First Things First

Listed below is your to-do list. Essentially a checklist to keep track of everything you need to take care of before you can begin classes at Chamberlain. Some of you may have taken care of all of this already (good for you)! Everyone should review the checklist to confirm all of the necessary items have been completed, submitted and processed so you can focus on what is really important — your educational journey to becoming a public healthcare professional.

- **Transcripts** – Have you submitted all transcripts from previous institutions?
- **Financial Aid** – Have you completed your Free Application for Federal Student Aid (FAFSA®) and met with your student support advisor? [Details on p12]
- **Payment Plans** – Have you selected a payment plan and finalized arrangements to pay for your education? [Details on p12]
- **Registration** – Are you registered for classes? Have you met with your student support advisor to set up your academic plan? [Details on p8]
- **Not Anymore Training** – The training takes approximately an hour to complete and is required for all students. Participation in this training allows each of us to continue to be educated on:
  - Sexual violence
  - Interpersonal relationship violence
  - Sex and gender-based harassment
  - Bystander intervention and other prevention techniques
  Log in information will be emailed to you during your first session.
- **Review the Student Code of Conduct** – As a student at Chamberlain University, you are expected to conduct yourself in a professional and ethical manner. Students are bound to the expectations set forth in the current handbook available at [chamberlain.edu/handbook](http://chamberlain.edu/handbook). Take time to review the academic integrity policy and professional conduct policy. [Details on p14]
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This handbook applies to all students in Chamberlain University's College of Health Professions. Chamberlain reserves the right to change the terms and conditions outlined in this student handbook at any time without notice. Information updated after September 2019, including additions and amendments, is available via chamberlain.edu/catalog and chamberlain.edu/handbook. The online academic catalog and student handbook are updated monthly or as needed. The student handbook is an extension of the catalog. It is the responsibility of applicants and students to check online for updates in both publications and abide by the policies within. The catalog and handbook published online supersede all previously published editions and are in effect until a subsequent catalog or handbook is published. Information contained herein is effective September 2019. Photographs in this Student Handbook are representative of Chamberlain University.

For students who signed enrollment agreements prior to May 13, 2016, Chamberlain is forgoing its right to invoke mandatory arbitration clause in the event of student/graduate claims or controversies arising out of or related to the terms of the Enrollment Agreement or education provided by Chamberlain.

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

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Welcome to Chamberlain University!

We are delighted that you have chosen Chamberlain to support you on your journey toward becoming an extraordinary healthcare professional. You are joining a community with a long history of excellence in healthcare education dating back to our beginnings in 1889 in St. Louis. Today, with a College of Nursing and a College of Health Professions, a growing network of campuses and robust online offerings, Chamberlain University is dedicated to increasing access to quality healthcare education and producing graduates who will transform healthcare worldwide.

This certainly is an exciting time for you. Be assured that we will be with you every step of your journey at Chamberlain. From early assessments of strengths and areas for improvement to customized support plans, workshops and coaching teams, our personalized care is designed with you and your academic success in mind.

What distinguishes Chamberlain is this culture of care — called Chamberlain Care®. Throughout our campuses and online programs, you’ll experience what it means to work in a culture of service excellence and care — a culture that prepares students to take extraordinary care of patients, families and communities.

This Student Handbook is filled with information and resources to support you throughout your education at Chamberlain University. If any additional questions come up, please do not hesitate to contact your student support advisor.

Welcome and best wishes for a successful start to your studies at Chamberlain University!

Warm regards,

Carla Sanderson, PhD, RN
Provost
Chamberlain University

Carla Sanderson, PhD, RN
CHAMBERLAIN UNIVERSITY: MISSION, VISION & PURPOSE

MISSION: TO EDUCATE, EMPOWER AND EMBOLDEN DIVERSE HEALTHCARE PROFESSIONALS WHO ADVANCE THE HEALTH OF PEOPLE, FAMILIES, COMMUNITIES AND NATIONS.

VISION

By living Chamberlain Care®, we graduate extraordinary healthcare professionals who transform the health of people worldwide.

PURPOSE

To create an academic culture in which colleagues and students thrive and that cultivates extraordinary graduates.

The Chamberlain Care® Philosophy of Higher Education

Chamberlain's philosophy of higher education is grounded in the belief that taking extraordinary care of students leads to better student outcomes and experiences, and ultimately to extraordinary care of patients, families and communities. In 2010, this philosophy was translated into a model called Chamberlain Care® that has since evolved into an integrated, holistic educational model that incorporates the following core ideals:

• Care for self. We must first take care of ourselves so that we have the capacity to take care of others and do our best work each day.

• Care for colleagues. Demonstrating care and support of colleagues creates a workplace environment of respect, collaboration, collegiality, creativity, productivity, community and teamwork.

• Care for students. Chamberlain Care® reflects our fundamental belief in the University’s responsibility and ability to achieve superior student outcomes for a diverse population of students. Care for students is operationalized through initiatives that lead to teaching excellence, extraordinary care, and strong support for each student’s learning experience, motivating actions instead of demotivating actions and encouragement instead of discouragement in the face of challenges.

Chamberlain Care® was launched as a major cultural transformation initiative that focused all college operations, resources and institutional assessment on creating a culture of care and achieving superior student outcomes. Chamberlain Care® has become the lens through which all University operations, processes, practices, behaviors and interactions are viewed and assessed. The cultivation of the culture through attention to these ideals and holding ourselves accountable for the execution of care practices is how Chamberlain prepares generations of extraordinary healthcare professionals who will transform healthcare worldwide.
Following the mission of Chamberlain University to educate, empower and embolden diverse healthcare professionals prepared to advance the health of people, families, communities and nations, we strive to prepare graduates to serve the needs of diverse communities including underserved populations.

Learning is designed to provide diverse students with the best academic experience and support services to become extraordinary healthcare professionals. This is done through application of the three aims embedded in our mission:

- **To educate.** A culture of care creates an academic environment in which students thrive by being appreciated for their wholeness and individuality and supported to discover and unlock their potential.

- **To empower.** Teaching is an enterprise of engagement and collaboration between students and faculty that fosters accountability and self-determination in a professional healthcare practice.

- **To embolden.** The learning environment is intentionally designed to promote and instill confidence in one's professional identity as a healthcare professional.

**Chamberlain Care®** creates the framework for educating, empowering and emboldening students in the following ways:

- Curricula include concepts and competencies for development of care practices including teaching self-care practices to individuals and communities. Self-care is taught as a professional imperative for developing the capacity to care for others. Likewise, colleague care is emphasized as a way of promoting working environments of respect, collaboration, collegiality and teamwork.

- Pedagogical approaches focus on:
  - Engaging through fostering self-direction, reflection and deep learning
  - Individualizing learning aligning with strengths, diversity and desires of the learner
  - Developing clinical or praxis judgment through innovative experiential learning
  - Leveraging academic technologies that facilitate progressive and efficient attainment of learning outcomes

- Faculty are supported in developing, sustaining and enhancing these pedagogical competencies through a program of master instruction preparation, assessment and certification.

- Clinical practicum and/or fieldwork education is designed using a holistic experiential learning model that recognizes and fosters each student's professional potential.

- Campus and online leaders promote educational environments that exemplify and cultivate a culture of care that maximizes the use of self-care, colleague care and student care.

- A student success program is provided to all students through a community of faculty and staff coaches that personalize support.
HEALTHCARE REQUIRES A DIFFERENT WAY OF LEARNING

Learning in healthcare requires knowledge and understanding of the human condition and application of this knowledge to improve the health and wellbeing of individuals, families and communities. Healthcare professionals are required to use their intellect and practical skills to respond to the needs of people dealing with health challenges and conditions. This is true of all levels of preparation for practice. Chamberlain education has been designed to prepare you with the knowledge and competencies to respond effectively to the needs of those you serve.

The education we provide at Chamberlain fosters the type of learning we think best prepares you for a successful future in healthcare. We believe that learning occurs best in environments where faculty and students work together for deep learning which prepares students for the critical role they play in healthcare. This involves three important intellectual capacities upon which you are evaluated: analysis, synthesis and application. These are described below:

• **Analysis** – Breaking down the whole and understanding the individual components and how they interact and impact each other
• **Synthesis** – Collating and combining information from a variety of sources to make a comprehensive, clinically-proficient decision
• **Application** – Taking information and applying it to the unique and specific situation confronting you

Your faculty will provide you with all the resources and support you need to develop your abilities to analyze, synthesize and apply knowledge in the health professions.

INTERACTION WITH FACULTY & ADMINISTRATION

The faculty, administration and colleagues of Chamberlain University are committed to supporting student success. The administration and faculty make every effort to maintain open communication with students so that students may actively participate in their education. Take the opportunity to meet with your faculty and talk about your education goals as well as those challenges which impact your learning. There are a variety of ways that you can communicate with the faculty and academic leaders. These include access hours online and internet chat rooms. What is most important is that you reach out and take advantage of all the opportunities you have for communication and support. We welcome your participation with us in creating the best possible learning environment for your success.

Students are provided with an array of resources and coaching to support their academic success. Faculty and staff are dedicated to serving you through these programs. Graduate students will benefit from the Student Success Strategies offered online. These resources are vital components of Chamberlain Care®.

STUDENT SERVICES ADVISING

The role of the student support advisor at Chamberlain is to enhance the student experience and support student success through proactive, informed and compassionate advising.

**Your advisor can assist you with:**

• **Course planning**
• **Identifying resources to promote academic progression**
• **Registration** – Registration begins Week 3 of the second session every semester. Students must register for the first and second session at the same time. Students with a clinical, financial or other hold will be unable to register until their hold has been cleared. Students wishing to drop, add or withdrawal from a course should contact their student support advisor.
• **Financing questions** – If you are using loans to finance your education, it is important you understand your borrowing history and how it will impact your future. To assist you, Manage My Loans is a tool available on your student portal to help you understand your loan borrowing history, your academic progression in relationship to your aggregate loan limits, and the impact of your academic and borrowing decisions on your student loan repayment amount. Visit my.chamberlain.edu and click on the Finances tab. Under Financial Aid Awards, click View More to access Manage My Loans. Your advisor is also available to assist you in developing a financing plan.
• **Attendance questions**
• **Academic questions**

Detailed information regarding all academic policies is available at chamberlain.edu/catalog. It is important for students to familiarize themselves with these policies to ensure academic success throughout their program.

Students are encouraged to contact their student support advisor with any questions or needs. Student support advisors may also contact students to increase student awareness of issues that may negatively impact their academic success and to help students identify faculty and college support services to help students successfully complete their course of studies.

STUDENT IDENTIFICATION (ID) CARD

Graduate students needing a student ID should contact their student service advising team at 888.556.8226. 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 University.
TEXTBOOKS/eBOOKS

Students are required to purchase standard textbooks, electronic versions of textbooks (eBooks), lessons and/or supplies. These costs may vary by the student’s semester and program. Some courses may require an eBook if a standard textbook is not offered. Students have the opportunity to purchase textbooks for courses they are enrolled in through the Chamberlain bookstore at chamberlain.edu/bookstore or the bookstore of their choice.

For additional information regarding textbooks and supplies, contact your student services office. The bookstore will begin accepting orders on Monday of Week 5 of the previous session. Purchases may be charged to your student account or to a credit card.

Printed eBooks – A printed eBook is a printed soft cover version of an electronic textbook. Most eBooks are available for purchase as a printed eBook. While most printed eBooks are black and white, a few are available in color. Printed eBooks are identical to the course eBook and aren’t required; they’re simply an option for students who want a printed textbook. In order to be eligible to order a printed eBook, you must have purchased the eBook(s) for the course. See the bookstore for more details. For additional information regarding which courses have eBooks and the costs associated with them, contact your student services office.

ASK US A QUESTION

Through my.chamberlain.edu you can submit a question to your student support advisor, practicum coordinator and career services advisor.

ASKING QUESTIONS

- Select Contact Us from the left navigation
- Select Create Academic Case
  - Go to Cases tab and select New Case
- Select Request Detail
- Click Continue
- Enter a subject and ask your question in the description
- Select Submit

NOTE: Your support team makes every effort to respond to all inquiries within two business days.

CAREER SERVICES

Chamberlain offers a wide range of career development resources to assist students and alumni in preparing for employment and advancing their careers. These resources allow for proactive career development throughout the program as knowledge, education and experience continue to evolve. Our commitment to students does not end at graduation. While employment cannot be guaranteed, Career Services professionals are available to work with students throughout their program and after graduation.

A few of the tools and resources Career Services offers include:

- Career advising and planning – Career Services professionals offer assistance developing a personalized strategy based on experience and goals.
- Resume and cover letter review – Career Services provides guidance in developing resumes, cover letters, portfolios, references lists, thank you and recommendation letters and more.
- Interview skill building – Learn about various interviewing tools available from interview preparation to execution and follow-up.
- Internships/Experiential learning opportunities – Develop a game plan to uncover the best experiential learning opportunities available for career advancement.
- Employer connections – Network with employers through various professional events and workshops.
- CareerCare – The Chamberlain CareerCare site allows students and alumni the ability to create their career profile, create, upload and store career documents; research employers and access job leads and other career resources. Students and alumni can access the CareerCare site through my.chamberlain.edu under the Resources tab.
Your Chamberlain Student Portal

MY.CHAMBERLAIN.EDU

Manage your education anytime from anywhere. Your Chamberlain student portal contains all the resources for student success in one convenient location. my.chamberlain.edu features a personalized home page and dashboard, enhanced functionality and access to all the resources you need with a single login.

Login Information

- Go to my.chamberlain.edu
- Enter your Student ID (D#) and click the Login button
  - Your Password upon first login will be your birth month and birth year in the following format: MM-YYYY. Click the First Time Logging In link to see examples. Enter your birth month and year then click Ok.
- You will be prompted to create a new password.
- Set up challenge questions for added security and click Ok.

NOTE: Your Student ID (D#) is included in your Chamberlain Acceptance Letter or you may contact Student Services.

Access:

- Email
- Your Student Account
- Resources & Help
- Your Class Schedule
- Your Grades
- ASPIRE Student Assistance Program
- Student Surveys & End of Course Evaluations
- Browse Courses
- Self-Register for Classes
- Online Learning Platform
- DegreeWorks
- Bookstore
- Uniforms
- Fieldwork Practicum Application and Information
- Finance & Tax Information
- Financial Aid Resources
- Chamberlain Catalog
- Student Handbook
- CareerCare
- Library & Online Library
- IT Help Desk
- Pay Bills

Contact:

- Your Advising Team

Request:

- Enrollment Verification
- Chamberlain Transcript

Safety:

- SIREN Emergency Communication & Alert System

For more information on my.chamberlain.edu, contact your student support advisor.

THE CHAMBERLAIN MOBILE APP

(Available for iPhone® and Android™ devices)

Access all the Chamberlain resources you need at your fingertips.

Go to class:

- Participate in your discussion threads for all your courses
- View your term grades

Stay informed:

- Access the latest news on the Chamberlain blog
- View your class schedule
- Reference the Chamberlain Academic Calendar

Stay connected:

- Contact Academic Advising and the Help Desk
- Access the Chamberlain library
- Connect with Chamberlain social media networks

Manage your mobile account:

- Reset your password
- Complete the survey and give us feedback

For Chamberlain Mobile App Support
contact mobilesupport@adtalem.com

iPhone is a registered trademark of Apple, Inc. The trademark Android is owned by Google Inc. Apple, Inc. and Google Inc. do not sponsor or endorse Chamberlain University in any manner.
STUDENT EMAIL

Email is the main form of communication from faculty and colleagues to students. Students should check their Chamberlain email account daily.

TO ACCESS YOUR CHAMBERLAIN EMAIL ACCOUNT

• Log onto my.chamberlain.edu
• Click on Email on the left side of the page
• Email address – firstname.lastname@my.chamberlain.edu
• You can also access your email from outlook.com/my.chamberlain.edu.

Your default password is your date of birth plus “-c” (YYYYMM-c). You will be required to change your password at first login.

Questions? Call the Help Desk at 877.366.9388

NOTE: Chamberlain email accounts should be used for academic purposes only.

ONLINE LEARNING PLATFORM

• Easy to use and navigate – easily access your courses and the tools and resources you need
• Helpful organization support – stay on top of your assignments with the to-do list and calendar
• Personalization notifications – choose how and when you want to be notified about assignments, due date changes, discussion replies and more

For online access to courses, log in to your student portal at my.chamberlain.edu and toggle over to the left menu to the “Go To Class” tab. Click on the session you are enrolled in to view your classes.

• View syllabi, weekly assignments and discussions, calendar, tutorials, course resources and grades
• Send email messages to your professors and other students in your course
• Submit assignments

Download the Quick Start Guide at chamberlain.edu/canvas-quickstart

View the Video Tutorial at chamberlain.edu/canvas-tutorial
Invest in Your Future

STUDENT FINANCE

At Chamberlain, we recognize that your education is a significant investment. More than 80 percent of Chamberlain students receive some form of financial aid. Financial aid is available in the form of federal and private loans, scholarships, grants and work-study to those who qualify. At Chamberlain, we actively work to keep costs down while maintaining the highest educational standards. We will do everything we can to help you earn your degree, including helping you identify all your financing options and helping you apply for financial assistance. For the most up-to-date information on tuition and expenses, refer to chamberlain.edu/tuition.

If you are planning to use financial aid, October is the time to renew your Free Application for Federal Student Aid (FAFSA®) at fafsa.ed.gov.

Chamberlain FAFSA school code: 006385

Indianapolis students, please include E02182 as your first school code (in addition to 006385) to be considered for Indiana state grant funds.

If you need more information on various programs offered by Chamberlain, visit chamberlain.edu/financialaid.

• Loans and grants are generally disbursed between Week 2 and Week 5
• Title IV credit balance payments are issued within 14 days of having a credit balance

PAYMENT INFORMATION

• Pay your monthly bill online at my.chamberlain.edu
• Check, credit card payments, private loans and outside scholarship refunds will remain on your student account to be used for future charges unless the “hold cash” authorization is rescinded
• Set-up direct deposit for a quicker, safer and more convenient refund
• Refer to the Cancellation and Refunds Policy section of the academic catalog at chamberlain.edu/catalog
• For your state specific minimum refund policy, visit chamberlain.edu/student-consumer-information#StateDisclosures

STUDENT PAYMENT OPTIONS

If you need financing options, Chamberlain has payment plans available. Students whose financial aid fully covers their costs, or who pay their entire non-covered balance on the first due date of the session, do not need to enroll in a plan.

Once you have enrolled in a plan, that enrollment will be carried forward into all consecutive future sessions that a plan is needed. Notify your student support advisor if you wish to disenroll from a payment plan.

Standard plan
• Make two monthly payments per session
• For students who are not using financial aid or outside funding and want to make monthly payments, or are using outside aid but want to make monthly payments to resolve any non-covered balance

Deferred, direct and extended payment plans
• Available to students providing proof of reimbursement or who have exceptional circumstances

For additional information, contact your student support advisor.
Your Resources

ASPIRE – STUDENT ASSISTANCE PROGRAM

The ASPIRE student assistance program is a 24/7, complimentary, confidential personal-support program for Chamberlain students and their families.

Through the ASPIRE program, Chamberlain students and their families can receive assistance with issues such as:

Emotional Support: Stress management, anxiety and depression, family conflict and test taking skills

School/Life Resources: Financial planning, legal consultation, child care and elder care

Tools for Daily Living: Job search, housing, low-cost laptops and community resources

Active Military and Veteran Resources: Veteran health and wellness, GI Bill info and resources to address specific Veteran needs

To learn more about the ASPIRE student assistance program, call 888.470.1531, text 858.224.2094, email info@myaspireonline.com or visit myaspireonline.com.

LIBRARY & LEARNING RESOURCES

All Chamberlain students have instant access to the most up-to-date collection of digital materials, including; nursing, health sciences and general education and sciences eBooks, periodicals, a large selection of electronic journals, course guides, audiovisual and interactive resources, online subscriptions and other materials. All materials can be accessed through a single, unified search across all resources using Chamberlain’s Virtual Learning Resources available at library.chamberlain.edu or through your student portal at my.chamberlain.edu.

- User ID: Student ID (D#)
- Password: Date of birth (YYYYMM)

The online library can also be accessed from the Chamberlain Mobile App. To download the Chamberlain Mobile App from your mobile device, visit chamberlain.edu/app.

For library services and research requests, Chamberlain master’s level health sciences librarians are available by phone, chat and email during extended virtual reference hours, including evenings.

LIBRARY DATABASES

CINAHL and Medline: provides both full-text and abstract access to the literature of nursing, public health, allied health and medicine

Health Policy Reference Center: Part of a larger EBSCOhost suite of databases offering access to research literature in science, liberal arts, news and humanities

ProQuest Health Research Premium Collection: A suite of health related databases including the ProQuest Public Health Database

There are many other databases available. A complete list of databases can be found at: library.chamberlain.edu/az.php

EBOOK COLLECTIONS

- Rittenhouse R2
- ProQuest EBook Central
- Ebsco eBook Collection

E-JOURNAL SUBSCRIPTION PACKAGES

SAGE: provides online access to a large collection of public health e-journals

Get Involved

COMMUNITY SERVICE

At Chamberlain University, we are committed to making a difference in the lives of our students – and in the world. That’s why Chamberlain’s focus on student success extends well beyond the classroom and clinical environments, providing students the opportunity to expand their educational and professional horizons through a full spectrum of social, cause-related and field experiences both locally and globally.

SUSAN G. KOMEN RACE FOR THE CURE®

Chamberlain University joins together to support a great cause – the race to cure breast cancer. At Susan G. Komen Race for the Cure events, Chamberlain students, faculty and colleagues come together to join the fight to end breast cancer and save lives. Because with every step, we are that much closer to curing breast cancer forever.
Policies & Procedures

ATTENDANCE

Attendance and participation are required within all classroom, lab and clinical experiences (including simulation). Students must arrive on time and stay for the duration of the classroom, lab and clinical experiences (including simulation, pre- and post-conference/briefing/assignment) in order to satisfy the clinical or lab hours for each course. Students must successfully complete and satisfy the credit hour requirements, clinical expectations and course outcomes set forth in the course syllabi to achieve all regulatory requirements and obtain a satisfactory for each clinical or lab course. Attendance is tracked for all weeks of the course and is recorded daily based on academic events. An academic event for on-site courses is defined by attending scheduled class meetings. An academic event for online courses is defined by submitting a class assignment, participating in threaded discussions or completing quizzes and exams. An academic event for blended courses is defined by attendance in the on-site component or by submitting a class assignment, participating in threaded discussions or completing quizzes and exams in the online component.

NOTE: F-1 student attendance for blended courses is defined as physically attending each on-site class meeting. Participation in an online academic event does not constitute as attendance for F-1 students. Withdrawal of course enrollment may lead to the F-1 student not maintaining the minimum full-time enrollment requirements and the student’s SEVIS record may be subject to termination.

Student Attestation of Identity

At this time, all Chamberlain University students are required to attest (acknowledge) their understanding of these policies through an attestation quiz within the Canvas LMS. The Student Attestation must be completed for each course every session. If not completed, course access will be gated (inaccessible). If a student has attended the course prior to it being gated, the student will incur a withdrawal and will be responsible for tuition and fees based on Chamberlain’s Cancellation and Refund Policy. Title IV eligibility may be impacted.

Laboratory Class

Lab time is utilized to practice and master skills to meet criteria that demonstrate completion of course outcomes. Demonstration of nursing skills and/or required competencies must be performed satisfactorily to pass the lab component of the course (see course shell and skills return demonstration forms for criteria). Detailed information regarding the Attendance Policy is available at chamberlain.edu/catalog.

REVIEW OF A GRADE

Students who believe that a grade has been incorrectly calculated may submit a request to their instructor for a review of the grade. The student must provide rationale for review to the instructor. If resolution is unable to be made in reviewing a graded assignment or exam, the student may submit a Request for Review of a Grade to the approved Academic Officer by contacting their Student Support Advisor. Students have three business days from the date the grade is posted to complete and submit this form for consideration. A grade review may result in the grade increasing, decreasing or staying the same.

APPEAL OF ACADEMIC DISMISSAL

A student who has been dismissed for failing to meet standards of academic progress may appeal the dismissal if there were rare and extenuating circumstances that contributed to the failure to meet the University standards. Students should not submit their appeal until the circumstance(s) which led to their poor academic performance is resolved. Written notification of the dismissal must be issued to the student before the appeal can be submitted. A student may not be enrolled in courses during the appeal process.

A. Appealing an academic dismissal

To appeal an academic dismissal, students should follow the steps below:

1. Speak to a student support advisor about the conditions under which an appeal would be appropriate. These conditions include:
   • There were rare and extenuating circumstances which contributed to the dismissal
   • These circumstances have been overcome or have changed
   • Documentation is available to support both statements above

2. If appropriate, complete the appeal for reinstatement form. The form should include:
   • Verifiable documentation of mitigating circumstances that contributed to poor academic performance
   • How the circumstances have been overcome
   • A realistic plan for meeting the requirements to return to good standing

3. Attachment of supporting documentation (e.g., legal documents, doctor’s certification, receipts, military orders, etc.)

B. Review of the appeal for reinstatement

The appeal for reinstatement form, supporting documentation provided by the student, and information pertaining to the student’s academic performance, including, but not limited to, academic history and tutoring notes, will be reviewed by the appeal committee. The appeal committee is chaired by the dean or designee. If a student was academically dismissed and reinstated previously, documentation related to the previous appeal(s) may also be reviewed. The appeal committee makes the decision whether the appeal is approved or denied by evaluating whether the information presented demonstrates the student’s circumstances resulted in the poor academic performance, that the issue(s) has been overcome and that the student’s plan shows the student is likely to be successful in the future.

C. Appeal of reinstatement decision

If the appeal is denied, a student may appeal the decision by completing the appeal of reinstatement decision form. The student must provide information to support why the committee’s decision was unfair. The appeal will be reviewed by the pre-licensure program administrator or designee or post-licensure/graduate program director or designee. The appeal decision is final. Students cannot resume studies, reapply or apply to the same program at another Chamberlain location if denied.

D. Reinstatement to the University

If the appeal is approved, the student will be reinstated and placed on financial aid probation. A student must meet satisfactory academic progress by the end of that semester, unless the approved appeal includes an academic plan. Progress of the plan will be evaluated after the next enrolled semester. Students who re-enroll after the approval of an appeal may be required to complete additional requirements as specified by the dean, president/director or designee. Students who have additional requirements will be placed on a registration hold and will be restricted from enrolling in future terms until the requirements have been met. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid. Military students are not eligible to receive VA benefits while placed on an academic plan even if meeting the requirements of an academic plan. Failure to meet the conditions of the plan or satisfactory academic progress will result in a second dismissal and the student is no longer eligible for Title IV HEA program funds.

Reinstated students who interrupted their academic studies for six consecutive sessions or more must also request readmission.

STUDENT CODE OF CONDUCT

The Chamberlain University Student Code of Conduct incorporates all related policies, including the Academic Integrity Policy, the Professional Conduct Policy, the Network and Responsible Computing Policy, the Sexual Misconduct Response and Prevention Policy and the Social Media 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. Chamberlain University requires all students to verify their identity and confirm their understanding and agreement with Chamberlain Code of Conduct policies upon initial sign on to the learning platform browser.

Terminology

1. The term “University” or “Chamberlain” means Chamberlain University.
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 University or otherwise enrolled in undergraduate, graduate or professional courses at the University. Persons not officially enrolled for a particular term but having a continuing relationship with the University 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 University to conduct instructional activities.
4. The term “Chamberlain staff” means any person employed by the University, 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 University. The campus president or designee shall determine a person’s status in a particular situation.
11. The term "Hearing Panel," "Panel" or "Professional Review Committee" refers to a

10. The term "policy" is defined as the written regulations of the University as found

9. The "program administrator" is the campus president or approved designee

8. The term "may" is used in the permissive sense.

7. The term "shall" or "will" is used in the imperative sense.

6. The term "Chamberlain premises" includes all land, buildings, facilities, student

5. Aids

4. Alteration of Records

3. Collaboration

2. Plagiarism

1. Copying

Examples of Plagiarism:
- 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 containing data or conclusions
  which, upon questioning, the student cannot explain, support or demonstrate
  direct knowledge

Examples of Use of Turnitin:
- For the purpose of detecting plagiarism of such papers. Use of Turnitin® or
  other anti-plagiarism software for the detection of plagiarism. All submitted papers will be included
  to submission for textual similarity review to Turnitin® or other anti-plagiarism
  software for the detection of plagiarism. Use of Turnitin® or other anti-plagiarism software service is subject to the Terms and Conditions
  of Use posted on the software sites. In speaking or writing, plagiarism is 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.

Plagiarism is a serious offense. Students acknowledge that by taking a course, all
required papers, discussions or other written learning activities may be subject

Compliance with these policies requires that students:

- Computer Piracy: 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
- Self-plagiarism: Students who use their own previously "published work"
  without referencing the publication (i.e., work the student has written
  and was published in a journal, text book, etc. and was not referenced
  appropriately as the student’s work)

Each assignment should be new, original work created by the student to meet
the objectives of that particular assignment. Reuse of prior course work
from a non-repeated course with missing or incorrect internal parenthetical

citations(s) or reference(s) would be treated as plagiarism. However, certain
circumstances are permissible with proper referencing, such as:
- Repeated Course/Repeated Work (Post-Licensure Nursing only):
  In post-licensure nursing programs, students who repeat the same
course may reuse previously submitted work in its entirety without
penalty. Reusing work only applies to graded assignments, not discussion

posts or clinical paperwork (except in the FNP track, where it does apply
to case studies). If awarded a lower grade for reused work, this is not
grounds for a grade appeal, and the grade awarded is final. Reused work
must be labeled as such. If the instructor is not made aware of the reuse
of an assignment, the submission will be treated as plagiarized work
if not properly referenced.
- Repurposed Work (Chamberlain University Graduate Programs only):
  Graduate students have the opportunity to use previously submitted ideas as
  a foundation for future courses. No more than 50 percent of an assignment,
  excluding references, may be repurposed from another Chamberlain University
  course (excluding practicum courses). Previous course assignments that are
  deemed building blocks will be noted in the syllabus by the course leader.
  As with every assignment, students must uphold academic integrity; therefore,

students must follow the guidelines for remaining academically honest
according to the Academic Integrity Policy. If the instructor is not made
aware of the repurposing of an assignment, the submission will be treated as
plagiarized work if not properly referenced.
- Pre-Licensure Nursing Program: Reused and repurposed work is not
  permitted in the Pre-Licensure Nursing Program.

NOTE: Turnitin is a registered trademark of iParadigms, LLC. iParadigms, LLC does not
endorse, sponsor or support Chamberlain University 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
  of the instructor
- 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
- Offering the sale of written assignments or threaded discussions through any source of media (digital or otherwise) for compensation of any sort
- Acquiring and/or purchasing previously used or material written by others for use in classes

8. Acts of dishonesty, including but not limited to the following:

- Any misrepresentation by words or actions 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
- Furnishing false information to any University official, faculty member, office or University-affiliated official in relation to a course, internship, clinical, practicum or cooperative education assignment or program

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
- Stealing, such 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 University 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 dean of academic affairs or designee, 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. We recommend that students leave cell phones or other electronic devices 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 to the instructor or dean.

If a violation is suspected, observed or reported, the instructor will notify their faculty chair, faculty manager, associate dean of general education, associate dean of faculty or dean of academic affairs of the incident. 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 information to adequately explain the concern, the allegation may be dismissed at that time. If the student admits to the allegation, or cannot discredit the allegation, the instructor may impose sanctions ranging from educational sanctions to failure of the course or refer the case to the conduct administrator. Students who admit to the charges but feel the sanctions rendered by the instructor were too harsh can request a sanction-only administrative review. Students who do not admit to the charges can request a hearing. When a case is referred to the conduct administrator, the conduct administrator will determine if an administrative review or hearing is warranted. If it is determined that it is more likely than not that the student violated the academic integrity policy, sanctions up to expulsion from the University may apply. Proceedings will continue with the information available at the time even if a student does not respond to the University’s request for information.

Hearing or Administrative Review

A hearing or administrative review will occur either when requested by the student or at the discretion of the instructor or conduct administrator. Violations which may result in suspension or expulsion will automatically be sent through the hearing or administrative review process. Once a case is referred through the administrative review or hearing process, a student will be informed of the charges brought forth against him or her and given the opportunity to deny or admit the charges. If the student denies the charges, a review will be held before the hearing panel. If a student admits to the charges and waives his or her right to a hearing, the conduct administrator will issue the sanction(s). If the conduct administrator finds that a hearing is necessary for the purpose of determining the sanction(s) to be issued, a review will be held before the hearing panel who will recommend sanction(s) to the conduct administrator. Admitting to the charges does not preclude a student from appealing the sanction(s).

If a student admits to the charges, a sanction-only administrative review will be conducted by the conduct administrator. The conduct administrator may receive input from the hearing panel members to make a determination on the appropriate sanctions. If a student does not admit to the charges, a hearing will take place before the hearing panel. The hearing panel will review the information and make a determination if it is more likely than not that a violation did occur. If a violation did occur, the hearing panel will impose the appropriate sanctions. Any prior violation of the Academic Integrity Policy will be taken into consideration when determining appropriate sanctions.

Student Rights and Responsibilities

Students have the right to the following:

- Review any written information prior to the hearing which will be presented to the hearing panel.
- Respond to the allegations.
- Review the names of the committee members in advance of the hearing. If a conflict of interest is present, a request for a replacement committee member can be made prior to the hearing.
- Present information and witnesses to the panel. Only witnesses who have relevant information pertinent to the case will be interviewed or allowed to provide written statement for the panel’s consideration. The conduct administrator should be made aware of any witnesses at least two (2) business days prior to the hearing.
- Admit or deny the charge(s).
- Bring an advisor or support person to the hearing. The advisor may be an attorney. The advisor or support person may not speak on behalf of the student or answer any questions on behalf of the student during the hearing. The name of the advisor/support person and their relationship to the student must be provided at least one business day prior to the hearing. At the University’s discretion, the hearing may proceed without the advisor if the attendance of the advisor delays the hearing.
Students have the following responsibilities:

- Represent themselves in a truthful, professional and ethical manner when responding to allegations. Providing false or misleading information, may result in a violation of the professional conduct policy.
- Respond in a timely manner to request for information, including but not limited to:
  - Presenting witnesses
  - Providing a statement or additional information to the panel
  - Accepting or denying charges
- To not engage in retaliatory behavior. Engaging in such behavior is a violation of the professional conduct policy.

**Appeal of the Hearing Panel’s Decision**

A student may appeal the decision of the hearing panel within two (2) business days of the notification being sent to the dean or designee. Appeals must be submitted in writing and must state a basis for the appeal. Basis for an appeal include:

- There is new evidence that was unavailable at the time of the original investigation that would affect the outcome of the original decision
- There were procedural irregularities in the process that affected the outcome
- The sanctions were not reasonably appropriate for the violation of the Academic Integrity Policy

The program administrator or designee’s decision is final.

**E. Sanctions**

The sanctions listed below may be imposed upon any student found to have violated the Academic Integrity Policy. The listing of the sanctions should not be construed as to imply that students are entitled to progressive discipline. The sanctions may be used in any order and/or combination that the University deems appropriate for the conduct in question. Students should be advised that conduct violations could impact privileges associated with the University, including but not limited to leadership/officer roles and/or holding positions of influence.

- Educational/disciplinary sanctions (e.g. tutorials, written or reading assignments).
- A written notice to the student that the student is in violation of or has violated the academic integrity policy.
- Student receives zero credit for the entire paper, exam, quiz, homework, discussions, 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.
- Student receives a failing grade for the course, lab, etc. Withdrawal from the course will not alter the failing grade.
- Suspended for up to three semesters.
- Permanent expulsion from Chamberlain University.
- Revocation of degree or certificate.

**II. Professional Conduct Policy**

**A. Purpose**

A student enrolling in Chamberlain University assumes an obligation to conduct himself or herself in a manner compatible with the University’s function as an institution for professional nursing and public healthcare education. All students are expected to abide by the Chamberlain University 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 engaged in the following acts of misconduct may be subject to disciplinary sanctions as outlined in this policy. This list is not all-inclusive but includes categories of misconduct as defined by the University.

1. Acts of dishonesty, including but not limited to the following:
   - Furnishing false information to any University official, faculty member or office
   - Forgery, alteration or misuse of any University 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 University activities, including its public service functions on or off campus or other authorized non-University activities.
3. Physical abuse, verbal abuse, threats, intimidation and harassment, including, but not limited to, sexual harassment, gender-based harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, either on or off Chamberlain premises or at any Chamberlain-sponsored activity.
4. Attempted or actual theft of and/or damage to property of the University or property of a member of the Chamberlain community or other personal or public property.
5. Bullying and cyberbullying, which is using one’s power to control or harm individuals who cannot defend themselves, including, but not limited to, face-to-face interactions and any electronic communication (communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer or pager), whether it be a single incident or a series of incidents.
6. Participation 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 University rules, policies and regulations; will unreasonably or unusually impair an individual’s academic efforts and occurs on or off campus.
7. Gambling on Chamberlain premises, at University functions or through the use of University equipment.
8. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties. Failure to identify oneself to these persons by producing a University-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 University policies, rules or regulations.
11. Violation of federal, state or local law on Chamberlain premises or at University-sponsored or University-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. University 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 University 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 a proceeding before a judicial body, the University 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 University will cooperate fully with law enforcement and other agencies in enforcing criminal law on University 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.

13. Aiding, abetting or inducing another to commit a violation of the Student Code of Conduct.

14. Conduct that is provocative, aggressive or in violation of Chamberlain’s standards for professional behavior, including but not limited to:
   a) Communicating any messages that contain derogatory statements about any group, race or ethnicity
   b) Communicating any inflammatory statements related to personal, political, religious or ethical views
   c) Communicating any message that contains aggressive, abusive or profane language against members of Chamberlain administration, staff and faculty or against other students

15. Use, possession, distribution or sale of drugs, except permitted substances when taken under a doctor’s prescription and consistent with a doctor’s instructions. Even where otherwise permitted under local law, marijuana use, possession or influence on University premises, at University events, or that adversely affects the Chamberlain community, is prohibited. Testing positive for marijuana, including medical marijuana, will result in disciplinary action. Violation of state, federal or other local regulations with respect to illegal drugs are subject to both criminal prosecution and disciplinary action.

16. Possession, distribution, sale or consumption of alcoholic beverages, except as expressly permitted by law and University regulations. Violation of state, federal or other local regulations with respect to alcohol are subject to both criminal prosecution and disciplinary action.

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

Drug testing may be required by the University 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 may result in dismissal from the University.

Abuse of the conduct system, including, but not limited to:
   a) Falsification, distortion or misrepresentation of information before a conduct panel
   b) Disruption or interference with orderly conduct of a conduct proceeding.
   c) Knowingly instituting complaint or conduct proceedings without good cause.
   d) Attempting to discourage an individual’s proper participation in, or use of, the complaint or conduct procedures.
   e) Attempting to influence the impartiality of a member of a conduct panel prior to, and/or during, the course of the conduct proceeding.
   f) Harassment (verbal or physical), retaliation and/or intimidation by a student of a participant in the conduct or complaint processes prior to, during and/or after a conduct proceeding.
   g) Failure to comply with sanction(s) imposed under the Code of Conduct.
   h) Influencing or attempting to influence another person to commit an abuse of the conduct or complaint procedures.

C. Procedures

1. Any member of the Chamberlain community (complainant) may file complaints against any student (respondent) for misconduct. Complaints shall be prepared in writing and directed to the student services manager or designee. Any complaint should be submitted as soon as possible after the event takes place. While anonymous complaints are permitted, this may limit the University’s ability to thoroughly investigate the incident.

2. Upon receipt of the written complaint, the student services manager or designee may conduct an investigation to determine if the complaints can be resolved by mutual consent of parties involved. Mutual consent is not appropriate for every situation, such as allegations of sexual misconduct. If complaints cannot be resolved by mutual consent, the student services manager or designee may dismiss the case, issue a warning letter or refer the case through the administrative review or hearing process, as appropriate.

Administrative Review or Hearing

Once a case is referred through the administrative review or hearing process, a student will be informed of the charges brought forth against him or her and given the opportunity to deny or admit the charges. If the student denies the charges, a hearing will be held before the professional review committee. If a student admits to the charges and waives his or her right to a hearing, the student services manager or designee will issue the sanction(s). If the student services manager or designee finds that a hearing is necessary for the purpose of determining the sanction(s) to be issued, a hearing will be held before the professional review committee who will recommend sanction(s) to the student or designee. Admitting to the charges does not preclude a student from appealing the sanction(s). Generally, students who admit to the charges will not have a hearing before the professional review committee unless deemed necessary by the student services manager or designee.

Students who do not admit to the charges in part or full will be given the opportunity to attend a hearing before the professional review committee. The professional review committee is comprised of Chamberlain staff and/or faculty. No students serve on the committee. If a student does not attend the hearing, the decision will be made by the committee based on the information available at that time. The committee will make a determination whether it is more likely than not that a violation occurred and will issue sanctions as deemed appropriate.

Students who have allegations filed against them (respondents) have a right to:
   • Bring an advisor or support person of their choice and at their own expense to the hearing. The advisor may be an attorney. The advisor or support person may not speak on behalf of the student or answer any questions on behalf of the student during the hearing. The name of the advisor/support person and their relationship to the student must be provided to the student services manager or designee at least one business day prior to the hearing. At the manager’s discretion, the hearing may proceed without the advisor if the attendance of the advisor delays the hearing.
   • Be notified of the names of the committee members in advance of the hearing. If a conflict of interest is present, a request for a replacement committee member can be made prior to the hearing.
   • Submit questions for the committee to ask any party who will be interviewed as part of the hearing. The student services manager has the authority to determine whether the questions are relevant and appropriate. The parties involved are not permitted to question one another directly.
   • Present information and witnesses to the professional review committee. The complainant is permitted to present information and witnesses regardless of their level of participation in the resolution. The student services manager should be made aware of any witnesses at least two (2) business days prior to the hearing. Only witnesses who have relevant information pertinent to the case will be interviewed or allowed to provide written statement for the committee’s consideration.
   • Review any written information prior to the hearing which will be presented to the professional review committee. The manager may redact information as required by state or federal law or to protect confidential or private information of the complainant, respondent and/or witnesses.
   • Have the right to privacy in that only individuals who must know the facts of the case to assist in the resolution will be made aware of information pertaining to the case. Information may be shared with other parties, such as law enforcement as required by local, state or federal laws.

Students have the following responsibilities:
   • Represent themselves in a truthful, professional and ethical manner when responding to allegations. Providing false or misleading information may result in a violation of the professional conduct policy.
   • Respond in a timely manner to request for information, including but not limited to:
     – Presenting witnesses
     – Providing a statement or additional information to the panel
     – Accepting or denying charges
   • To not engage in retaliatory behavior. Engaging in such behavior is a violation of the professional conduct policy.
Interim Suspension

In certain circumstances, the University may impose an interim suspension prior to the hearing or administrative review.

1. Interim suspension may be imposed:
   a) To ensure the safety and well-being of members of the Chamberlain community or preservation of Chamberlain’s property; or
   b) If the University deems that the respondent poses a threat of disruption of or interference with the normal operation of the University

2. During the interim suspension, the respondent may be denied access to Chamberlain premises (including online and on-site classes) and/or all other Chamberlain activities or privileges for which the respondent might otherwise be eligible, as the University may determine to be appropriate. In appropriate cases, the University may notify the complainant of a respondent’s interim suspension status.

D. Sanctions

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 University deems appropriate for the conduct in question. Students should be advised that conduct violations could impact privileges associated with the University, including but not limited to leadership/official roles and/or holding positions of influence.

- **Warning** – A verbal or written notice to the student that the student is in violation of or has violated University 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 University 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 University.
- **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 University or other related discretionary assignments.
- **University Suspension** – Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- **University Expulsion** – Permanent separation of the student from all University locations.
- **Revocation of degree** – Revocation of a previously conferred degree or certificate. Students whose degree award conferrals are revoked remain responsible for fulfilling financial obligations to Chamberlain, to federal, state and local governments, and to private loan providers.
- **Rescinding admission** – Rescinding admission to the University is generally a permanent decision applicable to all programs. Rescinding admission is at the sole discretion of the director of admission and not subject to the conduct procedures noted above.
- **Denial of admission** – Denial of admission to the program is generally a permanent decision applicable to all programs. Denial of admission is at the sole discretion of the director of admission and not subject to the conduct procedures noted above.

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. Following the decision of the Professional Review Committee, the student services manager shall advise the student in writing of its determination and of the sanction(s) imposed, if any.

Other than University suspension and University 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 program administrator 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 the University’s discretion.

E. Appeals

A decision of a violation of the Professional Conduct Policy and the sanctions reached by the professional review committee or student services manager or designee may be appealed once by the student the complaint was filed against or the student who filed the complaint to the program administrator or his/her designee within two (2) business days of the notification being sent. Appeals must be submitted in writing and must state a basis for the appeal. Basis for an appeal include:

- There is new evidence that was unavailable at the time of the original investigation that would affect the outcome of the original decision.
- There were procedural irregularities in the process that affected the outcome.
- The sanctions were not reasonably appropriate for the violation of the Professional Conduct Policy.

The respondent will receive the appeal decision in writing within seven (7) business days after the review of the appeal is complete. The appeal decision is final.

III. Network & Responsible Computing Policy

A. Policy

1. University 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 University 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 University 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 University 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 University 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 must not be displayed, and respect that would be expected in any other business environment.

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 University 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.
**Student Responsibilities**

It is important that all students understand their responsibilities when using social media. Students can have no reasonable expectation of privacy in material that they choose to place online or enter or send through resources provided by Chamberlain. Students must recognize that they are responsible for anything they write or present online and that they may be subject to legal or Code of Conduct proceedings by Chamberlain University and/or others (including other students, colleagues and third parties) based on what they write or present online.

Responsible behavior is expected of all Chamberlain students when they participate in or partake of social media or blogging. Students’ communications, regardless of format, must conform to the Code of Conduct. It is not the goal of the University to actively monitor all student communications; however, should the University become aware of inappropriate behavior that may violate the Code of Conduct, the behavior may be investigated and addressed per the University’s disciplinary procedures outlined in the Code. Such behavior includes, but is not limited to, posting or communication of content that is obscene, defamatory, threatening, infringing of intellectual property rights or otherwise illegal, inappropriate or injurious.

**General Rules of Social Media Engagement**

To foster this communication in an appropriate way, Chamberlain University expects all students to adhere to the following principles of social media engagement:

Your honesty – or dishonesty – will be quickly noticed in the social media environment. If you are blogging about your experiences at Chamberlain University, use your real name, identify your relationship with Chamberlain University and be clear about your role. If you have a vested interest in something you are discussing, be the first to point it out.

**Be Judicious.** Always use your best judgment and make sure your efforts are transparent by using the following rules for external speech relating to Adtalem:

- Ask permission to publish or report on conversations that are meant to be private or internal to Chamberlain University, including conversations with individual students and Adtalem colleagues.
- All statements regarding Adtalem must be true and not misleading, and all claims must be substantiated and approved.

**Write what you know.** Make sure you write and post about your areas of expertise, especially as related to Chamberlain University and our degree programs. If you are writing about a topic with which Chamberlain is involved but about which you are not the expert, you should make this clear to your readers. Also, always write in the first person. If you publish to a website or blog outside the control of Chamberlain University, you must use the following disclaimer: “The postings on this site are my own and don’t necessarily represent Chamberlain University’s positions, strategies or opinions.”

**Think before you post.** 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 will be in existence virtually forever. This means postings and other communications may be viewed by administrators of Chamberlain University, potential employers and scholarship boards. If there is something you would not want everyone to know about you, do not post it online.

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 sites and other Internet sources to which students may post personal information. Your Internet postings and communications may thus directly affect your career.

**Protect yourself.** Personal information can be shared over the Internet with more people and at a faster rate than ever before; accordingly, be careful about what you share. Protect your personal information to avoid being a victim of sexual assault, stalking, identity theft or burglary.

**Social Media Policy for Students in the Clinical Setting**

Nurses and student nurses have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. The following requirements are intended to minimize the risks of using social media:

- Students are strictly prohibited from transmitting by way of any electronic media any patient-related image information that may reasonably be anticipated to violate patient rights to confidentiality or privacy, or otherwise detract or embarrass the patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Students must not refer to patients in a disparaging manner, even if the patient is not identified.
- Students must not take photos or videos of patients on personal devices, including cell phones. Students should follow the clinical agency’s policy for taking photographs or videos of patients for treatment or other legitimate purposes using devices provided by the clinical agency.
• Students must maintain professional boundaries in the use of electronic media. Like in-person relationships, the student has an obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the student to engage in a personal relationship with the patient.

• Students must promptly report any identified breach of confidentiality or privacy.

• Students must not post content or otherwise speak on behalf of the employer unless authorized to do so and must follow all applicable policies of the employer.

STUDENT COMPLAINT/GRIEVANCE POLICY

This policy outlines the process for investigating and addressing complaints to Chamberlain University from students about any component of their experience at Chamberlain in which the student feels he or she has been treated unfairly. Because no policy is one-size-fits-all, though, Chamberlain reserves the right to deviate from this policy if the circumstances of a particular complaint or investigation call for additional flexibility.

Informal Complaint/Grievance Process

In most cases, students must first attempt to resolve their concerns orally or in writing with the individual(s) most directly connected to the student’s complaint. If the student is not comfortable discussing the matter with the individual(s) most directly involved, the student may take his/her informal complaint to a liaison not directly involved, such as the student services manager or the immediate supervisor directly involved, the student may take his/her informal complaint to a liaison not directly involved, such as the student services manager or the immediate supervisor.

Unlike in formal procedures, a student pursuing informal resolution of his/her complaint usually is not required to submit a written complaint to initiate the process. Under these informal procedures, the student may, at any time, elect to stop further action by withdrawing the complaint, subject to the confidentiality provisions noted below and with the understanding that, depending on the nature of the allegations, Chamberlain may be obligated to investigate the complaint with or without the student’s involvement.

Complaints addressed informally may not be investigated at all or to the same degree as formal complaints. Mediation may be used as a method for resolving the complaint informally, but not all complaints are appropriate for mediation; for example, allegations of sexual assault are not appropriate for mediation.

Adopting informal procedures for addressing complaints does not mean that the institution does not take these complaints seriously. Informal procedures simply provide an alternative method for addressing complaints.

The student can also decide to file a formal complaint as described in the formal process procedure at any time.

Formal Complaint/Grievance Process

If the informal procedure or direct conversation is not appropriate, or does not yield a successful resolution, the student can file a formal complaint to the complaint administrator. For pre-licensure nursing students, the complaint administrator is typically the dean of academic affairs or his/her designee. For graduate and post-licensure nursing students, the complaint administrator is the program or specialty track dean. Complaints regarding sexual misconduct, including sexual harassment, domestic violence, dating violence, sexual assault, stalking and rape or acquaintance rape, may be reported directly to the Title IX Coordinator.

A. When to File a Complaint

Complaints should be filed by the student as soon as possible so that they can be addressed contemporaneously by Chamberlain. In most cases, Chamberlain will expect the student to come forward within 15 business days of the student becoming aware of the concern or the student’s last conversation in the informal process.

B. What to File

A formal complaint should be in writing and include the following:

• The student’s name, Student ID (D#) number email address and phone number

• A complete description of the concern/issue – including date, location and all individuals involved, either in the conduct complained of or as witnesses

• A description of what efforts, if any, have been made to resolve the issue informally, including individuals contacted by the student in the resolution attempt

• A statement of the resolution requested

If a student is hesitant or unwilling to put a complaint alleging discrimination, harassment (including sexual misconduct) or other unlawful conduct in writing, he/she is encouraged to discuss his/her concerns with the complaint administrator.

Similarly, if a student feels that changes to academic or other situations are appropriate or necessary to preserve the student’s safety or well-being as a result of the circumstances involved in a complaint, he/she is encouraged to request assistance from the complaint administrator.

For more information on the complaint process or to receive the complaint administrator’s contact information, the student should contact a student support advisor.

C. Where to File Complaint

The complaint should be filed with the complaint administrator at the location the student is attending. The written complaint can be submitted electronically, in-person or by mail. In cases where the complaint administrator is directly involved in the concern, an alternate point of contact will be provided by a student support advisor. If the student does not know who the complaint administrator for his or her location is, he or she should contact a student support administrator.

Campus-based students may contact their campus student support advisor for assistance. Online RN to BSN and Graduate Program students may contact a student support advisor by phone at 888.556.8226, option 3, or by email at onlinestudentservices@chamberlain.edu.

D. Notice of Receipt

Upon receipt of the formal complaint, the complaint administrator will provide the student with a written notice acknowledging its receipt and will review the complaint.

E. Investigation

The complaint administrator or his/her designee will initiate an investigation. The extent and components of the investigation will vary depending on the allegations and circumstances. For purposes of illustration, an investigation may include the following steps, as appropriate:

• Reviewing the student’s written complaint

• Gathering additional information or statements from the student as needed

• Gathering information from any witnesses or other people (e.g., faculty, staff or other students) with potentially relevant information

• Reviewing relevant documentation and policies

• Obtaining a response or written statement and other information from the individual(s) who is/are the subject of the student’s complaint

• Attempting a resolution of the complaint between the student and the individual, if appropriate

• Convening a panel to review as appropriate

• Assessing the information gathered and determining findings and resolution for the student

Complaints initiated through the formal process may be withdrawn by the student, subject to the confidentiality provisions noted below and with the understanding that, depending on the nature of the allegations, Chamberlain may be obligated to investigate the complaint with or without the student’s involvement.

F. Findings and Notification

Upon completion of the investigation, the complaint administrator will report the findings of the investigation and resolution to the student. It is Chamberlain’s goal to conduct an appropriate investigation and report back to the student in a timely manner, usually within 15 days of receipt of the complaint. The circumstances in particular cases may make a shorter or longer investigation necessary or appropriate.

G. Appeal

Within 10 calendar days of the issuance of the final report, the student may appeal to the online or campus program administrator or his/her designee. Appeals must be submitted in writing and must state a basis for the appeal. Basis on which a student may appeal are:

• There is new evidence that was unavailable at the time of the original investigation that would affect the outcome of the original decision.

• There were procedural irregularities in the complaint process that affected the outcome.

• The proposed resolution was not reasonable based on the evidence compiled during the investigation.

A copy of the program administrator’s or designee’s written decision on the appeal shall be sent to the student in a timely manner. If the appeal decision requires further action, that action should be described in the appeal decision letter. The decision of the leader or designee on the appeal is final.

Students not satisfied with the final disposition of the complaint process may contact the state licensing authority, the University’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.
Arizona residents enrolled at a campus:

Georgia residents enrolled at a campus:
Students with complaints not resolved by the above procedure may file complaints with the Georgia Nonpublic Postsecondary Education Commission (2189 Northlake Pkwy., Tucker, GA 30084, 770.414.3300, gpsec.org).

Florida residents enrolled at a campus:
As a last resort in the complaint process outlined in the academic catalog, students who do not believe they received a satisfactory resolution to their grievance may contact the Commission at www.fldoe.org/cie, by fax at 850.245.3238, or by mail to:
Commission for Independent Education Florida Department of Education, 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400, toll-free number 888.224.6684

Texas residents enrolled at a campus:
Students with complaints not resolved by the above procedure may file complaints with the Texas Higher Education Coordinating Board, www.thecb.state.tx.us/studentcomplaints, rules governing student complaints in Texas can be found at http://texreg.sos.state.tx.us/public/readata3ext.ViewTAC?tax_view=5&ti=195&pt=1&cn=1&sch=E&f=1

Virginia residents enrolled at a campus:
As a last resort in the complaint 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).

For Illinois residents and students enrolled in an online program:
Unresolved complaints may be reported to the Illinois Board of Higher Education through the online complaint system at http://complaints.ibhe.org/ or by mail to 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377.

Confidentiality
Chamberlain wishes to create an environment in which individuals feel free to discuss concerns. Chamberlain understands that students, witnesses, and others involved in the investigation process may be concerned about the confidentiality of information they are sharing. In some cases, however, Chamberlain may be obligated to take action when it becomes aware of information relating to a complaint. Confidentiality will be maintained to the extent possible and consistent with Chamberlain’s obligations in investigating complaints. Once an individual discloses identifying information to Chamberlain through the processes described above, he/she will be considered to have filed a complaint with Chamberlain. While the confidentiality of information received, the privacy of individuals involved and compliance with the wishes of the student or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate.

Retaliation
Chamberlain prohibits retaliation against anyone who reports an incident of alleged harassment, discrimination or other unlawful conduct, or any person who assists or participates in a proceeding, investigation or hearing related to such allegations. The coordination coordinator will engage in a dialog with you to explore any alternative accommodations that might be helpful to the student in an academic setting based on the diagnosis.

Accommodations are granted on a campus-by-campus basis, as different resources may be available depending on the campus location. While the same accommodations may well be available, adjustments may be necessary due to the new location or modality. You must provide medical documentation regarding this disability, then contact our Office of Student Disability Services at adaofficer@chamberlain.edu or 888.556.8226 for more information on how to receive ADA accommodations. You may also fax your request to 630.596.1651.

Process
The first step in the accommodation process is to contact our Office of Student Disability Services.

Office of Disability Services
Chamberlain University is committed to providing reasonable accommodations for eligible students with documented disabilities as defined by state and federal laws relating to the Americans with Disabilities Act (ADA). Our intent is to ensure that every student who makes a request for accommodations under ADA is advised of the accommodation process as promptly as possible. If you are a student with a verifiable documented disability, and you can provide medical documentation regarding this disability, then contact our Office of Student Disability Services at adaofficer@chamberlain.edu or 888.556.8226 for more information on how to receive ADA accommodations. You may also fax your request to 630.596.1651.

Office of Student Disability Services Phone Number: 888.556.8226
Email: adaofficer@chamberlain.edu Fax: 630.596.1651

After you contact the Office of Student Disability Services, the accommodation coordinator will ask you to complete the accommodation request form specifying your impairment and the requested accommodation. In addition to the form, you must provide recent (generally no more than five years old) certification and/or documentation from a qualified medical or educational professional that (a) provides a specific diagnosis, and (b) recommends specific accommodations that might be helpful to the student.

The accommodation coordinator will evaluate your request and supporting documentation and request or obtain any additional input, including additional supporting documentation as appropriate to determine whether your request should be granted or denied. If your request is granted, the accommodation coordinator will work with you and any school personnel (e.g., instructors, test administrators) who will help implement the approved accommodation(s). If your request is denied, the accommodation coordinator will engage in a dialog with you to explore any alternative reasonable accommodation options, if appropriate.

Once accommodations have been implemented, you should continue to work with the Office of Student Disability Services on any accommodation-related needs. If you experience difficulty in implementing or obtaining approved accommodations, you must notify the accommodation coordinator for assistance in rectifying the situation as appropriate. Accommodations are granted on a campus-by-campus basis, as different resources may be available depending on the campus location. While the same accommodations may well be available, adjustments may be necessary due to the new location or modality. You must notify the Office of Student Disability Services if you plan to transfer to a new campus. If you believe you have been discriminated against due to a disability, you should contact the Office of Student Disability Services to address the immediate situation. If the accommodation coordinator is unable to resolve your issue, you may lodge a grievance as outlined in this handbook.

Once the academic adjustment or auxiliary aid has been approved, the student will be notified of the accommodation approval. Campus and online instructions for obtaining approved accommodations may vary. Refer to approval letter for instructions. Should a student need additional accommodations, requests must be submitted in writing to the student support advisor. Should a student experience difficulty in obtaining accommodations, the student must notify the student service advisor for assistance in rectifying the situation.

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)
Chamberlain University maintains compliance with the Family Education Rights & Privacy Act of 1974, as amended (FERPA). FERPA protects the privacy of student educational records, establishes a student’s right to inspect and review his/her academic records and provides guidelines for correcting inaccurate and misleading data through informal and formal hearings. Generally, only directory information pertaining to a student’s records can be released to any third party without written authorization of the student, judicial order or a lawfully issued subpoena.

DISABILITY ACCOMMODATIONS IN ACADEMIC PROGRAMS

Office of Disability Services
Chamberlain University is committed to providing reasonable accommodations for eligible students with documented disabilities as defined by state and federal laws relating to the Americans with Disabilities Act (ADA). Our intent is to ensure that every student who makes a request for accommodations under ADA is advised of the accommodation process as promptly as possible. If you are a student with a verifiable documented disability, and you can provide medical documentation regarding this disability, then contact our Office of Student Disability Services at adaofficer@chamberlain.edu or 888.556.8226 for more information on how to receive ADA accommodations. You may also fax your request to 630.596.1651.

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Once accommodations have been implemented, you should continue to work with the Office of Student Disability Services on any accommodation-related needs. If you experience difficulty in implementing or obtaining approved accommodations, you must notify the accommodation coordinator for assistance in rectifying the situation as appropriate. Accommodations are granted on a campus-by-campus basis, as different resources may be available depending on the campus location. While the same accommodations may well be available, adjustments may be necessary due to the new location or modality. You must notify the Office of Student Disability Services if you plan to transfer to a new campus. If you believe you have been discriminated against due to a disability, you should contact the Office of Student Disability Services to address the immediate situation. If the accommodation coordinator is unable to resolve your issue, you may lodge a grievance as outlined in this handbook.

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SERVICE ANIMAL POLICY

Chamberlain University is committed to promoting full participation and equal access to University programs and activities for individuals with disabilities. Pursuant to these commitments, service animals (defined below) are permitted on campus for persons with disabilities in accordance with the requirements of this policy. Prior to arrival on campus, an individual with a service animal may but is not required to, contact the Office of Student Disability Services (OSDS) at adaofficer@chamberlain.edu to notify the institution that they will be bringing a service animal.

Definitions

“Service Animal” means any guide dog, signal dog or other dog or animal that is individually trained or undergoing-training, to do work or perform tasks for an individual with a disability. Disability refers to an impairment that substantially limits one or more major life activities. Service animals perform some of the functions and tasks of daily living that an individual with a disability cannot perform. A service animal is a working animal, not a pet. To be considered a service animal, the work or task the animal has been trained to provide must be directly related to the individual’s disability.

Examples of work or tasks performed by a service animal include but are not limited to:
- Guiding people with impaired vision
- Alerting individuals with impaired hearing to the presence of other people or sounds
- Assisting with opening doors or pushing buttons
- Aiding persons with impaired mobility by steadying the person when walking
- Pulling a wheelchair
- Retrieving dropped items
- Alerting and protecting a person who is having a seizure
- Reminding a person with a mental health impairment to take prescribed medications
- Recognizing that a person is about to have a psychiatric or neurological episode and responding in a manner that prevents or interrupts the episode or otherwise protects the person until the episode subsides
- Providing minimal rescue or non-violent protection work

“Disability” means a physical or mental health impairment that substantially limits one or more major life activities.

“Individual with a Disability” refers to a person with a disability or who has a record of a disability or who is regarded as having a disability.

“Handler” means either the trainer of a service animal or the individual who utilizes a service animal to perform work or tasks pertaining to that individual’s disability.

Requirements of Handlers & Service Animals

Service Animals are permitted inside University buildings and facilities pursuant to the requirements below. Outside of Chamberlain buildings on the campuses, animals are permitted to transiently use other outdoor areas, e.g., walkways, parking lots and streets, while in transit to and from the grassy area or the destination building or site.

- The service animal must be vaccinated and licensed as required by local ordinance.
- Service animals must be accompanied by the Handler.
- The handler must remain in close proximity to the service animal.
- The service animal must be restrained on a leash at all times unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices.
- The service animal should be responsive to commands and be under the full control of the handler at all times.
- The handler is responsible for designating an alternate caregiver in case of emergency.
- The handler is responsible for immediately cleaning up feces or to solicit proper assistance to clean up feces of his/her service animal on all Chamberlain property.

The handler of the service animal is solely responsible for any damage to persons or property caused by the service animal.

Interacting with Service Animals

The handler may request that others avoid: Petting or addressing his/her service animal as it may distract it from the task at hand, feeding the service animal, deliberately startling the service animal and separating or attempting to separate the handler from his/her service animal.

To the extent possible, the service animal should not:
- Display any behaviors or noises that are disruptive to others unless it is part of the service being provided for the handler.
- Block an aisle or passageway for fire and/or emergency egress.

Permissible Inquiries

Members of the Chamberlain community who have questions or concerns regarding the behavior of a service animal or the presence of a service animal on campus or within a Chamberlain facility should not direct their concerns to the individual and/or handler. Rather, direct all questions or concerns to the OSDS at adaofficer@chamberlain.edu.

Health of the Service Animal

The service animal must have an annual clean bill of health from a licensed veterinarian. A service animal must be clean and groomed and measures should be taken for flea and odor control. Service animals that are ill or in poor health should not be taken into public areas. A handler with an ill service animal may be required to remove the animal from Chamberlain property at the discretion of the OSDS.

Campus Access for Service Animals

A service animal is permitted to accompany the student anywhere the student goes on campus with exceptions in areas where specifically prohibited due to health, environmental or safety hazards. Any protective wear required for the service animal will be at the cost of the Handler to obtain. For information on purchasing protective wear, contact the OSDS.

Chamberlain administration should contact the OSDS to identify areas which may pose a danger to the wellbeing of the service animal or when the animal’s presence fundamentally alters the nature of a program or activity. Upon identification of prohibited areas, OSDS will notify the Handler.

Management of Service Animal on Chamberlain’s Campuses

Management of a service animal off of Chamberlain’s campuses is beyond the scope of this policy. Chamberlain defers to the policies of individual clinical/practicum sites regarding service animals. For questions regarding a service animal at the clinical/practicum site, contact the clinical/practicum coordinator.

Inquiries or Complaints

General inquiries or questions should be directed to the Office of Student Disability Services at adaofficer@chamberlain.edu.

Student complaints and escalations should be directed to the Office of Equity and Access at equity@adtalem.com.

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, follow the grievance procedure published in the student handbook (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 speakupadtalem.ethicspoint.com.

Title IX Coordinators

Director, Equity and Access: equity@adtalem.com

Camille Lee and Neil Callicote, Title IX Coordinators
630.829.0233 | titleixcoordinator@chamberlain.edu

Evalye Alexander and Cyndy Palmer, Confidential Advisors
630.353.7303 | confidentialadvisor@chamberlain.edu

Students may choose to consult with a confidential advisor. Confidential advisors are specifically trained to provide support to survivors of sexual violence, or those who know a survivor. They are available to answer questions, provide information and help navigate options available at the College as well as in the community. They can fulfill their reporting requirements by making general reports for statistical purposes and pattern tracking but do not divulge personally identifiable information. Communication with the confidential advisor is confidential in all circumstances, except when imminent risk of serious physical injury or death of the victim or another person could result, or where reporting is required under federal, state or local law.

Individuals experiencing harassment or discrimination always have the right to file a formal grievance with government authorities:

Office of Civil Rights (OCR) – Headquarters
400 Maryland Ave. SW, Washington DC 20202-1100

Customer Service Hotline: 800.421.3481; TDD: 877.521.2172
Email: ocr@ed.gov | Website: ed.gov/ocr

Regional Offices: ed.gov/about/offices/list/ocr
ACCOMMODATIONS FOR PREGNANT & PARENTING STUDENTS POLICY

Chamberlain University is committed to creating an inclusive environment for pregnant and parenting students. Harassment and/or discrimination of any member of Chamberlain’s community based on sex, gender identity, gender expression, pregnancy or parental status is prohibited. We are here to assist pregnant and parenting students understand their options during their pregnancy, when pregnancy-related conditions arise and when accommodations are needed due to parenting responsibilities. Under this policy, a parent is defined as a biological parent, adoptive parent, foster parent or legal guardian of a child. Students who wish to request accommodations or discuss their options should contact the Title IX Coordinator at titleixcoordinator@chamberlain.edu or 630.829.0233.

Accommodations may include, but are not limited to:

- Providing modifications requested by a pregnant student to protect the health and safety of the student and/or pregnancy (such as allowing the student to maintain a safe distance from hazardous substances);
- Providing mobility support;
- Extending deadlines and/or allowing the student to make up tests, assignments, participation in online courses or clinical/practicum requirements missed for pregnancy-related absences;
- Excusing medically-necessary absences;
- Granting leave per the institution’s leave of absence policy or implementing incomplete grades for classes that will be resumed at a future date;
- Allowing breastfeeding students reasonable time, and a location that is private, lockable, clean, and reasonably accessible, to pump and store breast milk; and
- Allowing reasonable modifications to academic responsibilities for parenting students during the first 12 months from the time the child entered the home. Extensions may be granted when additional time is required by medical necessity or extraordinary parenting responsibilities.

Questions related to potential accommodations and complaints of discriminatory treatment or retaliation related to pregnancy or parenting status should be directed to the Title IX Coordinator at titleixcoordinator@chamberlain.edu or 630.829.0233. Complaints may also be filed with the US Department of Education, Office for Civil Rights at:

Office for Civil Rights
400 Maryland Avenue, SW, Washington, DC. 20202-1100
Customer Service Hotline: 800.421.3481; TDD: 877.521.2172
Facsimile: 202-453-6012 | Email: ocr@ed.gov | Website: ed.gov/ocr

SEX & GENDER-BASED MISCONDUCT RESPONSE & PREVENTION POLICY

Policy Statement

This policy applies to complaints or reports of alleged sex and/or gender-based misconduct. Chamberlain University (“Chamberlain”) expressly prohibits sex and/or gender-based misconduct, which includes sexual harassment, sexual assault, rape, domestic violence, dating violence, stalking, sexual exploitation and gender-based harassment. Any acts that meet this policy’s definitions of sex and/or gender-based misconduct are a violation of Chamberlain’s policy and potentially applicable state and federal law. Chamberlain is committed to fostering an environment where any alleged violation of this policy is promptly reported and complaints are resolved in a fair and timely manner. Creating a safe environment is the responsibility of all members of the community. Regardless of the definitions provided below, anyone who believes they are a victim of sex and/or gender-based misconduct should report the incident as soon as possible to the Title IX Coordinator (See “Coordinator” under “Definitions” below for contact information) or the campus complaint administrator in addition to seeking immediate medical and/or safety assistance.

Scope

This policy applies to all members of the Chamberlain community, and includes but is not exclusive to faculty, staff, students, Chamberlain visitors, volunteers, vendors and persons related to, receiving or seeking to receive services, or otherwise pursuing studies with the organization. It also applies, as appropriate, to any alleged act of sex and/or gender-based misconduct that adversely impacts the Chamberlain community, whether those acts occur on or off campus.

Definitions

“Affirmative consent” is the affirmative, knowing, conscious, voluntary and mutual agreement to engage in sexual activity. Consent can only exist free from intimidation, force, threat of force or coercion. Under this policy, “No” always means “No” and “Yes” may not always mean “Yes.” Anything but voluntary, conscious, affirmative consent to any sexual activity is equivalent to “no” for purposes of this policy. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. While the legal definition of consent varies by jurisdiction (See “Related Information” link for consent statutes by state), the following general rules apply when assessing whether consent has been given:

- Consent can never be assumed.
- The lack of protest or resistance does not constitute consent, nor does silence.
- Where there is use of threat, force or restraint by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute consent.
- The manner of dress of the victim does not constitute consent.
- The existence of a dating relationship between the persons involved or the fact of past sexual relations between them should never, by itself, be assumed to be an indicator of consent.
- Consent to sexual activity with one person does not constitute consent to sexual activity with another person.
- A person who initially consents to sexual contact, including penetration, may withdraw consent at any time during the course of that interaction. When consent is withdrawn or can no longer be given, engagement in sexual activity must stop.
- Consent to some form of sexual activity cannot automatically be taken as consent to any other form of sexual activity.
- A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: the person is incapacitated due to use or influence of alcohol or drugs; the person is asleep or unconscious; the person is under age, or the person is incapacitated due to a mental disability.
- Consent is required regardless of whether the person initiating sexual activity is under the influence of drugs and/or alcohol.
- A power differential between people engaged in a sexual act presumes the inability to consent for the less powerful person (e.g., the student in a student-colleague interaction; the supervisee in a direct report-supervisor interaction). It is not a valid excuse to alleged lack of affirmative consent that the Respondent believed the victim consented to sexual activity if the:
  - Respondent’s belief arose from the Respondent’s own intoxication or recklessness
  - Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented
  - Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was asleep, unconscious, incapacitated due to the influence of drugs, alcohol or medication, or was unable to communicate due to a mental or physical condition.

“Chamberlain” means Chamberlain University.

“Clery Act” refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46. The Clery Act requires that institutions annually disclose certain crimes which have occurred within a geography that includes campus buildings and adjacent locations. Annual disclosures are released on or by the 1st day of October each year.

“Colleague Code of Conduct” refers to the “Adtalem Code of Conduct and Ethics” (adtalem.com/resources/pdfs/code_of_conduct.pdf), which is applicable to colleagues at all Adtalem Global Education institutions and offices and outlines colleagues’ rights and responsibilities.

“Colleague complaint procedure” is the vehicle by which colleagues can bring to the administration’s attention any complaint relating to their experience with Chamberlain or a member of the Chamberlain community. It is the mechanism for investigating and trying to resolve complaints raised by colleagues and can be found in the Commons (apps.adtalem.com > My Self-Serve > Resources).

“Complaint administrator” is a Chamberlain colleague or Adtalem Global Education representative responsible for conducting an investigation when a complaint of sex and/or gender-based misconduct is raised. To find the complaint administrator at any given location or for a particular complaint, consult the location’s student handbook, student services or the Title IX Coordinator.
“Conduct administrator” is an official authorized to administer disciplinary proceedings for respondents who may have violated the Code of Conduct applicable to students. A conduct administrator may serve as the sole member or as a participant in the conduct panel. Nothing shall prevent Chamberlain from authorizing the same conduct administrator to impose sanctions in all cases at a single or multiple locations.

“Conduct panel” means any person or persons authorized by the conduct administrator to determine whether a respondent has violated the Code of Conduct applicable to students and to determine appropriate sanctions.

“Coordinator” refers to the Title IX Coordinators. Camille Lee and Neil Callicot, Title IX Coordinators (titleixcoordinator@chamberlain.edu or 630.829.0233) are responsible for overseeing compliance with all aspects of this policy and designated to receive and monitor resolution for all Title IX reports.

“CRC” refers to the Coaching Resource Center, which is available to managers to assist in addressing colleague relations concerns, including complaints about colleague or vendor conduct.

“Dating violence” means sex or gender-based violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. While no form of violence is ultimately desirable, a distinction should be made between violent acts representing an effort to exert power and control within a dating relationship and defensive acts taken in response to ongoing verbal, psychological or physical abuse by a dating partner.

“Domestic violence” refers to sex or gender-based violence committed by either a current or former spouse of the victim, a person with whom the victim shares a child in common, a person who is or has cohabitated with the victim as a spouse, a person similarly situated to a spouse of the victim under the jurisdictional domestic or family violence laws; or any other person against a victim who is protected from that person’s acts under the jurisdictional domestic or family violence laws. Based on jurisdictional definitions, domestic violence may constitute a felony or misdemeanor crime. While no form of violence is ultimately desirable, a distinction should be made between violent acts representing an effort to exert power and control within a domestic relationship and defensive acts taken in response to ongoing verbal, psychological or physical abuse by a domestic partner.

“FERPA” means the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99. FERPA sets certain limits on the disclosure of student records. This policy is designed to work in tandem with FERPA, and nothing in this policy is intended to require or encourage non-compliance with FERPA.

“Gender-based misconduct” refers to unwelcome conduct, including harassment, of an unacceptable nature based on actual or perceived biological sex, including behaviors based on gender identity, expression and nonconformity with gender stereotypes.

“Member of the Chamberlain community” includes students, faculty members or staff and any other individuals associated with Chamberlain. The conduct administrator or complaint administrator shall determine a person’s status in a particular situation.

“Notice” refers to any information regardless of whether it is direct, indirect, partial or complete received by a colleague that indicates possible sex or gender-based misconduct. When notice is received, colleagues are required to inform the Title IX Coordinator or their supervisor who, in turn, must make a report to the Title IX Coordinator.

“One-up manager” is a colleague’s manager's manager. It is the person responsible for receiving a colleague’s complaint when his/her direct manager is implicated in that complaint.

“Policy” is defined as a general administrative or operational direction with broad application throughout Adtalem Global Education and/or one or more of its institutions.

“Rape” is any penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person, without the affirmative consent of the victim and/or by force. Rape may involve strangers or a non-stranger (e.g., friend, classmate, relative, spouse or co-worker). In these instances, rape is often referred to as “acquaintance rape.” Rape is a crime regardless of a relationship or lack thereof between individuals.

“Sexual assault” is non-consensual sexual contact defined as physical contact of a sexual nature against the victim’s will or without the victim’s affirmative consent. It includes any intentional sexual touching, however slight, by direct physical contact or by use of any object by a person upon another person without affirmative consent and/or by force. Rape is a severe form of sexual assault.

“Sexual contact” means the deliberate touching of a person’s intimate body parts (including lips, genitalia, groin, breast, buttocks or clothing covering any of those areas), or using force to cause self-touching by another person of intimate body parts.

“Sexual exploitation” occurs when a person takes non-consensual or abusive sexual advantage of another for the advantage or benefit of themselves or any other person that is not the person being exploited by the behaviors. Examples include but are not limited to: invasion of sexual privacy; prostitution; non-consensual recording of nudity or sexual activity; voyeurism; knowingly exposing someone to an STI, STD or HIV; intentional exposure of genitals in non-consensual circumstances and sex-based stalking or bullying.

“Sexual harassment” refers to unwelcomed sex or gender-based advances, requests for favors or other verbal, written, online and/or physical conduct. Sexual harassment occurs when a person is the recipient of conduct of a sexual nature where:
1. Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student’s education or colleague’s employment or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student or professional decisions about the colleague or
3. Such conduct is sufficiently severe or persistently pervasive and objectively offensive, thereby having the purpose or effect of unreasonably interfering with a person’s ability to participate in or benefit from Chamberlain’s educational, employment, social or other related programs.

“Sex and gender-based misconduct” is a broad term used to refer to all conduct prohibited by this policy. This encompasses sexual harassment, gender-based harassment, dating violence, domestic violence, rape, sexual assault, sexual exploitation and stalking. Sex and gender-based misconduct can include between strangers or non-strangers, including people involved in an intimate or sexual relationship. Sex and gender-based misconduct can be committed by any person regardless of sex, gender or sexual orientation of the victim or perpetrator.

“Stalking” is a course of behavior directed at a specific person that would cause a reasonable person to feel fear for personal safety or repetitive, menacing pursuit, following, harassing and/or interfering with the peace and/or safety of another.

“Code of Conduct applicable to students” refers to the policy titles “Student Code of Conduct,” which is accessible in the student handbook. It outlines students’ rights and responsibilities, as well as the process by which action may be taken against a student for Code violations.

“Student complaint procedure” is the vehicle by which students can bring to Chamberlain’s attention any complaint relating to their experience with Chamberlain or a member of the Chamberlain community. It is the mechanism for investigating and attempting to resolve complaints raised by students. The student complaint procedure can be found in the student handbook chamberlain.edu/handbook.

“Speak Up” refers to SpeakUpAdtalem, a reporting system managed by a third-party vendor (EthicsPoint), which encourages members of the Chamberlain community to come forward with questions or concerns, including allegations of sex and/or gender-based misconduct. Reports can be made anonymously or reporters can provide their name and contact information. Colleagues are expected to act legal and compliance ethics questions and report suspected wrongdoing. Colleagues and students can utilize the SpeakUp program by contacting the third-party contractor EthicsPoint by phone at 1.866.421.0617, or online at speakupadtalem.ethicspoint.com.

“Stranger” and “Non-stranger” are terms to describe the association between a Complainant of sexual harassment or sexual misconduct and the Respondent. A “Stranger” is a person(s) not known by the Complainant at the time of the alleged sexual harassment or sexual misconduct. A “Non-stranger” is a person(s) known by the Complainant, whether the person(s) is known casually, intimately or for a short or long period at the time of the alleged sexual harassment or sexual misconduct. Chamberlain University’s Sex and Gender-Based Misconduct Response and Prevention Policy applies to misconduct involving both Strangers and Non-strangers, occurring on- or off-campus.

“Title IX” is a federal law which prohibits sex and gender discrimination in U.S. education. Under Title IX, sex and gender-based misconduct are forms of discrimination that require investigation and appropriate remediation when students, colleagues, or other members of the educational institution’s community are impacted. Title IX is enforced by the U.S. Department of Education.

“VAWA” refers to the Violence Against Women Act, 34 C.F.R Part 668. VAWA supports community resources for victims of rape, sexual assault, stalking, dating violence and domestic violence and articulates expectations regarding the management of related concerns when a report is made to representatives of U.S. colleges and universities.
Policy Statement
Prevention and Awareness
Acts that are deemed to fall within the scope of this policy are violations of the Codes of Conduct as well as the expectations of members of the Chamberlain community. These acts may also be crimes. In an effort to increase the likelihood of intervention and reduce the risk of sex and/or gender-based misconduct from occurring among its students and colleagues, Chamberlain is committed to providing primary and ongoing awareness and prevention programming.

Primary and ongoing awareness and prevention programs will cover the continuum of issues contemplated by this policy. Themes will include situational awareness and prevention strategies, such as bystander intervention and other forms of risk reduction. While bystander intervention specifically refers to the safe and effective ways in which third parties can intervene to thwart sex and/or gender-based misconduct, risk reduction also encompasses various strategies to eliminate or reduce risk of harm by avoiding or removing oneself from situations that are dangerous or uncomfortable.

Awareness programs are events that occur online or in person that invite active engagement of community members. It is the expectation and responsibility of each member of the Chamberlain community to participate in programming which will assist with ongoing prevention efforts as well as effective and efficient identification and response when sex and/or gender-based misconduct does occur.

Primary prevention and awareness programming will include a comprehensive online education platform intended for viewing by all colleagues and students as well as student-facing vendors if necessary and appropriate. The program will be completed by:

- New students and transfer students within three weeks of the start of the student’s first session
- Returning and continuing students who did not take the training as a new or transfer student within three weeks of the start of the session the student is scheduled to resume or continue studies
- Colleagues by the date stated in email notification
- Specific vendors by the date stated in email notification

Access to the primary prevention program and its contents will be ongoing throughout the participant’s relationship with Chamberlain. Members of the Chamberlain community are encouraged to visit this resource regularly for personal, professional and academic purposes.

Ongoing prevention and awareness campaigns are public service announcements and campaigns as well as messages and activities integrated into the day-to-day fabric of the academic community. These initiatives are intended to reinforce increased awareness regarding sex and/or gender-based misconduct and prevention strategies throughout the year. Chamberlain will continually seek formal and informal ways to incorporate additional awareness and prevention strategies, e.g., active and passive educational campaigns, such as social norms poster campaigns, newsletter articles, presentations and volunteerism with local community resource agencies. When additional ongoing education is provided, the organizer will report that event, activity or effort to the Title IX Coordinator for record keeping and quality assurance purposes. Toolkits including ideas and resources that support ongoing efforts and are related to the primary prevention and awareness programming, will be made available to any campus upon request.

Additional training will be delivered to colleagues responsible for responding to reports of sex and/or gender-based misconduct, including but not limited to complaint administrators, conduct administrators, conduct panelists and appeal reviewers. These colleagues should complete the primary prevention and awareness programming described above as well as remote or live training and/or consultation with the Title IX Coordinator before and during management of an allegation within the scope of this policy.

Reporting
A formal complaint can be filed with a manager, one-up manager, incident commander, designated local campus administrator or through the Title IX Coordinator.

Director, Equity and Access:
equity@adtalem.com

Camille Lee and Neil Callicoat, Title IX Coordinators 630.829.0233 | titleixcoordinator@chamberlain.edu

Reports can also be made by victims, third parties or bystanders with the option to remain anonymous through the SpeakUp program 1.866.421.0617, or online at speakupalldale.ethicspoint.com. Timely response to electronic reports should occur within 12 hours of initial receipt.

If a victim wishes to access local community agencies for support or law enforcement to make a report, Chamberlain will assist the victim in making these contacts. Direct assistance, though limited, remains available when reports are made anonymously through SpeakUp.

Anyone may make a report regarding any information pertaining to violations of this policy. All Chamberlain colleagues (faculty, staff, administrators and student workers) who are not otherwise identified in this policy or through institutional addendums as confidential resources are required to immediately provide any information received about any actual or suspected sex and/or gender-based misconduct impacting the Chamberlain community to appropriate officials with some very narrow exceptions discussed elsewhere in this policy (see “Confidentiality”). Regardless of how notice is received, reports may prompt a need for Chamberlain to investigate.

Any individual wishing to discuss a situation within the scope of this policy without triggering an immediate investigation may contact a Confidential Advisor.

EvaVale Alexander and Cyndy Palmer, Confidential Advisors 630.353.7303 | confidentialadvisor@chamberlain.edu

A student may also seek referral to mental health counseling services or receive other support by contacting ASPIRE at 1.888.470.1531, or via info@myaspireonline.com. Colleagues may seek support 24 hours a day, seven days a week through GuidanceResources at 1.877.623.3879. General hotline and other resource information can be found at the end of this policy, and focused support services can be obtained through consultation with student services, the CRC, local human resources or the Title IX Coordinator.

Individuals experiencing misconduct in violation of this policy are always free to notify the U.S. Department of Education:

Office of Civil Rights (OCR) – Headquarters 400 Maryland Ave. SW, Washington DC 20220-1100

Customer Service Hotline: 800.421.3481; TDD: 877.521.2172

Email: ocr@ed.gov

Website: ed.gov/ocr

Regional Offices: ed.gov/about/offices/list/ocr/addresses.html

Support and Resources
The Chamberlain official who receives notification of alleged sexual and/or gender-based misconduct will offer appropriate support or refer the victim directly to immediate assistance. Assistance may initially require supported access to local medical, mental health, legal or law enforcement resources and could include academic accommodations, changes in housing for the victim or a respondent student, changes in working situations and other arrangements as may be appropriate and available (such as limiting orders, campus escorts, transportation assistance or targeted interventions). No victim is required to take advantage of these services and resources, but Chamberlain provides them in the hope of offering help and supporting minimal disruption to access to academic programming or the workplace.

If circumstances related to an incident change over time, these and other supportive accommodation options may be revisited. Chamberlain may also provide referrals to counseling services, at the victim’s option, including but not limited to the confidential colleague and student support services outlined above (See “Reporting”). Local resource lists can also be found through student services. A brief list of national and international referral sites can be found at the end of this policy.

Disciplinary Review and Action
Acts of sex and/or gender-based misconduct are subject to disciplinary action. Disciplinary action is not intended to determine criminal responsibility. Rather, it is intended to identify and respond to violations of Chamberlain policy and community standards. Separate and distinct disciplinary action may also be considered in instances of retaliation against those who in good faith report or disclose an alleged violation of the comprehensive policy, file complaint, or otherwise participate in the complaint resolution procedure. Failure by a respondent to adhere to interim protective measures will be considered a form of retaliation or an extension of the initial allegations. Chamberlain University will utilize the preponderance of evidence standard to determine if a violation of the Sex and Gender-Based Misconduct Response and Prevention Policy occurred. The preponderance of evidence standard means that based on all of the information available, it is more likely than not that the alleged sexual harassment or sexual misconduct occurred.

When the victim chooses, or Chamberlain believes it is necessary, a prompt, fair and impartial investigation will be initiated. In the event a victim requests that an investigation not occur, their request will be honored when possible and unless Chamberlain determines in good faith that failure to investigate creates a potential risk of harm to the reporting individual or other members of the community. Factors used to determine whether to adhere to such a request include but are not limited to whether the accused has a history of violent behavior or is a repeat offender; the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior; there is an increased risk that the accused will commit additional acts of violence; the accused is alleged to have used a weapon or force; the reporting individual is a minor; Chamberlain possesses other means to obtain evidence; and/or available information reveals a pattern of perpetration by a specific person at a given location or by a particular group.
Sanctions for Student Misconduct

Appropriate disciplinary sanctions for substantiated violations of this policy by students, up to and including expulsion, will be imposed in accordance with the Code of Conduct applicable to students found at chamberlain.edu/handbook. The full list of available sanctions is provided in the Code of Conduct applicable to students. This policy statement is not intended to replace or substitute for the Code of Conduct applicable to students. This policy is a supplement to the community standards that the Code of Conduct applicable to students sets forth. Alleged violations of this policy will be referred to the applicable complaint administrator and/or conduct administrator for appropriate review. All parties in a student conduct proceeding will be informed at the same time and in the same manner of any final determinations as well as Chamberlain’s appeal process and their rights to request an appeal. Should any change in outcome occur prior to finalization (e.g., a rehearing ordered upon appeal), all parties will be informed at the same time and in the same manner and will be notified when the results of the conduct process is finalized. In addition, violations of this policy may trigger application of sanctions to a student imposed under local, state or federal law.

Sanctions for Colleague Misconduct

Alleged violations of this policy by colleagues will be referred to the CRC for appropriate review. Disciplinary sanctions for a colleague’s violation of this policy may include written reprimand, warning, probation, suspension, housing suspension, housing expulsion, limiting order, change in job assignment, office relocation, reduction of awards under the management incentive plan, or termination of employment or contract, and will be imposed in accordance with applicable Chamberlain policies and procedures. Chamberlain reserves the right to impose further and/or different sanctions appropriate to an individual situation. In addition, violations of this policy may trigger application of sanctions to a colleague imposed under local, state or federal law.

Reporting by Colleagues to External Authorities

Colleagues who are made aware of a possible violation of this policy are required to contact their manager or one-up manager and also the Title IX Coordinator. Colleagues can also submit named or anonymous reports of sexual and/or gender-based misconduct by utilizing the Atdalem “Speak Up” hotline at speakupadtalem.ethicspoint.com. Colleagues should contact the Title IX Coordinator with any questions about whether a report to law enforcement is appropriate. Nothing in this policy prohibits a student or colleague from reporting a crime directly to local authorities. Disciplinary procedures are independent of any and all procedures and proceedings under local, state or federal criminal or civil law. In all cases, Chamberlain reserves the right to refer cases for parallel criminal prosecution or to pursue sanctions regardless of criminal prosecution. Violations of this policy by a visitor, volunteer, vendor, agents or other third parties affiliated with Chamberlain may also result in the termination of pre-existing or future relationships.

Victim/Survivor’s Rights

Chamberlain will take interim steps to protect victims of sex and gender-based misconduct and maintain a positive learning and working environment by minimizing or eliminating contact between a complainant and a respondent and providing reasonable academic, employment, and administrative accommodations in accordance with the Clery Act and Title IX. Students who are victims of sex and/or gender-based misconduct may request a change in their employment arrangements by contacting the Title IX Coordinator, or local leadership. Colleagues who are victims of sex and/or gender-based misconduct may request a change in their employment arrangements by contacting their one-up manager, the CRC, the Title IX Coordinator, or local leadership. Victims’ rights include:

1. The right to notify or not notify law enforcement and to request and receive assistance from Chamberlain in making a report if desired.
2. The right to summary information on all available response options, such as complaint resolution procedures, including the necessary steps and potential consequences of each option whether or not a formal report is made to the institution.
3. The right to be free from undue coercion from Chamberlain to pursue or not pursue any course of action.
4. The right to be informed of the institution’s role regarding orders of protection, no contact orders, restraining orders or similar lawful orders issued by a civil, criminal or tribal court (when applicable).
5. The right to request and receive information on how to make a confidential report for the purposes of tracking campus crime without otherwise divulging details that would require or permit Chamberlain to investigate and respond (when the incident has not yet been reported to a colleague required to notify the Title IX Coordinator).
6. The right to contact information for the Title IX Coordinator, available confidential advisors, community-based resources (sexual assault crisis centers or other appropriate support services), campus security and/or local law enforcement.
7. The right to be fully informed of any applicable disciplinary conduct process and procedures.
8. The same rights as the accused to attend and have a support person of their choice and/or witnesses present at student conduct hearings and any meetings leading up to such a hearing.
9. The right to be informed of the outcome of any student or colleague conduct process involving alleged sex or gender-based misconduct regardless of participation in the process leading to that outcome. In the case of student conduct proceedings, victims have the right to appeal the outcome.
10. The right to request interim protective measures and accommodations, including a change in academic, employment, on-campus living, transportation or other arrangements after the alleged sex or gender-based misconduct and to be informed of the reasonably available options for those changes.
11. The right to obtain and have enforced a campus-issued limiting instruction or no contact order or a court issued order of protection or no contact order.
12. The right to be informed about Chamberlain’s ability to provide assistance, upon request, in accessing and navigating campus and/or community resources for health, mental health, advocacy, and/or other services for survivors of sexual assault, relationship violence and other forms of sexual misconduct.
13. The right to be free from any suggestion that they are at fault or should have acted in a different manner to avoid reported sex or gender-based misconduct.
14. The right to not be required to describe the incident to more representatives than absolutely necessary for proper investigation and response and under no circumstances will a victim be required to repeat details of the incident to secure appropriate accommodations.
15. The right to make an impact statement during the point in any conduct review process where the decision maker is prepared to deliberate on appropriate sanctions.

For all colleagues: In the event that a violation of this policy is reported to you, the victim should be provided with the above-listed options and a copy of this policy. For more specific instructions on how to properly comply with this policy, consult the Title IX Coordinator.

Amnesty for Victims and Witnesses
Chamberlain will investigate allegations of sex and gender-based misconduct, including when drugs or alcohol may have been involved. Chamberlain encourages the reporting of sex and gender-based misconduct by victims and witnesses who are sometimes hesitant to report to Chamberlain officials or participate in the resolution processes because of concern that they may be accused of policy violations, such as underage drinking or drug use at the time of the incident. It is in the best interest of the community that victims and witnesses come forward to share what they know regarding violations of this policy. To encourage reporting, Chamberlain University grants victims and witnesses amnesty, when appropriate, for potential Chamberlain University policy violations and provides all parties and witnesses other interim measures as appropriate or needed.

Similarly, Chamberlain encourages direct assistance to those in need as a result of sex or gender-based misconduct. In instances where minor policy violations are revealed as a result of a person providing assistance to a victim, policy violations should not be overlooked; however, Chamberlain may provide educational options, rather than punitive sanctions, to those who offer their assistance.

Retaliation
Chamberlain prohibits retaliation against anyone who reports an incident of sex and gender-based misconduct or any person who assists or participates in a proceeding, investigation or hearing related to such allegations. Any allegation of retaliation related to the investigation or resolution of a sex or gender-based misconduct allegation will be treated as an independent Title IX complaint requiring consideration of appropriate reparative interim action as well as investigation and resolution as described in this policy.

Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. All complaints of retaliation should be reported in accordance with Chamberlain’s complaint procedures. If Chamberlain’s procedures would result in students or colleagues being required to submit a complaint to the person whom they believe is retaliating, students or colleagues may submit the retaliation complaint directly to the Title IX Coordinator, or to the campus or location leader or one-up manager, who should also inform the Title IX Coordinator. Submission of a good-faith complaint or report of sexual or gender-based misconduct will not adversely affect the complainant’s future academic or work environment. Chamberlain will discipline or take other appropriate action against anyone who retaliates against any person who reports an incident of alleged sexual or gender-based misconduct or who retaliates against any person who assists or participates in a proceeding, investigation or hearing related to such allegations.

Confidentiality
Chamberlain wishes to create an environment in which individuals feel free to discuss concerns and make complaints. Chamberlain understands that complainants, witnesses and others involved in the investigation process may be concerned about the confidentiality of the information they are sharing. In some cases, however, Chamberlain may be obligated to take action when it becomes aware of information relating to a complaint.
Confidentiality in cases of sex and/or gender-based misconduct will be maintained to the extent permissible by law and consistent with Chamberlain’s obligations in investigating complaints. Once an individual discloses identifying information to Chamberlain through the processes described above and in the applicable complaint procedures, that person will be considered to have filed a complaint with Chamberlain. While the confidentiality of information received, the privacy of individuals involved and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate.
If students or colleagues wish to speak with someone who can assure confidentiality, they may contact a Confidential Advisor.

Evalee Alexander and Cyndy Palmer, Confidential Advisors
630.353.7303 / confidentialadvisor@chamberlain.edu

Students and colleagues are also encouraged to access counseling services available by referral through Chamberlain’s third-party providers: ASPIRE (for students) at 888.480.1531, info@myaspireonline.com, or myaspireonline.com and GuidanceResources (for colleagues) at 1.877.623.3879

Confidential Resources
The availability of confidential resources permits discussion of an incident without triggering an immediate report to the Title IX Coordinator and institutional or organizational response, both of which may result in or require that the reporter or impacted party be identified. Confidential resources also permit exploration of reporting options and possible consequences before filing a formal report. State or profession specific mandatory reporting laws related to certain types of concerns (i.e., child sexual abuse) may still trigger a requirement for a confidential resource to report an incident to identified enforcement agencies. If students or colleagues wish to speak with someone who can assure confidentiality, they are encouraged to access counseling services available by referral through Chamberlain’s third-party provider, ASPIRE, at 888.470.1531, or myaspireonline.com (for students), or Guidance Resources at 877.623.3879 (for colleagues).

Resources & Tools
Risk Reduction Tips
Responsibility for sexual misconduct rests with those who commit such acts. Risk reduction tips are not intended to blame the victim. There are precautions we all can take which may limit our exposure to situations which may result in non-consensual sexual acts.
• Communicate limits/boundaries and respect the limits/boundaries of others.
• Clearly and firmly say “No” to a sexual aggressor.
• If possible, leave the physical presence of a sexual aggressor or otherwise violently aggressive person.
• If someone is nearby, ask for help.
• Take responsibility for your alcohol/drug use. Acknowledge that alcohol/drugs lower sexual inhibitions and may make you vulnerable to someone who sees an impaired person as a sexual opportunity.
• Do not take advantage of someone’s intoxication or altered state even if alcohol or drugs were consumed willingly.
• If you choose to share intimate images, pictures, videos or content with others, even those you trust, be clear about your expectations regarding how the information may be used, shared or disseminated. If such information is shared with you, do not share it with others.
• Take care of friends and ask that they take care of you.
• As a sexual initiator, clearly communicate your intentions and give your sexual partner the opportunity to clearly communicate the same.
• Do not make assumptions about consent, sexual availability, sexual attraction, how far an interaction can go or about physical and/or mental ability to consent.
• Remember that consent should be affirmative and continuous. If there is any question or ambiguity, you should proceed as if you do not have consent.
• Consider mixed messages from a partner to be an indication that sexual conduct should stop so that better communication can occur.
• Recognize the potential for a sexual partner to feel intimidated or coerced by you as a result of a power advantage, your gender, your demeanor or your physical presence. Do not use or abuse that power.
Bystander Intervention Strategies

Intervention by classmates, colleagues and others within proximity to the precursors or signs of possible sexual assault, sexual exploitation, dating violence, domestic violence or stalking can significantly impact the course of an interaction between a latent perpetrator and victim. Bystanders may also encourage friends, classmates and colleagues who are already experiencing victimization to seek assistance sooner than they may have without encouragement, support or acknowledgment. Community members are encouraged to recognize warning signs and to consider possible methods of interference in various scenarios before opportunities to intervene arise. By planning ahead, we all maximize the likelihood of being empowered to take safe actions to either prevent sexual misconduct or offer paths to eliminate ongoing victimization.

When a member of the Chamberlain community observes threatening, coercive, forceful, aggressive or harassing behavior, it is important to assess the situation to determine the best possible course of action for all concerned. Some forms of intervention are direct, while others will be less apparent to the perpetrator or others within range of the interaction. Examples include but are not limited to:

- Making up an excuse to get someone out of a dangerous situation.
- Stepping in to change the course of an interaction.
- Warning potential or perceived perpetrators that their actions may lead to severe consequences.
- Refusing to leave the company of a potential victim despite efforts by an aggressor or pursuer to get the potential victim alone.
- Taking steps to reduce alcohol or drug consumption within a potentially dangerous social situation.
- Calling and cooperating with security, administration, the police or others to assist with intervention and accountability.
- Expressing concern or offering resources when you notice someone with unexplained or frequent injuries.
- Refusing to consider sex and/or gender-based misconduct a personal or private matter between the victim and the perpetrator.

Procedures to Follow After a Sexual Misconduct Incident

Victims of any sexual misconduct that might constitute a crime, including domestic violence, dating violence, sexual assault, stalking and rape (including acquaintance rape) that impacts the Chamberlain community have the option and are encouraged to report the incident as described in the “Related Information” section of this document for a link to local resources for advice and assistance to victims.

Related Information

Victims are not required to report an incident to law enforcement authorities, but campus authorities will assist victims who wish to do so. Anyone with knowledge about a sexual assault or other sex or gender-based misconduct is encouraged to report it immediately to the Title IX Coordinator in order to permit a coordinated report to the applicable law enforcement authorities when appropriate. Nothing in this policy prohibits a student or colleague from reporting a crime directly to local authorities. Refer to the “Related Information” section of this document for a link to local resources for advice and assistance to victims.

Resources for Victims

Local Resources can be found in the Annual Disclosure reports distributed to each campus community and posted on the Student Consumer Information page of Chamberlain’s website. The reports are available by location in a drop-down menu and contain lists of local resources available to victims of sex and gender-based misconduct. The resource lists are updated annually. To access this information, go to chamberlain.edu/student-consumer-information.

Additionally, the following resources exist to provide information and links to local assistance:

- National Sexual Assault Hotline 1.800.656.HOPE (4673) rainn.org
- National Domestic Violence Hotline 1.800.795.7223 (TTY) 1.800.787.3224 thehotline.org
- National Network to End Domestic Violence nnedv.org womenslaw.org [Legal information and resources]
- National Stalking Resource Center victimsofcrime.org
- National Teen Dating Abuse Helpline 1.866.331.9474 (TTY) 1.866.331.8453 loveisrespect.org
- National Suicide Prevention Hotline 1.800.273.TALK (8255) suicidedepreventionlifeline.org
- The White House Task Force to Protect Students from Sexual Assault notalone.gov
- Americans Overseas Domestic Violence Crisis Center 1.886.USWOMEN (International Toll-Free) crisis@886uswomen.org
- U.S. Embassy usembassy.gov
- School and College Organization for Prevention Educators Consent Statutes Listed by State wearescope.org/resources/consent-statutes/#list
- Child Welfare Information Gateway childwelfare.gov
- State Statutes Including Mandatory Reporting Laws childwelfare.gov/topics/systemwide/laws-policies/state

ACADEMIC FREEDOM

Chamberlain University supports the development of autonomous thought and respect for the ideas of others. As a general matter and within the boundaries of the Code of Conduct and behavioral and curricular expectations applicable to colleagues, students and faculty should be free to discuss questions of interest to them and express opinions publicly and privately. When doing so, colleagues, students and/or faculty should make clear to the academic and larger community that in their expressions or demonstrations, they speak only for themselves.

COMMITMENT TO NON-DISCRIMINATION AND NON-HARASSMENT

Chamberlain University is committed to providing an education conducive to the personal and professional development of each individual and to maintaining an academic environment free of discrimination and harassment based on race, color, religion, national origin, sex, age (40 or older), ancestry, disability, veteran status, sexual orientation, pregnancy or parental status, gender, political affiliation (and any other legally protected classes in the relevant jurisdiction) that complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and applicable state and local laws. Chamberlain will not tolerate, condone or allow discrimination or harassment, whether engaged in by fellow students, faculty members or non-faculty colleagues.

What is Discrimination?

For purposes of this policy, impermissible discrimination occurs when a person is treated less favorably based solely on the person’s membership in one of the legally protected groups listed above. Impermissible discrimination involves taking detrimental action against a person that is not based on the person’s individual abilities or merit but rather on the collective group to which the person belongs.
What is Harassment?
Harassment is a form of discrimination. Harassment is unwelcome, offensive behavior that is based on one of the legally protected groups listed above and which is severe or pervasive enough to create an environment that a reasonable person would consider hostile. Examples of words or conduct that may constitute harassment that would violate this policy are:

- Verbal abuse, slurs, derogatory comments, or insults about, directed at, or made in the presence of an individual or group based on protected status. This could include telephone calls, emails, instant messages, etc.
- Display or circulation of written materials or pictures that are degrading to a person or group based on protected status.
- Damage to, trespass on or unauthorized use of property, such as spraying or scratching of a motor vehicle, damage or theft of property, based upon the protected status of an individual or group.
- Physical contact or verbal threats based upon the protected status of an individual or group.

What is Sexual Harassment?
Sexual harassment is a form of sexual discrimination in which the harassment (as described above) is based on a person’s sex (including gender and sexual orientation). Sexual harassment is encompassed in the broader term sexual misconduct. Sexual harassment occurs when a person is the recipient of conduct of a sexual nature where:

- Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student’s education or a colleague's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student or professional decision about the colleague. Such conduct is sufficiently severe or persistently pervasive and objectively offensive, thereby having the purpose or effect of unreasonably interfering with a person's ability to participate in or benefit from Chamberlain's educational, employment, social or related programs (see the Sex and Gender-Based Misconduct Response and Prevention Policy for more information).

Whom to Contact if you Think You Have Been Discriminated Against or Harassed
The Student Service Manager, Dean of Campus Operations Program Deary/Director and/or Dean of Academic Affairs are available to serve as a resource to any student or other member of the Chamberlain community who has a discrimination or harassment inquiry or complaint. These resource persons have information about the University's non-discrimination policy, rules and procedures (including information about confidentiality) as well as options available for the investigation and resolution of complaints. Individuals with a discrimination or harassment inquiry or complaint may be more comfortable speaking with someone of the same gender, and the resource persons listed can assist in finding help of the preferred gender.

Students who wish to file discrimination or harassment complaints against the University should follow the Student Complaint/Grievance Procedure found in this handbook. Students who wish to file discrimination or harassment complaints against a fellow student should follow the Professional Conduct Procedure found in this handbook. Complaints involving sexual harassment, sex or gender discrimination or other sex or gender-based misconduct should be reported to:

Title IX Coordinators
Director, Equity and Access: 
equity@adtalem.com
Camille Lee and Neil Callicoat, Title IX Coordinators
630.829.0233 | titleixcoordinator@chamberlain.edu

CRIME AWARENESS & CAMPUS SECURITY

The security of all school members is a priority. Each year on October 1, as required by the Crime Awareness and Campus Security Act of 1990 as amended, 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. This report is available at chamberlain.edu/student-consumer-information or from the Director of Administration.

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 University. The Facilities Department maintains the building and grounds with a concern for safety and security. Facilities staff inspect the facility regularly, promptly make repairs affecting safety and security hazards, and respond to reports of potential safety and security hazards, such as broken windows, locks, etc. Additionally, the facilities manager routinely inspects the grounds and building to review lighting and other environmental concerns for safety. When the building is closed, it is locked and monitored by a security company. There are fire alarms and pull stations throughout the facility that should be used only in the event of an emergency. If an emergency requires evacuation, there are signs clearly posted throughout the building indicating the best routes for evacuation.

Access to classrooms and laboratories is limited to those enrolled in the courses meeting there. Access to on- and off-campus activities is limited to actively enrolled students and their guests. Students are responsible for the behavior of their guests at all times at campus-arranged events. Chamberlain reserves the right to require that student identification cards be presented for admittance to certain locations and events. Students should register their guests with Student Services prior to attendance. Student and staff identification cards should be worn at all times.

The uniformed guard must be called to respond to emergencies and has the authority to ask questions and request identification at any time. Criminal incidents will be referred to local law enforcement. All crime victims and witnesses are strongly encouraged to report incidents to both campus security and local police. Prompt reporting will ensure timely warning notices to the campus community and timely disclosure of crime statistics.

Campus Safety & Security
A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As members of this academic community, students must report crimes, suspicious activities or other emergencies on campus to the appropriate University official (e.g., Campus Security, Student Services or the Campus President). Students who witness or are victims of a crime affecting the Chamberlain community should immediately report the incident to local law enforcement in the community, in which the campus is located, and to the student services office, or to the chief location administrator. Chamberlain will investigate such crimes and, when appropriate, bring them to the attention of the conduct administrator and other Chamberlain officials, such as the Title IX Coordinator.

The University will take appropriate administrative action to protect the community. Student behavior that causes campus safety or security concerns will typically be addressed pursuant to the Interim Suspension provisions of the professional conduct policy. Accordingly, immediate suspension and eventual expulsion may result for students who:

- Unlawfully possess, sell or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery
- Possess an explosive
- Cause serious physical injury to another person, except in self-defense
- Possess any knife or other dangerous object of no reasonable use
- Unlawfully possess any controlled substance
- Commit robbery or extortion
- Commit assault or battery

Nothing in this policy should be construed as limiting or preventing the University's discretion to take other action which, in the University's sole discretion is necessary or advisable to promote campus safety and security. Chamberlain takes seriously any threats made to cause harm to others or to oneself. Threats to harm others will be handled through the professional conduct process and may involve an interim suspension and/or the engagement of law enforcement officials until conduct proceedings are completed. In the case of threats to harm oneself, the University may call local law enforcement officials or other persons acquainted with the person making the threat for the purposes of checking on that person’s welfare. The University may also work with the person to determine available resources and appropriate next steps. Chamberlain University reserves the right to place security camera video surveillance on campus where necessary and appropriate. Chamberlain University respects the right to privacy of the university community members and balances the right to privacy versus the safety needs of the campus community.
CHAMBERLAIN UNIVERSITY QUICK REFERENCE GUIDE

WEBSITES
Chamberlain Academic Catalog: chamberlain.edu/catalog
Chamberlain Student Handbook: chamberlain.edu/handbook
Chamberlain Student Portal: my.chamberlain.edu
Chamberlain Online Library: library.chamberlain.edu
Chamberlain Online Bookstore: chamberlain.edu/bookstore
Chamberlain Merchandise & Apparel: chamberlainonlinestore.com
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@adtalem.com

ONLINE CLASS LOGIN INFORMATION
Access Online Class Resources via my.chamberlain.edu or the Chamberlain Mobile App From Your Mobile Device.

TECHNICAL SUPPORT
Chamberlain Online Courses: 866.613.8622 or my.chamberlain.edu
Help Desk: 877.366.9388 or my.chamberlain.edu
Chamberlain Mobile App Support: mobilesupport@adtalem.com

COMMENCEMENT
Commencement exercises are held at least once during the academic year at Chamberlain. Students completing graduation requirements at other points in the academic year are invited to participate in the commencement exercises following completion of their programs. In order to participate in the commencement exercises, a student must have fulfilled all degree requirements and financial obligations to Chamberlain. To order your Chamberlain graduation regalia, visit jostens.com/chamberlain.

ALUMNI ASSOCIATION
As a Chamberlain graduate, you automatically become a member of the Alumni Association. We have a dynamic organization that is committed to lifelong learning, service to the community, and the advancement of the health professions worldwide. For more information please visit alumni.chamberlain.edu.

CHAMBERLAIN UNIVERSITY NATIONAL MANAGEMENT OFFICE
3005 Highland Parkway, Downers Grove, IL 60515-5799
National Toll-Free Number: 888.556.8226
chamberlain.edu

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LITERATURE RESOURCE
Chamberlain Academic Catalog
Your source for degree program details, admission information, financial information, regulations and policies.
chamberlain.edu/catalog