:

- The student has been re-admitted after dismissal from the College or dismissal from the University and has finished the semester with a lower cumulative University or professional GPA than what was carried at the beginning of the semester or term.
- The student has been re-admitted after dismissal from the College or dismissal from the University and has failed to satisfy stipulations.

- A pharmacy student has failed for a third time the same required course used in the calculation of the professional GPA.

Students who maintain a professional license due to their participation in the academic programs offered by the College, should be aware that their termination will be communicated to the appropriate licensing board (i.e., the Board of Pharmacy) indicating the student is not an active participant in the program. At that time, the professional license will likely be revoked without intervention by the student directly with the licensing board.

Academic Appeals

Any student who feels that unreasonable stipulations or actions stemming from the Academic Progress Policy have been imposed by the Academic Progression Committee (APC) has the right to petition the APC for reconsideration. This appeal must be in writing (letter or email is acceptable) to the Executive Associate Dean of Academic and Administrative Services for the College within 5 business days of the notification. The student may also appeal any decision of the APC to the Dean of CHP. However, neither the APC nor the Dean will consider petitions that are based on the principle that the student did not know or understand policies outlined in the student handbook.

Return of University or College-Owned Equipment

All equipment (computers, laboratory supplies, books, manuals, software, etc.) owned by the University shall be returned to the appropriate office of the University at the time of a dismissal or termination from the College of Health Professions or the University.

PROFESSIONAL CONDUCT CODE³

Upon admission to the undergraduate, pre-professional, professional, or graduate programs of the College, the student agrees to comply with these rules and regulations. The guidelines and policies contained within this section have been established for the protection, safety, and well-being of the College community and are set forth in writing to give students general notice of prohibited conduct. The guidelines and policies should be read broadly and are not designed to define misconduct in exhaustive terms. Failure to adhere to the Professional Conduct Code may result in probation, suspension, dismissal, or termination from CHP programs.

Appearance and Attire Guidelines

CHP students must be aware of the professional demeanor befitting a healthcare professional in the practice of their profession. Students in the CHP are expected to present themselves in a manner always befitting them and the college while attending class on the Butler University campus, experiential rotations/internships, or when attending required academic or co-curricular functions off campus.

Clothing must be clean, not ripped or torn, and devoid of offensive advertising or slogans. No alcohol, tobacco product or drug names may be displayed on any apparel item such as clothing, ball caps or backpacks. Except for earrings, visible body piercing is not recommended due to standards related to infection control and environmental control during procedures requiring aseptic technique. Students must

³ Revisions approved by COPHS Faculty 8/19/15; 9/16/2020, 2021, 2022; 6/18/2024

always be clean and well groomed. Shoes or sandals must be worn at all times. Hats or caps must be removed during class. Inappropriate wearing apparel includes dirty and torn jeans or other clothing, crop tops, muscle shirts, tight clothing, pajamas, offensive language, and/or pictures on clothing, or clothing that exposes the midriff.

Specific course activities may require the enforcement of further dress and appearance guidelines. Such activities include laboratories, class presentations, internships, experiential rotations, interviews, professional meetings, and off-campus trips sponsored by the College. In such circumstances, laboratory jackets, nametags, business dress attire, removal of visible piercings, etc., may be required. In these special circumstances, the course faculty or preceptor will establish and communicate the appropriate appearance standards for students. For those courses having special appearance or dress expectations, such expectations will be clearly communicated in the course syllabus, in the experiential rotation handbooks, and/or by Experiential/Program Directors.

CHP Student Nametag Policy for Professional students⁴

The College of Health Professions requires nursing and pharmacy students in the professional phase of their education and MPAS-2 students to wear photo nametags created by Butler University throughout their professional education. These nametags are initially presented to the student upon entry into the professional programs. Nametags will be produced with the student's first and last name, as recorded with the Registrar.

Students are required to wear photo nametags when they participate in certain CHP classes (as indicated in individual course syllabi) and during all experiential rotations. These photo nametags may also be used for many other CHP-specific or Butler University-sponsored events. Students should not wear their Butler University nametags outside of these activities and events. Students should not wear their Butler University nametags while working at their place of employment.

Replacement nametags may be purchased at Butler University Police Department (BUPD). If the nametag is lost or damaged, there is a cost associated with replacement nametag that will be charged to the student's account. If the nametag is stolen, the student is required to file a police report, and the stolen nametag will be replaced at no charge. Questions about the student photo nametags should be directed to the CHP Office of Student Success.

University Undergraduate, Graduate, and Professional Phase Students

Upon being admitted to Butler University, a student assumes an obligation to conduct oneself in a manner compatible with the University's functions as an educational institution. The word "student" includes all persons admitted or taking courses at Butler University, both full-time and part-time, pursuing undergraduate or graduate studies and those who attend post-secondary institutions other than Butler University and reside in Butler University residence halls. Students who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students."

Rules, policies, and guidelines should be read broadly and are not designed to define misconduct in exhaustive terms. The Rules of Conduct shall apply to conduct that occurs on University premises, at

⁴ Approved 08/2013; 6/18/2024

University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Students are also responsible for the behavior of their guests. Because the actions of guests also affect members of the Butler community, students assume responsibility for those they host.

The conduct of a person who is a student and an employee may be reviewed under this system, the employee conduct code, or both, and may be subject to sanctions in both capacities.

A student may be found responsible for a violation of the Rules of Conduct if they attempt, facilitate, or engage in prohibited conduct.

Undergraduate, graduate, and professional students are all subject to sanctions of violations to the University Rules of Conduct. Misconduct for which students may be subject to sanctions from the University are found at <https://www.butler.edu/student-life/student-handbook/rights-responsibilities/conduct-system/>. Alleged violations of University rules and regulations may be brought to the attention of the Vice President for Student Affairs by any member of the University community and from external constituencies.

College Evaluation of Unprofessional Conduct

Undergraduate and Pre-Professional Students

The College (through the Executive Associate Dean of Academic and Administrative Services and Assistant Dean for Student Affairs) is notified of all violations that occur at the University level. This is outlined in the Butler University conduct system.

The Executive Associate Dean of Academic and Administrative Services of CHP will meet with all undergraduate and pre-professional students either by teleconference, video conference, or in person on behalf of the College to discuss implications from a College perspective. The University violation will be shared with the faculty advisor and program director. Advisors must meet with undergraduate and pre-professional students to take a formative role regarding development of professionalism and potential professional consequences of actions as outlined below:

- Advisors take an active, formative role in talking about professionalism with those undergraduate and pre-professional students who are cited for conduct code violations at the university level.
- After meeting with the Executive Associate Dean of Academic Affairs and Administration, the student must request a meeting with their advisor within 30 days.
- After the meeting, the advisor must submit written verification of communication with advisee to the Executive Associate Dean of Academic Affairs and Administration. This meeting should occur within 30 days of the advisor being notified.
- If the advisor cannot meet with the student, the Office of Student Success may meet with the student within the 30-day time limit.
- If the student does not request a meeting or meet with their advisor within 30 days, the Executive Associate Dean of Academic and Administrative Services should be notified by the advisor of the student's inaction.
- The College's Student Professional Conduct Committee will be convened to consider the student's conduct in the same process as outlined in the Procedures upon Alleged Violation of the Professional Conduct Code for Graduate and Professional Students.
- If the student does not respond to the Executive Associate Dean's initial request for a meeting within 30 days, the Executive Associate Dean will convene the SPCC to consider the violation of the Professional Conduct Code.

- Undergraduate or pre-professional students with recurrent or repeated violations of the University Conduct will be required to meet with the College's Student Professional Conduct Committee using the same process as outlined in the Procedures upon Alleged Violation of the Professional Conduct Code for Graduate and Professional Students.

Students who are on probation (University or College) and seek graduate / professional school admissions must report it on CAS forms and or graduate school admission applications.

Graduate and Professional Students

A report of a graduate or professional student's engagement in unprofessional conduct on-campus or off-campus shall be sufficient grounds for the Student Professional Conduct Committee of CHP to initiate a review of the allegation and (if charged with a violation) appropriateness of the student's continuing enrollment in the courses and programs of the College.

Unprofessional Conduct

Unprofessional conduct includes, but is not limited to:

Acts of Academic Dishonesty

1. **Plagiarism:** Fraudulent misrepresentation of any part of another person's work as one's own. This includes submitting any writing that does not properly acknowledge the quoting or paraphrasing of another person's words or that fails to give proper credit for another person's ideas, opinions, or theories. This includes self-plagiarism or re-submitting an entire paper, copying, or recycling previous work.
2. **Cheating:** Use of unauthorized materials; receiving or giving help on papers, experiments, reports, compositions, projects, or examinations without the instructor's permission; possession or using unauthorized materials, electronic resources, and aids such as books, unauthorized website materials, one's own notes or those of another, and unauthorized calculators during an examination. Attempts at cheating shall be interpreted as cheating having taken place.
3. **Fabrication:** Falsification or invention of fictitious information or data in reports, lab results, patient data, bibliographies. Lying, intentionally misleading, or false communications with faculty, staff, administrators, patients, or preceptors, or any other academic/clinical undertaking.
4. **Interference:** Theft, alteration, destruction, or obstruction of the work of another person, including the theft, defacement, or destruction of learning resources such as computers, library periodicals, books, or electronic resources to deprive others of information.
5. **Collusion:** Assisting other students in acts of academic dishonesty or failure to report suspected incidents. This assistance could include unintentional or inadvertent dishonesty by not exercising proper care to protect the integrity of academic activities, whether formative or summative.

Incivility, Unethical, or Otherwise Unprofessional Behavior

1. Unprofessional Behavior or Incivility, including but not limited to rude, sarcastic, obscene, disruptive, or disrespectful remarks or behavior, verbal or physical threats, or damage to property.
2. Creating or accessing screen displays that could be visible to students, staff or faculty that have pornographic content or content that could be offensive to other viewers.

3. Creating and/or distributing electronic forms of communication that defame or discredit the College and/or its students, staff, or faculty.
4. Failure to maintain the tenet of patient confidentiality.
5. Behavior or action that could deceive, defraud, or harm the public, the College, and/or profession.
6. Lying or providing a false version of the truth that has been deliberately created
7. Falsifying, making incorrect entries, or failing to make essential entries in patient health records.
8. Failure of the student to identify student status when working with others.
9. Removal or suspension from any clinical or academic setting by appropriate administrative authority, or request to University or College personnel that it be considered.
10. Behavior that may endanger the campus community, patients, or the public, including participating in intentional acts or the failure to carry out appropriate or assigned duties where lack of doing so may endanger the health or well-being of a patient or client.
11. Failure to comply with College, program, or course policies and procedures (e.g., dress code, timely communication with instructor, preceptor or experiential coordinator, adherence to schedules, attendance policy, unexcused absences, enrollment, etc.). Student employment is never an acceptable excuse for missing class, laboratory, experiential rotations, internships, or other scheduled learning experiences.
12. Failure to return all equipment (computers, laboratory supplies, books, manuals, software, etc.) owned by the University (or external partners of the University) to the appropriate office of the University at the time of voluntary termination, dismissal, or termination.
13. Any act that denies, deprives, or limits the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community based on their actual or perceived membership in a federally protected class is a violation of the University policy on nondiscrimination. Protected classes include but are not limited to race, sex, religion, ethnicity, national origin, citizenship status, age, sexual orientation, gender, gender identity, and veteran or military status.
14. Any allegations of student misconduct that are perceived to infringe upon the federally protected civil rights of any member of the University community or its visitors will be addressed through the Civil Rights Equity Grievance Process found in the University Student Handbook, Campus Life Policies, <https://www.butler.edu/student-life/student-handbook/campus-life/harassment/>.
15. For allegations regarding harassment, sexual misconduct, sexual harassment, and domestic violence, see the university policy: <https://www.butler.edu/student-life/student-handbook/campus-life/harassment/>. This link includes procedures for harassment in a teaching or classroom setting.

Substance Abuse⁵

1. Abuse of alcohol or any illegal or controlled substance.
2. Alteration of records to conceal drug abuse.
3. Misappropriation, or illegal possession, use or sale of pharmacologically active agents.
4. Operating a motor vehicle while under the influence of alcohol and/or other drug(s).
5. Activities that result in the conviction of a drug-related or alcohol-related misdemeanor.
6. Violation of the Butler University alcohol/drug policies as contained in the Butler University Student Handbook.
7. Noncompliance or positive test results of required screenings or assessments.

Loss of or Failure to Procure Professional Credentials

1. Activities that result in probation, revocation, or suspension of any professional credentials by any healthcare regulatory board.
2. Practicing without appropriate credentials (e.g., intern license, technician license or expired credentials, affiliation agreement; insurance; non-enrollment).
3. Activities that result in actions taken by any Board of Pharmacy or other licensing Board within the United States resulting in probation and/or suspension or revocation of a professional license (e.g., pharmacy technician license or pharmacy intern license) or refusal by a Board to grant a professional license.
4. Activities resulting in academic or professional actions or sanctions taken by other post-secondary institutions.

Misconduct or Illegal Activities

1. Activities that result in the conviction of a felony.
2. Termination of employment, internship, or experiential rotation for unprofessional or unethical conduct.
3. Any court-directed or law enforcement actions (e.g., local or state police, BUPD, State Excise Police - including, but not limited to arrests) for violations of city or state law (e.g., public intoxication, underage drinking, driving under the influence (DUI), driving while intoxicated (DWI), domestic violence, battery, theft) even if expunged from a permanent record.
4. Misconduct for which students may be subject to sanctions as described in the most recent publication of the Butler University Student Handbook. Note that this is based only on the

⁵ For additional information related to substance abuse, see the College of Health Professions' policy on Substance Use, Abuse, and Dependency Policy

preponderance of evidence and does not necessarily require involvement of the criminal justice system or a conviction.

Reporting a Suspected Violation of the Professional Conduct Code

Faculty, staff, and students of the College have a responsibility to report all alleged violations of the professional conduct code by graduate and professional phase students to the Executive Associate Dean of Academic and Administrative Services or the Assistant Dean for Student Affairs. The Assistant Dean for Student Affairs will immediately report the information to the Executive Associate Dean of Academic and Administrative Services who will conduct an appropriate inquiry into the alleged code violation(s). “Alleged” refers to suspect behaviors that may have resulted in a violation of the professional conduct code. It is the responsibility of the Student Professional Conduct Committee, upon receipt of a report from the Executive Associate Dean of Academic and Administrative Services, to determine whether charges should be brought against the student. Reporting alleged violations only opens an investigation.

Graduate and professional phase students must self-report their own potential violations of the conduct code, regardless of whether they occurred on- or off-campus, within 96 hours of the alleged event.

Faculty and staff who become aware of alleged violations of the professional conduct code both on- and off-campus have the responsibility to report this to the Executive Associate Dean of Academic and Administrative Services. Faculty should also encourage graduate and professional phase students to self-report the incident within the appropriate period and/or suggest the student meet with the Executive Associate Dean of Academic and Administrative Services or Assistant Dean for Student Affairs for guidance.

Students should report observations of suspected academic dishonesty to the course instructor or to the Executive Associate Dean of Academic and Administrative Services. Written or verbal reports of violation of the Professional Conduct Code may be made by students, faculty, or proctors who identify themselves. Faculty, staff, and/or proctors who observe or suspect academic dishonesty during an examination or who are informed of academic dishonesty by another student should:

- Remove unauthorized materials from the student
- Note the names of students in adjoining seats of the examination
- Allow the student to complete the examination
- Make photocopies or other electronic documentation of all relevant materials such as student papers, examinations, or electronic record.
- Report the incident to the ‘faculty of record’

If the faculty of record believe there is sufficient grounds, they will report the incident by providing any documentation along with a narrative to the Executive Associate Dean of Academic and Administrative Services who can also support the faculty in procedural questions. The faculty member’s Department Chair may provide guidance and support to the faculty member as needed. All reports will be submitted to the University Dean of Students.

The CHP Assistant Dean for Student Affairs can assist the student as a non-partial party in the reporting process; however, all reports received by the Assistant Dean of Student Affairs will be forwarded to the Executive Associate Dean for Academic and Administrative Services for review.

Procedures upon Alleged Violation of the Professional Conduct Code

Once the incident is reported to the Executive Associate Dean of Academic and Administrative Services (regardless of the source), the Executive Associate Dean may visit informally with the person bringing the complaint about the incident. The Executive Associate Dean of Academic and Administrative Services may

interview the graduate and professional phase alleged violator(s), make informal inquiries to gain a sense of depth to the alleged violation, or may request that the faculty involved (when appropriate) investigate the situation to the best of their ability, including interviewing the suspected student(s) for purposes of collecting information necessary for the Student Professional Conduct Committee (SPCC) reviewing the allegation. This information will be shared with the Chair of SPCC.

If the Executive Associate Dean and Chair of the Student Professional Conduct Committee determine that there is not sufficient evidence to forward the allegation to SPCC, they may cancel further action. Both the Associate Dean and SPCC Chair must agree that there is not sufficient evidence to forward the allegation to SPCC. If there is disagreement between the two, the information will be taken to SPCC.

If the decision is made not to bring the allegation of graduate and professional phase students before the committee, a record of the investigation will be maintained in the student's permanent file with the notice of lack of responsibility. If a potential pattern of concern is noted with any future allegations, the Executive Associate Dean of Academic and Administrative Services and Chair of SPCC may refer any previous or concurrent allegations to the Student Professional Conduct Committee to consider.

If the Executive Associate Dean of Academic and Administrative Services and the Chair of SPCC determines substance to an allegation exists, the Executive Associate Dean will prepare a typed statement to the alleged violator(s) that:

- Lists the specific allegation(s) by paragraph letter(s) and number(s) from the Professional Conduct Code
- Describes the incident under review, and,
- Lists facts in evidence that support the allegation
 - Including reference to information (as applicable) such as timeline, other witnesses, others in the area, and evidence (e.g., cheat sheet, assessment of similar exams, original and duplicate in alleged plagiarism, computer logs with time stamp, evaluation form). Opinion, speculation, personal feelings, or comments from a third party (hearsay) will be avoided in the statement.
- The originator of the allegation and any other witnesses asked to provide a written statement should be aware that the information provided is confidential but will be shared with the SPCC and the accused in totality.

The alleged violator can provide a written statement related to the allegations, which will be included in materials presented by the Executive Associate Dean to the Student Professional Conduct Committee.

The Executive Associate Dean of Academic and Administrative Services will present this information to SPCC for its review. After reviewing an alleged violation of the Professional Conduct Code, SPCC will determine whether the graduate or professional phase student is responsible for a violation of the Code. In its deliberations:

- A quorum of the voting members of the Committee must be present.
- Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to a party may result.
- The Committee may interview witnesses and the person(s) allegedly responsible for the Code violation.
- The student has the right to prepare a written statement and submit it in advance of the deliberation.

- At the student's request, an advisor may assist a student. The advisor may be the student's academic advisor or any other person of the student's choice. The advisor may act in an advisory capacity only and may not actively participate in the procedures (e.g., advisors may not question witnesses, provide opening or closing statements, or otherwise provide comments). An advisor will not be permitted to interfere with any procedure or review. The Chair may dismiss an advisor from the hearing for actions perceived as being disruptive. The advisor may only be present when the student is present in the proceedings. After all the evidence has been heard and discussion has concluded, the Committee shall convene privately and decide whether the student is responsible for the alleged violation, and if so, determine the sanction(s), if any. An administrator of the College, usually the Executive Associate Dean, shall also attend the hearing as a non-voting resource representing the College to provide background information to the parties as requested.
- All decisions shall be made by majority vote. The Committee will consider the totality of the information presented in reaching its decision and will use the "*preponderance of the evidence*" standard. For a finding of *responsible*, the Committee needs to conclude it was *more likely than not* that the student violated the Professional Conduct Code. The decision does not require evidence "beyond a reasonable doubt" but does require a preponderance of evidence (i.e., more likely than not).
- If the Committee concludes that there was no violation of the professional conduct code, a record of the investigation will be sent to the student and maintained in the student's permanent file with the notice of lack of responsibility. If future allegations arise, suggesting a pattern of concern, the Executive Associate Dean of Academic and Administrative Services will include previous allegations, previous decided violations, and concurrent allegations to SPCC. Any records of investigation that yielded a decision that the student was not responsible for the violation will be expunged from the student's permanent file at the time of graduation from the University.

If the Committee believes the code has been violated, it will:

- a) Recommend the appropriate sanction(s) for the code violation to the Executive Associate Dean of Academic and Administrative Services.
- b) Direct the Executive Associate Dean of Academic and Administrative Services to notify the graduate or professional phase student in writing by e-mail with read/receipt, or hand delivery that the student is charged with a violation of the Code and the specific sanction(s) for the violation.
- c) Direct the Executive Associate Dean of Academic and Administrative Services to notify the faculty involved in the allegation that the Student Professional Conduct Committee has reviewed the case and what action was taken. Faculty associated with the case may discuss the outcome with the Executive Associate Dean of Academic and Administrative Services.
- d) The student's academic advisor and program director will be notified of the final decision / sanctions letter sent to the student.

The graduate and professional phase student's rights should be outlined to include:

- a. The student may discuss the allegations and sanctions informally with the Executive Associate Dean and/or Student Professional Conduct Committee.
- b. The student may 1) accept the decision / sanctions of the Student Professional Conduct Committee, 2) appeal the decision of SPCC to the Dean of the College if they disagree with the decision / sanctions, or 3) request SPCC to review new information, if appropriate.
- c. The rights of parties in a University student conduct review procedure as described in the Butler University Student Handbook will be observed during the hearing process.

For violations currently awaiting criminal, civil, or regulatory review, the Student Professional Conduct Committee, at its discretion, may delay any decision until the other body has made their decision. In this situation, the Student Professional Conduct Committee will assess the situation as it relates to the professionalism of the student and any effect on academic performance.

If there is new or clarified information that was unknown or unavailable during the original SPCC discussions that could impact the student's case, a student can request that SPCC review their case again. Withholding information during or declining to participate in the initial review is not grounds for an appeal based on new information. This request should be made to the Executive Associate Dean of Academic and Administrative Services and include:

1. Source of the new information and explanation of that information.
2. Name(s) of who can present this information
3. Reason(s) why this information was not presented during the initial review.
4. Reason(s) why this information would significantly impact the original decision

If an SPCC decision is appealed to the Dean, the decision of the Dean is final.

Possible Sanctions for Violations of the Professional Conduct Code

The Student Professional Conduct Committee may recommend one or more of the following sanctions for violation of the Code to the Dean. The Dean of the College or their designee will invoke sanctions. Sanctions may include, but are not limited to:

- A written warning.
- Probation for a specified period, with specific conditions.
- Suspension from the College for a defined period.
- Dismissal as a student from the College for a defined period (e.g., duration of dismissal for academic reasons). Also, similarly, the student must apply for readmission to the College if they wish to return. (See Reapplication Process for Dismissed Students in the Academic Progress Policy) The Dean of the College shall act on the application for readmission.
- Termination as a student or candidate for a degree without possibility of readmission to the College.

Other sanctions

In some circumstances, the Student Professional Conduct Committee may recommend a sanction not listed above but which seems appropriate to the offense.

- Examples of such sanctions may include but are not limited to restrictions on student privileges, community service, reflection paper, research assignment, completion of an educational program, evaluation, and compliance of recommendations by credentialed counselors, referral for alcohol and/or drug use assessment, screening for substances of abuse, letter of apology, or personal apology.

Students on experiential rotations (Nursing, PA, or pharmacy) are also subject to sanctions from their respective Experiential Office. Students should contact the Experiential Office of their respective discipline for more information related to sanctions for a specific rotation.

For students, whose academic program requires that they apply for and hold licensure with state or federal agencies:

- If the offense is deemed by SPCC as reportable or is included in any list of reportable offenses provided by the licensing agency, the Executive Associate Dean of Academic and Administrative Services must report the student to that licensing agency for potential action by their respective board.

A copy of the sanction(s) shall remain in the student's file in the office of the Dean of the College of Health Professions for a minimum of 5 years from date of graduation or last date of eligibility for undergraduate and graduate students within their degree program time limits.

At the discretion of the Instructor of Record, the student may also be subject to disciplinary action for academic dishonesty or issues of professionalism as described in the syllabus of the course in which the violation occurred.

APPEALS AND DUE PROCESS POLICY for GRADUATE AND PROFESSIONAL PHASE STUDENTS

If a student encounters a situation at the College that cannot be satisfactorily resolved by consultation among the parties concerned, or if a student believes they have been unfairly treated, they should communicate concerns to the Executive Associate Dean of Academic and Administrative Services within 5 business days after the incident occurred.

All College students have the right to appeal the decisions of the Student Professional Conduct Committee or the Executive Associate Dean to the Dean of the College. The request for appeal must be based on an error of fact or a procedural error that significantly impacted the outcome of the hearing. It is recommended that students address any concerns initially to the Executive Associate Dean of Academic and Administrative Services or the Assistant Dean for Student Affairs.

The student may appeal a decision regarding sanction(s) invoked by submitting a written appeal to the Dean of the College of Health Professions within 5 business days of receiving the College's decision.

All professional conduct decisions made by the Dean are final.

Authority

If a graduate or professional phase student's act results in a violation of the CHP student professional conduct code together with a violation of the University regulations as defined in the Butler University Student Handbook, the Executive Associate Dean will consult with the Dean of Students for the University. They shall determine whether the Student Professional Conduct Committee or the Dean of Students will have authority over the matter. In matters of professional conduct, both jurisdictions may hear the case.

Student Substance Use, Abuse or Dependency Policy

Purpose

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

In developing and implementing this policy, the College's goals are to:

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

Definition

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

Procedures

Students enrolling as part-time or full-time students in the educational programs of the College of Health Professions 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 their use of alcohol, or a chemical substance is encouraged to voluntarily seek assistance from their family physician, a licensed substance abuse professional, or other appropriate assessment and treatment facility. A student may make a confidential request to the Butler Counseling and Consultation Services Office in the Health and Recreation Complex 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 Executive Associate Dean of Academic and Administrative Services. Upon the recommendation of the Student Professional Conduct Committee, the Executive 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 Executive Associate Dean to take this action include:

- Precipitous deterioration in academic performance
- Frequent and/or regular absences from class or rotations
- 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
- Corroborated or credible written report(s) from faculty, staff, students, University residential life, or 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 Executive Associate Dean will gather information regarding the possible substance use and will provide this information to the Student Professional Conduct Committee (SPCC). The student will sign the appropriate releases authorizing the Dean of Students office and BUPD (Butler University Police Department) to provide all relevant information relating to prior incidents of substance use, abuse, or dependency. SPCC will review all available information and will make a recommendation as to whether the student will be required to undergo a professional assessment for substance use, abuse, or dependency. If such an

assessment is deemed appropriate, SPCC shall advise the Executive Associate Dean who shall notify the student that they are required to undergo such an assessment. When a student is required to undergo a professional substance abuse assessment, the Executive Associate Dean will provide a list of persons who are 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 Executive Associate Dean.

If a student is found, by 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 Health Professions. The treatment and recovery plan may be monitored by an agency with specialized expertise working in the student's discipline area and mutually agreed to by the Dean of the College and the student. The student will promptly sign the appropriate releases so that information on the student's ongoing treatment and recovery may be provided to the College to demonstrate continuing policy compliance. If the treatment and recovery plan require that the student be away from the University for a period that is inconsistent with continuing academic progress, the leave of absence policies of the University and College will apply. The student will bear the cost of the professional assessment and of all subsequent treatment and recovery care.

Students who fail to adhere to this policy in any respect, including, without limitation, undergoing a required professional assessment for substance use, abuse, or dependency, will be subject to disciplinary action, up to and including dismissal or termination from the College. As with all disciplinary actions, the student's right to appeal a disciplinary action is governed by the policies of the College. The disciplinary appeal procedures for the College are described in the professional conduct code contained in the CHP Student Handbook.

The Executive Associate Dean will coordinate a student's continuation or re-entry into the academic activities of the College. The continuation or re-entry agreement may place restrictions on the student's classroom, laboratory or rotation activities that are in the best interest of the recovering student, the University, and the public. All records of actions taken under this policy will be governed by the same confidentiality and access restrictions as all other student academic records. Nothing in this policy shall be interpreted as superseding or amending any University policy relating to a student's use of alcohol or illegal drugs. Accordingly, disciplinary action may be taken by the University, up to and including dismissal of the student, consistent with the University's policies. In addition, this policy may be amended by the CHP at any time at its sole discretion.

Any student concerned about a substance-related problem can consult with local substance abuse counselors. Butler University's Counseling and Consultation Services recommends facilities such as Community Fairbanks Recovery Center, Tara Treatment Center, or The Willow Center.

Although on-going therapy is voluntary, students from CHP who are required by the Student Professional Conduct Committee and/or Executive Associate Dean to undergo a professional substance abuse assessment, the student will be financially responsible for any assessments, required monitoring, or therapy. For more information, students may call CCS at (317) 940-9385.

Policy Statement on Technical Standards (Non-Academic Criteria)

Required for Professional Program Admission and Retention

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

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

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 respective program's Academic Progression Committee will monitor the individual student's ongoing demonstration of such knowledge and skills.

Students who believe they will require disability accommodations while attending class in the Health Professions Building should contact the Director of Student Disability Services as soon as is convenient after matriculating to the University, but preferably no later than September 1st of the academic year they enter the University. Students who believe they will need to have disability accommodations arranged for their pharmacy or PA experiential rotations should consult the Director of Student Disability Services. For pharmacy students, they should make this notification before April 1st of their P1 year. MPAS students should make this notification upon matriculation into the PA program. 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 program rotations coordinator and the Executive Associate Dean of Academic and Administrative Services.

Required Technical Standards

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

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 healthcare 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 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 healthcare providers requires all 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.

Student Organizations and Student Leadership

Mission of Student Organizations

The Butler University CHP has always recognized and encouraged participation in student activities and organizations as a vital part of a student's total educational experience and professional development.

Student Organizations must abide by all policies of the University's Department of Student Involvement and Leadership, which may be found at <https://www.butler.edu/involvement>.

New Organizations

Students wishing to establish a new organization must first submit their proposal at the University level to the Student Involvement and Leadership (SIL) Office and follow all guidelines to become a recognized student organization. During this process, it will be determined that the organization may be associated with CHP.

Once an organization is recognized at the University level, the SIL office will notify CHP of its approval with potential of being recognized by CHP. The new organization may request via email to be recognized at the College level directly. Requests should be directed to the CHP Office of Student Success. This recognition requires approval in writing from the Assistant Dean of Student Affairs and the Dean. The student organization must continue to comply with all University Campus Activities guidelines. Benefits to CHP recognized student organizations include:

- Ability to submit announcements, requests, etc. to CHP News You Can Use newsletters and digital displays
- Promotion to potential and new students through Admissions recruiting events and outreach activities
- Inclusion in CHP Student Organization Fairs
- Support from CHP administration through representation in CHP Health Science Student Assembly (HSSA)

All student organizations must have a faculty advisor. Student organizations who change advisors during its existence can consult with the College's Office of Student Success (OSS) to determine which faculty members are eligible. Faculty Advisor agreement forms are distributed via the University's Department of Student Involvement and Leadership in the Spring semester for the next academic year. These forms can be found in the SIL Engage website available to all student organizations. Training for all faculty advisors is offered to those who volunteer for this position through the SIL office.

Academic and Professional Eligibility for Leadership Roles

Any undergraduate member of an organization who wishes to run for or hold office must have a GPA of 2.0 and not be on academic or professional probation. Any graduate student who wishes to run for or hold an office must have a GPA of 3.0. A list of potential students nominated to run for an office must first be cleared by the OSS. For student confidentiality, this list should be provided by the faculty advisor.

Any organization officer that does not have a semester AND cumulative average of at least a 2.0 and/or is currently on academic or professional probation must resign their position.

Event Registration

All CHP student organizations must review and abide by all University policies and complete all the necessary documentation based on the type of event as required by the University's Department of Student Involvement and Leadership. All relevant policies and forms can be found in *Butler Engage*, the comprehensive student engagement platform used by the University's Department of Student Involvement and Leadership. The Office of Student Success must be informed of all events at least two weeks in advance of the event. CHP OSS reserves the right to intervene with or cancel an event if it is deemed inappropriate or hurtful to its mission, goals, or policy and procedures.

Fundraisers

It is recognized that each organization will have fundraisers throughout the year to support the organization and its activities. All student organizations must review and abide by all University policies and complete all the necessary documentation based on the type of fundraiser as required by the University's Department of Student Involvement and Leadership. All relevant policies and forms can be found in *Butler Engage* website including an approved vendor list. The Office of Student Success must be informed of all fundraising efforts at

least two weeks in advance of the event. CHP OSS reserves the right to intervene with or cancel any fundraiser if it deems inappropriate or hurtful to its mission, goals, or policy and procedures.

Solicitation of funds from corporate sponsors may not be done without the approval of the CHP Dean.

Organization Funds from the College

Student organizations may request College support for special activities. Students must discuss the request with the Assistant Dean for Student Affairs and the request will be forwarded to the Dean of the College for consideration.

Use of University Logo, Stationery, Trademarks, and Images

All student organizations must review and abide by all University policies and complete all the necessary documentation using the Butler University logo and university owned images. All relevant policies and forms can be found in *Butler Engage website*. CHP OSS reserves the right to intervene with or cancel any use of the CHP logo if it deems inappropriate or hurtful to its mission, goals, or policy and procedures.

Health Sciences Student Assembly

The Health Sciences Student Assembly (HSSA) serves as the official forum in which the College's students can express their positive aspirations, concerns, and ideas for the College and their respective professions. HSSA facilitates the development of responsible and representative student government and serves as a liaison group with each of the classes and student organizations. Each CHP program class and recognized student organization will have representation on HSSA. Post-professional programs do not participate in the HSSA.

For a student to be eligible to participate in HSSA, one must not be under University or College academic or professional probation.

Each program class and student organization must submit to the Office of Student Success its elected officers at the beginning of each semester to verify maintained eligibility. This review will be conducted in collaboration with the Office of Academic Affairs. For student confidentiality, this list should be provided by the faculty advisor. If a student becomes ineligible while an organization officer or HSSA representative, the student must resign from office.

The Constitution for the Health Sciences Student Assembly can be found in Appendix C of the CHP Student Handbook.

Student Elections for Class Officers and HSSA Representatives

The procedure for election of the College's class officers was developed in consultation with students. The Office of Student Success will accept nominations and oversee elections at the start of each initiating term (April for BSHS and Pharmacy students, and May for PA students). Elections will be by electronic ballot. The Assistant Dean for Student Affairs will report the results of each electronic election to the respective class as expeditiously as possible. Post-professional programs do not participate in the HSSA, nor do they have class officers.

Students holding office either as class officers or as student members of the HSSA must not be on academic or professional conduct probation.

These procedures apply to the following elected positions and terms of office:

BSHS students

In the 1st and 2nd year classes, each will elect one representative to HSSA from each major.

For students with Junior and Senior standing, each class will elect the following officers to serve a 1-year term.

- President - Serves on the Deans' Student Advisory Council
- Vice President - Serves as class representative on HSSA or appoints class officer designee
- Secretary-Treasurer
- Social Chair

Pre-pharmacy students

Both the PP1 and PP2 classes will elect one representative to HSSA.

Professional Phase Pharmacy students—P1, P2, and P3

Each professional phase pharmacy class will elect the following officers to serve a 1-year term except the P3 class officers, which will serve a 2-year term for both P3 and P4 years.

- President - Serves on the Deans' Student Advisory Council
- Vice President - Serves as class representative on HSSA or appoints class officer designee
- Secretary-Treasurer
- Social Chair

MPAS students - MPAS 1 and MPAS 2

The MPAS 1 class will elect a class President who will serve for a 2-year term.

- President - Serves on the Deans' Student Advisory Council

The MPAS students are also governed by the Physician Assistant Club (PAC) Officers since all MPAS students are part of the PAC. PAC Officers each serve a 1-year term

- PAC President
- PAC Vice President - Serves as class representative on HSSA
- PAC Secretary/Treasurer
- PAC Outreach Chair
- PAC Fundraising/Social Chair - Serves as class representative on HSSA

COLLEGE HANDBOOK APPENDICES

Appendix A – Orientation College and University Forms

Faculty advisors can obtain forms at <https://my.butler.edu/rr/forms-for-faculty-and-staff/>

Petition for Elective Course Variance –University

Core



Core Variance Form

COMPLETE FORM AND SEND TO [CORE@BUTLER.EDU](mailto:core@butler.edu) FOR CORE DIRECTOR REVIEW
This form is for courses taken at Butler. For non-Butler classes, use a Transfer Course Approval Form (found at <https://www.butler.edu/registrar/transfer-credits>).

Student Name:		Date:	
ID Number:		Advisor:	
Email Address:		Primary Major:	
Local Address:	Street Address:	State:	Zip Code:
	City:		

Core Course:

- ☐ Analytical Reasoning
- ☐ First Year Seminar
- ☐ Global and Historical Studies
- ☐ The Natural World
- ☐ Perspectives in the Creative Arts
- ☐ Physical Well Being
- ☐ The Social World
- ☐ Texts and Ideas

Other Graduation Requirement:

- ☐ Indianapolis Community Requirement
- ☐ Social Justice and Diversity

Proposed Replacement Course:

Semester Taken:

Approved:

FYS/GHS Director or Chair of Department Offering Course

Date

Faculty Director of the Core Curriculum (JH109)

Date

NOTES: Copies of the approved request form will be distributed to: 1) the Registration and Records Office; 2) your advisor; and 3) your dean's file. You will receive notice whether or not your request has been approved.

Last Updated: August 2021

1

Non-Core

Faculty advisors can obtain forms at <https://my.butler.edu/rr/forms-for-faculty-and-staff/>

Request for Permission for non-CORE Course Variance

Student: _____ Student ID #: _____ Date _____

Major/Minor for which the variance is requested: _____

College: ☐ LAS ☐ LSB ☐ CHP ☐ COE ☐ JCA ☐ CCOM ☐ UFC

Check One: ☐ First-Year ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

The information below is to be completed by the student's advisor or relevant department chair

Required Course/Requirement:

Course - Letter designator, Number, Title, and # of credits

Substitution:

Course - Letter designator, Number, Title, and # of Credits

Semester Enrolled

Justification and/or Rationale for substitution:

☐ Variance Approved

☐ Variance Denied

STUDENT SIGNATURE & DATE (LSB, CCOM)

ADVISOR SIGNATURE & DATE (LSB, COE, CCOM)

DEPT HEAD/DEPT CHAIR/DIRECTOR SIGNATURE & DATE (LAS, CCOM, JCA)
or FACULTY MEMBER WHO TEACHES THE COURSE (COPHS) & DATE

ASSOCIATE/ASSISTANT DEAN SIGNATURE & DATE (COE, JCA, LSB, COPHS, CCOM)
or (LAS: only required for an LAS Language Requirement variance)

Comments: _____

Independent Study Approval

Please expand your responses onto a separate sheet of paper to effectively answer the questions!

Student Name: _____ Butler ID number: _____

Student's Academic Program/Major (circle one):

BSHS-HS BSHS-HCB Pre-Pharm Pharmacy PA BSPS Nursing Pre-RT

Current Year in Program/ Major: _____

Information on the Independent Study Course:

Course number/Name: _____

Butler faculty advisor/instructor: _____ Credit hours: _____

Academic term when work will be completed: Semester _____ Year _____

Will the independent study be completed at Butler University? (please circle) Yes No

If no, where and with whom will the work be completed? _____

STATEMENT OF THE PROBLEM TO BE SOLVED:

GOALS OF THE PROJECT:

PROJECT METHODOLOGY:

METHOD OF EVALUATION TO BE USED FOR THIS COURSE:

Budget Requested: _____

Is student receiving financial remuneration? (please circle) Yes No

If yes, explain: _____

Student Signature: _____ DATE _____

APPROVAL _____ DATE _____

Butler Project Mentor/Instructor

APPROVAL _____ DATE _____

Executive Associate Dean of Academic and Administrative Services

APPROVAL _____ DATE _____

Chair, Academic Progression Committee _____

For Academic Affairs Use Only:

COURSE NUMBER ASSIGNED: _____

Student Complaint

BUTLER Student Complaint Form

COLLEGE of
HEALTH PROFESSIONS

(adapted from the Butler University Student Complaint Form available at www.butler.edu)

This form is to be used to submit a formal complaint regarding an issue in which a student has not been able to satisfactorily find resolution as outlined the CHP Student Handbook in the General Policies section, "Handling Student Complaints and Concerns". Completed forms will be routed to the Office of Student Success or the Executive Associate Dean for Academic Affairs for distribution as appropriate. For assistance with completing this form, please contact the Assistant Dean for Student Affairs by phone or email.

Background Information

The College of Health Professions will not be able to respond to complaints submitted anonymously. Please include our contact information below:

Your full legal name and Butler ID number:

Phone number where you are most easily reached:

Your email address:

Your campus (or local) address:

Nature of the complaint (REQUIRED to check at least one):

- | | | |
|--|--|---|
| ☐ Academic | ☐ Policy related | ☐ Group (class or academic unit) |
| ☐ Experiential | ☐ Service related | ☐ Group (student organization) |
| ☐ Co-curricular | ☐ Interpersonal | |
| ☐ Other (please explain): | | |

Date and location of incident (REQUIRED):

Information About Your Complaint (REQUIRED)

Please describe your complaint in detail. Include names of individual involved, locations and dates:

What attempts have you made to resolve your complaint? Include who you contacted and what transpired including dates:

Why do you think the complaint was not able to be resolved in your prior attempts?

What resolution are you seeking?

Supporting documentation in the form of photos, videos, email or other supporting materials may be provided.

For CHP faculty/staff completion only: Date/time form received:

By whom:

Receipt of Handbook

All CHP students will be instructed during Orientation to complete the following forms electronically (all three sections). Students may update their election related to the Appearance Release form at any time. Both the initial acknowledgements and any updates will be completed using the link found with the CHP Handbook in CHP Community Resources on Canvas. A copy is provided here for your reference.

These forms were initially ratified Fall 2000 and updated Fall 2020.

Acknowledgement of CHP Handbook

Please carefully read the important information in all the next three sections/pages. At the end of each, please click to acknowledge you have read and agree/certify to their contents. On the final page, please provide your information and signature.

CERTIFICATION OF RECEIPT AND ORIENTATION TO THE COLLEGE OF HEALTH PROFESSIONS STUDENT HANDBOOK

By my signature, I certify that I have received and read a copy of the *CHP Student Handbook*, that I have participated in a discussion of its contents, and that I agree to follow the policies and procedures contained therein. My signature also certifies that I acknowledge it is my responsibility to initiate a conversation if I have questions or need additional assistance above what was provided to the class related to the *CHP Student Handbook* or if I missed the scheduled orientation. This can be scheduled through the Office of Student Success, HPB 110. Policies and procedures in the Handbook are subject to change without notice. Students are held responsible for the most current version of the Handbook which is always accessible both on the College of Health Professions (CHP) website at <https://www.butler.edu/health-professions/> and in the Canvas organization "CHP Community Resources."

Please click the statement below

- ☐ I acknowledge I have received, been oriented to, and agree to the College of Health Professions Student Handbook.

CHP Appearance Release

BUTLER UNIVERSITY COLLEGE OF HEALTH PROFESSIONS APPEARANCE RELEASE FORM

By my signature, I agree for Butler University and the College of Health Professions to capture my likeness and authorize permission to use my likeness in a photograph or video for all its publications, including but not limited to all printed and digital publications, video presentations, and all social media created both within and outside the classroom related to educational purposes. I understand and agree that any photography using my likeness will become property of the College of Health Professions and will not be returned, unless otherwise specified. I understand that class sessions and projects may be audio and/or video recorded. I have no objection to Butler University using my name, voice or likeness for educational purposes, and I hereby permit Butler to release the education records that consist of recordings of my voice or likeness as I participate in classes (such as when I am making presentations or asking questions in the class) and/or depictions in the recordings of presentation slides or other materials I have created for classes. This information may be released and viewed by third parties (e.g., primarily future Butler University students). I am allowing this release of my education records for educational purposes to further the education of other students. There is no time limit on the validity of this consent and release. I understand my agreement is voluntary and is not a condition or requirement of my participation in the class or my attendance at Butler.

Please select your response below

- I agree to the terms above
- I decline permission to post any presentations or likeness of me in audio, video, or still photographic formats, for any use including website, social media, educational purposes, or in printed publications and will submit a digital photograph of me to the Assistant or Executive Associate Dean of the College to ensure the College will not include me.

You will also be asked to provide the following:

First, Middle, Last Name

Student ID Number

CHP Program and Anticipated Year of Graduation

Please sign below acknowledging your receipt of the information provided and confirmation of your responses.

Signature: _____

Exposure Incident Report Form

Student-employees: Report ALL workplace accident/incidents associated with resulting injury or illness to human resources within 24 hours or as soon as possible. The form for student-employees can be found on the HR website. [On-the-Job Injury Procedure | Butler University](#)

If a student is not an employee of the university, they should report all other exposures or incidents using the Exposure Incident Report Form in found in Appendix A. This form should be completed by the Student and submitted to the Program Director of your Academic Program.

Exposure Incident Report Form

To Be Completed by Student and Reviewed with the Program Director and / or the Director of Experiential Education of your Program

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 _____

Program Director or Experiential Education Office

Date received/reviewed: _____

Program Director Signature: _____

Follow-up Notes:

Date: _____

Signature: _____

Follow-up Notes:

Date: _____

Signature: _____

Acceptance of Professional Conduct Code including Substance Use, Abuse or Dependency Policy

COLLEGE OF HEALTH PROFESSIONS PROFESSIONAL CONDUCT CODE AND STUDENT SUBSTANCE USE, ABUSE, AND/OR DEPENDENCY POLICY AGREEMENT

As a condition of acceptance into the Butler University College of Health Professions programs, students are asked to sign this agreement indicating that they will adhere to the terms and conditions of the Professional Conduct Code and the Student Substance Use, Abuse, and/or Dependency Policy. When signed, this agreement will remain in effect if the student is enrolled in the College. Students who are believed to be chemically dependent will be required to undergo a professional assessment to determine if substance use, abuse, and/or dependency is present. If substance abuse or dependency is confirmed the student will be required to complete a treatment and recovery program as recommended and implemented under the supervision of appropriate healthcare professionals. The treatment and recovery plan will be monitored by entities designated by the Indiana Board of Pharmacy or by another agency mutually agreed to by the Dean of the College and the student. All medical costs incurred for the initial substance abuse assessment and for subsequent treatment and recovery programs are the responsibility of the student. Students who do not adhere to this policy will be subject to disciplinary action, up to and including possible termination from the College of Health Professions. I agree to adhere to the conditions of this agreement as stated above. I understand that any **failure or refusal** to adhere to the terms and conditions of this agreement may result in disciplinary action, up to and including possible termination from the College of Health Professions. I agree, to the extent permitted by law, to hold harmless the Butler University College of Health Professions and Butler University from any claims arising out of my participation in our compliance with the Professional Conduct Code and Student Substance Use, Abuse, and/or Dependency Policy.

Please click the statement below

- ☐ I acknowledge I have read and agree to the College of Health Professions Professional Conduct Code and Student Substance, Abuse, and/or Dependency Policy

Appendix B – Course Policy Statements

Policy Statements for All Courses in College of Health Professions

All students taking courses in the College of Health Professions (CHP) are subject to the terms of the Course Policy Statements.

Professional Responsibility

All enrollees in CHP courses are expected to adhere to professional decorum in all activities related to this course and programs. Students are responsible for their own attendance, preparedness, handling of common CHP resources and equipment, participation, and their performance in this course.

Academic Integrity

Academic dishonesty in all its manifestations is unacceptable behavior and is inconsistent with the professional integrity required. Students must be fully aware of what constitutes academic dishonesty as claims of ignorance cannot be used to justify or rationalize dishonest acts. Behaviors that constitute academic dishonesty are clearly described in the Professional Conduct Code of the College in The College of Health Professions Student Handbook that is located on Canvas under “CHP Community Resources.” Students in CHP courses are expected to read and to abide by this policy. The procedures outlined in this policy will be followed should any breach of academic integrity occur in this course.

Use of Turnitin

Students agree that by taking this course all assignments may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All papers submitted to Turnitin become source documents in the Turnitin.com reference database, which is used solely for detecting plagiarism of such papers. Additional notifications are found on the Canvas site used in this and other Butler courses. Additional information is also available on the Usage Policy posted on the Turnitin.com site.

Use of Proctorio

Students agree that by taking this course, all quizzes and exams may be subject to proctoring through [Proctorio.com](#) with integrity videos and reports passed on to the instructor and/or institution. Students agree to having their identity verified by Proctorio and allowing Proctorio to monitor them by webcam, microphone, browser, desktop, and other means including a scan of your surroundings and computer display. Additional notifications are found on the Canvas site used in this and other Butler courses. Additional information is also available on Proctorio’s site for [Terms of Service](#) and [Privacy Policy](#).

Audio and Video Capture

As a part of coursework, students may be asked to demonstrate content knowledge and counseling skills using audio and video capture via Panopto, Zoom, or other recording devices. This material will then be made available to the student for self-assessment. It may also be shared with other students in the same course and with the instructor for feedback. It is important to understand the copyright, intellectual property, and patient/student privacy implications of these and similar recordings:

1. "The University generally owns and/or has license rights to all copyright, trademark, service mark, patent, trade secret, and know-how rights created or developed by the faculty, staff, and students of the University. The University does not, however, generally claim ownership to academic work created by students." The University maintains an Intellectual Property Policy.
2. Any outside use, reproduction or mixing of audio and video materials recorded by students or faculty as part of a course is forbidden without the express written consent of the course instructor and all

parties involved in the recording. This includes use in e-Portfolios or on social media and internet sites such as YouTube or Facebook, etc.

Violation of this policy be considered a violation of the CHP Professional Conduct code. Such a Code violation will result in appropriate sanctions by the College's Academic and Professional Affairs Committee.

Computer Policy, Skills, and Competency

All CHP students must adhere to the computer use policies outlined under "Computer Procedures and Guidelines" in the "University Computing" section of the Butler University Student Handbook. Students in this course are expected to read and to abide by these policies. If you have any concerns, call the Help Desk at 317-940-4357.

Use of Electronic Communication Devices

Use of electronic devices for non-academic purposes during class time is inappropriate and may result in sanctions. In respect to the learning environment of fellow classmates, students are expected to turn off pagers and cellular telephones while in class or class-related activity. Acoustic devices that block the auditory canal from normal hearing are not to be worn in the classroom or during exams. Use of laptops/tablets or technology other than for instructional use during class is inappropriate (e.g., checking e-mail, surfing the Internet, instant messaging, etc.). Students who fail to comply may be asked to leave the course-related activity. It may be considered an unexcused absence. If the problem is recurrent, it may be considered unprofessional conduct.

Should a student need to be reached in an emergency, the student should direct the person needing to contact them to telephone the College office (317-940-9322). In cases of emergency, the College staff will make every effort to locate a student who is in a college-related course and to transmit requested emergency information. Disregard of this policy by a student may result in that student being asked to leave a class or course-related activity by the instructor.

Appendix C – Constitution for the CHP Health Sciences Student Assembly

(Note: this appendix does not apply to online graduate programs in the college)

CONSTITUTION OF THE HEALTH SCIENCES STUDENT ASSEMBLY

COLLEGE OF HEALTH PROFESSIONS, Butler University

ARTICLE I Members

All students who have declared a major offered by the College of Health Professions shall have representation on The Health Sciences Student Assembly (HSSA). In accepting membership in the HSSA, students are expected to exhibit constructive leadership qualities in service to fellow students, faculty, the College, the University, the profession, and society.

ARTICLE II Name

This organization shall be known as the Health Sciences Student Assembly, College of Health Professions, Butler University.

ARTICLE III Purpose

The Health Sciences Student Assembly shall:

1. Serve as an official forum in which students may express their positive aspirations for the College and their professions, along with their concerns and ideas. This could include innovative proposals aimed at improving the functions and effectiveness of the College of Health Professions.
2. Facilitate the development of responsible and representative student government and serve as a liaison group with each of the classes and student organizations relative to any issues of student welfare making recommendations, as appropriate to College administration.
3. Recommend regulations and policies on student conduct and discipline in all matters not covered by the current edition of the Butler University Student Handbook and College of Health Professions Student Handbook.
4. Maintain a line of communication between all CHP classes and student organizations to coordinate and advertise approved student activities and approved fundraisers.
5. Be interested in and promote through inter-professional College events:
 - Enrichment of CHP student lives
 - Character and scholarship of students
 - Improvement of the educational experience for future health professionals within CHP
 - Commitment to serve the needs of our society
 - Enhancement of learning relationships between students and faculty
 - Enhancement of the stature of the College and its professions
 - Processes for achieving lifelong learning among the College's graduate practitioners

ARTICLE IV Membership

1. All Student Chapters of organizations approved by Butler University's Student Government Association within the College of Health Professions as listed in CHP Community Resources online.
2. PA Club (PAC); student chapter
3. One elected representative of each Pharmacy professional phase class and two from each pre-professional class. One elected representative from each MPAS class

4. One elected representative from the MSPS Program
5. One elected representative of the BSHS junior and senior classes
6. Two elected representatives from both the BSHS 1st and 2nd year classes and from each major (i.e., two Healthcare and Business 1st year representatives and two Health Sciences 1st year representatives, etc.)

ARTICLE V Rights and Responsibilities of HSSA Members

Each organization represented on the Health Sciences Student Assembly shall have one vote in voting situations. No proxy votes are permitted.

ARTICLE VI Conduct of Business

HSSA meetings, which shall be open to all Butler University College of Health Professions students, will be held at least twice a semester during the academic year. Special meetings may be held upon call of the Deans, the chairperson, or five or more of the HSSA members. A quorum shall consist of at least five HSSA members.

Student leadership of HSSA, in consultation with the Assistant Dean of Student Affairs, shall be selected by the voting members of HSSA at the last meeting of each academic year and can be held in person or as an electronic vote. This leadership will be a 5-person administrative board with a chairperson elected from the membership of the board. The Board should have membership from the BSHS, Pharmacy, and Physician Assistant Programs with no more than two members from a single program. A student member selected by the voting members of the HSSA serves as secretary. It shall be their duty to keep and distribute minutes of HSSA meetings. All minutes will be distributed to HSSA members and posted to the HSSA section in CHP Community Resources for review by CHP students, faculty, and staff.

All recommendations to the Dean will be routed through the Assistant Dean for Student Affairs, located in the CHP Office of Student Success – HPB110.

Ratified spring 2019

Program Handbooks

All program handbooks: <https://www.butler.edu/health-professions/handbook/>