2019-20 Student Handbook Addendum

Chamberlain University's College of Nursing requires applicants and students to check for updates to their printed handbook at: chamberlain.edu/handbook

REVISED 11.07.19
- P 12: Footnote was revised, removed “and for student attending a North Carolina campus”
- P 30: Appeal of an Academic Decision section was added
- P 32: Procedure for Violations copy, Sanction Administrative Review copy and Hearing Panel copy, was all updated
- P 34: Appeal of an Administrative Review or Hearing Panel’s Decision section was revised

REVISED 10.14.19
- P 30: Student Attestation of Identity section copy was revised

REVISED 6.10.19
- P 2: GE disclosure statement/language was added
- P 13: MMR Titer and Hepatitis B Series or Positive Titer requirements copy/footnotes, updated

REVISED 5.10.19
- P 6: Accreditation & Approval copy was removed
- P 40: Accommodations for Pregnant and Parenting Students Policy section was added

REVISED 4.16.19
- P 13: Footnotes were updated to:
  o “LA, NV and NC students must complete all state mandated requirements prior to attending their first class.”
  o “LA, NC, NJ and NV campus students: In addition to a compliance hold, students will be dropped from any future sessions.”

REVISED 3.06.19
- P 23: Service Animal Policy section was added

REVISED 1.08.19
- P 15: Polio Vaccine (state of North Carolina only) and Meningococcal Immunization Records copy was added to healthcare requirements
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 nursing.

Campus & Online Students

☐ 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 p26

☐ Payment Plans — Have you selected a payment plan and finalized arrangements to pay for your education? Details on p26

☐ Registration — Are you registered for classes? Have you met with your student support advisor to set up your academic plan? Details on p10

☐ 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. Take time to review the academic integrity policy and professional conduct policy. Details on p30

Campus Students

☐ Healthcare Compliance — Make sure to complete the compliance requirements prior to the published deadlines. Details on p12

☐ Get Involved — Check out the campus student organizations. Contact your student support advisor for more information. Details on p28

☐ Upcoming Events — Don’t miss out on all the campus events Chamberlain has to offer. Check out all upcoming events at chamberlain.edu/events

☐ SIREN Registration — SIREN is a system that keeps you informed about campus emergencies. You will be informed via cell phone and/or email. Emergencies can be related to weather, power outages, lock downs or closures.

To register for SIREN, visit my.chamberlain.edu and click the SIREN logo in upper left hand corner.

Please complete your SIREN registration by the first week of class. Also, it is important to remember to update your siren registration whenever your personal information is updated.
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This handbook applies to all students in Chamberlain University’s College of Nursing.

Chamberlain reserves the right to change the terms and conditions outlined in this student handbook at any time without notice. Information updated after November 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 November 2019. Photographs in this Student Handbook are representative of Chamberlain University.

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
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 university 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.

Philosophy and Framework of Nursing Education

Following the mission of Chamberlain University to educate, empower and embolden diverse nurses 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 nurses. 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 the practice of nursing.
- **To embolden.** The learning environment is intentionally designed to promote and instill confidence in one’s professional identity as a nurse.

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 patients. 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 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 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.

Conceptual Framework of Nursing

Educational programs at Chamberlain are guided by a holistic health, person-centered, care-focused framework of nursing that emphasizes cultural humility and professional identity formation. Nursing is a discipline with a distinct body of knowledge built upon general education. The art of nursing culminates in the application of this knowledge in practice. Nursing practice encompasses the provision of care in defined roles from beginning to advanced, ranging from direct delivery of care to the provision of education, administration, systems and resources that promote the quality of care. The full spectrum of knowledge needed to practice nursing effectively requires the intellectual, physical, emotional, social and passion components of holistic discovery, learning and application.

Holistic Health is a way of living by appreciating the wholeness of life, expressing one’s highest potential, nurturing resources and relationships that support well-being and taking responsibility for advancing one’s own health. The role of the nurse is to support, promote and advance holistic health through educating, empowering and emboldening others.

Person-centered care involves the creation of respectful care that takes into account responsiveness to the patient’s preferences, needs and values (IOM, 2001). The patient is recognized as a full partner and source of control in their own care (Cronenwett, et al., 2007). Person-centered care at all levels requires planning and assessing care in a way that is responsive and meaningful to the person (Barnsteiner, Disch & Walton, 2014). Families, communities, organizations and populations are approached with the same perspective.

Care-focused nursing epitomizes Chamberlain Care through appreciating and recognizing the role of care in promoting the health and well-being of self, colleagues and patients. It advocates that nurses take accountability for being in the best position to provide extraordinary care to others and that they foster an environment of collegial support and respect. Care-focused nursing is aimed at applying principles of holistic health and person-centered care to persons, families, groups and communities as well as organizations. Care for self, care for colleagues and care for persons culminate in extraordinary nursing care and superior health outcomes.
Cultural Humility is a continual process of self-reflection, self-awareness and self-critique by healthcare providers in order to develop and maintain mutually respectful and useful partnerships with individuals, families and communities (Tervalon & Murray-Garcia, 1998). Rather than focusing on the mastery of many cultures as in cultural competence, cultural humility suggests that understanding other cultures requires a lifelong commitment to a learning process. This encourages an intentional examination of how the nurse’s beliefs, values and assumptions influence the delivery of healthcare and development of relationships with patients and their families (Kools, Chimwaza & Macha, 2014). “Attaining cultural humility becomes not a goal but an active process, an ongoing way of being in the world and being in relationships with others and self,” (Miller, 2009, p. 92).

Professional Identity Formation is a dynamic process that, “involves the internalization of core values and perspectives recognized as integral to the art and science of nursing,” (National League for Nursing, 2010, p. 68) that becomes self-evident over time. Students develop, embrace and operate from core values as they learn, gain experience and grow in the profession. The fundamental values of professional identity are obvious in all aspects of the nurse’s practice in advancing health and promoting ideals of the profession. “Professional identity is evident in the lived experience of the nurse, in his or her ways of ‘being,’ ‘knowing’ and ‘doing’ ” (p. 68). Formation of professional identity continues through the career of the nurse being dynamic, situated and lifelong (Crigger & Godfrey, 2014).

Extraordinary Nursing is a concept and an ideal expressed in vital competencies, regardless of level or focus, which fosters the greatest good, health and well-being of persons who are the recipients of nursing care. Extraordinary nursing goes beyond clinical expertise by delivering care that is compassionate and passionate expressed in appreciation of persons and communities to advance their own health. The extraordinary nurse exudes professionalism, is contagiously positive, goes beyond expectations, advocates for patients, enjoys teaching, is intentionally present, collaborates effectively, connects with families, uses evidence to promote the best care and is relentlessly committed to promoting health (Lefton, 2012).

We believe graduates with a Bachelor of Science in Nursing (BSN) degree are prepared to provide safe, comprehensive, professional nursing care across the lifespan to individuals, families, aggregates and communities in global societies. Professional nursing care incorporates evidence-based principles, sciences and critical reasoning and judgment in the development of responses to real or perceived healthcare needs. The BSN graduate possesses the necessary knowledge and core competencies to meet the challenges of a dynamic and evolving profession in the 21st century. The BSN degree program provides the foundation for graduate study and beginning scholarship, encourages service to the profession and community and supports the concept of lifelong learning.
People You Should Know

Jennifer Bussen, DNP, RN
President, St. Louis Campus
Chamberlain University

Dr. Jennifer Bussen is the president of Chamberlain University’s St. Louis campus. She has nearly 20 years of experience in nursing practice and education.

Dr. Bussen began her career as a staff nurse in the emergency/trauma department at Barnes Jewish Hospital in St. Louis, Missouri. She went on to serve in a number of different roles within the specialty of adult critical care, including recovery room/circulating nurse in a surgery center and cardiothoracic intensive care unit (ICU) nurse. In the area of tele-ICU critical care, she held roles in nurse staff development and clinical training.

Dr. Bussen joined Chamberlain in 2013 as SIMCARE CENTER™ manager and was later promoted to associate dean of academic operations and associate dean of faculty. She was appointed campus president in January 2018. She is a member of the Missouri Association of Colleges of Nursing, Missouri Action Coalition-Missouri Center for Nursing, Deans and Directors of Nursing Programs in Greater St. Louis, and Sigma Theta Tau International. Additionally, she is a member of the Steering Committee for the Certified School Strategic Initiative through the Missouri Board of Higher Education.

Dr. Bussen holds an Associate of Science in Nursing degree from Jewish Hospital College of Nursing, a Bachelor of Science in Nursing degree from Maryville University, a Master of Science in Nursing degree in the Nursing Education specialty track from the University of Central Missouri and a Doctor of Nursing Practice degree from Chamberlain University.
FACULTY

NURSING REQUIRES A DIFFERENT WAY OF LEARNING

Learning in nursing requires knowledge and understanding of the human condition and application of this knowledge to improve the health and wellbeing of individuals, families and communities. Nurses 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 nursing. 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 nursing.

INTERACTION WITH FACULTY & ADMINISTRATION

The faculty, administration and colleagues of Chamberlain 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 or in-person, student town hall meetings (both virtually and in-person) 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. Pre-Licensure students will be helped by the Student Success Model, and post-licensure 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 – Students can register by contacting their student support advisor. In some locations, students can also register through the student portal. If registering through the student portal, students should reference the graduation plan provided by their student support advisor to ensure enrollment in the appropriate coursework. Many locations have a registration deadline. Please contact a student support advisor for more information. It is the student’s responsibility to inform their student support advisor of any changes in registration. Students with a compliance, financial or other hold will be unable to register until their hold has been cleared. Students wishing to drop, add or withdraw from a course should contact their student support advisor.

To help ensure academic integrity, pre-licensure nursing students that register for online nursing courses may be required to take their unit exams and final exams on campus, in a proctored environment. To ensure compliance with state regulations, students are discouraged from changing course sections after initial registration. In addition, students may be subject to administrative course section moves at the discretion of Chamberlain. Information about on-campus testing will be provided in your course syllabi.

• 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 Student Finance, Manage My Loans. Your advisor is also available to assist you in developing a financing plan.

• Attendance questions
• Proficiency examination 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 university support services to help students successfully complete their course of studies.
DIVERSIFIED CLINICAL EXPERIENCES

Experience for the real-world

Chamberlain’s nursing students become confident and competent nurses through intensive clinical preparation. The pre-licensure Bachelor of Science in Nursing degree requires the student to complete approximately 672 hours of clinical education within a variety of experiential learning environments (simulation, nursing labs, and clinical agencies). Real-world, simulated environments using advanced technology provide students the opportunity to practice nursing skills in a safe and supportive environment. Experiences take place under the supervision of professional nurses. For more information, visit chamberlain.edu/clinicals.

CLINICAL FACILITIES

Chamberlain uses a variety of hospitals and clinical agencies to provide meaningful clinical learning experiences. Acute and sub-acute care medical-surgical units, critical- and emergency-care facilities, community agencies, pediatric hospitals and specialized-care units such as obstetrics and psychiatric units offer comprehensive learning opportunities for students. The Clinical Coordination Office, in collaboration with faculty, coordinates all clinical group and preceptor assignments for both online and on-site students. On-site learning facilities are also available to online and on-site students for scheduled validation experiences and clinical learning opportunities.

CLINICAL RESIDENCY DISCLAIMER

Various state agency and/or board approvals of Chamberlain are necessary in each state in which clinical experiences are provided. Students in online program options must contact the Clinical Coordination Office for the current state-approval status.

CLINICAL COORDINATION

Chamberlain students are not responsible for finding their required clinical assignments. Our clinical model, featuring centralized coordination and national compliance, facilitates the process for our students and the organizations that receive them.

Our clinical coordinators work with our healthcare partners to establish and manage our clinical experiences and to ensure that students meet necessary requirements for clinical compliance and the individual rules and regulations of each healthcare partner. In order to participate in clinicals, students must be up to date with all requirements and immunizations.

PRINCIPLES OF THE NURSING PROFESSION

Nursing is a profession that involves the practice of promoting, protecting, and restoring health. Nurses provide care to individuals, families, and communities in a variety of settings. The pre-licensure Bachelor of Science in Nursing degree requires the student to complete approximately 672 hours of clinical education within a variety of experiential learning environments (simulation, nursing labs, and clinical agencies). Real-world, simulated environments using advanced technology provide students the opportunity to practice nursing skills in a safe and supportive environment. Experiences take place under the supervision of professional nurses. For more information, visit chamberlain.edu/clinicals.

CLINICAL EXPECTATIONS

Practical clinical experience is an essential requirement of Chamberlain pre-licensure programs. To participate in clinicals, students are required to take and pass a drug and background check. Specific clinical requirements are listed in the academic catalog. Students who fail a drug or background check may be dismissed. Students are required to travel to complete clinical learning experiences. The average distance between Chamberlain campuses and clinical sites ranges from 21-33 miles. Student should note that they may be required to travel up to 100 miles to complete clinical learning experiences. Clinical site locations vary; contact the Clinical Coordination Office for additional information. Some clinical experiences require additional costs. All clinical-related expenses (including uniforms, clinical supplies, travel, etc.) are the student’s responsibility.

Texas Residents

Every person who seeks to apply for a nursing license in the state of Texas must have good professional character related to the practice of nursing. The Texas Board of Nursing defines “good professional character” as the integrated pattern of personal, academic and occupational behaviors that indicate that an individual is able to consistently conform his/her conduct to the requirements of the Nursing Practice Act, the Board’s rules and generally accepted standards of nursing practice. An individual who provides satisfactory evidence that he/she has not committed a violation of the Nursing Practice Act or a rule adopted by the Board is considered to have good professional character related to the practice of nursing.

An individual is subject to denial of licensure for a conviction for, or placement on deferred adjudication community supervision or deferred disposition for, a felony that is directly related to the practice of nursing or for a misdemeanor involving moral turpitude that is directly related to the practice of nursing (Texas Administrative Code 213.28). The Board is required under Texas Occupations Code §301.4535(b) to deny an individual initial licensure in Texas upon a final conviction or a plea of guilty or nolo contendere for a criminal offense specified in §301.4535(a). Further, an individual is not eligible for initial licensure in Texas before the fifth anniversary of the date the individual successfully completed and was dismissed from community supervision or parole for an offense specified in §301.4535(a).

Each individual who seeks to practice nursing in Texas must possess current fitness to practice (Texas Administrative Code 213.29). An individual’s fitness to practice will be determined by evaluating the individual’s ability to consistently comply with the requirements of the Nursing Practice Act, the Board’s rules and regulations, and generally accepted standards of nursing practice. An individual’s fitness to practice may be subject to Board review due to an individual’s substance use disorder, possession, abuse or misuse of alcohol or drugs, prescribed or otherwise; or physical or mental health condition. This is not an exhaustive list. If an individual exhibits any conduct that may prevent him/her from practicing nursing with reasonable skill and safety, the Board will review the individual’s conduct to determine if he/she possesses current fitness to practice.
Individuals who have been diagnosed, treated, or hospitalized for a mental health condition that may impair their ability to practice nursing safely, will, at a minimum, be required to demonstrate controlled behavior and consistent compliance with recommended treatment, including compliance with a prescribed medication regime, for a reasonable amount of time, through verifiable and reliable evidence, in order to obtain licensure.

Individuals who have not been diagnosed, treated, or hospitalized for a mental health condition, but have nonetheless exhibited behaviors raising concerns about the individual’s fitness to practice due to a mental health condition or diminished capacity may be required to demonstrate controlled behavior and compliance with recommended treatment, including compliance with a prescribed medication regime, for a reasonable amount of time, through verifiable and reliable evidence, in order to obtain or retain licensure.

An individual who has reason to believe that he or she may be ineligible for initial licensure due to issues discussed in these rules may petition the Board for a declaratory order as to his or her eligibility.

**HEALTHCARE COMPLIANCE DOCUMENTATION**

Health and integrity are of the utmost importance among students charged with professional nursing care. As a result, Chamberlain encourages students to become increasingly proficient in promoting self-health and becoming informed when they seek healthcare services.

The student assumes all financial responsibility associated with his/her own healthcare. For details on health records required for admission or clinical courses, refer to the Healthcare Compliance Documentation Requirements section of this handbook or the Academic Catalog.

Healthcare compliance documentation requirements:

- **Student Disclosure & Authorization***
- **Background Check***
- **Drug Screen***
- **Fingerprint Clearance or Application***
- **Family Care Safety Registry** (State of MO only)
- **Background clearance from the Texas Board of Nursing with either the “Blue Card” or letter of clearance after submitting a Declaratory Order**
- **Personal Healthcare Responsibility Letter of Understanding & Confidentiality Statement**
- **Proof of Health Insurance*** (required annually)

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

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

All registered, pre-licensure students will automatically be enrolled in the Chamberlain group injury and sickness insurance plan, unless they can show evidence of coverage by another health insurance plan. Students that currently have their own health insurance policy must provide proof of active coverage by submitting a copy of their insurance card (front and back) to the Chamberlain National Healthcare Compliance Office by the specific compliance deadline. Students residing outside the U.S. are not eligible for this insurance. The student assumes all financial responsibility associated with his/her own healthcare.

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

- **Health Insurance Portability & Accountability Act of 1996 (HIPAA) Review & Quiz** (required annually)
  For more information, visit my.chamberlain.edu.

- **Student Clinical Profile**

- **Student Commitment to Clinical Behaviors**

- **Competencies & Functional Abilities**
  (For more information, see page 19)

- **Occupational Health and Safety (OSHA) Review & Quiz** (required annually)
  For more information, visit my.chamberlain.edu.

- **Current American Heart Association Cardiopulmonary Resuscitation (CPR) Certification – Basic Life Support (BLS) for Healthcare Providers**

  The faculty and affiliating clinical agencies of Chamberlain have established the need for nursing students to be certified in the American Heart Association Basic Life Support (BLS) CPR for Healthcare Providers. All students enrolled in Chamberlain pre-licensure programs must be certified in the current American Heart Association BLS CPR certification and must meet all other clinical compliance requirements. After initial certification, each student is responsible for maintaining and renewing his/her own bi-annual CPR certification and keeping other clinical compliance requirements up to date. Chamberlain will only accept American Heart Association BLS CPR cards.

- **Student Medical Clearance Authorization/Physical Examination Form** (signed and dated by your healthcare provider – within one year of admission)

- **Immunization History**
Immunization Waiver

If a student is unable to receive any immunization, a waiver request must be signed and submitted for approval to the National Healthcare Compliance Office. This form can be obtained from either the on-site clinical coordinator or National Healthcare Compliance Office. Students who do not receive all required immunizations may be denied clinical access by the clinical facility and therefore, may experience an interruption in or be unable to complete their programs of study.

Healthcare Compliance Deadlines – New Students

Pre-Licensure students must submit a completed health examination and immunization history by established deadlines. Pre-Licensure students must submit copies of personal health records to the National Clinical Compliance Office and must maintain originals for future use.

Complete documentation must be provided by students to the National Clinical Compliance Office by the following deadlines:*  
* 3-year Bachelor of Science in Nursing (BSN) degree program students entering in semester one or semester two must complete all clinical compliance requirements by the Friday of Week 7 of their first session.
* 3-year BSN degree program students entering in semester three (NR-222) must complete all clinical compliance requirements by the Friday of Week 7 of their first session.
* 3-year BSN students entering the University directly into a clinical course must be clinically compliant before the first day of their first session.

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

Clinical Compliance Deadlines – Continuing Students

In order to maintain clinical compliance throughout program progression, students are required to have compliance items scheduled to expire in their ensuing session updated by the first day of the final month of the prior session. See below chart for deadlines.

<table>
<thead>
<tr>
<th>Enrollment Session</th>
<th>Compliance Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>July Session</td>
<td>June 1</td>
</tr>
<tr>
<td>September Session</td>
<td>August 1</td>
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<tr>
<td>November Session</td>
<td>October 1</td>
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<td>January Session</td>
<td>December 1</td>
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<tr>
<td>March Session</td>
<td>February 1</td>
</tr>
<tr>
<td>May Session</td>
<td>April 1</td>
</tr>
</tbody>
</table>

You can find more information on clinical compliance and practicum requirements at chamberlain.edu/catalog.

* LA, NV and NC students must complete all state mandated requirements prior to attending their first class.
** Houston and Pearland campuses will only accept MMR, Varicella and HEP B Titers within the last 5 years. Irving, San Antonio and Cleveland will only accept MMR and Varicella titers.
*** NC students must complete requirement prior to attending their first class.
† LA, NC, NJ and NV campus students: In addition to a compliance hold, students will be dropped from any future sessions.

NOTE: The Hepatitis A series, the polio vaccine and other immunizations may be required in some states and/or by some clinical facilities.
**CLINICAL LEARNING EVALUATION**  
(Pre-Licensure students only)

Chamberlain University is committed to graduating extraordinary nurses. Clinical learning evaluations are utilized in each lab and clinical course and are ongoing, with weekly formative evaluations and a summative evaluation performed mid and end of session. The purpose of this evaluation is to monitor and document student clinical learning performance and to provide timely and consistent feedback to all students throughout their course. Students are required to take an active role in their own evaluation by completing a self-evaluation of their clinical learning performance. It is completed and signed by both parties weekly. Students must meet the clinical learning competencies, course outcomes and performance descriptors, as well as maintain safe nursing practices while in the clinical learning setting, to earn a rating of satisfactory for the clinical/laboratory component of the course. If a student has three or more unsatisfactory performances during one session, this will result in an unsatisfactory for the clinical or laboratory component of the course, resulting in course failure. Faculty will review the clinical learning evaluation with students during clinical learning orientation.

**PRACTICUM/EXPERIENTIAL LEARNING EVALUATION**  
(Post-Licensure students only)

In Chamberlain post-licensure programs students in clinical/experiential practicum settings will be evaluated regularly on meeting clinical objectives throughout each course. This evaluation is completed by both the preceptor/mentor and the course faculty. Students must successfully meet clinical objectives specific to each course by the end of that course. The faculty of record is responsible for all evaluation of student performance and makes the final determination of grades regarding student evaluation. Students will have an opportunity to evaluate their preceptor and clinical site once each term.

**EXPECTED STUDENT CLINICAL/PRACTICUM BEHAVIOR**

Expectations for each nursing clinical course are stated on the evaluations and aligned with the course outcomes. Successful completion of clinical/practicum courses depends on demonstration of these outcomes.

In addition, all students are required to follow Code of Conduct standards of behavior as outlined in the Chamberlain University Academic Catalog and Student Handbook while fulfilling the clinical/practicum requirements of the program. Failure to demonstrate integrity, ethical conduct, professional standards or any violations of the responsibilities identified in the Student Handbook may result in disciplinary sanctions as outlined in the Student Code of Conduct.

All students are expected to demonstrate professional nursing behavior and abide by Chamberlain University Student Clinical/Practicum Expectations as noted in the Student Handbook, the Student Pledge and/or the Code of Conduct Commitment.

Nurse Practitioner track students must also demonstrate advanced practice provider behaviors, as noted below, in all clinical/practicum settings and must follow all standards of conduct outlined in the Chamberlain Academic Catalog, Student Handbook, Practicum Handbook, clinical grading rubrics, Student Commitment to Clinical behaviors found in the clinical practicum compliance packet and according to student’s state nursing license requirements for both RNs and APRNs.

Failure to abide by student clinical/practicum expectations may result in an unsatisfactory performance rating, removal from the clinical/practicum site, failure of the clinical/practicum and/or failure of the course.

A student who has failed the clinical/practicum component of a nursing course by the withdrawal deadline will be administratively withdrawn and awarded a grade of Withdrawal Failing (“WF”).

A Withdrawal Failing (“WF”) grade is recorded for science and nursing courses when the student is failing the course at the time the withdrawal is requested.

In addition, students may be immediately dismissed from the program when failure to fulfill the below expectations has been determined, by an institutional committee, to rise to the level of egregious.

The following are student general clinical/practicum expectations (Nurse Practitioner track students also refer to general expected advanced practice student behaviors below:

1. Students are responsible for compliance with all health and safety requirements and for providing required documentation prior to Healthcare Compliance deadlines. Students not in compliance with all requirements will not be permitted to begin their clinical/practicum rotations.

2. All students must abide by the Student Pledge and/or the Code of Conduct Commitment. Students must meet all Chamberlain Competencies and Functional Abilities with or without accommodation while attending clinical/practicum assignments, if required.

3. The student is a guest of the sponsoring agency and nurse preceptor and must meet professional standards of both Chamberlain University and the clinical site/agency and must adhere to all clinical/practicum agency policies while participating in clinical/practicum experience.

4. Student dress on-site must be appropriate at all times and abide by the clinical/practicum site’s Chamberlain Professional Appearance Policy.

5. Students must arrive to all clinical assignments 15 to 30 minutes prior to scheduled start time and complete the entire shift. Any unforeseen tardiness or absence must be reported immediately to the clinical instructor/nurse preceptor, the contact for the clinical agency (if different than clinical instructor/nurse preceptor) and course faculty. A student is expected to attend all scheduled clinical assignments, including clinical orientations. Refer to the Attendance Policy in the Chamberlain Academic Catalog for more information regarding standards of attendance, and the consequences of violating standards of attendance.

6. If a clinical/practicum day is canceled, the student must notify the course faculty prior to the start of the scheduled clinical/practicum day.

7. Pre-Licensure students are expected to be prepared to deliver nursing care to assigned patients as applicable. The student is responsible for planning patient care; planning may occur in advance of the scheduled shift, dependent of clinical site/agency expectations and availability.

Preplanning should include, but is not limited to, the following:

- Review of patient history – Past medical/surgical, present illness and psychosocial
• Medications – Review use, administration, side effects and calculate safe dosages
• Treatments – Already received and scheduled
• Current orders – Care to be delivered
• Nursing plan of care – Including outcomes/evaluation

8. The student must abide by the lunch/break policy of the clinical/practicum site or agency. A Pre-Licensure student may not leave the premises during a clinical experience without approval from their clinical faculty and must make their whereabouts known at all times.

9. A student shall, in a complete, accurate and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient and the patient’s response to that care.

10. A student shall, in an accurate and timely manner, report to the appropriate practitioner, preceptor, nurse, clinical faculty and/or healthcare provider, errors in or deviations from the current valid order.

11. A student shall not falsify any patient record or any other document prepared or utilized in the course of or in conjunction with, nursing practice. This includes but is not limited to, case-management documents, reports, time records, clinical/practicum related course documentation or any other documents related to billing for nursing services.

12. A student shall practice within the appropriate scope of practice as set forth in all applicable state laws and regulations for a registered nurse.

13. A student must not provide care outside of the standards of the healthcare site, the policies of the program and/or the level of study the student is currently enrolled. All care provided must be approved by the supervising clinical/practicum faculty or preceptor/mentor.

14. A student shall implement measures to promote and/or maintain a safe environment for each patient or client.

15. A student shall delineate, establish and maintain professional boundaries with each patient, client and/or staff.

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

17. Students are expected to be aware of and in compliance with all infection control policies and standard precautions regarding hand washing and other PPE.

18. A student shall use universal blood and body fluid precautions established by any applicable state laws and regulations.

19. A student shall not:
   • Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a patient/client and/or others
   • Engage in behavior toward a patient/client and/or others that may be reasonably interpreted as physical, verbal, mental or emotional abuse

20. A student shall not misappropriate a patient’s/client’s and/or other’s property or:
   • Engage in behavior to seek or obtain personal gain at the patient’s/client’s and/or other’s expense
   • Engage in behavior that may be reasonably interpreted as behavior to seek or obtain personal gain at the patient’s/client’s and/or other’s expense
   • Engage in behavior that constitutes inappropriate involvement in the patient’s/client’s and/or other’s personal relationships
   • Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient’s/client’s and/or other’s personal relationships

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full or informed consent to the behaviors by the student set forth in this paragraph.

21. A student shall not participate in the act of/or completion of any and all theft of property from a clinical site/Chamberlain colleague/preceptor/patient/staff or other students.

22. A student shall not:
   • Engage in sexual conduct with a patient/client
   • Engage in conduct in the course of practice that may reasonably be interpreted as sexual
   • Engage in any verbal behavior that is seductive or sexually demeaning to a patient/client and/or others
   • Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a patient/client and/or others

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full or informed consent to sexual activity with the student.

23. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient/client other than the spouse of the student in any of the following:
   • Sexual contact, as defined in any applicable state laws and regulations
   • Verbal behavior that is sexually demeaning to the patient/client or may be reasonably interpreted by the patient/client as sexually demeaning
24. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined by any applicable state laws and regulations, in any way not in accordance with a legal, valid prescription issued for the student.

25. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, alcohol or other chemical substances to an extent that impairs his/her ability to practice. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of lack of stamina, habitual or excessive use of drugs, alcohol or other chemical substances that impair the ability to practice. If students are found to have impairment, they will be removed from the clinical learning setting immediately.

26. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol or other chemical substances.

27. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

28. A student shall not assault or cause harm to a patient/client or deprive a patient of the means to summon assistance.

29. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

30. A student shall not participate in criminal behavior whether violent or non-violent, directed against persons, property, public order or decency. This includes federal and state laws governing billing and documentation and advanced practice provider care.

31. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent unless restored to competency by the court.

32. A student shall not aid or abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board or administration of medications as a medication aide without a certificate issued by the board.

33. A student shall not prescribe any drug or device to perform or induce an abortion or otherwise perform or induce an abortion.

34. A student shall not assist suicide as defined by applicable state laws and regulations.

35. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information or documents to the nursing program, its administrators, faculty, teaching assistants, preceptors or the state board of nursing.

36. Personal electronic devices including but not limited to, cell phones, tablets and multifunction watches, may not be used for taking pictures, social media activities, personal conversations or checking personal email/text messages during a clinical/practicum shift. Adhere to agency policy regarding utilization of electronic devices.
37. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student’s assigned clinical responsibilities and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student’s assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

38. To the maximum extent feasible, identifiable patient healthcare information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient healthcare information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule or other recognized legal authority.

39. A student shall not use social media, texting, emailing or other forms of communication with or about a patient, for non-healthcare purposes or for purposes other than fulfilling the student’s assigned clinical responsibilities.

40. A student must not demonstrate a lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic and/or occupational behavior, which, indicates that an individual is unable to consistently conform his/her conduct to the requirements of the state nurse practice act and advanced nursing practice rules and regulations, the state board of nursing’s rules and regulations and generally accepted standards of nursing practice, including but not limited to, behaviors including honesty, accountability, trustworthiness, reliability and integrity, in all forms of behavior and communication.

The following are additional advanced practice student clinical/practicum expectations for Nurse Practitioner track students:

1. **Attendance and Tardiness:** Students must arrive to all clinical assignments at least 15 minutes prior to scheduled start time and complete the entire scheduled clinical day. Any unforeseen tardiness or absence must be reported immediately to the course faculty and preceptor prior to the scheduled practicum day. Advanced practice students are highly encouraged to set out all clinical days with preceptors prior to the beginning of clinical and to have consistent clinical days throughout each week to allow clinical sites the flexibility and planning to take on more students (i.e. scheduling every Monday and Tuesday or Monday and Wednesday of each week).

2. **Preparation for Clinical:** Students are to come to clinical practicum with a good foundational knowledge in pharmacology, pathophysiology and advanced health assessment. Students must be able to conduct a complete history and physical on all age groups and bring appropriate references to clinical. Students are expected to have done weekly reading prior to clinical attendance each week.

3. **Mandatory Clinical Toolkit:** Lab coat, stethoscope, student Chamberlain ID, pharmacology reference and clinical guideline book at minimum. Other references as deemed appropriate for the clinical site and patient population are encouraged. See individual clinical practicum course recommendations.

4. **Professional Appearance:** Students should wear business casual clothing to clinical with closed toe shoes and mandatory clinical toolkit items above. Students must abide by Chamberlain and clinical agency dress code policies at all times.

5. **Professional Conduct:** The student is a guest of the sponsoring agency and preceptor and must meet professional standards of both Chamberlain University and the clinical site/agency.

6. **Cell Phones:** Cell phone use in clinical for personal email, gaming or social media is not allowed. Cell phone use for medical applications and patient care is encouraged. Communication with preceptors, clinical staff, practicum team members and faculty should occur through email or scheduled phone conference, not via text messaging.

7. **Documentation:** Documentation at clinical practicum sites and in clinical software should be timely and accurate. This includes all patient records, billing, and clinical logs.

8. **Scope of Practice:** The student is responsible to practice according to the scope of practice of both the nurse practice act and any advanced practice laws and regulations according to their state of clinical practicum and any current states of license.

9. **Relationships:** The student is expected to conduct themselves in a professional manner in all clinical and classroom settings; this includes not using patients, preceptors, other students, or faculty for personal gain or inappropriate involvement. Students should not engage in sexual conduct with preceptors, faculty, or patients nor conduct themselves in any manner that may reasonably be interpreted as sexual or sexually demeaning.

10. **Theft of Property:** A student shall not participate in the act of/or completion of any and all theft of property from a clinical site/Chamberlain colleague/preceptor/patient/staff, or other students.

11. **Integrity:** A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information or documents to the nursing program, its administrators, faculty, teaching assistants, preceptors or the state board of nursing. The student must adhere to all clinical agency policies while participating in clinical experience. Students shall hold in confidence all personal matters committed to their keeping, and all family affairs coming to their knowledge during their clinical experiences.
**COMPETENCIES & FUNCTIONAL ABILITIES**

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

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.

<table>
<thead>
<tr>
<th>Core Competencies</th>
<th>Standard</th>
<th>Examples (not meant to be inclusive)</th>
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</thead>
<tbody>
<tr>
<td>Critical Thinking and Analytic Thinking</td>
<td>Critical thinking ability that includes the ability to recognize cause/effect and analyze potential solutions</td>
<td>Synthesize knowledge, recognize problems, problem-solve, prioritize, invoke long- and short-term memory</td>
</tr>
<tr>
<td>Communication and Interpersonal Skills</td>
<td>Convey information orally and in writing using English as the primary language. Demonstrate therapeutic communication and relationship skills</td>
<td>Write nurses notes, iSBAR, engage in patient conferences, interpret nonverbal cues. Engage in conflict resolution, establish rapport, display non-judgmental attitude</td>
</tr>
<tr>
<td>Emotional Intelligence</td>
<td>Demonstrate self-awareness, self-management, social awareness and relationship management</td>
<td>Identify, use, understand and manage emotions in positive ways to relieve stress. Communicate effectively, empathize with others, overcome challenges and diffuse conflict</td>
</tr>
<tr>
<td>Reading</td>
<td>Read, interpret and comprehend all written and electronic materials</td>
<td>Read and interpret: policies, procedures, progress notes, textbooks, iSBAR, patient paper and electronic charts</td>
</tr>
<tr>
<td>Mathematical Ability</td>
<td>Demonstrate proficiency in arithmetic functions, measurement and recording devices and reading/recording of numerical information</td>
<td>Calculate drug dosages, convert to metric system, read monitoring equipment, record numerical assessment/monitoring data</td>
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<table>
<thead>
<tr>
<th>Functional Abilities</th>
<th>Standard</th>
<th>Examples (not meant to be inclusive)</th>
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<tbody>
<tr>
<td>Physical Stamina/ Gross Motor Skills/ Mobility</td>
<td>Exhibit and demonstrate physical strength including ability to move, sit, stand and walk safely and endurance appropriate to professional nursing roles throughout assigned shifts. Recommend eight (8) hours of sleep prior to a clinical learning experience</td>
<td>Independently is able to: Physical ability to lift and transfer 50 pounds and carrying of objects up to 25 pounds. Physical ability of bending or stooping 1 inch from the floor and of reaching overhead to retrieve or place items on patient/unit shelves; to intermittently push objects over 100 pounds; stand/walk for 8-12 hours; maintain balance. Move quickly from place to place, move freely in patient-care areas</td>
</tr>
<tr>
<td>Sensory</td>
<td>Sight: Distinguish color and visual images within normal range Hearing: Hear, with or without aids, voices, sounds and monitoring alarms necessary for safe practice Olfactory Sensation: Detect odors, unusual smells or smoke Tactile Sensation: Interpret sensations, temperature and environmental temperature</td>
<td>Sight: Determine color changes during physical assessment, observe patients in hallways, read computer/monitoring screens Hearing: Monitor blood pressures, hear patients speaking, respond to equipment alarms, auscultate lung sounds Olfactory Sensation: Assess odors during physical assessment, detect odor or smoke Tactile Sensation: Perform palpation for monitoring or procedures, respond to environmental temperature changes</td>
</tr>
<tr>
<td>Physical Health Status</td>
<td>Maintain physical health consistent with employment responsibilities and commitments</td>
<td>The student will monitor and report own health needs and recognize personal illness and maintain patient safety in transmission of illness. No evidence of fevers over 100°F, body in non-compromised working order (no casts, slings, boots, vomiting, diarrhea, crutches)</td>
</tr>
<tr>
<td>Mental Health Status</td>
<td>Maintain focus and emotional stability in stressful situations and respond to needs of others</td>
<td>Manage own emotions, respond appropriately in crisis situations, adapt to change readily, maintain therapeutic boundaries</td>
</tr>
<tr>
<td>Fine Motor/ Psychomotor Skills</td>
<td>Perform tasks congruent with nursing roles</td>
<td>Write legibly, grasp, pick up, manipulate small objects and syringes, calibrate equipment, perform patient assessment, change dressings, administer injections</td>
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SIMCARE CENTER™

The Chamberlain SIMCARE CENTER™ provides the opportunity to work with high-fidelity and medium-fidelity human patient simulators, patient-monitoring equipment, a birthing simulator and other assessment tools. From electronic medication dispensers to hospital beds, Chamberlain’s SIMCARE CENTER facilities closely replicate hospital and clinical settings.

The SIMCARE team, in collaboration with faculty and other Chamberlain support services, provides the opportunity for students to practice their bedside nursing skills and increase their confidence in a safe and realistic patient care environment.

CENTER FOR ACADEMIC SUCCESS (CAS)

The Center for Academic Success (CAS) provides pre-licensure students with an opportunity to enlist the services of peer and professional tutors for assistance with course content in nursing. Special support can be arranged for professional tutoring in general education courses. Tutors can provide resources for academic support, advice on how to study, National Council Licensure Examination (NCLEX) preparation and insight into particular classes and instructors. The CAS also holds interactive workshops and study sessions for nursing and general education topics, such as academic writing and pharmacology.

ASK US A QUESTION

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

ASKING QUESTIONS

- Select Contact Us from the left navigation
- Select Create Academic Case
- Go to the Cases tab and select New Case
- Select the Department you have a question for
- 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 St. Louis Campus

GETTING TO & FROM CAMPUS

St. Louis campus:
11830 Westline Industrial Drive, Suite 106, St. Louis, MO 63146

Parking information:
- Parking is available adjacent to the campus
- Bike rack available in front of building

PARKING

Student and visitor parking are available on campus. Designated visitor parking areas are clearly marked and current students are not permitted to park in the visitor’s lot.

VEHICLE REGISTRATION

Many Chamberlain locations require student vehicles to be registered with the University and display a parking permit. Parking permits are to be securely affixed and clearly displayed on the rear window or rear bumper where they are easily visible.

If a student needs to drive an unregistered vehicle to campus, temporary parking permits are available from the Student Support office. Temporary permits are valid for up to five days and limit parking to designated areas only. Temporary permits should be hung from the rear-view mirror and returned to the Student Support office upon expiration.

VISITORS AT A CAMPUS OR CENTER

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

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

STUDENT COMMONS

The Student Commons is the perfect place for students to rest, study or socialize and network with classmates before, after and between classes. The Commons is equipped with wireless internet access, perfect for accessing online coursework, conducting research or just taking a break. Most Commons are equipped with USB ports for charging and improved connectivity and vending machines for when students need to recharge.
STUDENT IDENTIFICATION (ID) CARD

In an effort to ensure the safety of our campus, students are required to wear their ID badge at all times while on campus. The badge can be worn around your neck with an approved Chamberlain lanyard or on a clip, as long as the ID is visible.

Pre-Licensure nursing student IDs are issued during new student registration. Post-Licensure nursing and graduate students needing a student ID should contact their student support advising team at 888.556.8226. All enrolled students must have in their possession a student identification card while on University property. The ID card is intended to serve as proof of an individual’s status at Chamberlain and provides access to many resources provided by the University. An ID card is required for display on campus property, attendance in class, lab and clinicals, student activities, library and lab checkout, book purchases, etc. Students must show their ID upon request to any University official or security officer. A color scheme has been instituted to better identify authorized Chamberlain individuals on campus.

- Teal Lanyards: Chamberlain Students
- Green Lanyards: Visitors
- Royal Blue Lanyards: Chamberlain Faculty/Colleagues

If you do not have an active ID badge or forget your badge, you will need to register with security at the front entrance. You will be given a temporary badge, and further steps will be taken to help you obtain a new badge, if needed.

If you are in need of a teal lanyard, please contact student services. Replacements for lost ID cards may be purchased. Be sure to bring a copy of your state issued ID to obtain a replacement ID card.
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](http://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
- Clinical Compliance 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 nursing and general education 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

**GET CONNECTED!**

**DOWNLOAD THE CHAMBERLAIN APP.**

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.

**WIRELESS ACCESS**

**Connecting to Chamberlain’s wireless network:**

1. Enable your computer’s wireless.
2. Select Student from the list of wireless networks (ensure that you check the Connect Automatically check box).
3. When prompted to type the network security key, enter student123 and click OK.

4. Launch an Internet Browser (Chrome, IE, Firefox or Safari) and when prompted to login enter your Student ID (D#) and network password and click Sign In to connect to the network.

To access a complete list of wireless specifications, instructions and troubleshooting tips, download the Wireless Internet Guide at chamberlain.edu/wirelessaccess or call the Help Desk at 877.366.9388.
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. From this site, you will be able to:

• View syllabi, weekly assignments and discussions, calendar, tutorials, course resources and grades
• Post discussions
• Send email messages to your professors and other students in your course
• Submit assignments
• Take quizzes and/or exams

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

View the Video Tutorial at chamberlain.edu/canvas-tutorial

NOTE: All courses will be available the weekend before classes start.

* Students may be required to take unit exams on campus, in a proctored environment.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) – MORE SUPPORT RESOURCES

• Comprehensive support tools built into all your nursing courses, from your initial nursing course through Capstone – tutorials, videos, case studies and more
• Customized plans for learning course content throughout your program, helping you to relearn content and strengthen your skills as you go
• 16 weeks of virtual coaching to help you finish the nursing program strong and be prepared to take the NCLEX®

SIREN

SIREN is a system that keeps you informed about campus emergencies. You will be informed via cell phone and/or email. Emergencies can be related to weather, power outages, lock downs or closures.

To register for SIREN, visit my.chamberlain.edu and click the SIREN logo in the upper-left-hand-corner. Complete your SIREN registration by the first week of class. It is important to remember to update your siren registration whenever your personal information is updated.

COMPUTER LABS

Each location has at least one computer laboratory or wired classroom where students may study and complete assignments. The Internet is also available for student use.

Computer labs include networked, PC-compatible computers. Local Area Networks (LANs) provide access to a wide range of software and services. Labs are accessible at scheduled times during instructional hours and may be available after classes or in open-labs sessions. Students may use labs during unscheduled hours with permission from an appropriate staff member.
What You Need

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 softcover 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.

UNIFORMS & CLINICAL KITS

1. **Female:** Chamberlain cobalt blue tunic top with teal piping along the collar and pockets and a Chamberlain logo embroidered on upper left chest area.
2. **Male:** Chamberlain cobalt blue tunic top with pockets and a Chamberlain logo embroidered on upper left chest area.

A white lab coat with the Chamberlain logo embroidered on upper left chest (optional) may be worn over appropriate dress street clothes (no jeans, shorts or sandals).

NOTE: Uniform requirements may vary. See your clinical coordinator for the specific uniform requirements for your location and/or clinical site.

3. The identification badge should be attached to the upper right collar area and worn at all times.
4. Stethoscope with bell and diaphragm.
5. Watch with a second hand.
7. White socks (mid-calf or knee length) and white nurse’s shoes or white solid material, non-mesh athletic shoes must be worn (closed flat heel and toe). Shoes worn in clinical areas must cover the entire foot.

Additional Required Supplies

- Penlight
- Bandage scissors
- Small notepad
- Black ball-point pen
- Clinical kits/lab bag are required for certain courses starting in NR-224

NOTE: Certain clinical partners may have additional dress regulations and uniform requirements. The policies of an affiliated clinical agency hosting students for rotation may be different and always supersede Chamberlain’s dress code. Check with your campus clinical coordinator for additional requirements.

PROFESSIONAL APPEARANCE

Professional appearance includes good grooming and appropriate use of cosmetics and jewelry.

- Uniforms must be clean and well maintained.
- Hair is to be worn back and up and away from the face. Longer hair must be tied back in a neat manner. Hair colors must be of natural tones. Non-natural colors such as pink, blue, etc., are not acceptable. Religious head wrap/headdress may be worn free of decorative items in either cobalt blue, white or black.
- Natural nails must not extend beyond fingertips. Artificial nails and nail polish are not permitted.
- Jewelry is limited to a wedding or simple non-jeweled band (one ring per hand). One pair (one in the entire ear) small post earrings. Facial and tongue jewelry are not allowed. Ear gauges or any other facial piercings should be closed with clear plugs or matching skin tone.
- Gum chewing is not permitted in the clinical area.
- All body art/tattoos must be covered by a snuggly fit long sleeve shirt and/or a turtleneck worn under student’s uniform top.
- Men must be clean-shaven or have short neatly trimmed facial hair.
- Undergarments should not be visible at any time.

Compliance with the dress code at each clinical/practicum site and lab is required.
UNIFORM & CLINICAL KIT ORDERING

Ordering Chamberlain University College of Nursing uniforms and clinical kits is easy and convenient. Log on to the Chamberlain Student Portal at my.chamberlain.edu and click on Resources, Additional Resources, then Bookstore or visit chamberlain.edu/uniform.
**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 nursing 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](http://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](http://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](http://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](http://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](http://chamberlain.edu/catalog)
- For your state specific minimum refund policy, visit [chamberlain.edu/student-consumer-information#StateDisclosures](http://chamberlain.edu/student-consumer-information#StateDisclosures)

FAFSA® is a registered trademark of the U.S. Department of Education.

**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.**

**CHAMBERLAIN SCHOLARSHIP OPPORTUNITIES**

Chamberlain offers a range of merit- and need-based scholarships to assist students in funding their tuition.

For the list of Chamberlain scholarship opportunities, visit [chamberlain.edu/scholarships](http://chamberlain.edu/scholarships).

**NOTE:** Scholarship recipients are responsible for all other educational expenses.

**FEDERAL WORK-STUDY (FWS)**

**STUDENT WORKER OPPORTUNITIES**

Chamberlain employs students in several roles, both through the Federal Work Study program and through regular employment. Your student support advisor can determine if you are eligible for the Federal Work Study program and can also provide information about all available positions at the University.

In addition, information for other part-time opportunities may be available through the Career Services Office or the ASPIRE Student Assistance Program.

- Office assistants
- Peer tutors
- Lab assistants
- Other

**FWS opportunities are only available to those who qualify. For more information on FWS opportunities, 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

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [https://www.benefits.va.gov/gibill](https://www.benefits.va.gov/gibill).

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](http://myaspireonline.com).

LIBRARY SERVICES

All Chamberlain students have instant access to the most up-to-date collection of digital materials, including: nursing and general education 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](http://library.chamberlain.edu) or through your student portal at [my.chamberlain.edu](http://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 your app store.

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, allied health and medicine. Part of a larger EBSCOhost suite of databases offering access to research literature in science, general education, news and humanities.
- **DYNAMED** provides a comprehensive point-of-care database detailing medical information for nurses and clinicians.
- **NURSING REFERENCE CENTER** provides access to nursing specific point-of-care resources and patient information care sheets.
- **Alexander Street Nursing Education in Video** provides access to streaming videos on subjects of interest to nursing and allied health students – skills, procedures, diagnostics and common measurements.
- **ovid** provides access to full-text nursing journals and eBooks including AJN: American Journal of Nursing and the … Made Incredibly Easy! Series.
- **The Joanna Briggs Institute** provides access to the premier collection of evidence-based practice research in nursing.
- **MICROMEDEX** provides access to a comprehensive database of drug information including adverse effects, FDA approvals and toxicology.
- **NATURAL MEDICINES** provides access to research literature on over-the-counter supplements, complementary medicine and alternative remedies.
- **R2 Rittenhouse eBooks** provides a large selection of current editions of books related to nursing, allied health, medicine and related subjects fields.
- **STAT!Ref** is a portal to reference texts including drug guides, manuals, dictionaries, encyclopedias and NCLEX preparation materials.
- **Primal Pictures Anatomy and Physiology** provides access to multimedia interactive videos, diagrams, explanatory text and content intended to support student learning in the basics of anatomy and physiology.

Additional databases are available. For a complete listing of all databases available for student access, visit [libguides.chamberlain.edu/library](http://libguides.chamberlain.edu/library).
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 nursing 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.

GLOBAL HEALTH EDUCATION PROGRAM

Chamberlain students have ventured far beyond the classroom and local communities to participate in the Global Health Education Program Experiences in such areas as: Kenya, Bolivia, India and Brazil. This first-hand immersion experience allows students to gain a deeper understanding of cultural and economic differences. The two- to three-week Global Health Education Program Experience can be done in place of Chamberlain’s required Multiculturalism and Community Health courses.

NOTE: The Global Health Education Program is subject to availability based on campus location.

NATIONAL NURSES’ WEEK

During the month of May, Chamberlain unites students, faculty and colleagues to celebrate National Nurses’ Week. In a series of events held throughout the week, Chamberlain honors nurses and raises awareness for healthcare causes, such as the national need for nurses, to improve the quality of healthcare nationwide.

STUDENT ORGANIZATIONS

A variety of services are available to students in order to support and enhance their experiences at the University. Services and organizations are available to promote a feeling of community and comfort, as well as affording students the opportunity to participate in leadership and decision-making roles.

NATIONAL STUDENT NURSES ASSOCIATION (NSNA)

Chamberlain University students are encouraged to participate in the National Student Nurses Association (NSNA). Participation in this national group includes membership at both the state and local levels. It introduces students to the professional organization and informs them of current issues in the nursing field.

CHAMBERLAIN UNIVERSITY COLLEGE OF NURSING HONOR SOCIETY, SIGMA THETA TAU, PHI PI CHAPTER

The goal of the Honor Society is the recognition of graduates and community leaders for their scholarship, research and nursing excellence. Membership is by invitation to undergraduate students, RN to BSN option students, MSN and DNP graduate students and nurse leaders who demonstrate achievement in the field of nursing. For more information on Chamberlain University College of Nursing Honor Society, Sigma Theta Tau, Phi Pi Chapter, visit chamberlain.edu/honorsociety.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Chamberlain University welcomes and encourages students to participate in the Student Government Association (SGA). SGA members advocate for students and serve as liaisons between faculty and students. This is a voluntary organization and its officers are elected by their peers. Students should contact a student support advisor on their campus for more information.

UNIVERSITY COMMITTEES

Officers of the SGA appoint representatives to the University’s standing committees. Students serve as members on several of the University’s committees. Committee membership provides an opportunity to participate in a review of curriculum, resources, services, facilities and policies.

NOTE: Not all student organizations are available on all campuses.
Global Health Education
Program Experience – Kenya

Local Fundraising
Race for Charity

Global Health Education
Program Experience – Bolivia
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 eight weeks of the session on a course-by-course basis 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 is provided in each course every session. Faculty will monitor for completion of the Student Attestation and will encourage completion. Students will not be withdrawn from the course for failure to complete the Student Attestation.

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 program dean/DAA or approved designee 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 AN ACADEMIC DECISION

A student may choose to appeal a decision which has been made regarding a formal request by an initial designee or hearing body to their online or campus program administrator or his/her 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 decision that would affect the outcome of the original decision
- There were procedural irregularities in the process that affected the outcome
- The original decision was not reasonable based on the evidence compiled

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. The decision of the program administrator or designee on the appeal is final.

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 for 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 and adhere to the re-entry requirements prior to resumption or readmission (see Re-Entry Requirements section of the academic catalog). Students who have additional requirements will be placed on a registration hold and will be restricted from enrolling in future sessions until those 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.

* Effective for applicants/students starting or resuming studies for the September 2020 and beyond session in applicable nursing and/or science courses

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 program administrator or designee shall determine a person’s status in a particular situation.

6. The term “Chamberlain premises” includes all land, buildings, facilities, student housing and other property in the possession of or owned, used or controlled by the University (including parking lots, adjacent streets and sidewalks).

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

8. The term “may” is used in the permissive sense.

9. The “program administrator” is the campus president or approved designee or the online program dean/director or approved designee.

10. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, the Student Portal, the Academic Catalog and the website.

11. The term “Hearing Panel,” “Panel” or “Professional Review Committee” refers to a university committee comprised of a Chamberlain faculty representative of a student’s home location and approved corresponding university staff representatives.

I. Academic Integrity Policy

A. Purpose

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

B. Violations of Academic Integrity

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

1. Copying

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

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

2. Plagiarism

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

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
- 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/Reused 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 Paradigm, 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
- 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 faculty or dean of academic affairs of the incident. The student is given notification of the alleged violation and the opportunity to respond. If the student is able to present satisfactory information to adequately explain the concern, the allegation may be dismissed at that time. The instructor may impose sanctions ranging from educational sanctions to failure of the course or may refer the alleged violation to the hearing panel.

Sanction Administrative Review

Students who feel the sanctions rendered by the instructor or the hearing panel were too harsh can request a sanction only administrative review by the national conduct administrator or designee. This review will determine whether or not the sanction was appropriate for the violation. A sanction only administrative review will occur either when requested by the student or at the discretion of the national conduct administrator.

Hearing Panel

Once a case is referred by the faculty or designee through the hearing process, a student will be informed of the charges brought forth against him or her. Proceedings will continue with the information available at the time even if a student does not respond to the University’s request for information or does not choose to attend the hearing panel review.

The hearing panel will review the information and make a determination if it is more likely than not that a violation occurred. If a violation occurred, the hearing panel will impose the appropriate sanctions. Any prior violation(s) of the Academic Integrity Policy will be taken into consideration when determining appropriate sanctions.
E. Sanctions

• 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.

The sanctions listed below may be imposed upon any student found to have violated the Academic Integrity Policy.

• 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 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.

Hazing is further defined as an act that endangers the mental or physical health or safety of a student, or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for, continued membership in a group or organization. Such activities and/or actions prohibited include, but are not limited to: tests of endurance; submission of members or prospective members to potentially dangerous or hazardous circumstances; any activity that by its nature is so intense that it would cause severe mental anxiety, mental distress, panic, human degradation or public embarrassment; creation of excessive fatigue or a late-work session that interferes with scholastic activities or deprives persons of the opportunity for sufficient sleep (six hours per day), decent edible meals and/or access to means of bodily cleanliness; forcing or coercing a person to consume alcohol or other substances, in any amount; any requirement that compels an individual to participate in an activity that is illegal, perverse or indecent; and compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs or exhibitionism.

7. Gambling on Chamberlain premises, at University functions or other University activities, including its public service functions on or off campus or other authorized non-University activities.

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 a 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:
   • Communicating any messages that contain derogatory statements about any group, race or ethnicity
   • Communicating any inflammatory statements related to personal, political, religious or ethical views
   • 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 what 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. Test 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 its members, including non-members, in the event alcoholic beverages are made available by the organization at any of its functions, meetings or events.

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 proceedings.
   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 manager 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 complaint 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.
D. Sanctions

1. Interim suspension may be imposed:
   - to the hearing or administrative review.

   • Have the right to privacy in that only individuals who must know the facts of the violations could impact privileges associated with the University, 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/officer 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 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 constitute libel and may subject the student to civil charges.
Social Media Engagement

As a student, you can play an integral role in Chamberlain University’s social media outreach. We encourage you to join our groups, participate in conversations and share your positive experiences with others. It’s important to remember that as a Chamberlain student, you have certain responsibilities when posting in social networks, even if they are personal and private. We’ve assembled these guidelines to help you use social media effectively, protect your personal and professional reputation and follow the policies of Chamberlain and its parent company, Adtalem Global Education (collectively, “Chamberlain”). Chamberlain University’s intent for having a presence in social media is to facilitate connections between its audiences and to enable rapid response messaging in these emerging platforms. Chamberlain University retains the sole right to approve and publish all web pages and social media pages containing information about its educational programs, services and activities on its behalf, as well as that of the student body, recognized student organizations and alumni.

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 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 websites 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 be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade 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 acquaintance rape, may be reported directly to the Title IX Coordinator.
- Students must not transmit by way of any electronic media any patient-related information in a manner that could reasonably be expected to violate patient rights to confidentiality, privacy, or otherwise degrade or embarrass the patient.

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 of the individual(s) the complaint is involving. 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. 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. 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.

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 advisor.

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:

Students with complaints not resolved by the above procedure may file complaints with the Arizona State Board for Private Postsecondary Education (1740 W. Adams Street, Suite 3008, Phoenix, AZ 85007, 602.542.5709, azppse.gov).

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, gnpce.georgia.gov).

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 fldece.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, thecb.state.tx.us/studentcomplaints; rules governing student complaints in Texas can be found at texreg.sos.state.tx.us/public/eadta/ntxt.ViewTAC/tac_view=5&ti=1980&ch=1&sch=E&rl=Y

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 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 relating to such allegations. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. All complaints of retaliation should be reported in accordance with the complaint procedures outlined above. If the procedures outlined above would result in the student being required to submit his/her complaint to the person whom he/she believes is retaliating against him/her, the student may submit the retaliation complaint to the online or campus leader, who will determine an appropriate party to address the retaliation complaint.

Submission of a good-faith complaint or report of harassment, discrimination or other unlawful conduct will not adversely affect the student's future grades, learning or academic environment. Chamberlain will discipline or take appropriate action against anyone who retaliates against any person who reports an incident of alleged harassment, discrimination, or other unlawful conduct, or who retaliates against any person who testifies, assists or participates in a proceeding, investigation or hearing related to such allegations.

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.

Process

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

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 in an academic setting based on the diagnosis.

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.

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 startled 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 off Chamberlain’s Campuses

Management of a service animal off of Chamberlain’s campuses is beyond the scope of this policy. Chamberlain deems 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 Callicoat, Title IX Coordinators
630.829.0233 l titleixcoordinator@chamberlain.edu
Evelyh Alexander and Cyndy Palmer, Confidential Advisors
630.353.7303 l 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

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**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 through 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 rescheduled 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

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**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” for link to consent statutes by state), the following general rules apply when assessing whether consent has been/was 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 continued 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 Callicoat, 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 these 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 consistently 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 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 occur 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 on legal, compliance and 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 CFR 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, campus 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.

Title IX Coordinators

Director, Equity and Access: equity@adtalem.com

Camille Lee and Neil Callicoat, Title IX Coordinators 630.823.0233 | 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 speakupadtalem.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.

Evelaye 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 20202-1100

Customer Service Hotline: 800.421.3481; TDD: 877.521.2712

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.
If allegations appear to be substantiated based on the totality of the circumstances, a respondent student may be subject to the Code of Conduct process, which will determine any violation of this policy based upon a preponderance of evidence (what is more likely than not). The student complaint procedure, which details the investigation and resolution processes, and the Code of Conduct applicable to students, which details the student disciplinary hearing process, can be found in the student handbook or online at chamberlain.edu/handbook. If allegations of colleague misconduct are substantiated to the preponderance of evidence standard through the investigation, colleague discipline may be imposed. The colleague complaint procedure, which details the investigation and resolution processes and prohibited colleague conduct, can be found on the Commons (apps.adtalem.com > My Self-Serve > Resources).

The Title IX Coordinator will monitor the investigation and resolution of reports of sex and/or gender-based misconduct and facilitate compliance with this policy. Furthermore, the Title IX Coordinator will work with campus administration to identify and initiate strategies intended to remedy the effects on the victim and the Chamberlain community to the extent practicable and reasonable to prevent the recurrence of similar misconduct.

Privacy of the records specific to sex and/or gender-based misconduct investigations is maintained in accordance with applicable law, including FERPA. Any public release of information to comply with the timely warning provisions of the Clery Act will not include the names of victims or information that could easily lead to a victim’s identification. In appropriate instances, pertinent interim actions and the results of disciplinary hearings regarding the alleged perpetrator of misconduct will be disclosed to the alleged victim and/or complainant. Confidentiality will be maintained whenever possible; however, Chamberlain reserves the right to exercise discretion and disclose details of an incident or allegation to assure community safety or the safety of an individual.

It is Chamberlain’s policy to hold perpetrators of sex and/or gender-based misconduct accountable for their actions through appropriate student conduct or personnel procedures and by working with community agencies and law enforcement as appropriate. Chamberlain’s internal review processes shall run concurrently with any criminal justice investigation and proceeding, except for temporary delays as requested by external entities while law enforcement gathers evidence. Temporary delays should not last more than ten days, except when law enforcement specifically requests and justifies a longer delay.

Internal mediation between the alleged victim and respondent will not be used to resolve an allegation of sexual misconduct.

Prior sexual history with persons other than the other party in a judicial or conduct process as well as any mental health diagnosis and/or treatment will be excluded from student conduct hearings at the student’s preference. Past findings of domestic violence, dating violence, stalking or sexual assault may be admissible in the review process stage that determines sanction.

Investigation and response to allegations of sex or gender-based misconduct will include the following, without limitation: trauma-informed assistance to the victim/survivor as appropriate; an interview with the victim/survivor; identifying and locating witnesses; contacting and interviewing the respondent; cooperating with law enforcement.

In any complaint of sex or gender-based misconduct, the person bringing the accusation and the responding party are both entitled to the same opportunities for notice of any meeting of sanctions to a student imposed under local, state or federal law. In all cases, 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 student imposed under local, state or federal law.

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 Adtalem “Speak Up” hotline at speakup-adtalem.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 academic arrangements by contacting student services, 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.

Victim’s 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.
14. The right to not be required to describe the incident to more representatives.
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 process to 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 relating 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 Coordinator 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.

Evelaye Alexander and Cyndy Palmer, Confidential Advisors
630.352.7383 | 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 1.888.480.1531, info@myaspireonline.com, or myaspireonline.com
and Guidance Resources (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
professor 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 contact local law enforcement authorities.

Whenever possible, victims should report a violation of this policy as soon as possible 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.

To access this information, go to: chamberlain.edu/student-consumer-information

Related Information

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 1.800.556.HOPE (4673) rainn.org
- National Domestic Violence Hotline 1.800.799.7223 (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 lovemisrespect.org
- National Suicide Prevention Hotline 1.800.273.TALK (8255) suicidepreventionlifeline.org
- The White House Task Force to Protect Students from Sexual Assault notalone.gov
- Americans Overseas Domestic Violence Crisis Center 1.888.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 other 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 Deputy/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 resources 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 Callicott, Title IX Coordinators
630.823.0233 | titleixcoordinator@chamberlain.edu

Students and colleagues can also report instances of sexual harassment and other forms of sex or gender discrimination.

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 Admission.

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
Chamberlain Student Uniforms: chamberlain.edu/bookstore
Graduation Regalia & Branded Materials: jostens.com/chamberlain
Student Insurance: chamberlain.edu/studentinsurance
Website: chamberlain.edu

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.
RN to BSN Option: learn.chamberlain.edu
Campus Students: nursingonline.chamberlain.edu

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 nursing profession 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: 888.556.8CCN (8226)
chamberlain.edu

CONNECT WITH US AT CHAMBERLAIN.EDU/SOCIAL

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

### ST. LOUIS CAMPUS

11830 Westline Industrial Drive, Suite 106  
St. Louis, MO 63146  
314.991.6200  
Toll Free: 888.556.8CCN (8226)  
Fax: 314.991.6283  
chamberlain.edu/stlouis

### ADMINISTRATION OFFICE

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Jennifer Bussen, DNP, RN  
President, St. Louis Campus  
jennifer.bussen@chamberlain.edu

Lisa Blust, DNP, RN  
Dean, Academic Affairs  
lblust@chamberlain.edu  
314.991.6298  
Room: 133 H

Cherise Jackson, EdD  
Dean, Campus Operations  
cjackson@chamberlain.edu  
314.991.6248  
Room: 133 F

Patsy Zettler, MA  
Administrative Coordinator II  
pzettler@chamberlain.edu  
314.991.6216  
Room: 133

### OFFICE OF ADMISSION

<table>
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<th>Hours</th>
<th>Monday</th>
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Christopher M. Fletcher, MEd  
Director, Admission  
cfletcher@chamberlain.edu  
314.991.6273  
Room: 106 A

Lauren Boone  
Advisor  
iboone@chamberlain.edu  
314.991.6232  
Room: 105

Latosha Haney  
Advisor  
ihaney@chamberlain.edu  
314.991.6285  
Room: 103

Roshonda Curry  
Admission Coordinator  
rcurry@chamberlain.edu  
314.991.6274  
Room: 106

### CENTER FOR STUDENT LEARNING

<table>
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<th>Hours</th>
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<td>8:00 AM - 4:00 PM</td>
<td>Closed</td>
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Dana Churovich, DNP, RN  
Student Learning Specialist  
dchurovich@chamberlain.edu  
314.991.6233  
Room: 136 H

Sonja Mullink, BSN, RN  
Student Learning Specialist  
smullink@chamberlain.edu  
314.991.6219  
Room: 136 I

Kathryn Sitki, MSN, RN  
Student Learning Specialist  
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314.991.6222  
Room: 136 B

Ethan White, BSN, RN  
Student Learning Specialist  
ewhite@chamberlain.edu  
314.991.6242  
Room: 136 B
FACULTY

For a complete listing of Chamberlain faculty, visit chamberlain.edu/catalog

Jennifer Bussen, DNP, RN
President, St. Louis Campus
jennifer.bussen@chamberlain.edu
314.991.6308
Room: 133 D

Lisa Blust, DNP, RN
Dean, Academic Affairs
lblust@chamberlain.edu
314.991.6298
Room: 136 E

Melissa Borror, MSN, RN
Associate Dean, Nursing Faculty
mborror@chamberlain.edu
314.991.6247
Room: 100 P

Jill Winn, MSN, RN
Associate Dean, Nursing Faculty
jill.winn@chamberlain.edu
314.991.6234
Room: 100 O

Justin Wiethop, D.C., MTAA
Associate Dean, General Education
jwiethop@chamberlain.edu
314.991.6234
Room: 107 I

CLINICAL COORDINATORS

Patricia O’Rourke
Clinical Coordination Specialist
porourke@chamberlain.edu
314.991.6254
Room: 107 H

Richard Ziegler
Clinical Coordination Specialist
riziegler@chamberlain.edu
314.991.6237
Room: 107 I

STUDENT SERVICES

314.991.6200 option 3
stlouisservices@chamberlain.edu

Hours:
Monday 7:30 AM - 6:00 PM
Tuesday 7:30 AM - 6:00 PM
Wednesday 7:30 AM - 6:00 PM
Thursday 7:30 AM - 6:00 PM
Friday 7:30 AM - 4:30 PM
Saturday Closed
Sunday Closed

Lisa Morelli
Student Services Manager
lmorelli@chamberlain.edu
314.991.6223
Room: 107 D

Claire Lee
Senior Student Support Advisor
clee@chamberlain.edu
314.991.6212
Room: 107 K

Desiree Brown
Student Support Advisor I
dbrown@chamberlain.edu
314.991.6251
Room: 107 F

Ebony Brown
Student Support Advisor I
ebrown2@chamberlain.edu
314.991.6259
Room: 107 E

Krystin Johnston
Student Support Advisor I
kjohnston@chamberlain.edu
314.991.3016
Room: 107 G

Debbie Brimer
Administrative Coordinator I
dbrimer@chamberlain.edu
314.991.6217
Room: 107

CAREER SERVICES

Hours:
Monday 7:30 AM - 4:00 PM
Tuesday 7:30 AM - 4:00 PM
Wednesday 7:30 AM - 4:00 PM
Thursday 7:30 AM - 4:00 PM
Friday 7:30 AM - 4:00 PM
Saturday By Appointment
Sunday Closed

Donna Cognac
Senior Career and Professional
Development Advisor
dcognac@chamberlain.edu
314.991.6214
Room: 128

LIBRARY SERVICES

For information about our virtual
learning resources, visit
library.chamberlain.edu/catalog

Saskia Farber
Regional Librarian
sfarber@chamberlain.edu
314.991.6213
Room: CAS Center
## Other Resources

### VEHICLE REGISTRATION

**Parking Fee:** Complimentary  
**Phone Number:** 314.991.6200  
**Room:** 106  
**Hours:**  
- Monday: 9:00 AM - 6:00 PM  
- Tuesday: 9:00 AM - 6:00 PM  
- Wednesday: 9:00 AM - 6:00 PM  
- Thursday: 9:00 AM - 6:00 PM  
- Friday: 9:00 AM - 4:00 PM  
- Saturday: Closed  
- Sunday: Closed

### VISITOR PARKING AT A CAMPUS OR CENTER

**Phone Number:** 314.991.6200  
**Hours:**  
- Monday: 9:00 AM - 6:00 PM  
- Tuesday: 9:00 AM - 6:00 PM  
- Wednesday: 9:00 AM - 6:00 PM  
- Thursday: 9:00 AM - 6:00 PM  
- Friday: 9:00 AM - 4:00 PM  
- Saturday: Closed  
- Sunday: Closed

### STUDENT IDENTIFICATION (ID) CARD

**Phone Number:** 314.991.6200  
**Room:** 107  
**Hours:**  
- Monday: 7:30 AM - 6:00 PM  
- Tuesday: 7:30 AM - 6:00 PM  
- Wednesday: 7:30 AM - 6:00 PM  
- Thursday: 7:30 AM - 6:00 PM  
- Friday: 7:30 AM - 4:30 PM  
- Saturday: Closed  
- Sunday: Closed

### FEDERAL WORK-STUDY (FWS) STUDENT WORKER OPPORTUNITIES

**Phone Number:** 314.991.6200  
**Room:** 107  
**Hours:**  
- Monday: 7:30 AM - 6:00 PM  
- Tuesday: 7:30 AM - 6:00 PM  
- Wednesday: 7:30 AM - 6:00 PM  
- Thursday: 7:30 AM - 6:00 PM  
- Friday: 7:30 AM - 4:00 PM  
- Saturday: Closed  
- Sunday: Closed

### CRIME AWARENESS AND CAMPUS SECURITY

**Phone Number:** 314.991.6200  
**Admission Department, Room:** 106  

**Local Law Enforcement**  
Maryland Heights Police Department  
11911 Dorsett Road  
Maryland Heights, MO 63043  
314.298.8700

**Community-Based Sexual Assault Crisis Center**  
Bridgeway Sexual Assault Center  
1601 Old S. River Road  
St. Charles, MO 63303  
636.946.6854

**State Sexual Assault Crisis Center**  
Missouri Coalition Against Domestic and Sexual Violence  
217 Oscar Drive, Suite A  
Jefferson City, MO 65101  
573.634.4161

**Medical Facility**  
Medical Facility nearest to the campus where a survivor may have a medical forensic examination completed at no cost to the survivor, pursuant to the Sexual Assault Survivors Emergency Treatment Act.  
Mercy Emergency Department  
615 S. New Ballas Road  
Creve Coeur, MO 63141  
314.251.6090

**National Suicide Prevention Lifeline**  
800.273.8255  
Available 24 hours every day