Welcome

Dear Students,

Welcome to Chamberlain College of Nursing. Whether you are a new or continuing student, I congratulate you on choosing nursing as your profession and Chamberlain College of Nursing as your school.

You have chosen a school with a rich tradition of excellence and innovation. Our specialty is quality nursing education. We take seriously our responsibility to prepare knowledgeable, caring and clinically-proficient registered nurses.

Each member of the Chamberlain community is committed to helping you achieve success in school and in your nursing career. We are committed to student service and convenience. We strive to make your educational experience as smooth as possible. You can learn nursing where you want – either on-site or online – and tailor it to the learning style that best suits your needs. We are committed to helping you find funding for your education. Our student services advisors can help you identify potential sources of funds and assist you in planning how you will pay for your education. We are committed to your learning. Our faculty is experienced in both nursing practice and teaching and will guide you every step of the way. We are committed to partnering with you during your education program so that your experience at Chamberlain College of Nursing exceeds your expectations.

Congratulations on taking this important career step. I wish you success and personal fulfillment on your educational journey.

Sincerely,

Susan L. Groenwald, PhD, MSN, RN
National President
Chamberlain College of Nursing
Chamberlain Phoenix Campus Faculty Chair, Assistant Professor Patricia Bishop, instructs Chamberlain BSN nursing students.
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This handbook applies to all Chamberlain College of Nursing students.

Comprehensive consumer information is available at [chamberlain.edu/studentconsumerinfo](http://chamberlain.edu/studentconsumerinfo)

NOTE: Chamberlain reserves the right to change the terms and conditions outlined in this Student Handbook at any time without notice. Information is current at the time of publication. Information updated after January 2014 including additions and amendments, is available via [chamberlain.edu/handbook](http://chamberlain.edu/handbook). It is the responsibility of applicants and students to check for updates. This published Student Handbook supersedes all previous published editions and is in effect until a subsequent Student Handbook is published either in print or online at [chamberlain.edu/handbook](http://chamberlain.edu/handbook). Volume IV; changes contained herein are effective January 2014. Photographs in this Student Handbook are representative of Chamberlain College of Nursing.

AC-0228, AC-0103, AC-0051, AC-0107

Admission advisors are admission representatives in Florida, Minnesota, Nebraska and Oregon.

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The monuments from the original Chamberlain College of Nursing St. Louis campus, formerly Deaconess College of Nursing.
Mission Statement
Chamberlain provides a superior nursing education experience distinguished by academic excellence, innovation, integrity and world-class service. We are committed to graduating compassionate, ethical and knowledgeable nurse leaders who are empowered to transform healthcare.

Purpose
Our purpose is to prepare nurses to advance healthcare outcomes.

Accreditation & Approvals
Chamberlain College of Nursing is accredited by The Higher Learning Commission (HLC) and is a member of the North Central Association of Colleges and Schools, ncahlc.org. HLC is one of the six regional agencies that accredit U.S. colleges and universities at the institutional level. The Bachelor of Science in Nursing degree program and the Master of Science in Nursing degree program at Chamberlain College of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE, One DuPont Circle, NW, Suite 530, Washington, DC 20036, 202.887.6791). The Associate Degree in Nursing program at the Columbus location is accredited with conditions by the Accreditation Commission for Education in Nursing (ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404.975.5000). Accreditation provides assurance to the public and to prospective students that standards of quality have been met.

Chamberlain College of Nursing, 2450 Crystal Drive, Arlington, VA 22202 is certified to operate by the State Council of Higher Education for Virginia, 101 N. 14th Street, 10th Floor, James Monroe Building, Richmond, VA 23219, 804.225.2600. Chamberlain College of Nursing has provisional approval from the Virginia Board of Nursing, Perimeter Center, 9960 Mayland Drive, Suite 300, Henrico, VA 23233-1463, 804.367.4515. AC0107

Program/program option availability varies by state/location. Chamberlain reserves the right to update information as it becomes available. Information is current at the time of publication. For the most updated accreditation information, visit chamberlain.edu/accreditation. Comprehensive consumer information is available at chamberlain.edu/studentconsumerinfo.

Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle, NW, Suite 530, Washington, D.C. 20036
202.887.6791 | aacn.nche.edu/ccne-accreditation

Higher Learning Commission (HLC)
230 South LaSalle Street, Suite 7-500, Chicago, IL 60604
800.621.7440 | ncahlc.org

Accrediting Commission on For Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326
404.975.5000 | acenursing.org
**Academic Calendar**

The academic calendar is available in the Academic Catalog. Visit chamberlain.edu/catalog.

**Student-Centric Period**

During the 2013-14 academic year, Chamberlain College of Nursing will implement a student-centric calendar. Each year will consist of two fall, two spring and two summer semesters. Each semester will consist of 16 weeks of instruction and exams; classes will be scheduled in two eight-week sessions each semester.

An individual student’s calendar is based on his/her initial enrollment date or on the date studies are resumed following withdrawal from the College. This schedule results in two overlapping calendars (referred to as “cycles”).

The two overlapping calendar cycles designate months corresponding to Chamberlain’s summer, fall and spring semesters. At the time a student initially starts courses, he/she is assigned a student centric period (SCP) designator code of Cycle 1 or Cycle 2. The chart below outlines how months of the year correspond to a student’s spring, summer and fall semesters, based on the assigned SCP cycle:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Cycle 1</th>
<th>Cycle 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>January and March</td>
<td>March and May</td>
</tr>
<tr>
<td>Summer</td>
<td>May and July</td>
<td>July and September</td>
</tr>
<tr>
<td>Fall</td>
<td>September and November</td>
<td>November and January</td>
</tr>
</tbody>
</table>

Processes related to class scheduling, registration, tuition/fee assessment and end-of-term grade processing occur at the end of each session. Processes related to determining a student’s eligibility for financial aid and evaluating academic standing are conducted on a semester basis.
## 2013-2014 Academic Calendar – Cycle 1

**Semester:** 16 weeks  
**Session-length:** 8 weeks

### 2013 Summer Semester: Cycle 1: May 6, 2013 – September 1, 2013

<table>
<thead>
<tr>
<th>Mon</th>
<th>May 6</th>
<th>May session begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>May 27</td>
<td>Memorial Day holiday*</td>
</tr>
<tr>
<td>Fri</td>
<td>June 14</td>
<td>Last day to withdraw from nursing courses**</td>
</tr>
<tr>
<td>Fri</td>
<td>June 21</td>
<td>Last day to withdraw from liberal arts and sciences courses**</td>
</tr>
<tr>
<td>Sun</td>
<td>June 30</td>
<td>May session ends</td>
</tr>
<tr>
<td>Mon-Sun</td>
<td>July 1-7</td>
<td>Summer break</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mon</th>
<th>July 8</th>
<th>July session begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri</td>
<td>Aug 16</td>
<td>Last day to withdraw from nursing courses**</td>
</tr>
<tr>
<td>Fri</td>
<td>Aug 23</td>
<td>Last day to withdraw from liberal arts and sciences courses**</td>
</tr>
<tr>
<td>Sun</td>
<td>Sept 1</td>
<td>July session ends</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Mon</th>
<th>Sept 2</th>
<th>September session begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Sept 2</td>
<td>Labor Day holiday*</td>
</tr>
<tr>
<td>Fri</td>
<td>Oct 11</td>
<td>Last day to withdraw from nursing courses**</td>
</tr>
<tr>
<td>Fri</td>
<td>Oct 18</td>
<td>Last day to withdraw from liberal arts and sciences courses**</td>
</tr>
<tr>
<td>Sun</td>
<td>Oct 27</td>
<td>September session ends</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mon</th>
<th>Oct 28</th>
<th>November session begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu-Fri</td>
<td>Nov 28-29</td>
<td>Thanksgiving break’</td>
</tr>
<tr>
<td>Fri</td>
<td>Dec 6</td>
<td>Last day to withdraw from nursing courses**</td>
</tr>
<tr>
<td>Fri</td>
<td>Dec 13</td>
<td>Last day to withdraw from liberal arts and sciences courses**</td>
</tr>
<tr>
<td>Sun</td>
<td>Dec 22</td>
<td>November session ends</td>
</tr>
<tr>
<td>Mon-Sun</td>
<td>Dec 23-Jan 5</td>
<td>Winter break</td>
</tr>
</tbody>
</table>

* Classes do not meet on the holidays recognized on this calendar. For student's convenience, the online classes will remain open.

** Last date to withdraw refers to the last date that a student may withdraw from a class and receive a grade of "W." The last day to withdraw from all classes and receive a refund varies. Refer to our refund policy in the academic catalog to determine the last day to withdraw and for additional refund information.
2013-2014 Academic Calendar – Cycle 1
Semester: 16 weeks    |    Session-length: 8 weeks

<table>
<thead>
<tr>
<th>Mon</th>
<th>Jan 6</th>
<th>January session begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Jan 20</td>
<td>Martin Luther King Jr. Day holiday*</td>
</tr>
<tr>
<td>Sun</td>
<td>Feb 16</td>
<td>Last day to withdraw from nursing courses**</td>
</tr>
<tr>
<td>Fri</td>
<td>Feb 21</td>
<td>Last day to withdraw from liberal arts and sciences courses**</td>
</tr>
<tr>
<td>Sun</td>
<td>Mar 2</td>
<td>January session ends</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mon</th>
<th>Mar 3</th>
<th>March session begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>Apr 13</td>
<td>Last day to withdraw from nursing courses**</td>
</tr>
</tbody>
</table>
| Fri | Apr 18| Last day to withdraw from liberal arts and sciences courses**
|     |       | Spring holiday’ |
| Sun | Apr 27| March session ends |
| Mon-Sun | Apr 28-May 4 | Spring break |

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2013-14 Academic Calendar – Cycle 2  
Semester: 16 weeks    |    Session-length: 8 weeks

### 2013 Summer Semester: Cycle 2: July 8, 2013 – October 27, 2013

<table>
<thead>
<tr>
<th>Mon</th>
<th>July 8</th>
<th>July session begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri</td>
<td>Aug 16</td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>Aug 23</td>
<td>Last day to withdraw from nursing courses**</td>
</tr>
<tr>
<td>Sun</td>
<td>Sept 1</td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>Sept 2</td>
<td>Labor Day holiday*</td>
</tr>
<tr>
<td>Tues</td>
<td>Sept 3</td>
<td>September session begins</td>
</tr>
<tr>
<td>Fri</td>
<td>Oct 11</td>
<td>Last day to withdraw from nursing courses**</td>
</tr>
<tr>
<td>Fri</td>
<td>Oct 18</td>
<td>Last day to withdraw from liberal arts and sciences courses**</td>
</tr>
<tr>
<td>Sun</td>
<td>Oct 27</td>
<td>September session ends</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Mon</th>
<th>Oct 28</th>
<th>November session begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu-Fri</td>
<td>Nov 28-29</td>
<td>Thanksgiving break*</td>
</tr>
<tr>
<td>Fri</td>
<td>Dec 6</td>
<td>Last day to withdraw from nursing courses**</td>
</tr>
<tr>
<td>Fri</td>
<td>Dec 13</td>
<td>Last day to withdraw from liberal arts and sciences courses**</td>
</tr>
<tr>
<td>Sun</td>
<td>Dec 22</td>
<td>November session ends</td>
</tr>
<tr>
<td>Mon-Sun</td>
<td>Dec 23-Jan 5</td>
<td>Winter break</td>
</tr>
<tr>
<td>Mon</td>
<td>Jan 6</td>
<td>January session begins</td>
</tr>
<tr>
<td>Mon</td>
<td>Jan 20</td>
<td>Martin Luther King Jr. Day holiday*</td>
</tr>
<tr>
<td>Sun</td>
<td>Feb 16</td>
<td>Last day to withdraw from nursing courses**</td>
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<tr>
<td>Fri</td>
<td>Feb 21</td>
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</tr>
<tr>
<td>Sun</td>
<td>Mar 2</td>
<td>January session ends</td>
</tr>
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2013-14 Academic Calendar – Cycle 2  
Semester: 16 weeks  |  Session-length: 8 weeks

<p>| | | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>Mon</td>
<td>Mar 3</td>
<td>March session begins</td>
</tr>
<tr>
<td><strong>Sun</strong></td>
<td>Apr 13</td>
<td>Last day to withdraw from nursing courses**</td>
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<tr>
<td><strong>Fri</strong></td>
<td>Apr 18</td>
<td>Last day to withdraw from liberal arts and sciences courses**</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring holiday*</td>
</tr>
<tr>
<td><strong>Sun</strong></td>
<td>Apr 27</td>
<td>March session ends</td>
</tr>
<tr>
<td><strong>Mon-Sun</strong></td>
<td>Apr 28-May 4</td>
<td>Spring break</td>
</tr>
<tr>
<td><strong>Mon</strong></td>
<td>May 5</td>
<td>May session begins</td>
</tr>
<tr>
<td>Mon</td>
<td>May 26</td>
<td>Memorial Day holiday*</td>
</tr>
<tr>
<td>Sun</td>
<td>June 15</td>
<td>Last day to withdraw from nursing courses**</td>
</tr>
<tr>
<td><strong>Fri</strong></td>
<td>June 20</td>
<td>Last day to withdraw from liberal arts and sciences courses**</td>
</tr>
<tr>
<td><strong>Sun</strong></td>
<td>June 29</td>
<td>May session ends</td>
</tr>
<tr>
<td><strong>Mon-Sun</strong></td>
<td>June 30-July 6</td>
<td>Summer break</td>
</tr>
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Academic Policies & Services

Student Portal
Chamberlain’s Student Portal provides a single point of entry for self-directed, web-based services for all current students and alumni. Features include access to eCollege, a link to register for classes, general announcements, an option to view grades, a student financial statement and a way to contact the Help Desk.

The student portal may be accessed at my.chamberlain.edu.

Textbooks & Electronic Course Materials
Chamberlain offers traditional printed textbooks and, in select courses, electronic textbooks (eBooks).

Printed textbooks
Effective December 2013, printed textbooks, clinical kits and uniforms are available for purchase in the online Chamberlain Bookstore. You can access the bookstore at chamberlain.edu/bookstore or through Single-Sign On on your student portal at my.chamberlain.edu.

eBooks
Effective January 2014, eBooks will be used for select nursing and liberal arts and sciences courses. There will be a course materials fee ranging from $50-$85 for each course using eBooks; the fee covers all course eBooks, associated tutorials, simulations and/or interactive study materials. eBooks are available through your course shell(s). (An ‘eBooks’ tab will appear in your course shell if your course will be using electronic textbooks.) If the electronic version of the textbook is included, hard-copy textbooks are not required for these courses but may be purchased at an additional cost. Additional information can be found in the student portal or student services office.

Attendance

Attendance Policy
Information regarding the attendance policy is found in the Academic Catalog at chamberlain.edu/catalog.

Comprehensive program-specific consumer information is available at chamberlain.edu/studentconsumerinfo.
Administrative Withdrawal & Appeal

Information regarding the administrative withdrawal & appeal policy is found in the Academic Catalog at chamberlain.edu/catalog.

Comprehensive program-specific consumer information is available at chamberlain.edu/studentconsumerinfo.

Laboratory Class

Students are expected to attend all lab classes, arriving on time and having completed appropriate preparation for each class as assigned. Students are required to utilize lab time to practice and master skills to meet criteria that demonstrate completion of course outcomes. After skill-practice sessions are completed, return demonstrations to the instructor are scheduled and must be performed satisfactorily to pass the lab component of the course (see Skills Checklist for criteria). Excessive absences may result in failure of the lab component of the course, which results in failure of the entire course. Tardiness or failing to remain present during the entire lab session will be addressed and may result in failure of the course. Absences and/or tardiness from pre-clinical lab seminars may prohibit students from completing the clinical component of the nursing course, resulting in course failure.

Clinical Experiences

Students are expected to attend all clinical and pre-clinical experiences, and pre- and post-conferences to meet the learning outcomes of the course. Students who are not in the appropriate attire and/or are not prepared for clinical practice may be dismissed from the clinical setting based upon patient-safety requirements.

In cases of emergency or severe illness, documentation supporting expressed reasons may be required. Students must notify the instructor in a manner specified by the instructor within the requested time frame. Students must notify the clinical agency in a manner and time frame requested by the instructor. Equivalent learning opportunities for absences will be provided at the discretion of the faculty member based upon consideration of a student’s total course performance.

Tardiness

Students are expected to be present at the beginning of each class meeting. Excessive tardiness may be cause for disciplinary action.
Withdrawal Policy
For information regarding the withdrawal policy, refer to your enrollment agreement or Academic Catalog or visit chamberlain.edu/catalog.

Add/Drop Period
Information regarding the add/drop period is found in the Academic Catalog at chamberlain.edu/catalog.

Standards of Academic Progress
Students can access information about Standards of Academic Progress in their Academic Catalog at chamberlain.edu/catalog.

Academic Warning
Students can access information about the Academic Warning Policy in their Academic Catalog at chamberlain.edu/catalog.

Incomplete Grades
Students can access information about the Incomplete Grades (grades of I) Policy in their Academic Catalog at chamberlain.edu/catalog.

Course Attempts/Withdrawals
Students can access information about the Multiple Course Attempts/Withdrawals Policy in their Academic Catalog at chamberlain.edu/catalog.

Academic Dismissals
Students can access information about the Academic Dismissals Policy in their Academic Catalog at chamberlain.edu/catalog.
**Academic Advising**

Academic advising provides academic support for students in pursuit of their educational goals, while ensuring that Chamberlain’s academic standards are upheld. Academic advising is provided by the student services advisors. Advisors inform and advise students as they make academic decisions, assist in preventing academic problems, help resolve academic issues and advise in appeal processes. Students should become well acquainted with their student services advisor as they provide support that can lead to steady improvement of their academic performance and satisfaction.

Students can speak to their student services advisor at any time by making an appointment or stopping by during office hours. In order to receive the most thorough and effective advising, students are encouraged to schedule an appointment with their student services advisor for consultation. Students can also contact their student services advisor by submitting a request through my.chamberlain.edu and clicking “Student Services” under Quick Links. For specific contact information regarding each location, visit chamberlain.edu/locations.

**Library Services**

Each location has a library where students will find nursing and liberal arts and sciences books, periodicals and audiovisual materials. In addition, Chamberlain College of Nursing subscribes to a number of national databases. An interlibrary loan agreement with DeVry University enables students to obtain books from any DeVry University campus library.

Access to the extensive DeVry University campus library database is available through courses. In addition, on-site libraries participate in local interlibrary loan programs that allow students to obtain books and periodicals outside the DeVry University or Chamberlain system. Contact your campus librarian for any library or research requests. Chamberlain also offers a comprehensive online library at chamberlain.edu/library.

**Proficiency Testing**

Proficiency tests allow students who believe they have already mastered course material to demonstrate comprehensive knowledge in a particular course. Students receive proficiency credit for a course when they achieve the pre-determined score or higher on a proficiency test. Proficiency credit is noted on the students’ academic progress reports and transcripts but is not included in grade point averages or considered as hours in residence.

Proficiency test costs vary depending on the test and may not be available for all courses. The student services advisor will work with students to determine if a proficiency test is available to the student and is appropriate to the situation.
Resumption of Study
Students can access information about the Resumption of Study Policy in their Academic Catalog at chamberlain.edu/catalog.

Change in Program of Study
Students can access information about the Transferring to a Different Program of Study Policy Within Chamberlain in their Academic Catalog at chamberlain.edu/catalog.

Graduation Requirements
Students can access information about Graduation Requirements in their Academic Catalog at chamberlain.edu/catalog.

Graduation Ceremonies
Students should contact their student services advisor for information about participation in a graduation ceremony. For graduation regalia and merchandise, visit jostens.com/chamberlain.

Registration for Continuing Students
A student must select all courses and have all financial and academic obligations to Chamberlain resolved prior to the close of registration each semester. For additional information, visit chamberlain.edu/catalog.

Career Services
Chamberlain offers a wide range of services to assist students in preparing for employment after graduation. Students should contact their student services advisor to find out how to access these services. Many hospitals and healthcare facilities recruit both Chamberlain College of Nursing students and graduates. Chamberlain College of Nursing cannot guarantee employment.
Counseling Services

ASPIRE is a no-cost, confidential personal-support program for Chamberlain students and their families. Students may call toll free at 888.470.1531 to speak with a counseling professional about any issue that is affecting their daily life and/or academic performance.

Through the ASPIRE program, Chamberlain students may receive help with:

**College:** Academic performance, attendance, balancing college and life, disciplinary referrals, trouble staying motivated and focused as well as time management.

**Personal:** Alcohol or substance abuse, anger management, anxiety, coping with grief, depression, feeling overwhelmed and managing stress.

**Family:** Blended families, family conflicts, parenting, roommate conflicts, single life or relationships, separation or divorce. If childcare issues are interfering with college, a counselor can work with the student to help solve the problem. Students who need legal, financial or housing assistance with elderly dependents may talk to a professional with expertise about available resources.

**Financial or Legal:** Bankruptcy, budgeting, debt/credit problems, financial planning, legal forms and legal resources. Attorneys are available by phone to provide consultation on a wide range of legal matters. Students may talk to experienced financial planners for advice on personal finances, debt problems or other money concerns.

For more information, students can access the ASPIRE Student Assistance Program directly by calling 888.470.1531 or by visiting myASPIReonline.com.

Clinical & Practicum Facilities

The College provides a variety of clinical or practicum experiences at hospitals and agencies to provide meaningful comprehensive learning opportunities. Students gain experiences from clinical or practicum assignments at the following types of healthcare facilities: acute care; adult-health units at hospitals; critical and emergency care facilities; community agencies; pediatric hospitals; educational institutions; veterans facilities; and specialized-care units such as those providing maternal-child and mental-health services.
Compliance Documentation

Health and integrity are of the utmost importance among students charged with professional nursing care. As a result, Chamberlain encourages students to become increasingly proficient in promoting self-health and becoming informed when they seek healthcare services. The student assumes all financial responsibility associated with his/her own healthcare. For details on health records required for admission or clinical courses, refer to the packet mailed to accepted students or the Clinical Compliance Documentation Requirements section of the Chamberlain Catalog found at chamberlain.edu/catalog.

Pre-Licensure Students:

Pre-licensure students must submit a completed health examination and immunization history by established deadlines. Pre-licensure students must submit copies of personal health records to the National Clinical Compliance Office and must maintain originals for future use. Complete documentation must be provided by students to the National Clinical Compliance Office by the following deadlines:

- 3-year BSN degree program students entering in semester one or semester two and ADN students entering in semester one must complete all clinical compliance requirements by the end of their first session (eight weeks).
- 3-year BSN degree program students entering in semester three (NR-222) and ADN students entering in semester two (NR-122) must complete all clinical compliance requirements by the end of Session 1 (eight weeks) of the first semester.
- 3-year BSN students entering the College directly into a clinical course must be clinically compliant before the first day of clinicals.

Failure to submit all clinical compliance requirements by the deadlines will result in the student’s account being placed on a compliance hold, making the student ineligible to register for classes or attend clinicals until required documentation is received and accepted.

Additional Clinical Disclosures

For tracking and public health management purposes, the non-directory information of students may be shared with clinical sites at which a student is studying, working or gaining clinical experience. Contact your student services advisor for more information. Individual states and/or clinical facilities may have additional requirements.

Non-Compliance Students who are non-compliant in any semester may be denied admission to clinical agencies, resulting in an unsatisfactory clinical grade due to unexcused absences. This could ultimately result in a student failing a course and/or being dropped from the program.
Chamberlain faculty and student work together during an experiential learning opportunity in Brazil as part of Chamberlain’s International Nursing Service Project.
Clinical Information for Online Students

Online students requiring clinical sites and/or preceptors must cooperate with the Clinical Coordination Office to ensure that clinical sites are identified, established and scheduled and that the qualifications of the preceptor are verified. A clinical site and/or clinical preceptor must be confirmed by the clinical coordinator and course faculty prior to registration for any clinical course. Failure to comply with background, drug screening and fingerprint clearance (as required) or failure to achieve a satisfactory outcome may result in dismissal from Chamberlain.

Post Licensure Students:

FNP students must submit copies of personal health records to Chamberlain’s National Clinical Compliance Office and maintain originals for future use. FNP students are required to carry personal health insurance and must present proof of health insurance annually and when required by a clinical site. Complete clinical compliance documentation must be provided by students no later than 120 days prior to beginning each practicum course.

DNP students must submit copies of personal health records as requested to the National Clinical Compliance Office and must maintain originals for future use. Students are required to carry personal health insurance and must present proof of health insurance annually. Complete documentation must be provided by students to the National Clinical Compliance Office 90-120 days prior to enrollment in any laboratory or practicum course.

Before entering the practicum courses, students choosing the APL specialty track must provide proof of current, active national certification as an APRN or authority/licensure to practice as an APRN in the state where student will conduct the practicum.

For details on health records required for admission or clinical courses, refer to the packet mailed to accepted students or the Clinical Compliance Documentation Requirements section of the Chamberlain Catalog found at chamberlain.edu/catalog.

For comprehensive student consumer information, visit chamberlain.edu/studentconsumerinfo.
Clinical Professional Appearance Guidelines

- Good grooming, appropriate use of cosmetics and jewelry
- Clean and well-maintained uniforms
- Hair worn back and away from the face/longer hair tied back in a neat manner
- Items such as perfumes and after-shave lotions used in moderation
- Natural nails may not extend beyond fingertips/nail polish and artificial nails are not permitted
- Jewelry is limited to a wedding or engagement ring or a simple non-jeweled band (one ring per hand)
- Two small post earrings or wire hoops less than 1/2 inch in diameter may be worn (one in each ear)/facial and tongue jewelry are not allowed
- Gum chewing is not permitted
- Lab coats must be worn over appropriate business-casual clothes (no jeans, shorts or sandals) in the clinical area
- Clean, white shoes worn in clinical areas must cover the entire foot
- All body art/tattoos must be covered in the clinical area. Body art/tattoos may be covered by a long sleeve shirt and/or a turtleneck worn under student’s uniform top.
- Students are expected to be aware of and in compliance with all infection control policies and standard precautions regarding hand washing. The policies of an affiliated clinical agency hosting students for rotation may be different and always supersede Chamberlain’s dress code.
- Men must be clean-shaven or have neatly trimmed facial hair

Compliance with the dress code at each clinical/practicum site and lab is required. Chamberlain nursing uniforms are available for purchase on-site or online. During the year, the campus will post dates and times for on-site uniform fittings (samples will be available). Please refer to the uniform policy before purchasing uniforms. Graduate students must comply with the dress code requirements of the site at which a practicum is conducted and must represent Chamberlain with a clean and professional appearance.

Students may also purchase uniforms online through the online bookstore at chamberlain.edu/bookstore.
Regulation Uniform

Pre-licensure students must abide by uniform/dress guidelines defined as:

- Pants in Chamberlain royal blue
- White tunic top with Chamberlain logo embroidered on upper left chest area
- White socks (mid-calf or knee length) and white nurse’s shoes or white leather tennis shoes must be worn (closed heel and toe)
- A white lab coat with Chamberlain logo embroidered on upper left chest (above pocket) may be worn over uniform (optional)
- Watch with a second hand
- Identification badge attached to upper-right collar area

For complete information on uniform requirements and access to online ordering, visit chamberlain.edu/bookstore.
Competencies & Functional Abilities

Chamberlain College of Nursing recognizes that nursing is an intellectually, mentally and physically demanding profession. Students seeking admission should be aware that all graduates are expected to assimilate basic competencies and abilities throughout their education with or without reasonable accommodation. Competencies and functional abilities required of all nurses are summarized in the following table.

<table>
<thead>
<tr>
<th>Functional Abilities</th>
<th>Standard</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Stamina</td>
<td>Exhibit physical strength and endurance appropriate to professional nursing roles throughout assigned shifts.</td>
<td>Lift or move patients, support patients walking, work complete shifts, conduct CPR.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Hear, with or without aids, voices, sounds and monitoring alarms necessary for safe practice.</td>
<td>Monitor blood pressures, hear patients speaking, respond to equipment alarms, auscultate lung sounds.</td>
</tr>
<tr>
<td>Sight</td>
<td>Distinguish color and visual images within normal range.</td>
<td>Determine color changes during physical assessment, observe patients in hallways, read computer/monitoring screens.</td>
</tr>
<tr>
<td>Olfactory Sensation</td>
<td>Detect odors, unusual smells or smoke.</td>
<td>Assess odors during physical assessment, detect odor of smoke.</td>
</tr>
<tr>
<td>Tactile Sensation</td>
<td>Interpret sensations, temperature and environmental temperature.</td>
<td>Perform palpation for monitoring or procedures, respond to environmental temperature changes.</td>
</tr>
<tr>
<td>Physical Health Status</td>
<td>Maintain physical health consistent with employment responsibilities and commitments.</td>
<td>Monitor own health needs.</td>
</tr>
<tr>
<td>Mental Health Status</td>
<td>Maintain focus and emotional stability in stressful situations and respond to needs of others.</td>
<td>Manage own emotions, respond appropriately in crisis situations, adapt to change readily, maintain therapeutic boundaries.</td>
</tr>
<tr>
<td>Functional Abilities</td>
<td>Standard</td>
<td>Examples</td>
</tr>
<tr>
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<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Gross Motor Skills</td>
<td>Exhibit ability to move, sit, stand and walk safely.</td>
<td>Bend, stoop, reach for objects or maintain balance.</td>
</tr>
<tr>
<td>Fine Motor Skills</td>
<td>Demonstrate ability to write, grasp, pick up or manipulate small objects.</td>
<td>Write legibly, manipulate syringes, calibrate equipment.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Demonstrate physical abilities consistent with role.</td>
<td>Move quickly from place to place, move freely in patient-care areas.</td>
</tr>
<tr>
<td>Critical Analytic Thinking</td>
<td>Critical-thinking ability that includes the ability to recognize cause/effect and analyze potential solutions.</td>
<td>Synthesize knowledge, recognize problems, problem solve, prioritize, invoke long- and short-term memory.</td>
</tr>
<tr>
<td>Communication</td>
<td>Convey information orally and in writing using English as the primary language.</td>
<td>Write nurses notes, engage in patient conferences, interpret nonverbal cues.</td>
</tr>
<tr>
<td>Psychomotor Skills</td>
<td>Perform tasks congruent with nursing roles.</td>
<td>Perform patient assessment, change dressings, give injections.</td>
</tr>
<tr>
<td>Interpersonal Skills</td>
<td>Demonstrate therapeutic communication and relationship skills.</td>
<td>Engage in conflict resolution, establish rapport, non-judgmental attitude.</td>
</tr>
<tr>
<td>Reading</td>
<td>Read and comprehend written materials.</td>
<td>Read and interpret policies and procedures, read progress notes.</td>
</tr>
<tr>
<td>Mathematical Ability</td>
<td>Demonstrate proficiency in arithmetic functions, measurement and recording devices and reading/recording of numerical information</td>
<td>Calculate drug dosages, convert to metric system, read monitoring equipment, record numerical assessment and monitoring data.</td>
</tr>
</tbody>
</table>
Expected Student Clinical Behavior

Specific clinical and practicum expectations for each nursing course are stated in the course outcomes on each course syllabus. Successful completion of the course depends on demonstration of these outcomes. In addition, all students are expected to demonstrate professional nursing behavior and follow all standards of conduct, as outlined in the Academic Catalog and Student Handbook, while fulfilling the clinical or practicum requirements of a Chamberlain program.

The following are general expected student behaviors. Students who do not adhere to these behaviors will be dismissed from the clinical area. This may result in clinical failure, which will result in failure of the nursing course.

1. Pre-licensure students are responsible for compliance with all health and safety requirements and for providing required documentation before completion of the first semester after admission and before registering for a clinical course. Graduate students are responsible for meeting all compliance requirements for the site(s) of their practicum courses. Students not in compliance with all requirements will not be allowed to begin their clinical rotations or practicum courses.

2. Students are expected to arrive to all clinical or practicum assignments on time and to complete the assigned time interval. Any unforeseen tardiness or absence must be reported immediately to the clinical instructor/nurse preceptor/mentor, the contact for the clinical agency (if different than clinical instructor/nurse preceptor/mentor) and course faculty. A student is expected to attend all scheduled clinical or practicum assignments, including orientations. Please refer to the Attendance Policy for more information regarding standards of attendance, and the consequences of violating the standards.

3. Changes in scheduled clinical days may be made only in cases of emergency and only if agreed upon by the clinical instructor/nurse preceptor. For graduate students, the schedule for practicum hours should be changed only with the agreement of the mentor and course instructor.

4. If a clinical day is cancelled by the nurse preceptor/mentor or agency, the student must notify the course faculty.

5. Pre-licensure students are expected to be prepared to deliver nursing care to assigned patients. Students are responsible for planning in advance of the scheduled shift. Planning includes, but is not limited to, the following:

   - Review of patient history – Past medical/surgical, present illness and psychosocial
   - Medications – Review use, administration, side effects and calculate safe dosages
   - Treatments – Already received and scheduled
   - Current orders – Care to be delivered
   - Nursing plan of care – Including outcomes/evaluation
6. The student is a visitor of the healthcare facility and nurse preceptor/mentor, and therefore must meet professional standards.

7. The pre-licensure student will abide by the uniform policy of the College, which includes being properly equipped with stethoscope with bell and diaphragm, penlight, bandage scissors, small note pad, black ball-point pen and small tape measure. Students may not wear body jewelry other than stud earrings (one pair) or small hoops while in the clinical area. Natural nails may not extend beyond fingertips; nail polish and artificial nails are not permitted. All body art/tattoos must be covered during clinical experience. Body art/tattoos may be covered by a long sleeve shirt and/or a turtleneck worn under student’s uniform top. Students are expected to be aware of, and in compliance with, all infection control policies and standard precautions regarding handwashing. The policies of an affiliated clinical agency hosting students for rotation may be different and always supersede Chamberlain’s dress code.

8. The pre-licensure student shall, in an accurate and timely manner, report by the lunch/break policy of the clinical instructor/nurse, preceptor/mentor or agency.

9. Cell phones may not be used at any time for talking or checking email/text messages during a pre-licensure clinical experience and must be turned off or silenced.

10. A pre-licensure student shall report and document nursing assessments or observations, the care he or she provided for the patient and the patient’s response to that care.

11. A pre-licensure student shall report to the appropriate practitioner errors in or deviations from the prescribed regimen of care.

12. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports and other documents related to billing for nursing service.

13. A student shall implement measures to promote a safe environment for each patient.

14. A student shall delineate, establish and maintain professional boundaries with each patient.

15. At all times when providing direct nursing care to a patient, the student shall:
   - Provide privacy during examination or treatment and in the care of personal or bodily needs
   - Treat each patient with courtesy, respect and full recognition of dignity and individuality

16. A student shall practice within the appropriate scope of a registered nurse.

17. A student shall use universal blood and body fluid precautions.

18. A student shall not:
• Misappropriate a patient’s property

• Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a patient

• Engage in behavior toward a patient that may be reasonably interpreted as physical, verbal, mental or emotional abuse

• Engage in behavior to seek or obtain personal gain at the patient’s expense

• Engage in behavior that may be reasonably interpreted as behavior to seek or obtain personal gain at the patient’s expense

• Engage in behavior that may be reasonably interpreted as inappropriate involvement in the patient’s personal relationships

For purposes of the following, the patient is always presumed incapable of giving free, full or informed consent to behaviors by the student.

A student shall not:

• Engage in sexual conduct with a patient

• Engage in conduct that may reasonably be interpreted as sexual

• Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a patient

19. A student shall not self-administer or otherwise take into the body any dangerous drug that is not in accordance with a legal, valid prescription issued for the student.

A student shall not:

• Habitually indulge in the use of controlled substances, other habit-forming drugs or alcohol or other chemical substances to an extent that impairs his or her ability to practice

• Have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol or other chemical substances that impair the ability to perform

• Have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability

• Assault or cause harm to a patient or deprive a patient of the means to summon assistance

• Obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice
• Have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court
• Aid and abet a person without a nursing license
• Prescribe any drug or device to perform or induce an abortion or otherwise perform or induce an abortion
• Assist suicide
• Submit or cause to be submitted any false, misleading or deceptive statements, information or documents to the nursing program, its faculty, preceptors or the board

20. The student must adhere to all agency policies while participating in clinical or practicum experiences.

21. The pre-licensure student may not leave the premises during a clinical experience.

Failure to abide by these expected clinical behaviors will result in an unsatisfactory clinical-performance rating, failure of the course and/or dismissal from the program.

Faculty Code of Ethics

Faculty must avoid having a personal, business, financial or other interest, activity or relationship outside Chamberlain College of Nursing that has or may be in conflict with the College or its students. Conflicts of interest may include, but are not limited to, the following situations:

• Faculty members having a personal, social or romantic relationship with a student or prospective student. This includes on- and off-campus fraternization with students in any manner or form including, but not limited to, in person, telephonically, digitally, electronically or through the use of social media websites.
• Faculty managers or supervisors engaging in a sexual, romantic or dating relationship with subordinate employees or students.
• Faculty members accepting loans or gifts of entertainment, food or cash of $50 or more from students, subordinate employees, regulatory agencies or any outside concern that does or seeks to do business with or is a competitor to Chamberlain.
• Faculty members performing services for students outside those consistent with Chamberlain’s mission of providing superior nursing education programs.

Faculty members using or disclosing any confidential information gained during employment for an employee’s personal benefit or the benefit of others, including a future employer.
Visitors at a Campus or Center

All visitors must register at the front desk to obtain a red lanyard and visitor’s pass that is to be worn at all times while on campus. Any child that is brought to the campus must be under constant supervision of the responsible party. Children may not be brought to class, lab or clinical sessions, the library or Center for Academic Success (CAS). Upon departure from campus, lanyards and passes must be returned to the front desk.

Students may bring prospective students to on-site classes as guests; however, they must first receive approval to do so from the campus president and the course faculty. Contact the Chamberlain front desk for more information.

Crime Awareness & Campus Security Act

The safety and security of the Chamberlain campus community is a priority. Each year on October 1, as required by the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act, Chamberlain publishes a report outlining security and safety information, as well as crime statistics for the community. This report provides suggestions about crime-prevention strategies, as well as important policy information on emergency procedures, reporting of crimes and support services for victims of sexual assault. The report also contains information about Chamberlain’s policy on alcohol and drugs and informs students where to obtain a copy of the alcohol and drug policy. The full text of this document can also be found on chamberlain.edu/studentconsumerinfo or by visiting your local student services office.

Students should immediately report incidents to the local law-enforcement agency if they witness or are victims to a crime. Emergency numbers are located throughout the school.

Student, Faculty & Staff IDs

Student IDs are issued during new student registration. All enrolled students must have in their possession a student identification card while on College property. The ID card is intended to serve as proof of an individual’s status at Chamberlain and provides access to many resources provided by the College. An ID card is required for display on campus property, attendance in class, lab and clinicals, student activities, library and lab checkout, book purchases, etc. Students must show their ID upon request to any College official or security officer. A color scheme has been instituted to better identify authorized Chamberlain individuals on campus.

- **Teal Lanyards:** Chamberlain Students
- **Red Lanyards:** Visitors
- **Royal Blue Lanyards:** Chamberlain Faculty/Staff

If you are in need of a teal lanyard, please contact student services.
Lost & Found

All lost items found anywhere on campus should be given to the Security Office. Students are responsible for reporting lost items immediately and for checking to see if items have been returned. Chamberlain College of Nursing is not responsible for the maintenance of lost items.

Student Health

Chamberlain encourages students to become increasingly proficient in promoting self-health and becoming informed when they seek healthcare services. The maintenance of health and all related costs incurred are the responsibility of the student.

Pre-licensure students must submit a completed health examination and immunization history by established deadlines. Evidence of health insurance is required for all pre-licensure students.

Insurance

Pre-licensure students at all locations must enroll in and maintain a group injury and sickness insurance plan unless otherwise insured. Students without injury and sickness insurance may be denied access to clinical facilities and therefore may be unable to complete their nursing programs. Coverage is effective 24 hours per day during the period for which the premium has been paid and eligibility has been met. Optional coverage for students’ spouses and/or children is available by contacting UnitedHealthcare. Rates and policy periods are subject to change each new policy term.

Detailed enrollment information is available on the Chamberlain website at chamberlain.edu/studentinsurance. More information is available from the Chamberlain Health Insurance Administrator at clinicals@chamberlain.edu.

Pre-licensure students are required to enroll annually. Semester options are available under each plan. If the student chooses to be entirely self-paying for healthcare, a waiver must be completed at the beginning of each policy year and be on file. Students residing outside the United States are not eligible for this insurance.

Although these plans are available to all Chamberlain students, insurance is not mandatory for post licensure students, unless required by a practicum site.

The student assumes all financial responsibility associated with his/her own healthcare. For details on health records required for admission or clinical courses, refer to the packet mailed to accepted students, the Clinical Expectations section of the Academic Catalog or this student handbook.
Student Code of Conduct

The Chamberlain College of Nursing Student Code of Conduct incorporates all related policies including the Academic Integrity Policy, the Professional Conduct Policy, the Substance Abuse Policy, the Network & Responsible Computing Policy and the Social Networking Policy. The Student Code of Conduct is designed to foster a fair and impartial set of standards by which alleged violations of the policy will be judged. All students are required to adhere to these standards.

Terminology

1. The term “College” or “Chamberlain” means Chamberlain College of Nursing.
2. The term “student” includes all persons taking courses (both full- and part-time, matriculating and non-matriculating, online and on-site), receiving services from the College or otherwise enrolled in undergraduate, graduate or professional courses at the College. Persons not officially enrolled for a particular term but having a continuing relationship with the College are considered “students,” with the expectation that Chamberlain staff are not “students” by nature of their continuing employment or contractual relationship with Chamberlain.
3. The terms “faculty member” and “instructor” mean any person hired by or contracted with the College to conduct instructional activities.
4. The term “Chamberlain staff” means any person employed by the College, with the exception of student employees.
5. The term “Chamberlain community” includes students, faculty members or Chamberlain staff and or any other individuals associated with the College. The campus president or designee shall determine a person’s status in a particular situation.
6. The term “Chamberlain premises” includes all land, buildings, facilities, student housing and other property in the possession of or owned, used or controlled by the College (including parking lots, adjacent streets and sidewalks).
7. The term “shall” or “will” is used in the imperative sense.
8. The term “may” is used in the permissive sense.
9. The “president” is the campus president or the online program dean.
10. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Student Handbook, the Student Portal, the Academic Catalog and the website.
I. Academic Integrity Policy

A. Purpose

The purpose of the Academic Integrity Policy is to have ideas and learning form the core of the Chamberlain community. In all centers of education, learning is valued and honored. No learning community can thrive if its members counterfeit their achievements or seek to establish an unfair advantage over their fellow students. Chamberlain College of Nursing academic standards are based on the pursuit of knowledge and assume a high level of integrity in every member of the Chamberlain community. When this trust is violated, the community suffers injury and must act to ensure that its standards remain meaningful.

B. Violations of Academic Integrity

Violations of academic integrity, for the purposes of this policy, are those that permit a student to gain an unfair advantage over other students. Any purposeful deception in the preparation and/or submission of papers and assignments and completion of exams, tests or quizzes is considered cheating, and is a violation of academic integrity. The following are violations of academic integrity. This list is not all-inclusive, and instructors may establish other standards based upon the nature of the course or the setting in which the course material may be delivered or applied.

1. Copying

The act of copying is not limited by the method of conveyance. Visual, oral, printed matter (including notes) or electronic means all constitute methods by which copying can occur. Examples of copying include:

- Any act of taking information from another student by any means to obtain an advantage for one’s self
- Any act of conveying information to another student for the purpose of providing an unfair advantage to that student
- Any act of representing another’s work, whether copyrighted or not, as one’s own. Another’s work includes, but is not limited to, homework, written papers, examinations, laboratory assignments, published work, etc.
2. Plagiarism

Plagiarism is a serious offense. Students acknowledge that by taking a course, all required papers may be subject to submission for textual similarity review to Turnitin®, for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Use of Turnitin service is subject to the Terms and Conditions of Use posted on the Turnitin site. In speaking or writing, plagiarism is the intentional or unintentional act of representing someone else’s work as one’s own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one’s own. If there is any doubt, the student should consult the instructor or adopt a “when-in-doubt-document” philosophy and reference the information source. Also, any statement made without documentation is, de facto, claimed as one’s own and may subject one to charges of plagiarism.

Examples of plagiarism include:

- A submitted paper or other written assignment that contains word-for-word passages of others’ work without proper acknowledgment
- Paraphrasing the work of others, including specific information or ideas that are not properly acknowledged/cited
- Two or more submitted papers, lab assignments, etc., that contain a resemblance decidedly beyond the bounds of reasonable coincidence
- A submitted paper, examination or assignment that contains data or conclusions which, upon questioning, the student cannot explain, support or demonstrate direct knowledge
- Computer piracy, which includes any act of copyright infringement (protected by federal, state or local law), the use of software which has otherwise been expressly prohibited, copying, duplicating software code, and copying of notes, specifications or technical descriptions of any software code whether copyrighted or not

NOTE: Turnitin is a registered trademark of iParadigms, LLC. iParadigms, LLC does not endorse, sponsor or support Chamberlain College of Nursing in any way.

3. Collaboration

- Any act of two or more students actively cooperating on any assignment when the instructor has not expressly permitted such activity, including: homework, papers completed outside of normal classroom hours, in-class assignments, laboratory exercises or reports, take-home examinations, etc.
- Any individual representing another student or being represented by another person for purposes of: taking an examination, authoring a paper or assignment including homework; or fulfilling the obligation of another student in any way
4. Alteration of Records

- Any act by which the signature of an instructor or any authorized agent of the instructor (including student faculty assistants) is changed or forged for purposes of misrepresenting the signature of the instructor or authorized agent.
- Any act that changes or alters the time or date of a submitted assignment for purposes of misrepresenting an established due date or time.
- Any act of altering any previously completed examination, record of an examination or any other assignment that has been returned to the student, in an attempt to claim instructor error. This includes any attempt to gain an improved grade or additional credit for work not originally completed.

5. Aids

- Any use of aids that have not been expressly permitted, including: calculators, notes, books, electronic recording devices, photocopied materials and files stored on a hard drive, as well as cell phones, the internet, other electronic devices, etc.

6. Proprietary Material

- Any unauthorized use or distribution of proprietary materials obtained by any means, including: examinations; problem solutions; copyright or patent infringement; computer piracy; or unauthorized use of any other material regulated by federal, state or local law.

7. Offering of Money or Other Incentives

- Offering money, any item or service to a faculty member or any other person to gain academic advantage for oneself or another.
- Offering, giving, receiving or soliciting any unauthorized information in exchange for anything of value.

8. Lying

- Lying is deliberate misrepresentation by words, actions or deeds of any situation or fact, in part or in whole, for purposes of enhancing one’s academic standing or for the purpose of avoiding or postponing the completion of any assignment, duty, test or examination in a course, internship, clinical, practicum or cooperative education assignment or program.
Chamberlain faculty observe Addison campus Bachelor of Science in Nursing students as they respond to real-world scenarios in the safety of a simulated environment.
9. Other

- Misrepresenting the facts regarding an absence or work that has not been completed for purposes of gaining an extension of an established due date or taking a make-up examination
- Using the material of others, however obtained, for purposes of gaining advantage or credit
- Entering online discussion threads under false pretenses
- Using any work previously submitted for credit
- Stealing, as theft of grade books, from faculty offices or elsewhere
- Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of a test that has not yet been administered
- Knowingly using the contents of a test that has been administered
- Intentionally or knowingly helping, or attempting to help, another to commit any act of academic dishonesty
- Inappropriately accessing, or attempting to access, student academic records

C. Prevention Techniques for Students

All Chamberlain College of Nursing students have a responsibility to adhere to this academic integrity policy, as do all members of the Chamberlain community. The following is a list of some ways in which students can prevent and confront academic integrity violations:

1. If you observe or have first-hand knowledge of a violation of the student academic integrity policy, report it to one of the following:
   - The faculty member teaching the course
   - The campus president, online program dean or designee

2. Make it difficult and unacceptable for other students to cheat by:
   - Completing take-home, non-proctored quizzes and exams alone and in a secluded environment
   - Covering your work during exams
   - Denying others access to your computer programs
   - Giving discouraging glances to students trying to cheat
   - Keeping your computer password a secret
• Refusing to share your written work with other class members unless it is required as a part of a team assignment

• Refusing to discuss a quiz or exam with other students until all members of the class have taken it and grades have been posted

• Refusing to give away or share written assignments, homework and term papers

• Refusing to provide current and old quizzes and exams to other students without the consent of the faculty member

• Reporting suspicious test-taking behavior during the quiz or exam so the behavior can be documented

3. As a student, you can avoid violations of the academic integrity policy by:

• Avoiding the temptation to cheat via communication technology – leaving your cell phone or other electronic device at home during exams

• Understanding that the technology of the internet also works for your instructor. Google™ searches and plagiarism checkers can detect plagiarism on papers and exams in a matter of minutes. Becoming familiar with the American Psychological Association (APA) method of documenting your sources. This can be found in your English class handbooks or at apastyle.org. Your librarian can also help you to find resources on citation principles.

• Clarifying assignments with your instructor. Your instructor may encourage you to collaborate with classmates on assignments but expect the work you submit has been completed on your own. If you are in doubt about your instructor’s requirements for an assignment, it is important to seek clarification.

D. Procedure for Violations

Any member of the Chamberlain community may report a violation of the Academic Integrity Policy. The violation should be reported at the time the violation is observed or immediately after the observation. If a violation is suspected, observed or reported, the instructor will discuss the incident with the student in question. The student will be granted the opportunity to deny the allegation and provide details of the incident or admit to the incident. If the student is able to present satisfactory evidence to the instructor, the allegation may be dismissed at that time. If the student admits to the allegation or cannot discredit the allegation, the instructor will complete the Academic Integrity Violation Incident Report; attach copies of supporting documents and forward copies of all documents to the campus president, program dean or designee. Upon receipt of the incident report the campus president, program dean or designee may convene the Professional Review Committee and submit the facts related to the allegation with student identification removed to the Committee for evaluation.
Procedure for Violations (continued)

If the student is found in violation of the Academic Integrity Policy, the campus president, program dean or designee will then impose appropriate sanctions. Any prior violation of the Academic Integrity Policy will be taken into consideration when determining appropriate sanctions.

Depending on the severity of the violation, the discretionary sanctions may be imposed if deemed appropriate by the campus president, program dean or designee.

E. Sanctions

The mandatory sanctions are the minimum sanctions required for a violation of the Academic Integrity Policy. Discretionary sanctions for each offense may be imposed, if deemed appropriate, by the campus president or his/her designee, for the first, second and/or third recorded offense.

1. First recorded offense – all students

Mandatory

- Student receives zero credit for the entire paper, exam, quiz, homework, lab, etc., in which the incident of academic dishonesty occurred. No partial credit shall be given.

- Where the incident involves a graded assignment that would be one the student could request to be “dropped” for grading purposes, the student may not exercise that option.

- Where the incident involves a graded assignment that has been so compromised that the assignment must be voided for the entire class, the offending individual’s grade for the course will be based on inclusion of the zero for the voided assignment.

2. Second recorded offense

Mandatory

- Undergraduate student – Student receives a failing grade for the course, lab, etc., in which the second offense occurs

- Graduate student – Suspended for a minimum of one academic year

- The second offense need not be in the same location, course, program or term as the first offense to invoke this sanction. Withdrawal from the course will not alter the failing grade.

Discretionary

- Undergraduate student – Suspension for up to three semesters

- Graduate or undergraduate student – Permanent expulsion from Chamberlain College of Nursing
3. Third recorded offense – all students

**Mandatory**

- Permanent expulsion – Student is permanently expelled from the Chamberlain College of Nursing
- The third offense need not be in the same location, course, program or term as either the first or second offense to invoke this sanction.

II. Professional Conduct Policy

**A. Purpose**

A student enrolling in Chamberlain College of Nursing assumes an obligation to conduct himself or herself in a manner compatible with the College’s function as an institution for professional education and the American Nurses’ Association Code of Ethics (ANA, 2001).* All students are expected to abide by the Chamberlain College of Nursing Professional Conduct Policy.

The Professional Conduct Policy applies to student behavior that affects the members of the Chamberlain community, irrespective of where that conduct may occur. Discipline may extend to off-campus activities and locations or online activities, when they adversely affect members of the Chamberlain community and/or pursuit of their objectives.

**B. Violations**

Any student found to have committed the following misconduct may be subject to disciplinary sanctions as outlined in this policy. This list is not all-inclusive but does include categories of misconduct as defined by the College.

1. Acts of dishonesty, including but not limited to the following:
   - Furnishing false information to any College official, faculty member or office
   - Forgery, alteration or misuse of any College document, record or instrument of identification
   - Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer entry

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings and/or other College activities, including its public service functions on or off campus, or other authorized non-College activities, when the act occurs on Chamberlain premises.

3. Physical abuse, verbal abuse, abuse via electronic communication, threats, intimidation and harassment including, but not limited to, sexual harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, either on Chamberlain premises or at any College-sponsored activity.

Violations (continued)

4. Attempted or actual theft of and/or damage to property of the College or property of a member of the Chamberlain community or other personal or public property.

5. Chamberlain specifically prohibits any organization, chartered or otherwise, officially or in fact, from participating in the activity of “hazing,” defined as any action taken or situation created which, regardless of intent or consent of the participants: may reasonably produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule, or otherwise compromises the dignity of an individual; compels an individual to participate in an activity that is unlawful and or contrary to College rules, policies and regulations; will unreasonably or unusually impair an individual’s academic efforts; and occurs on or off campus. Hazing is further defined as an act that endangers the mental or physical health or safety of a student, or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for, continued membership in a group or organization. Such activities and/or actions prohibited include, but are not limited to: tests of endurance; submission of members or prospective members to potentially dangerous or hazardous circumstances; any activity that by its nature is so intense that it would cause severe mental anxiety, mental distress, panic, human degradation or public embarrassment; creation of excessive fatigue or a late work session that interferes with scholastic activities or deprives persons of the opportunity for sufficient sleep (six hours per day), decent edible meals and/or access to means of bodily cleanliness; forcing or coercing a person to consume alcohol or other substances, in any amount; any requirement that compels an individual to participate in an activity that is illegal, perverse or indecent; and compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs or exhibitionism.

6. Violation of housing conduct guidelines of student lease provisions applicable to College-controlled or College-referred housing.

7. Gambling on Chamberlain premises, at College functions or through the use of College equipment.

8. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties. Failure to identify oneself to these persons by producing a College issued ID or other recognized form of ID such as a driver’s license or state issued ID when requested to do so.

9. Unauthorized possession, duplication or use of keys to any part of Chamberlain premises, or unauthorized entry to or use of Chamberlain premises.

10. Violation of published College policies, rules or regulations.
11. Violation of federal, state or local law on Chamberlain premises or at College-sponsored or College-supervised activities or other violation of federal, state or local law which has an adverse effect on the Chamberlain community.

If a student is charged with an off-campus violation of federal, state or local law, Code of Conduct proceedings may be initiated if the violation of law holds the potential of an adverse impact on the Chamberlain community.

College proceedings may be instituted against a student charged with violation of a federal, state or local law that is also a violation of the Student Code of Conduct (for example, if both violations result from the same factual situation), without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings for violations of the Student Code of Conduct may be carried out prior to, simultaneously with or following civil or criminal proceedings off campus.

When a student is charged by federal, state or local authorities with a violation of law, the College may or may not, at its discretion, request or agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also the subject of proceeding before a judicial body, the College may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally with the Chamberlain community. The College will cooperate fully with law enforcement and other agencies in enforcing criminal law on College property and in the conditions imposed by criminal courts for rehabilitation of student violators. Individual student or faculty members, acting in their personal capacities, remain free to interact with a governmental representative or law enforcement official as they deem appropriate.

12. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous materials on Chamberlain premises or at any College-sponsored activity.

13. Participation in a campus demonstration that disrupts normal operations of the College or infringes on rights of other members of the Chamberlain community; leading or inciting others to disrupt the scheduled and/or normal activities within any College building or area; intentional obstruction that is unreasonable and interferes with freedom of movement and/or free flow of pedestrian or vehicular traffic on Chamberlain premises or at a College-sponsored or supervised activity.

14. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on Chamberlain premises or at activities sponsored by the College.

15. Aiding, abetting or inducing another to commit a violation of the Student Code of Conduct.
Violations (continued)

16. Conduct in the online classroom that is provocative, aggressive or in violation of Chamberlain’s standards for professional behavior, including but not limited to:
   - Posting, emailing or communicating via electronic means, online or through personal phone devices, any messages that contain derogatory statements about any group, race or ethnicity
   - Posting, emailing or communicating via electronic means, online or through personal phone devices, any inflammatory statements related to personal, political, religious or ethical views
   - Posting, emailing or communicating via electronic means, online or through personal phone devices, any message that contains aggressive, abusive or profane language against members of Chamberlain administration, staff and faculty or against other students

17. Theft or other abuse of computer time, including but not limited to:
   - Unauthorized entry into a file, to use, read or change contents or for any other purpose
   - Unauthorized transfer of a file
   - Unauthorized use of another individual’s identification and password
   - Use of computing facilities to interfere with work of another student, faculty member or member of the College community
   - Use of computing facilities to send obscene or abusive messages, or for viewing obscene or other unauthorized internet material
   - Use of computing facilities to interfere with normal operation of the College computing system
   - Introduction, reproduction and/or promulgation of any computer virus

18. Abuse of the judicial or disciplinary system, including, but not limited to:
   - Failure to appear before a judicial body or member of the College community
   - Falsification, distortion or misrepresentation of information before a judicial body
   - Disruption or interference with orderly conduct of a judicial proceeding
   - Knowingly instituting judicial proceedings without good cause
   - Attempting to discourage an individual’s proper participation in, or use of, the judicial system
   - Attempting to influence the impartiality of a member of a judicial body prior to and/or during, the course of the judicial proceeding
- Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during and/or after a judicial proceeding
- Failure to comply with sanction(s) imposed under the Student Code of Conduct
- Influencing or attempting to influence another person to commit an abuse of the judicial system

19. Inappropriate or unprofessional conduct that adversely affects the student’s suitability as a member of the College community.

20. The faculty and each student have a responsibility to strive for high-quality patient care and nursing education. To fulfill that responsibility, students must devote their full faculties and abilities to their academic and clinical work, free from the affects of alcohol and other performance-impairing substances. The College considers use, possession, distribution or sale of drugs (hallucinogens, narcotics, stimulants and depressants) that are illegal, except when taken under a doctor’s prescription, as contrary to the welfare of the College community. Chamberlain College of Nursing complies with the Drug Free Colleges and Communities Act.

A student organization should be aware that it may be held responsible for the actions of individuals, including nonmembers, in the event alcoholic beverages are made available by the organization at any of its functions, whether on or off College property.

Drug testing may be required by the College as a condition of admission and subsequent drug screenings may be required at any time during the course of employment or enrollment, and by any clinical learning agency. Failure to comply or achieve a satisfactory outcome will result in denial of admission or dismissal from the College.

C. Procedures

1. Any member of the Chamberlain community may file complaints against any student for misconduct. Complaints shall be prepared in writing and directed to the campus president, program dean or designee. Any complaint should be submitted as soon as possible after the event takes place.

2. Upon receipt of the written complaint, the campus president, program dean or designee may conduct an investigation to determine if complaints have merit and/or if they can be resolved by mutual consent of parties involved on a basis acceptable to the campus president, program dean or designee. Such disposition shall be final, and there shall be no subsequent proceedings. If complaints cannot be resolved by mutual consent, the campus president, program dean or designee will convene the Professional Practice Committee to evaluate the complaint.
3. In certain circumstances, the campus president, program dean or designee, may impose a College or housing interim suspension prior to the hearing before a review committee.

Immediate suspension may be imposed:

a. To ensure the safety and well-being of members of the Chamberlain community or preservation of College property.

b. To ensure the student’s own physical or emotional safety and well-being.

c. If the student poses a definite threat of disruption of or interference with the normal operation of the College.

4. During the suspension, students shall be denied access to Chamberlain premises (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the campus president, program dean or designee may determine to be appropriate.

D. Sanctions

1. The sanctions listed below may be imposed upon any student found to have violated the Student Code of Conduct. The listing of the sanctions should not be construed to imply that students are entitled to progressive discipline. The sanctions may be used in any order and/or combination that the College deems appropriate for the conduct in question.

- **Warning** – A verbal or written notice to the student that the student is in violation of or has violated College regulations.

- **Probation** – A written reprimand for violation of specific regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulation(s) during the probationary period.

- **Loss of Privileges** – Denial of specified privileges for a designated period of time.

- **Fines** – Monetary penalties may be imposed, as determined or approved by the College.

- **Restitution** – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

- **Discretionary Sanctions** – Work assignments, service to the College or other related discretionary assignments.

- **Housing Suspension** – Separation of the student from his/her College-controlled or College-referred housing for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified.
Sanctions (continued)

- **Housing Expulsion** — Permanent separation of the student from College-controlled or College-referred housing.

- **College Suspension** — Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

- **College Expulsion** — Permanent separation of the student from all College locations.

2. More than one sanction listed above may be imposed for any single violation. In each case in which a Professional Review Committee determines that a student has violated the Student Code of Conduct, sanction(s) shall be determined and imposed by the campus president. Recommendation of all members of the Professional Review Committee shall be considered by the campus president. The campus president is not limited to considering or implementing sanctions recommended by members of the Professional Review Committee. Following the hearing, the Professional Review Committee and the campus president shall advise the student in writing of its determination and of the sanction(s) imposed, if any.

3. Other than College suspension and College expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student may petition the campus president to have his or her confidential disciplinary record expunged or partially expunged of disciplinary actions. Whether or not to grant the request to expunge or partially expunge shall be at College’s discretion.

III. Network & Responsible Computing Policy

A. Policy

1. College computer facilities and networks are available for exclusive use of registered students, faculty and staff. To better serve the needs of users and emulate a corporate computing environment, the following policies are enforced by the Help Desk and IT staff. Users have a responsibility to be familiar with these policies and to abide by them. Users also have a responsibility to be familiar with and abide by related policies in the Student Code of Conduct.

2. All information services are intended for educational use and may not be used for commercial or other unauthorized purposes. Use of College computers, network facilities, application software, network disk space and the Internet is available for the purpose of coursework and support only. Communication via the Internet or networks is available for authorized users only.
3. Students are issued an account when they appear on the official class roster. All accounts are for the exclusive use of the person to which they are assigned and may not be “loaned” to other users. Other types of accounts may be applied for by completing an Account Request form at the Help Desk. A Help Desk assistant will check the user’s ID and sign the form indicating the ID was confirmed. All users will be given their own space on the network hard drive for storing course-related material and assignments. They may also receive access to specific software packages based on the judgment of the network administrator.

4. All passwords expire every 60 days. Student and alumni accounts will expire at the end of each semester. Chamberlain reserves the right to withdraw access to facilities or network from any user and all rights to any material stored in files and will remove any harmful, unlawful, abusive or objectionable material.

5. Chamberlain does not guarantee functioning of the system will be error-free or uninterrupted. The College cannot take any responsibility for files not protected through normal backup procedures.

B. Rules

1. Users may not attempt to alter workstation settings including, but not limited to, network configuration, Windows registry, virus checker settings or any other setting that might compromise security or performance of the College computer system. The IT department may implement workstation security software to monitor for and/or prevent users from making inappropriate changes to their workstations. Users are not permitted to store downloaded or commercial programs on the network, or to install them on any College computer.

2. The privacy of other users must be respected.

3. Abusive or offensive language will not be used in any communications.

4. Students will not use the Internet or networks for illegal activities, or to transmit unwanted or unsolicited advertising.

5. False statements made about any person and published on the Internet or networks constitute libel and may subject the student to civil charges.

6. The Internet or networks will not be used for transmitting chain or threatening letters.

7. Attacking or threatening messages are a direct violation of this policy. Users of the Internet or networks must abide by the same principles of fairness, decency and respect that would be expected in any other business environment.

8. Users will take ownership for all irresponsible activity/behavior exercised on the Internet or networks under their user login.

9. Material that may be considered offensive to others must not be displayed, stored or printed on the College computer system.
10. Users of the Internet or networks must minimize the possibility of transmitting viruses or programs harmful to another user’s data or equipment by using an appropriate virus checker.

11. Sites with offensive material are not permitted. Internet chat rooms and online games are permitted as long as they do not cause disruption to normal academic related use or cause network congestion. Local or network game play is permitted under limited situations. Software is never to be installed on College computers, and game play must never disrupt academic activities or cause network congestion. Determination of appropriate use and/or disruption of academic activities is at the sole discretion of College faculty or staff. Failure to comply with requests to cease any inappropriate or disruptive activity will result in revocation of any access, limited or otherwise, to online local or network games and internet chat rooms.

12. While most material on the network is considered to be in the public domain, copyright is breached if another user’s document is transmitted without his/her prior knowledge and permission. It is customary to acknowledge sources of any material quoted directly or paraphrased from elsewhere. See the policy on Academic Integrity for detailed information regarding the use and acknowledgement of other material.

13. It is illegal to use the Internet or networks to gain unauthorized access to other computers or databases not in the public domain.

14. Off-campus websites and email accounts created or accessed over the College computer network are subject to College policies and regulations.

C. Procedures

The IT department and Help Desk staff may periodically review files and communications to maintain system integrity and ensure users are using the system responsibly. Users should not expect that files stored on College servers will always be private. IT staff may also implement workstation management software, allowing them to monitor users’ activity for attempts to change settings or circumvent workstation security. All user activity including, but not limited, to printouts, files and email correspondence, may be monitored at any time for security purposes.
D. Sanctions

1. Any attempt by a user to breach workstation or network security, or to tamper with a College computer, its software or the network will result in loss of computer access. Downloading material relating to hacking or malicious code creation will be considered an attempt at breaching network security. Any unauthorized software or hardware modifications found on the computer system will be removed.

2. Users who have their accounts disabled should contact the Help Desk to find out whom to contact to regain computer access. Minor violations may be resolved by the IT Department or Help Desk.

3. Major violations will be referred to the Professional Practice Committee for further action under the Student Code of Conduct. Depending on the nature of the violation other portions of the Student Code of Conduct may also apply.

IV. Social Networking Policy

A. Purpose

As a student, you can play an integral role in Chamberlain College of Nursing’s social media outreach. We encourage you to join our groups, participate in conversations and share your positive experiences with others. It’s important to remember that as a Chamberlain student, you have certain responsibilities when posting in social networks, even if they are personal and private. We’ve assembled these guidelines to help you use social media effectively, protect your personal and professional reputation and follow the policies of Chamberlain and its parent company, DeVry Education Group (collectively, “Chamberlain”).

B. Guidelines

Because you are a Chamberlain student, many users will automatically associate your online conduct and comments with Chamberlain College of Nursing, even with the disclaimer that your views are your own. Therefore, we expect all Chamberlain students who participate in social networks to understand and abide by the following guidelines. Failure to do so could result in disciplinary or legal action. These guidelines will continually evolve as new technologies and social networking tools emerge, so check the Student Handbook often for any changes.

1. Be transparent. When you post about Chamberlain, please identify yourself as a Chamberlain student. Remember that your comments do not represent the opinions or views of Chamberlain College of Nursing. Please be clear about this so you do not inadvertently misrepresent Chamberlain.

   Do not post under false pretenses, and never hide your identity for the purpose of promoting or discussing Chamberlain through social media.
2. **Think before you post.** There’s no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed. What you publish is widely accessible and will be around for a long time, so consider the content carefully. Even anonymous comments may be traced back to your IP address.

Students should keep in mind that what is written and posted in electronic formats on the Internet, instant messaging, email or social networks is easily accessible to all and virtually in existence forever. This means postings and other communications may be viewed by administrators of the College, potential employers and scholarship boards. If there is something you would not want everyone to know about you, do not post it online.

Many students chose the College for the career potential of the degree. No amount of services or education can overcome a poor image presented on the Internet. Be sure the image you are presenting today as a college student is what you feel is in the best interest of your career. It is common for employers and recruiters to view popular social networking web sites and other Internet sources to which students may post personal information. Your Internet postings and communications may thus directly affect your career. Think before you post.

3. **Be accurate.** Make sure that you have all the facts before you post. It’s better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your sources whenever possible. If you make an error, correct it quickly and visibly.

4. **Be respectful.** You are more likely to achieve your goals if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

5. **Be a valued member.** If you join a social network group or page or comment on someone’s blog, make sure you are contributing valuable insights.

6. **Be aware of liability.** You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts). Employers are increasingly conducting Web searches on job candidates before extending offers.

7. **Maintain confidentiality.** Do not post confidential information. Use good ethical judgment and follow Chamberlain policies. Please review the Confidential Information section in this document.
8. **Protect yourself.** Personal information can be shared over the Internet with more people and at a faster rate than ever before; accordingly, be careful what you share. Protect your personal information to avoid being a victim of sexual assault, stalking, identity theft or burglary.

Always use privacy settings on social networking web sites and in instant messaging, and only add people you know personally. Remember, you are not the only one who can be whoever you want to be on the Internet.

9. **Student Groups Guidelines.** Student group web pages on any social media platform are not under Chamberlain College of Nursing’s purview. Please note that student group web pages may not be used, in any way, to promote, voice an opinion of or recruit for Chamberlain College of Nursing. The use of Chamberlain College of Nursing’s logo on student group-initiated web pages is also strictly prohibited.

10. **Personal Web Site Guidelines.** In online social networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as a Chamberlain student, you are creating perceptions about your expertise and about the College, and perceptions about you by your colleagues, instructors and managers.

Be sure that all content associated with you is consistent with your work and with Chamberlain’s student policies and ethical guidelines. If you publish to a personal web site on topics relevant to nursing or nursing education, please use the following disclaimer: “The content on this site is my own and does not necessarily represent Chamberlain’s positions, views or opinions.”

These rules protect Chamberlain and ensure compliance with very strict state and federal regulations related to advertising and marketing in the education space.

11. **Intellectual Property.** Chamberlain College of Nursing’s intellectual property, including trademarks, copyrights, logos and brands, is the exclusive property of Chamberlain College of Nursing LLC (a subsidiary of DeVry Education Group). It is not to appear on student group Web pages or unauthorized social media pages or be used by individuals to promote themselves or their ideas and activities.

**C. Sanctions**

Responsible behavior is expected of all students. Students’ communications, regardless of format, must abide by the Professional Conduct Policy. It is not the intention of the College to actively monitor student communication; however, should the College become aware of inappropriate behavior that may violate the Student Code of Conduct, the behavior will be investigated and addressed per the College’s disciplinary procedures outlined in the Student Code of Conduct.
Student Grievance Policy

Grievances

When a specific problem arises and a student believes that his/her relationship with Chamberlain is being unfairly or unjustly affected, the student should first address the problem through the following communication channels:

**Academic problem:** Instructor to course coordinator or dean of academic affairs to campus president or the online dean to vice president of academic affairs.

**Non-academic problem:** Manager of student services or student services advisor to campus president or the online dean to national president.

When it is not possible to resolve a problem through these channels, the student may invoke Chamberlain grievance procedure.

Students not satisfied with the final disposition of the grievance process may contact the on-site or program leadership, state licensing authority, Chamberlain’s accreditor or the state attorney general. A complete listing of contact information for state licensing authorities and the state attorney general offices is located at [chamberlain.edu/studentconsumerinfo](http://chamberlain.edu/studentconsumerinfo).

Students will not be subject to adverse action as a result of filing a complaint or initiating the grievance process.

In compliance with state regulations, Arizona and Georgia students with grievances not resolved by the above procedures may file complaints with the Arizona State Board for Private Postsecondary Education (1400 W. Washington St., Phoenix, AZ 85007, 602.542.5709) and the Georgia Nonpublic Postsecondary Education Commission (2189 Northlake Pkwy., Tucker, GA 30084, 770.414.3300), respectively.

In Virginia, as a last resort in the grievance process, students who do not believe they received a satisfactory resolution to their grievance may contact the State Council of Higher Education for Virginia (SCHEV, Attn: Private and Out-of-State Postsecondary Education, 101 N. 14th St., James Monroe Bldg., Richmond, VA 23219).
Formal Grievance Procedure

Step 1:

The student initiates the formal grievance procedure by submitting a letter to the Grievance Committee chairperson. The letter may be submitted through the student services advisor and must include:

- A summary statement of the decision being appealed
- The basis for challenging that decision
- The identity of the party or parties who made the decision
- A description of all prior attempts at resolution, including dates
- The specific remedy or remedies requested
- The student’s dated signature

The letter of grievance must be submitted within five business days of the date of the event or issue. The event or issue may be the date the incident occurred, the date the grade was posted, the date the test was returned, etc. Time the student spends actively attempting to resolve the complaint informally will not be applied to the deadline. However, this is true only if the student initiates the informal procedure within two business days of the event/occurrence. If the student does not choose to initiate informal proceedings and instead wishes to move directly to formal proceedings, the student has only five days to do so. If the letter is not submitted by then, the student waives the right to any further review of the decision.

Step 2:

The Grievance Committee chairperson schedules a meeting of the Grievance Committee within five business days of receiving the letter. At this time, committee members are informed of their obligation to remove themselves from the committee if they have prior involvement or knowledge that could be prejudicial. Appropriate alternates are selected.

The committee members include a minimum of two faculty and/or staff members and a minimum of two students. The proceedings of the committee meeting may be taped at the request of the student and/or College. The student may not be accompanied by legal counsel or family members.
Step 3:
The Grievance Committee responsibilities are to:

- Interview all involved parties including, but not limited to, student(s), faculty, administration, support staff and clinical facility staff
- Review verbal and written documentation that is submitted
- Develop recommendation(s) with a supporting rationale
- Submit recommendation(s) as approved by the committee to the campus dean within two business days of the meeting

Step 4:
The campus president, program dean or designee reviews the Grievance Committee’s recommendation and supporting rationale and makes a decision. The student is informed of the decision within five business days of the Grievance Committee meeting. The decision of the campus president is final and the action to be taken is implemented immediately.

During the grievance process, the student retains full student status. However, if an issue of client or student safety is involved, the College retains the right to remove the student from the clinical experience or college-controlled housing.

Students not satisfied with the final disposition of the grievance process may contact the campus or program leadership, state licensing authority, the College’s accreditors, or the state attorney general. A complete listing of contact information for state licensing authorities and the state attorney general offices is located at chamberlain.edu/studentconsumerinfo.

Disability Accommodations in Academic Programs
For more information regarding disability accommodations and the Americans with Disabilities Act (ADA) of 1990, refer to your Academic Catalog or visit chamberlain.edu/catalog.
Federal Education Rights & Privacy Act (FERPA)

All Students

Chamberlain respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information. FERPA is a federal law that affords students the following rights with respect to their education records:

- **The right to inspect and review students’ education records**
  Students have the right to review their education records within 45 days of the day the institution receives their request. Students should submit to the registrar or campus president written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the official to whom the request is submitted does not maintain the records, that official will advise the student of the correct official to whom the request should be addressed.

- **The right to seek an amendment of inaccurate or misleading information**
  Students may ask the institution to amend a record they believe is inaccurate or misleading. They should write to the official responsible for the record, clearly identify the part of the record they believe should be changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing. Following the hearing, if the institution still decides not to amend the record, the student has a right to place a clarifying statement in the record. The institution is not required to consider requests for amendment to grades or disciplinary decisions.

- **The right to limit disclosure of personally identifiable information**
  Students have the right to limit consent to disclosure of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. An exception that permits disclosure without consent is disclosure to College officials who have legitimate educational interests, and the disclosure of directory information. Directory information is not considered to be harmful or an invasion of privacy if disclosed.

- **The right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements**
  Complaints should be directed to:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202-4605
**Title IX Compliance**

The Title IX Coordinator is responsible for the school’s overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community. The Title IX Coordinator’s contact information is listed below; questions about the application of Title IX and the school’s compliance with it should be directed to this individual. If you wish to make a report of sexual misconduct affecting the campus community, please follow the grievance procedure (for students) or contact Human Resources (for colleagues). Students and colleagues can also report instances of sexual misconduct affecting the campus community through the anonymous reporting hotline available at speakingupatdevry.ethicspoint.com.

**Title IX Coordinator**  
Mark Ewald, Director  
Ethics and Compliance Services  
DeVry Education Group  
630.353.1437  
mewald@devry.edu

**Student Finance**

**Financial Aid Information**

For a complete explanation of the financial aid programs available, students should contact their student services advisor (campus) or their student finance professional (online). Individual advising and financial planning are available to assist students with financing the cost of education. The College administers many types of financial assistance programs combined with monthly payment plans to help students and parents meet educational costs.

More information on financing your education, including types of financial aid programs, and applying for and eligibility for aid, is available in the Academic Catalogs; visit chamberlain.edu/financialaid.

**Scholarships**

Chamberlain will help you identify all your financial options, as well as help you apply for the financial assistance you need. Financial aid is available for those who qualify in the form of federal and private loans, scholarships, grants and work-study. Contact your student services advisor or student finance professional for more information on scholarships or visit chamberlain.edu/scholarships.
Quick Reference Guide

Websites
Chamberlain Student Portal: my.chamberlain.edu
Chamberlain Online Library: chamberlain.edu/library
Chamberlain Online Bookstore: chamberlain.edu/bookstore
Chamberlain Merchandise & Apparel: chamberlainonlinestore.com
Chamberlain Student Uniforms: chamberlain.edu/bookstore
Graduation Regalia & Branded Materials: jostens.com/chamberlain
Student Insurance: chamberlain.edu/studentinsurance
Website: chamberlain.edu
Events: chamberlain.edu/events

Chamberlain Mobile App
To Download the Chamberlain Mobile App, visit: chamberlain.edu/app
From Your Mobile Device.
Chamberlain Mobile App Support: mobilesupport@devry.edu

Online Class Login Information
Access Online Class Resources via my.chamberlain.edu
or the Chamberlain Mobile App From Your Mobile Device.
To access eLearning courses visit: nursingonline.chamberlain.edu

Technical Support
Chamberlain Online Courses: 866.613.8622 or my.chamberlain.edu
DeVry University Courses: 800.594.2402 or 247support.custhelp.com
Help Desk: 877.784.1997 or my.chamberlain.edu
Chamberlain Mobile App Support: mobilesupport@devry.edu

Chamberlain College of Nursing National Management Office
3005 Highland Parkway, Downers Grove, IL 60515
National Toll-Free Number: 888.556.8CCN (8226)
info@chamberlain.edu
chamberlain.edu

School Codes
Chamberlain FAFSA School Code: 006385
For Indianapolis students only: E02182
fafsa.ed.gov
ACT/SAT School Codes: Please request the ACT and/or SAT code(s) from an admission representative. Codes vary by campus.
For comprehensive student consumer information, visit chamberlain.edu/studentconsumerinfo
Chamberlain Locations:

National Management Office
3005 Highland Parkway
Downers Grove, IL 60515
National Toll-Free Number:
888.556.8CCN (8226)
chamberlain.edu

Arizona
Phoenix Campus
2149 W. Dunlap Avenue, Phoenix, AZ 85021
Phone: 602.331.2720 | Fax: 602.870.9761
chamberlain.edu/phoenix

Florida
Jacksonville Campus
5200 Belfort Road, Jacksonville, FL 32256
Phone: 904.251.8100 | Fax: 904.251.8390
chamberlain.edu/jacksonville

Miramar Campus
2300 SW 145th Avenue, Miramar, FL 33027
Phone: 954.885.3510 | Fax: 954.885.3601
chamberlain.edu/miramar
Georgia

**Atlanta Campus**
5775 Peachtree-Dunwoody Road, NE
Suite A100, Atlanta, GA 30342
Phone: 404.250.8500 | Fax: 404.847.7810
chamberlain.edu/atlanta

Illinois

**Addison Campus**
1221 N. Swift Road, Addison, IL 60101
Phone: 630.953.3660 | Fax: 630.628.1154
chamberlain.edu/addison

**Chicago Campus**
3300 N. Campbell Avenue, Chicago, IL 60618
Phone: 773.961.3000 | Fax: 773.961.3190
chamberlain.edu/chicago

**Tinley Park Campus**
18624 W. Creek Drive, Tinley Park, IL 60477
Phone: 708.560.2000 | Fax: 708.560.2098
chamberlain.edu/tinleypark
Indiana

Indianapolis Campus
9100 Keystone Crossing, Suite 600
Indianapolis, IN 46240
Phone: 317.816.7335 | Fax: 317.815.3071
chamberlain.edu/indianapolis

Missouri

St. Louis Campus
11830 Westline Industrial Drive, Suite 106
St. Louis, MO 63146
Phone: 314.991.6200 | Fax: 314.991.6283
chamberlain.edu/stlouis

Ohio

Cleveland Campus
6700 Euclid Avenue, Suite 201
Cleveland, OH 44103
Phone: 216.361.6005 | Fax: 216.361.6257
chamberlain.edu/cleveland
Ohio

Columbus Campus
1350 Alum Creek Drive, Columbus, OH 43209
Phone: 614.252.8890 | Fax: 614.251.6971
chamberlain.edu/columbus

Texas

Houston Campus
11025 Equity Drive, Houston, TX 77041
Phone: 713.277.9800 | Fax: 713.277.9980
chamberlain.edu/houston

Virginia

Arlington Campus
2450 Crystal Drive, Arlington, VA 22202
Phone: 703.416.7300 | Fax: 703.416.7490
chamberlain.edu/arlington