CHAMBERLAIN UNIVERSITY COLLEGE *of* NURSING STUDENT HANDBOOK

Extraordinary Care. Extraordinary Nurses.

2020-21 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 03.05.21

- P 13: The requirements for CPR certification were updated

REVISED 01.08.21

- P 23: "Practicum coordinator" was changed to "experiential learning coordinator"
- P 34: The sections "Library Resources" and "Library Services" were updated

REVISED 12.09.20

P 35: The definition for "Sex and/or Gender Based Misconduct" was added
P 42-49: The section "Sex and/or Gender Based Misconduct" was added
P 50: Contact information for the Title IX Coordinator was added

REVISED 09.11.20

- P 11: Copy was added under Clinical Expectations for BSN Online-Option students
- P 12: Student Disclosure & Authorization was changed to "**Wisconsin BID Form and Caregiver Report*** ** (State of WI only)"
- P 12: Third footnote was changed to "For Pre-licensure campus-based students: Items must be completed prior to first day of classes. For Pre-licensure online students: Items must be completed by compliance deadline"
- P 13: Healthcare Compliance Deadlines – New Students copy was updated (as taken from the academic catalog)
- P 24: Last bullet point under **Additional Required Supplies**, updated to "Required for NR-224 (on-site students and for the on-site retreat (online students)
- P 32: Additional copy/new bullet was added under number 9; Failure to follow the directives given regarding a university administered test, including, but not limited to:
    - Failure to show personal identification
    - Failure to perform a valid environmental scan
    - Failure to properly record self during test
- P 34: Additional copy/ new violation was added to number 3, and subsequent numbers – Failure to follow the directives given regarding a university administered test, including, but not limited to:
    - Failure to show personal identification
    - Failure to perform a valid environmental scan
    - Failure to properly record self during test
- PP 48 & 52: Chamberlain University National Management's Office address was updated to: 500 W. Monroe St., Suite 28, Chicago, IL 60661

REVISED 07.24.20

- P 20: The section College of Nursing Technical Standards was added
- P 30: The Community Service section was removed. National Association of Colleges & Employers (NACE) Career Readiness Competencies was added
- P 33: Changes were made to the Student Code of Conduct
- P 34: The section Service Animal Policy was updated
- P 43: The section Reasonable Modifications and Accommodations for Religious Observances and Practices was added

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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?
- ☐ **Healthcare Compliance** – Pre-Licensure nursing students: make sure to complete the compliance requirements prior to the published deadlines. **Details on p12**
- ☐ **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 p31**

Campus Students

- ☐ **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 March 2021, 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 March 2021. 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.

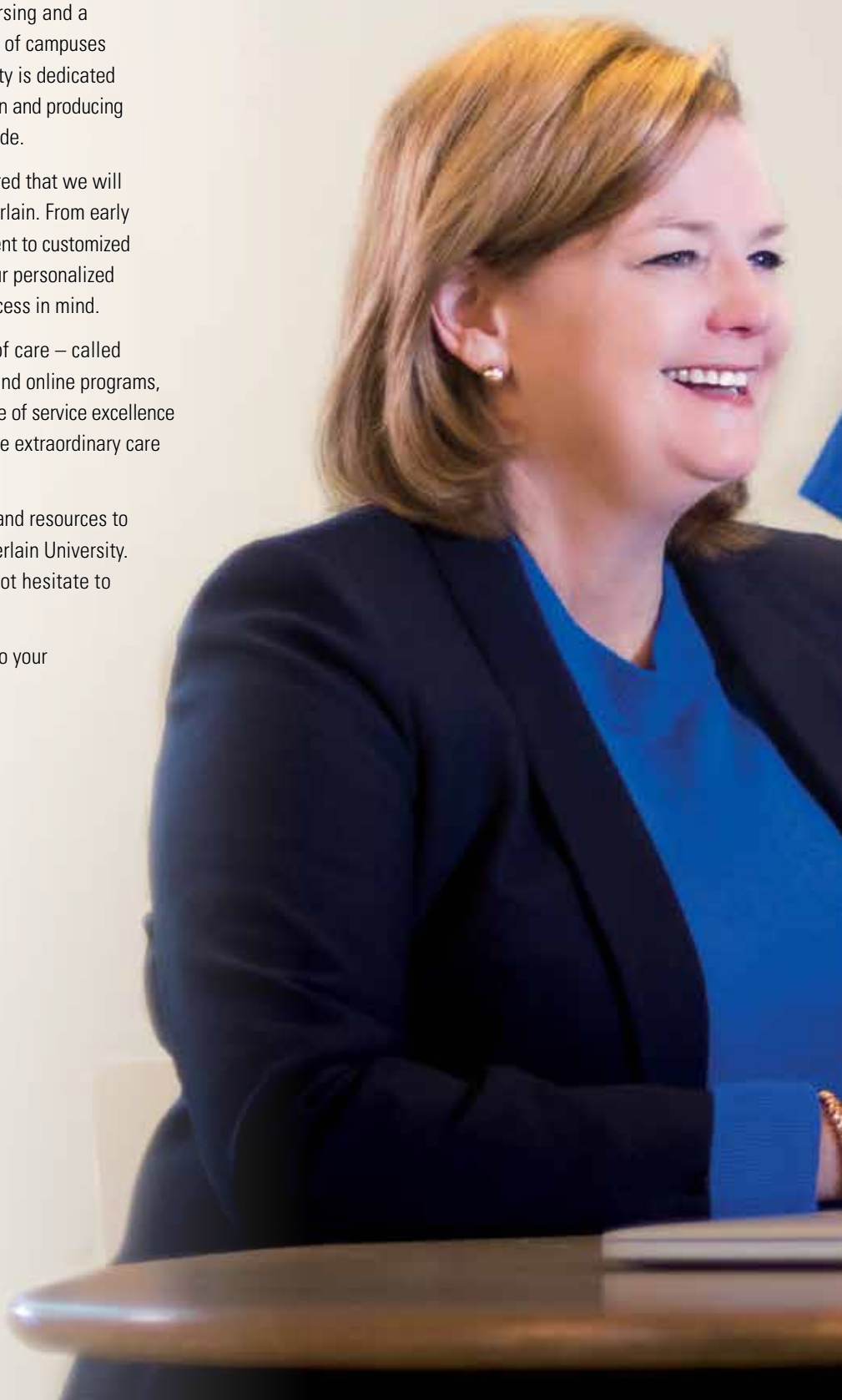
What distinguishes Chamberlain is this culture of care – called ***Chamberlain Care***®. Throughout our campuses and online programs, you'll experience what it means to work in a culture of service excellence and care – a culture that prepares students to take extraordinary care of patients, families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

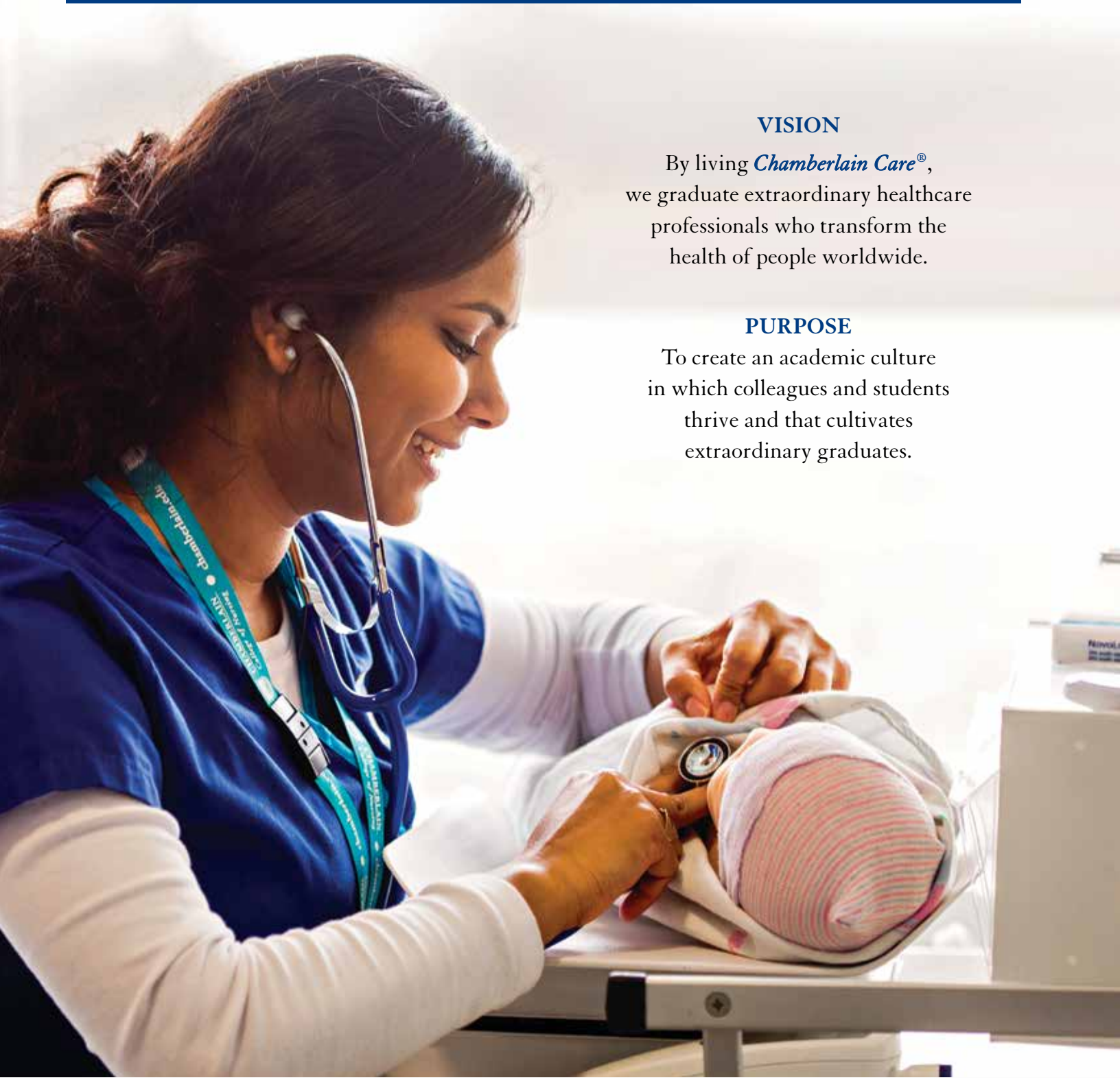
Welcome and best wishes for a successful start to your studies at Chamberlain University!

Warm regards,

Carla Sanderson, PhD, RN
Provost
Chamberlain University



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 & 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 identify 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.

Barnsteiner, J., Disch, J., & Walton, M.K. (2014). Person and family centered care. Indianapolis, IN: Sigma Theta Tau International.

Crigger, N., & Godfrey, N. (2014). From the inside out: A new approach to teaching professional identify formation and professional ethics. Journal of Professional Nursing, 30(5), 376–382.

Cronenwett, L., Sherwood, G., Barnsteiner, J., Disch, J., Johnson, J., Mitchell, P., Warren, J. (2007). Quality and safety education for nurses. Nursing Outlook, 55(3), 122–131.

Institute of Medicine (IOM). (2001). Crossing the quality chasm: A new health system for the 21st century. Washington, DC: National Academy Press.

Kools, S., Chimwaza, A., & Macha, S. (2014). Cultural humility and working with marginalized populations in developing countries. Global Health Promotion, 22(1), 52–59.

Lefton, C. (2012). Strengthening the workforce through meaningful recognition. Nursing Economics, 33(6), 331-355.

Miller, S. (2009). Cultural humility is the first step to becoming global care providers. Journal of Obstetric, Gynecologic, and Neonatal Nursing, 38(1), 92–93.

National League for Nursing. (2010). Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, master's, practice doctorate, and research doctorate programs in nursing. New York: Author.

Tervalon, M., & Murray-Garcia, J. (1998). Cultural humility versus cultural competence: A critical distinction in defining physician training outcomes in multicultural education. Journal of Health Care for the Poor and Underserved, 9(1), 117–125.

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.

CLINICAL COORDINATION

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.

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 precepted 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 coordination specialists work with our healthcare partners to establish and manage our clinical experiences and to ensure that students meet necessary requirements for healthcare 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.

* Based on the Chamberlain Bachelor of Science in Nursing degree program curriculum, totaling both lab and clinical requirements. 816 for Ohio campus students enrolled prior to May 2016 and 864 for students attending a California campus.

** May vary by degree program.

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. Clinical days and hours may vary dependent upon clinical site and program options. For BSN online option students, distances will vary depending on the student's place of residence. BSN online option students are also expected to attend clinicals at the site assigned to them. 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:

- ☐ **Wisconsin BID Form and Caregiver Report**** (State of WI only)
- ☐ **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**

* Chamberlain University utilizes CDC guidelines for health care workers and state-specific mandates as a baseline for all healthcare compliance requirements.

** For Pre-licensure campus-based students, items must be completed prior to first day of classes. For Pre-licensure online students, items must be completed by compliance deadline.

*** Must be completed prior to first day of classes. Additional screenings may be required prior to clinical start.

- ☐ **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 when signing up for coverage. 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 National Healthcare Compliance department at **cuhealthcarecompliance@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) and the **Health Insurance Requirements Form** to their Complio account 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 most 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 your Complio Account (pre-licensure nursing and MSN-NP programs).
- ☐ **Student Commitment to Behaviors**
- ☐ **Occupational Health and Safety (OSHA) Review & Quiz** (required annually)
  For more information, visit your Complio Account (pre-licensure nursing and MSN-NP programs).
- ☐ **Current American Heart Association Cardiopulmonary Resuscitation (CPR) Certification – Basic Life Support (BLS) for Healthcare Providers or American Red Cross 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 or American Red Cross Basic Life Support (BLS) for Healthcare Providers. All students enrolled in Chamberlain pre-licensure programs must be certified in the current American Heart Association BLS CPR or American Red Cross BLS CPR certification and must meet all other healthcare compliance requirements. After initial certification, each student is responsible for maintaining and renewing his/her own bi-annual CPR certification and keeping other healthcare compliance requirements up to date. Chamberlain accepts American Heart Association BLS CPR cards or American Red Cross BLS CPR Certificates.

- ☐ **Physical Examination Form** (signed and dated by your healthcare provider – within one year of admission)
- ☐ **Immunization History**

- ☐ **Measles, Mumps, Rubella (MMR)* Titers Showing Immunity** or Immunization Records of MMR Booster**
- ☐ **Varicella Titer Showing Immunity** or Proof of Immunization** (history of disease is not accepted)
- ☐ **Tetanus/Diptheria/Pertusis (Tdap)* Booster** (within past 10 years)
- ☐ **One-Time, 2-Step PPD** (thereafter, annual PPDs)
- ☐ **Annual PPD Screening**

  Submit documentation showing test date, date read and result; a positive result requires documentation of a negative chest X-ray and physician follow up documenting no evidence of active Tuberculosis (TB)
- ☐ **Hepatitis B Series*** or Positive Titer****
- ☐ **Meningococcal Immunization Records**

  LA, NV and TX campuses only: Students must complete all immunization requirements prior to attending their first class.

  Meningococcal disease is a serious disease that affects the brain and spinal cord. The disease is spread by sharing respiratory or throat secretions, such as coughing, sneezing, kissing or sharing items such as food. Symptoms closely resemble those of the flu and include nausea, vomiting, fever, headache or stiff neck. Because meningococcal disease is a very serious disease, early diagnosis and treatment are very important.

  The U.S. Centers for Disease Control and Prevention (CDC) states that college students are at greater risk for contracting meningitis and recommends that these students obtain the meningococcal vaccine, if they previously haven't. Vaccinations take 7-10 days to become effective. Reactions to the vaccine may include pain, redness and in duration at the site of injections, headache, fever, muscle or joint pain, nausea or diarrhea and fatigue. As with any vaccine, there is a possibility of an allergic reaction.

  Some people should not get the vaccine based on age or health conditions. Some of these conditions include: having a life-threatening allergic reaction or have a severe allergy, you are pregnant or breastfeeding, you are not feeling well. You should speak with your doctor about your ability to receive the vaccine.
- ☐ **Hepatitis C Antibody Titer or physician's note regarding status of Immunity** (Houston and Pearland campuses only)
- ☐ **Polio Vaccine** (state of North Carolina only)***
- ☐ **Seasonal Flu Vaccine** (Flu Mist not accepted)
- ☐ **Immunization Waiver**

  If a student is unable to receive any immunization, a waiver request must be signed and submitted for approval to your Complio account. This form can be obtained from either the on-site clinical coordination specialist 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 upload copies of personal health records to their Complio account and must maintain originals for future use. Complete documentation must be uploaded to the student's Complio account and be approved 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 healthcare 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 healthcare 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 healthcare 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.†

Healthcare Compliance Deadlines – Continuing Students

In order to maintain healthcare 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.

Enrollment Session	Compliance Deadline
July Session	June 1
September Session	August 1
November Session	October 1
January Session	December 1
March Session	February 1
May Session	April 1

You can find more information on healthcare 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. 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 BEHAVIORS

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 Expected Student Behaviors as noted in the Student Handbook, the Student Commitment to Clinical Behaviors 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 the below general expected advanced practice student behaviors).

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 Commitment to Clinical Behaviors and/or the Code of Conduct Commitment. Students must meet all College of Nursing Technical Standards 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.

COLLEGE OF NURSING TECHNICAL STANDARDS

Chamberlain University is committed to the achievement of superior student outcomes for a diverse population of students. Learning is designed to provide all students with the best academic experience and support services to become extraordinary nurses. Clinical education is designed using a holistic experiential learning model that recognizes and fosters each student's professional potential to ultimately improve patients' health outcomes in communities across various fields of care.

When considering a nursing program, the student must evaluate their abilities and skills. To succeed in a pre-licensure nursing program or post-graduate nursing program, a student must possess certain abilities and skills deemed essential functions for the care of the patients they will serve.

Students seeking admission and currently enrolled students should be aware that all students must meet technical standards with or without reasonable accommodations in addition to meeting academic standards.

Students will be required to maintain satisfactory demonstration of both academic and technical standards for progression through the program.

A candidate for Chamberlain's pre-licensure or post-graduate nursing degree program must have abilities and skills in five areas: Acquiring Information, Developing Communication, Use and Interpretation of Data, Integration of Knowledge to Establish Clinical Judgment (Intellectual and Motor) and Developing Appropriate Professional Approaches (Behavior and Character).

Chamberlain is committed to excellence in accessibility to education; we encourage students with disabilities to seek accommodations. To make an accommodation request contact the Office of Student Disability Services at **adaofficer@chamberlain.edu**.

Acquiring Knowledge:

- Must demonstrate ability to learn in classroom and education settings, to find sources of information and acquire the knowledge as well as to be a life-long learner who can adapt their skills to new developments and techniques.
- Acquire knowledge from demonstrations and experiences in didactic, experiential learning and clinical environments, which include group and physical demonstrations.
- Acquire knowledge from written documents and electronic systems which include scholarly articles and journals.
- Recognize and assess patient changes in mood, activity, cognition, verbal and non-verbal communication.

Developing Communication:

- Must demonstrate communication skills for sensitive and effective interactions with patients, families and/or communities and teams.
- Communicate effectively with faculty, preceptors and all members of the healthcare team in didactic, experiential learning and clinical environments.
- Elicit information including a medical history and other details to adequately and effectively evaluate a patient's condition.
- Maintain accurate patient records.
- Communicate effectively in order to elicit information, describe changes in mood, activity cognition and posture and assess communications.
- Deliver communication that is concise, pertinent and complete to ensure safe transitions in care or elicit action in critical situations.

Use and Interpretation of Data:

- Must accurately perform physical examinations and diagnostic exercises to assess and monitor health needs.
- Be proficient in performing and directing basic laboratory testing.
- Must meet applicable safety standards for the environment and follow universal precaution procedures.
- Use and interpret information from assessment techniques/maneuvers such as those involved in assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc.
- Use and interpret information related to physiologic phenomena generated from diagnostic tools (i.e., sphygmomanometer, otoscope, ophthalmoscope) during a comprehensive examination of a patient.
- Obtain and interpret information from assessment of patient's/client's environment and responses to health across the continuum (spanning time and differing circumstances).

Integration of Knowledge to Establish Clinical Judgment (Intellectual and Motor):

- Synthesize information, problem solve and think critically to judge the most appropriate theory assessment strategy and plan of care.
- Measure, calculate, reason, analyze and synthesize data related to patient diagnosis and treatment of patients.
- Re-evaluate plan of care and make appropriate changes based on patient's clinical indicators as well as physiologic and psychologic response.
- Exercise proper judgment and complete responsibilities in a timely and accurate manner according to the appropriate role level for which the student is being prepared.
- Ask for help when needed and make proper judgments of when a nursing task can or cannot be carried out alone.
- Possess psychomotor skills necessary to provide holistic nursing care and perform or assist with procedures, treatments and medication administration.
- Practice in a safe manner.
- Appropriately provide care in emergencies and life support procedures.
- Perform universal precautions against contamination.
- Develop and evaluate plans of care.

Developing Appropriate Professional Approaches (Behavior and Character):

- Must have the ability to effectively handle and manage heavy workloads, function effectively under stress, adapt to changing environments, display flexibility and function in the face of ambiguity inherent in the clinical problems of patients.
- Maintain mature, sensitive, effective relationships with clients/patients, families, students, faculty, staff, preceptors and other professionals under all circumstances.
- Exercise skills of diplomacy to advocate for patients' needs.
- Manifest concern for others.
- Demonstrate integrity, accountability, interest and motivation.
- Demonstrate intent and willingness to follow the American Nurses Association (ANA) Standards of Care and Nursing Code of Ethics.

SIMCARE CENTER™

The Chamberlain SIMCARE CENTER™ provides campus-based students 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 or experiential learning coordinator, healthcare 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 Campus**

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. BSN online option, 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**
- 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
- Healthcare 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:

- Chamberlain Safe App
- 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 ON CAMPUS

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 **portal.chamberlain.edu**
- Click on the email card located on portal home screen or the email icon on top ribbon
- 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®

CHAMBERLAIN SAFE APP

Developed by the Safety and Security Department to address student safety and keep you aware of campus situations in real-time. Including, weather-related closures and other crisis-related matters.

You can now download the Chamberlain Safe App on your phone to assist in emergency situations while on campus. In an effort to continually search for innovative ways to support our colleagues, students and members, the Adtalem Enterprise Safety and Security team has introduced the Chamberlain Safe mobile application designed specifically for Chamberlain colleagues and students.

The Chamberlain Safe App contains information you need during an emergency, like emergency plans and in-app solutions for calling emergency services, but also features:

- Tips on how to be more "security smart," including how to be more aware of your surroundings, report suspicious or illegal activity and what to do in an active shooter scenario
- First aid information, including procedures for medical events like a seizure or chest pain
- Severe weather alerts for the area

Within the app, you can also choose settings for notifications and provide feedback. The app is intended to work in conjunction with other notifications such as SIREN alerts.

If you have questions, please contact us at **securityalert@adtalem.com**.

GET CONNECTED!
DOWNLOAD THE CHAMBERLAIN SAFE APP.

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.

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.

UNIFORMS & CLINICAL KITS

1. 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 coordination specialist for the specific uniform requirements for your location and/or clinical site.

2. The identification badge should be attached to the upper right collar area and worn at all times.
3. Stethoscope with bell and diaphragm.
4. Watch with a second hand.
5. Pants in Chamberlain cobalt blue.
6. 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 – required for NR-224 (on-site students) and for the on-site retreat (online students).

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 coordination specialist for additional requirements.

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**.

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

Chamberlain FAFSA school code: 006385

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

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

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

PAYMENT INFORMATION

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

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 & 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**.

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

FEDERAL WORK-STUDY (FWS) STUDENT WORKER OPPORTUNITIES

STUDENT EMPLOYMENT

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 Resource Referrals: Financial planning, legal consultation, child care and elder care

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

Active Military and Veteran Resource Referrals: 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 **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**.

LIBRARY SERVICES

The goal of the Library is to create a virtual learning environment that teaches information literacy. To be information literate, the student must be able to effectively find, evaluate and use information. Chamberlain master's-credentialed Librarians help students develop these skills through **online workshops** covering various topics and **virtual reference services**, including answering research questions via chat, email, text and one-on-one appointments. Visit the Library's **hours** page for a complete list of service hours. All library services and events are scheduled in the central time zone.

LIBRARY DATABASES

The Chamberlain University Library is a fully virtual library that offers a large collection of the most relevant and current resources, including full-text journals, electronic books, videos, reference materials, library guides for each degree path and more. All Chamberlain students can access these resources through the Library's single, unified search system on the **library homepage** or the list of subscription databases in the **Databases A to Z list**. To access these resources, log in using the same credentials as your student portal and Canvas.

Get **Involved**

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. Through these various programs and activities, Chamberlain University supports an integrated learning environment empowering our students to enhance those competencies for career readiness and have a transformational educational experience.

The core competencies include:

- **Professionalism & Emotional Intelligence –** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others and time workload management, as well as understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind and is able to learn from his/her mistakes. (Demonstrate self-awareness, self-management, social awareness and relationship management).
- **Leadership –** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize and delegate work.
- **Teamwork –** Teamwork/Collaboration – Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.
- **Career Management –** Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities and understands how to self-advocate for opportunities in the workplace.
- **Critical Thinking/Analytic Thinking –** Exercise sound reasoning to analyze issues, make decisions and overcome problems. The individual is able to obtain, interpret and use knowledge, facts and data in this process, and may demonstrate originality and inventiveness. (Critical thinking ability that includes the ability to recognize cause/effect and analyze potential solutions).
- **Communication –** Oral/Written – Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters and complex technical reports clearly.
- **Care for Community –** Community service – advocate for and promote a climate of care and continued support through service to the community.
- **Care for Self –** Ability to demonstrate self-awareness, self-care and responsibility through a variety of healthy practices.

National Association of Colleges & Employers (NACE) Career Readiness Competencies.

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

GLOBAL HEALTH
EDUCATION PROGRAM
CHAMBERLAIN UNIVERSITY

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 BSN 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.

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**.

LEAVE OF ABSENCE – PRE-LICENSURE NURSING & NP SPECIALTY TRACK ONLY

Pre-Licensure students who choose not to register for two consecutive sessions must request a leave of absence. Graduate students enrolled in the NP specialty tracks or the FNP-Graduate Certificate program who choose not to register for two consecutive sessions after completing NR-509, Advanced Physical Assessment, must also request a leave of absence. In order for the request to be considered, students must be in good academic standing.

A student who does not register and/or fails to attend classes for two consecutive sessions without an approved leave of absence will be withdrawn from Chamberlain. Requests for a leave of absence must be submitted to the academic dean or approved designee and must include an explanation for the request.

It is the student's responsibility to contact Chamberlain for pre-registration upon return. Failure to pre-register may result in insufficient space in a required course. Students that are approved to continue in the NP specialty tracks or the FNP-Graduate Certification program must follow all guidelines pertaining to securing their practicum site. The student should contact a student support advisor prior to the leave to determine how the student's financial aid status will be affected by a leave of absence.

The maximum leave of absence a student may take is two consecutive sessions. After two consecutive sessions, the student must return to class or be considered withdrawn. The date of withdrawal will be the last date of class attendance. The student support advisor and academic dean or approved designee will assess the resuming student's academic records to determine whether an alternate plan of study is required. Alternate plans may result in additional coursework requirements and tuition obligations. Additionally, if the leave of absence is six sessions or more then re-entry requirements may apply for nurse practitioner specialty track students. Refer to the Interruptions of Study section and the Re-entry Requirements for Nurse Practitioner Specialty Track Students section of the academic catalog 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 program's dean or designee. If a student was academically dismissed and reinstated previously, documentation related to the previous appeal(s) may also be reviewed. The appeal committee makes the decision whether the appeal is approved or denied by evaluating whether the information presented demonstrates the student's circumstances resulted in the poor academic performance, that the issue(s) has been overcome and that the student's plan shows the student is likely to be successful in the future.

C. Appeal of reinstatement decision

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

D. Reinstatement to the University

If the appeal is approved, the student will be reinstated and placed on financial aid probation. A student must meet satisfactory academic progress by the end of that semester, unless the approved appeal includes an academic plan. Progress of the plan will be evaluated after the next enrolled semester. Students who re-enroll after the approval of an appeal may be required to complete additional requirements as specified by the dean, president/director or designee 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 committee comprised of program specific faculty representatives and approved corresponding program specific 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. It is the student's responsibility to ensure the assignment still meets the requirements of the course that is being repeated. Reusing work only applies to graded assignments, not discussion post replies 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.

– **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/fieldwork courses). Previous course assignments that are deemed building blocks will be notated 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.

– **Pre-Licensure Nursing Program:** Reused and repurposed work is not permitted in the Pre-Licensure Nursing Program.

– **General Education Courses (All Chamberlain University Programs):** Students may take general education courses which are required in a number of different programs. As such, the following applies to any general education course regardless of the student's program of study. Students may not reuse or repurpose work in any general education course without the direct consent of the instructor.

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3. Collusion: Unauthorized sharing/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/fieldwork 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/fieldwork 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
- Failure to follow the directives given regarding a university administered test, including, but not limited to:
  - – Failure to show personal identification
  - – Failure to perform a valid environmental scan
  - – Failure to properly record self during test
- 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.

Student Rights and Responsibilities

Students have the right to the following:

- Review any written information prior to the hearing which will be presented to the Hearing Panel.
- Respond to the allegations.
- Review the names of the committee members in advance of the hearing. If a conflict of interest is present, a request for a replacement committee member can be made prior to the hearing.
- Present information and witnesses to the panel. Only witnesses who have relevant information pertinent to the case will be interviewed or allowed to provide written statement for the panel's consideration. The conduct administrator should be made aware of any witnesses at least two (2) business days prior to the hearing.
- Admit or deny the charge(s).
- Bring an advisor or support person to the hearing. The advisor may be an attorney.

The advisor or support person may not speak on behalf of the student or answer any questions on behalf of the student during the hearing. The name of the advisor/support person and their relationship to the student must be provided at least one business day prior to the hearing. At the University's discretion, the hearing may proceed without the advisor if the attendance of the advisor delays the hearing.

Students have the following responsibilities:

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

Appeal of an Administrative Review or Hearing Panel's Decision

A student may appeal the decision of the Hearing Panel or conduct administrator to the program administrator or designee within two (2) business days of the written 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 Academic Integrity Policy

The program administrator or designee's decision is final.

E. Sanctions

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

- Educational/discretionary sanctions (e.g. tutorials, written or reading assignments).
- A written notice to the student that the student is in violation of or has violated the academic integrity policy.
- Student receives zero credit for the entire paper, exam, quiz, homework, discussions, lab, etc., in which the incident of academic dishonesty occurred. No partial credit shall be given.
- Where the incident involves a graded assignment that would be one the student could request to be "dropped" for grading purposes, the student may not exercise that option.
- Where the incident involves a graded assignment that has been so compromised that the assignment must be voided for the entire class, the offending individual's grade for the course will be based on inclusion of the zero for the voided assignment.
- Student receives a failing grade for the course, lab, etc. Withdrawal from the course will not alter the failing grade.
- Suspended for up to three semesters.
- Permanent expulsion from Chamberlain University.
- Revocation of degree or certificate.

II. Professional Conduct Policy

A. Purpose

A student enrolling in Chamberlain University assumes an obligation to conduct himself or herself in a manner compatible with the University's function as an institution for professional nursing, public health and social work 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. Sex and/or Gender Based Misconduct

Sex and/or gender-based misconduct, which includes sexual harassment, sexual assault, rape, domestic violence, dating violence, stalking, sexual exploitation and gender-based harassment, is governed by the Sex and Gender-Based Misconduct Response and Prevention Policy, and not by this Professional Conduct Policy.

C. 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. Failure to follow the directives given regarding a university administered test, including, but not limited to:
   - Failure to show personal identification
   - Failure to perform a valid environmental scan
   - Failure to properly record self during test
4. Physical abuse, verbal abuse, threats, intimidation and harassment, including, but not limited to 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.

5. 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.
6. Bullying and cyberbullying, which is abusive or aggressive conduct that is intimidating, hostile, threatening, humiliating or offensive when viewed from the perspective of both the individual and a reasonable person in the same situation. Prohibited bullying may include, but is not limited to, sabotaging or undermining an individual or group's academic performance or education experience.
7. 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.
8. Gambling on Chamberlain premises, at University functions or through the use of University equipment.
9. 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.
10. Unauthorized possession, duplication or use of keys to any part of Chamberlain premises, or unauthorized entry to or use of Chamberlain premises.
11. Violation of published University policies, rules or regulations.
12. Violation of federal, state or local law on Chamberlain premises or at University-sponsored or University-supervised activities or other violation of federal, state or local law which has an adverse effect on the Chamberlain community.

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

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

    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 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.
13. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous materials.
14. Aiding, abetting or inducing another to commit a violation of the Student Code of Conduct.
15. 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
16. Use, possession, distribution or sale of drugs, except permitted substances when taken under a doctor's prescription and consistent with a doctor's instructions. Even where otherwise permitted under local law, marijuana use, possession or influence on University premises, at University events, or that adversely affects the Chamberlain community, is prohibited. Testing positive for marijuana, including medical marijuana, will result in disciplinary action. Violation of state, federal or other local regulations with respect to illegal drugs are subject to both criminal prosecution and disciplinary action.
17. Possession, distribution, sale or consumption of alcoholic beverages, except as expressly permitted by law and University regulations. Violation of state, federal or other local regulations with respect to alcohol are subject to both criminal prosecution and disciplinary action.

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

    Drug testing may be required by the University as a condition of admission and subsequent drug screenings may be required at any time during the course of employment or enrollment and by any clinical learning agency. Failure to comply or achieve a satisfactory outcome will result in denial of admission or may result in dismissal from the University.
18. Abuse of the conduct system, including, but not limited to:

    a) Falsification, distortion or misrepresentation of information before a conduct panel.

    b) Disruption or interference with orderly conduct of a conduct proceeding.

    c) Knowingly instituting complaint or conduct proceedings without good cause.

    d) Attempting to discourage an individual's proper participation in, or use of, the complaint or conduct procedures.

    e) Attempting to influence the impartiality of a member of a conduct panel prior to and/or during, the course of the conduct proceeding.

    f) Harassment (verbal or physical), retaliation and/or intimidation by a student of a participant in the conduct or complaint processes prior to, during and/or after a conduct proceeding.

    g) Failure to comply with sanction(s) imposed under the Code of Conduct.

    h) Influencing or attempting to influence another person to commit an abuse of the conduct or complaint procedures.

D. 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 conduct administrator 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 ability to thoroughly investigate the incident.
2. Upon receipt of the written complaint, the conduct administrator 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 conduct administrator 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 program-specific Professional Review Committee. If a student admits to the charges and waives his or her right to a hearing, the conduct administrator or designee will issue the sanction(s).

If the conduct administrator 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 conduct administrator 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 conduct administrator 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 program-specific faculty representatives and approved corresponding program specific staff representatives. 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 conduct administrator or designee at least one business day prior to the hearing. At the discretion of the conduct administrator or designee, 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 conduct manager or designee has the authority to determine whether the questions are relevant and appropriate. The parties involved are not permitted to question one another directly.
- Present information and witnesses to the Professional Review Committee. The complainant is permitted to present information and witnesses regardless of their level of participation in the resolution. The conduct manager or designee 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 conduct manager or designee may redact information as required by state or federal law or to protect confidential or private information of the complainant, respondent and/or witnesses.
- Have the right to privacy in that only individuals who must know the facts of the case to assist in the resolution will be made aware of information pertaining to the case. Information may be shared with other parties, such as law enforcement as required by local, state or federal laws.

Students have the following responsibilities:

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

Interim Suspension

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

1. Interim suspension may be imposed:

a) To ensure the safety and well-being of members of the Chamberlain community or preservation of Chamberlain's property; or

b) If the University deems that the respondent poses a threat of disruption of or interference with the normal operation of the University

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

E. 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 program-specific 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 conduct manager or designee 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.

F. Appeals

A decision of a violation of the Professional Conduct Policy and the sanctions reached by the Professional Review Committee or conduct 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.
6. The Internet or networks will not be used for transmitting chain or threatening letters.
7. Attacking or threatening messages are a direct violation of this policy. Users of the Internet or networks must abide by the same principles of fairness, decency and respect that would be expected in any other business environment.
8. Users will take ownership for all irresponsible activity/behavior exercised on the Internet or networks under their user login.
9. Material that may be considered offensive to others must not be displayed, stored or printed on the University computer system.
10. Users of the Internet or networks must minimize the possibility of transmitting viruses or programs harmful to another user's data or equipment by using an appropriate virus checker.
11. Sites with offensive material are not permitted. Internet chat rooms and online games are permitted as long as they do not cause disruption to normal academic related use or cause network congestion. Local or network game play is permitted under limited situations. Software is never to be installed on University computers, and game play must never disrupt academic activities or cause network congestion. Determination of appropriate use and/or disruption of academic activities is at the sole discretion of University faculty or staff. Failure to comply with requests to cease any inappropriate or disruptive activity will result in revocation of any access, limited or otherwise, to online local or network games and internet chat rooms.
12. While most material on the network is considered to be in the public domain, copyright is breached if another user's document is transmitted without his/her prior knowledge and permission. It is customary to acknowledge sources of any material quoted directly or paraphrased from elsewhere. See the policy on Academic Integrity for detailed information regarding the use and acknowledgment of other material.
13. It is illegal to use the Internet or networks to gain unauthorized access to other computers or databases not in the public domain.
14. Off-campus websites and email accounts created or accessed over the University computer network are subject to University policies and regulations.

C. Procedures

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

D. Sanctions

1. Any attempt by a user to breach workstation or network security, or to tamper with a University computer, its software or the network will result in loss of computer access. Downloading material relating to hacking or malicious code creation will be considered an attempt at breaching network security. Any unauthorized software or hardware modifications found on the computer system will be removed.
2. Users who have their accounts disabled should contact the Help Desk to find out whom to contact to regain computer access. Minor violations may be resolved by the IT Department or Help Desk.
3. Major violations will be referred to the Professional Practice Committee for further action under the Student Code of Conduct. Depending on the nature of the violation, other portions of the Student Code of Conduct may also apply.

IV. Social Networking Policy

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.

Student Web Pages

Student groups or individual student Web pages on any social media platform, such as YouTube, Facebook, Google+ and Twitter, forums or blogs are not under Chamberlain University's purview. Therefore, they may not be used to promote, voice an opinion of or recruit for Chamberlain University in any way. Students must adhere to the Code of Conduct when they engage in social media and mention Chamberlain University. What applies as appropriate conduct on campus or in online course shells also applies to conduct on social media platforms.

Chamberlain University's intellectual property, including its trademarks, copyrights, logos and brands, is the exclusive property of Adtalem Global Education. It is not to appear on individual or student group Web pages or be used by individuals to promote themselves or their ideas and activities without prior written approval.

Student groups who utilize any Chamberlain University intellectual property on their social media pages without prior written approval will be required to remove them immediately.

Student Responsibilities

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

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

General Rules of Social Media Engagement

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

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

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

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

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

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

Be sure the image you are presenting today as a college student is what you feel is in the best interest of your career. It is common for employers and recruiters to view popular social networking 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 in-person relationships, the student has an obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the student to engage in a personal relationship with the patient.
- Students must promptly report any identified breach of confidentiality or privacy.
- Students must not post content or otherwise speak on behalf of the employer unless authorized to do so and must follow all applicable policies of the employer.

STUDENT COMPLAINT/GRIEVANCE POLICY

This policy outlines the process for investigating and addressing complaints to Chamberlain University from students about any component of their experience at Chamberlain in which the student feels he or she has been treated unfairly.

Because no policy is one-size-fits-all, though, Chamberlain reserves the right to deviate from this policy if the circumstances of a particular complaint or investigation call for additional flexibility.

Informal Complaint/Grievance Process

In most cases, students must first attempt to resolve their concerns orally or in writing with the individual(s) most directly connected to the student's complaint.

If the student is not comfortable discussing the matter with the individual(s) most directly involved, the student may take his/her informal complaint to a liaison not directly involved, such as the student services manager or the immediate supervisor 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.

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-based students 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**, **gnpec.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 **fldoe.org/cie**, by fax at **850.245.3238**, or by mail to:

Commission for Independent Education Florida Department of Education, 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400, toll-free number **888.224.6684**

Texas residents enrolled at a campus:

Students with complaints not resolved by the above procedure may file complaints with the Texas Higher Education Coordinating Board, **thecb.state.tx.us/studentcomplaints**; rules governing student complaints in Texas can be found at **texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&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 **855.229.0848** 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: 855.229.0848
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** or **855.229.0848** 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 miniature horse that is individually trained or undergoing training; to do work or perform tasks for an individual with a disability. "Disability" is defined below. Service animals perform some of the functions and tasks of daily living for an individual with a disability. 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. Although the animal must be trained, it is not required to be licensed or certified by a state or local government or particular training program to be a service animal. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.

Examples of work or tasks performed by a service animal include but are not limited to:

- Guiding individuals with impaired vision
- Alerting individuals with impaired hearing to the presence of other people or sounds
- Assisting with opening doors or pushing buttons
- Aiding individuals with impaired mobility by steadying the individual when walking
- Pulling a wheelchair
- Retrieving dropped items
- Alerting and protecting an individual who is having a seizure
- Reminding an individual with a mental health impairment to take prescribed medications
- Recognizing that an individual 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 an individual 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 Chamberlain University buildings and facilities pursuant to the requirements below. Outside of Chamberlain University buildings, animals are permitted to transiently use other outdoor campus 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 near 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. It should be noted, however, that service animals that leave their handlers could be indicating that the handler needs help or medical assistance and the animal should be followed back to the handler.
- The service animal should be responsive to commands and be under the full control of the handler at all times.
- The handler must ensure that the service animal is behaving, and neither interfering with the day-to-day operations and business of the Chamberlain University community (e.g., not barking regularly), nor posing a threat to others (e.g., not growling or biting). Handlers, whose service animal does not behave appropriately are expected to remove the animal from the immediate environment if asked by staff or faculty. Instances of inappropriate behavior may result in a determination by the Office of Student Disability Services (OSDS) that the service animal is no longer allowed on campus.
- The handler is responsible for designating an alternate caregiver on location in case of emergency.
- The handler is responsible for the care and feeding of the service animal and immediately cleaning up waste or soliciting proper assistance to clean up waste of their service animal.
- The handler of the service animal is solely responsible for any damage to persons or property caused by the service animal and assumes such liability when bringing the animal on campus.
- A service animal is not required to have a special harness/collar, documentation of training or identifying tags.

There may be situations where the service animal's presence would fundamentally alter the nature of a particular service, program, or business of the University. When these situations are identified by the OSDS, the handler and the University must work together to determine how best to maintain the learning environment while still appropriately accommodating the handler.

Visitors and their service animals are expected to comply with the requirements of handlers and service animals listed above.

Interacting with Service Animals

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

To the extent possible, the service animal should not block an aisle or passageway for fire and/or emergency egress.

Permissible Inquiries

Members of the Chamberlain University 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 University 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** or **855.229.0848**. Chamberlain University colleagues shall not ask any questions about the individual's disability.

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 University property at the discretion of the OSDS.

Campus Access for Service Animals

A service animal is permitted to accompany the handler anywhere the handler 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 University 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, the OSDS will notify the handler.

Management of Service Animal off Chamberlain's Campuses

Management of a service animal off Chamberlain University's campuses is beyond the scope of this policy. Chamberlain University defers to the policies of individual clinical training sites regarding the use of service animals at those facilities.

Handlers should contact the OSDS if they have concerns or need assistance.

Conflicting Needs

Individuals with medical needs impacted by the presence of animals (e.g., respiratory conditions, allergies or psychological conditions) should contact the OSDS at **adaofficer@chamberlain.edu** or **855.229.0848**.

Inquiries or Complaints

General inquiries or questions should be directed to the OSDS at **adaofficer@chamberlain.edu** or **855.229.0848**. Student complaints and escalations should be directed to Adtalem's Office of Equity and Access at **equity@adtalem.com**.

Emotional Support Animals and Therapy Animals

Questions about emotional support animals, requests for accommodation and therapy animal inquiries should be directed to the Office of Student Disability Services at **adaofficer@chamberlain.edu** or **855.229.0848**.

REASONABLE MODIFICATIONS & ACCOMMODATIONS FOR RELIGIOUS OBSERVANCES & PRACTICES

Modifications

Chamberlain University respects the right of all students to observe and practice their religious faiths. Accordingly, Academic leaders are to make reasonable modifications, upon request, for such observances. It is the responsibility of the students involved to notify the Program Dean/Dean, Academic Affairs or approved designee in a timely manner concerning their need for such modifications.

Chamberlain University supports the concept of "Reasonable Modifications of Religious Observances." A student who is unable to attend classes/clinical/practicum, etc. on a particular day or days, or at a particular time of day, because of the observance of a religious event, shall be excused from any examination, any study, attendance policy or other assignments on such days or times to be completed at another agreed upon time.

Students are required to provide advanced written notice, via a request form, to their Program Dean/DAA or approved designee at least ten calendar days prior to the observed religious observance(s) as listed on the Interfaith Calendar (**interfaith-calendar.org**). The religious observance request form can be provided by a Student Support Advisor.

Accommodations

A student who has a request or question regarding other potential religious accommodations in regard to admission, attendance, vaccinations, attire and other requirements, that do not coincide with the Interfaith Calendar (**interfaith-calendar.org**), should contact the Office of Equity and Access at **equity@adtalem.com**.

In addition to a written request for accommodation, a student is required to provide a statement from the Faith Leader and/or documentation applicable to the particular accommodation being requested.

NOTE: It is the responsibility of all student-employees of the University to coordinate their student-employment obligations in advance of their absences, and/or to utilize accrued leave (if applicable) during the absences.

Students who believe that they have been discriminated against or harassed on the basis of religious observances and practices can seek resolution through the Office of Equity and Access at **equity@adtalem.com**.

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; **Facsimile: 202.453.6012**; **TDD: 877.521.2172**; **Email: ocr@ed.gov**; **Web: ed.gov/ocr**

SEX AND GENDER-BASED SEXUAL MISCONDUCT RESPONSE & PREVENTION POLICY

Chamberlain University ("Chamberlain") is committed to providing a work and educational environment free of unlawful harassment, discrimination and retaliation. In accordance with Title IX of the Education Amendments of 1972, Chamberlain does not discriminate on the basis of sex in its education Program or Activity, which extends to admission and employment. Chamberlain also prohibits Sexual Harassment (as defined below) committed against persons in the United States as part of its education Program or Activity.

Although Title IX governs Sexual Harassment committed against persons in the United States as part of its education Programs and Activity, this policy will also apply to Sexual Harassment committed against persons outside of the United States as part of its education Program or Activity.

Chamberlain reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If government laws, regulations or court decisions change requirements in a way that affects this policy, the policy will be construed to comply with the most recent government regulations or holdings.

Title IX Coordinator

The Title IX Coordinator coordinates Chamberlain's efforts to comply with its Title IX responsibilities.

Title IX Coordinator:

Allison Durand, Senior Ombudsman
Chamberlain University, 500 West Monroe, 28th Floor, Chicago, IL 60661,
630.353.7035, titleixcoordinator@chamberlain.edu

The Title IX Coordinator is responsible for implementing Chamberlain's Title IX policy, intaking reports and Formal Complaints of Sexual Harassment and providing supportive measures. The Title IX Coordinator is also responsible for maintaining corresponding Clery Act crime statistics and reporting to the Director, Enterprise Safety and Security.

Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone or e-mail, using the contact information listed above for the Title IX Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed.

Reports can be made by victims, third parties or bystanders with the option to remain anonymous through the SpeakUp program **1.800.461.9330** or online at **www.speakupadtalem.com**.

Key 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 is found in the Chamberlain's Annual Disclosure, 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 Respondent, the lack of verbal or physical resistance or the submission by the Complainant does not constitute consent.
- The manner of dress of the Complainant 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 Complainant 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 or incapacitated due to the influence of drugs, alcohol or medication or was unable to communicate due to a mental or physical condition.

"**Colleague**" an employee of Chamberlain University.

"**Colleague Code of Conduct**" refers to the "Adtalem Code of Conduct and Ethics" (**https://www.adtalem.com/sites/g/files/krcnkv321/files/migrations/media/Code%20of%20Conduct_English%20and%20Portuguese.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 > Commons- HR Portal > Policy Central**).

"**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.

"**Member of the Chamberlain community**" includes students, faculty members or staff and any other individuals associated with Chamberlain University. 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.

Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

1. An employee of Chamberlain conditioning educational benefits or participation on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies a person equal access to Chamberlain's education Program or Activity; or
3. Sexual Assault (as defined in the Clery Act), or Dating Violence, Domestic Violence or Stalking as defined in the Violence Against Women Act (VAWA)*:
   - **Sexual Assault**[1] : As defined in 20 U.S.C. 1092(f)(6)(A)(v), means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
   - **Dating Violence:** As defined in 34 U.S.C. 12291(a)(10), means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.
   - **Domestic Violence:** As defined in 34 U.S.C. 12291(a)(8), includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
   - **Stalking:** As defined in 34 U.S.C. 12291(a)(30), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Complainant: An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, regardless of whether a Formal Complaint has been filed. A Complainant must be the alleged victim unless a parent or legal guardian has a legal right to act on the alleged victim's behalf.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Formal Complaint: A document (hardcopy or electronic) filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that Chamberlain investigate. A Formal Complaint must be signed (physical or digital) by the Complainant, the Title IX Coordinator or otherwise indicate that the Complainant is the person filing the Formal Complaint. At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in Chamberlain's education Program or Activity with which the Formal Complaint is filed.

Program or Activity: On or off campus locations, events or circumstances over which Chamberlain exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurred.

Mandatory Reporter: An employee who must report all instances of Sexual Harassment to the Title IX Coordinator. All employees are Mandatory Reporters.

Clery Geography: As defined in the Clery Act, includes (A) buildings and property that are part of Chamberlain's campus; (B) Chamberlain's noncampus buildings and property; and (C) public property within or immediately adjacent to and accessible from the campus. A map of Chamberlain's Clery Geography is contained in Chamberlain's ASR.

Procedure for Reporting Sexual Harassment

If you believe that you have experienced or witnessed Sexual Harassment, Chamberlain encourages you to notify the Title IX Coordinator as soon as possible after the incident. A report may be made to either or both the police and the Title IX Coordinator. The criminal process is separate from Chamberlain's Title IX grievance process. Complainants have the option to notify law enforcement directly or be assisted in doing so. If requested, Chamberlain will assist a victim of Sexual Violence in contacting the police. A Complainant is not required to contact the police to pursue Chamberlain's grievance process.

* Please note: In accordance with the Violence Against Women Reauthorization Act of 2013 ("VAWA"), state definitions for Sexual Assault, Dating Violence, Domestic Violence, Stalking and Consent are contained in Chamberlain's Annual Safety and Security Report ("ASR"). VAWA crimes are reported in the ASR based on the definitions above.

[1] The FBI's Uniform Crime Reporting Program (FBI UCR) includes forcible and nonforcible sex offenses such as rape, fondling and statutory rape, which contain elements of "without the consent of the victim."

Confidentiality

To make informed choices, it is important to be aware of confidentially and reporting requirements when consulting College resources. Colleagues who are made aware of a possible violation of this policy are required to contact their manager or one-up manager and the Title IX Coordinator. All College Colleagues are designated mandatory reporters will notify the Title IX Coordinator of any complaints received.

SpeakUpAdtalem ("SpeakUp") is a reporting system managed by a third-party vendor (Convercent), 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 ask legal, compliance and ethics questions and report suspected wrongdoing. Colleagues and students can utilize the SpeakUp program by contacting the third-party contractor Convercent by phone at SpeakUp program **1.800.461.9330** or online at **speakupadtalem.com**.

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.

Confidential Advisors:
Evalye Alexander and Cyndy Palmer, Confidential Advisors
Chamberlain University, 500 West Monroe, 28th Floor, Chicago, IL 60661
630.353.7303 | **confidentialadvisor@chamberlain.edu**

Chamberlain will keep confidential the identity of the Complainant, Respondent and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out the Title IX grievance process.

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Chamberlain's jurisdiction and/or significant time has passed, the ability to investigate, respond and provide remedies may be more limited or impossible. Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer Supportive Measures and/or Remedies, and/or engage in informal or formal action, as appropriate.

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. To increase the likelihood of intervention and reduce the risk of sex and/or gender-based misconduct from occurring among its students and colleagues, Chamberlain is committed to providing primary and ongoing awareness and prevention programming.

Primary and ongoing awareness and prevention programs will cover the continuum of issues contemplated by this Policy. Themes will include situational awareness and prevention strategies, such as bystander intervention and other forms of risk reduction. While bystander intervention specifically refers to the safe and effective ways in which third parties can intervene to thwart sex and/or gender-based misconduct, risk reduction also encompasses various strategies to eliminate or reduce risk of harm by avoiding or removing oneself from situations that are dangerous or uncomfortable. Awareness programs are events that occur online or in person that invite active engagement of community members. It is the expectation and responsibility of each member of the Chamberlain community to participate in programming which will assist with ongoing prevention efforts as well as effective and efficient identification and response when sex and/or gender-based misconduct does occur.

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

The program will be completed by:

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

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

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

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

Complainant Rights

Complainant 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). Chamberlain abides by orders of protection (including no-contact orders and restraining orders), which are generally issued by a municipal court to protect a person or entity in a situation involving sexual assault. Information on how to obtain a protective order in the states in which the Chamberlain has campuses is located in the ASR.
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 and/or Sexual Misconduct Response Coordinator).
6. The right to contact information for the Title IX Coordinator and/or Sexual Misconduct Response Coordinator, available confidential advisors, community-based resources (sexual assault crisis centers or other appropriate support services), campus security and/or local law enforcement.
7. The right to be fully informed of any applicable disciplinary conduct process and procedures.
8. The same rights as the Respondent to attend and have a support person of their choice and/or witnesses present at student conduct hearings and any meetings leading up to such a hearing.
9. The right to be informed of the outcome of any student or colleague conduct process involving alleged sex or gender-based misconduct regardless of participation in the process leading to that outcome. In the case of student conduct proceedings, both parties have the right to appeal the outcome.
10. The right to request Supportive Measures.
11. The right to obtain and have enforced a campus-issued limiting instruction or no contact order or a court issued order of protection or no contact order.
12. The right to be informed about Chamberlain's ability to provide assistance, upon request, in accessing and navigating campus and/or community resources for health, mental health, advocacy and/or other services for survivors of sexual assault, relationship violence and other forms of sexual misconduct.
13. The right to be free from any suggestion that they are at fault or should have acted in a different manner to avoid reported sex or gender-based misconduct.

14. The right to not be required to describe the incident to more representatives than absolutely necessary for proper investigation and response and under no circumstances will a complainant be required to repeat details of the incident to secure appropriate accommodations.
15. The right to make an impact statement during the point in any conduct review process where the decision maker is prepared to deliberate on appropriate sanctions.

Amnesty for Complainants and Witnesses

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

Similarly, 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 complainant, policy violations should not be overlooked; however, Chamberlain may provide educational options, rather than punitive sanctions, to those who offer their assistance.

Supportive Measures

The Title IX Coordinator will provide Supportive Measures as necessary. Supportive Measures are individualized services reasonably available to ensure equal educational access, protect safety or deter Sexual Harassment. Supportive Measures are available, as appropriate, to either or both the Complainant and Respondent and are non-punitive, non-disciplinary and not unreasonably burdensome to the other party. Examples include counseling, extensions of time or other course-related adjustments, modifications to work or class schedules, campus escort services, restrictions on contact between the parties, leave of absence, increased security and monitoring of certain areas on campus and other similar accommodation.

Supportive Measures are individualized and appropriate based on the information gathered by the Title IX Coordinator. The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.

Once the Title IX Coordinator receives a report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of Supportive Measures (available with or without filing a Formal Complaint) and explain the process for filing a Formal Complaint and provide a copy of this policy. The Title IX Coordinator will consider the Complainant's wishes with respect to Supportive Measures.

Chamberlain will maintain the privacy of the Supportive Measures, provided that privacy does not impair Chamberlain's ability to provide the Supportive Measures.

Emergency Removal

Chamberlain can remove a Respondent entirely or partially from an education Program or Activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical or safety of any student or other individual justifies removal. The risk analysis is performed by the Title IX Coordinator in conjunction with the Director, Enterprise Safety and Security.

In cases in which an emergency removal is imposed, the Respondent will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

Chamberlain will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: temporarily re-assigning a Colleague, restricting a student's or Colleague's access to the campus, allowing a student to withdraw or take grades of incomplete without financial penalty and authorizing an administrative leave.

Complaint Dismissal

Dismissal of a Formal Complaint may occur under several circumstances. Chamberlain must dismiss a Formal Complaint if the allegations do not meet the definition of Sexual Harassment, did not occur in Chamberlain's education Program or Activity, or did not occur against a person in the United States.

Chamberlain may dismiss a Formal Complaint if the Complainant informs the Title IX Coordinator, in writing, that he, she or they withdraw the Formal Complaint or allegations therein; the Respondent is no longer enrolled or employed by Chamberlain; or if specific circumstances prevent Chamberlain from gathering sufficient evidence to reach a determination.

If a Formal Complaint is dismissed, the parties will be provided written notice of the dismissal outlining the reason(s) for dismissal. A dismissal does not preclude action by Chamberlain under its Sex and Gender-Based Sexual Misconduct Response and Prevention Policy.

Title IX Grievance Process

Chamberlain utilizes a prompt, equitable and impartial grievance process to evaluate Formal Complaints. Title IX personnel (Title IX Coordinators, Investigators, Decision-Makers, individuals who facilitate informal resolution process) will be free from conflicts of interest or bias for or against Complainants or Respondents. Title IX personnel will objectively evaluate all relevant evidence and avoid credibility determinations based on a person's status as a Complainant, Respondent or witness.

Both parties will receive equal opportunity to provide information, witness statements, evidence and other information that may be necessary to fully evaluate the alleged offense. Both parties will be afforded equitable rights and access during the grievance process. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Generally, the grievance process consists of a Formal Complaint, investigation, live hearing, determination, disciplinary measures, remedies and appeal (if applicable). The grievance process, baring extenuating circumstance, will conclude within 90 calendar days from the date a Formal Complaint is filed.

Advisor

The parties may be accompanied by an advisor of their choice and at their own expense. If the Complainant or Respondent does not have an advisor present at the live hearing, Chamberlain will select and provide an advisor, without fee or charge, to conduct cross-examination of witnesses on behalf of that party. The Complainant and Respondent may not conduct cross-examination.

Choosing an advisor who is a witness in the Grievance Process creates potential for bias and conflict of interest. A party who chooses an advisor who is also a witness can anticipate that issues of potential bias will be explored by the Decision-Maker.

The Complainant and Respondent are expected to ask and respond to questions on their own behalf throughout the investigation phase of the grievance process. Advisors are expected to advise without disrupting proceedings. For example, advisors should not address College officials in a meeting or interview unless invited to. An advisor may not make a presentation during any meeting or proceeding and may not speak on behalf of the party to the investigation or other Decision-Maker except during a live hearing, during cross-examination. If an advisor is disruptive or otherwise fails to respect the limits of the advisor role, the meeting or interview may be ended by the Decision Maker.

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third Parties, disclosed publicly or used for purposes not explicitly authorized by Chamberlain. The Decision Maker may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by Chamberlain's privacy expectations.

Investigation of Complaints

Chamberlain will investigate Sexual Harassment allegations in a Formal Complaint filed by a Complainant or signed by the Title IX Coordinator. The Title IX Coordinator will respect the Complainant's wishes as to whether Chamberlain investigates an allegation of Sexual Harassment unless the Title IX Coordinator determines that not investigating would be deliberately indifferent or harmful to the Chamberlain community. A Complainant is not required to participate in an investigation and grievance process for Formal Complaints signed by the Title IX Coordinator. However, the ability to investigate, respond and provide Remedies may be limited or impossible without participation of the Parties. Chamberlain may consolidate Formal Complaints where the allegations arise out of the same facts.

Upon receipt of a Formal Complaint, written notice will be sent to the parties. The Notice of Investigation will include: details of the allegations (including identities of the parties involved, specific section of the policy alleged to have been violated, the conduct that would be considered Sexual Harassment, the date of the incident(s) and the location of the incident(s)); a statement that the Respondent is presumed to be not responsible for the alleged conduct until a determination is made according to Chamberlain's grievance process; a statement that the parties may have an advisor of their choice and a reminder of the expectation of truthfulness including consequences for submitting false information. The parties will also be provided with separate written notice of any investigative interview, meeting or hearing. Interview/meeting notices will include the date, time, location, participants and purpose of the investigative interview or meeting.

Formal Complaints involving Colleagues may also be referred to Human Resources and simultaneously evaluated under Colleague conduct policies and procedures.

During the investigation, the Office of Equity and Access will select an Investigator to conduct interviews and gather evidence. The parties will be provided an equal opportunity to present fact and expert witnesses or other evidence. The parties (and their advisors) will be provided with evidence directly related to the allegations, in electronic format or hardcopy, with at least 10 days for the parties to inspect, review and respond to the evidence. The Investigator will consider the responses received from the parties before issuing the investigative report.

Once the investigation has concluded, the Investigator will draft an investigative report (hardcopy or electronic) that fairly summarizes relevant evidence. The investigative report will be sent to the parties (and their advisors) at least ten days prior to a live hearing. The parties may provide a written response to the investigative report.

Informal Resolution

If the Title IX Coordinator deems appropriate and both parties voluntarily consent in writing, Formal Complaints can be resolved through informal resolution, such as mediation. The Title IX Coordinator will facilitate an appropriate informal resolution process depending on the nature of the allegations, the parties involved and the overall circumstances. Informal resolution will be conducted by a facilitator, who will be designated by the Title IX Coordinator. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process. Informal resolution is unavailable to resolve allegations that a Colleague sexually harassed a student.

Live Hearing

If a Formal Complaint is not or cannot be resolved through informal resolution, Chamberlain will conduct a live hearing. Live hearings are facilitated by designated Decision-Maker, separate from the Title IX Coordinator or Investigator. The Decision Maker will be selected by the Title IX Coordinator. The Decision-Maker consists of a panel of no fewer than three (3) members, designated from the Hearing Panel.

Cross-examination during the live hearing will be conducted directly, orally, and in real time by the party's advisor and not by a party personally. The Decision-Maker will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.

Rape shield protections are applied to Complainants, deeming irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged Sexual Harassment or offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, the Decision-Maker will not rely on any statement of that party or witness in reaching a determination regarding responsibility. This prohibition will also apply to third-party documents to the extent that statements from the party that does not submit to cross-examination. The Decision-Maker will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

At the request of either party, Chamberlain will provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other. Live hearings may be conducted with all parties physically present in the same geographic location or, at Chamberlain's discretion, any or all parties, witnesses and other participants may appear at the live hearing virtually. An audio or audiovisual recording, or transcript, of any live hearing will be created and maintained for seven (7) years. Individuals participating in the live hearing cannot be disruptive and must follow the policies and procedures set by Chamberlain. The Decision-Maker has the ability to enforce decorum.

Evidence Limitations

Chamberlain will not use, rely on or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. Chamberlain will not access or use a party's medical, psychological and similar treatment records unless the party provides voluntary, written consent.

Standard of Evidence

For all Formal Complaints of Sexual Harassment (including where Colleagues are Respondents), Chamberlain utilizes the preponderance of the evidence standard; whether it is more likely than not that the Respondent violated the policy as alleged.

Disciplinary Actions

Disciplinary actions against the Respondent will not be imposed before completion of Chamberlain's grievance process. Following a determination of responsibility, appropriate corrective action will be taken and Chamberlain will take steps to prevent recurrence. Disciplinary actions taken will be determined on a case-by-case basis. Any Colleague determined by Chamberlain to be responsible for an act of Sexual Harassment will be subject to appropriate disciplinary action, up to and including termination. Colleagues are also subject to processes and discipline determined by the Human Resources Department. The HR process is separate and apart from the Title IX process and not constrained by the outcome of the Title IX process. Remedies for student-related claims may include, but are not limited to, additional training, a restriction on contact, suspension or termination.

Failure to abide by imposed disciplinary actions (whether by refusal, neglect or any other reason), may result in additional disciplinary action, including suspension or termination.

Individuals who make a materially false statement in bad faith in the course of a Title IX grievance process will be subject to Chamberlain's Code of Conduct policies.

Remedies

Remedies are provided to a Complainant whenever a Respondent is found responsible and may be disciplinary and punitive. Student remedies are designed to maintain the Complainant's equal access to education. Remedies will be determined on a case-by-case basis and reasonable under the circumstances. Remedies may include supportive measures.

Written Determination

The Decision-Maker will issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, a description of the procedure from Formal Complaint through the live hearing, disciplinary sanctions imposed on the Respondent and whether remedies will be provided to the Complainant. The determination will be sent simultaneously to the parties along with information on how to file an appeal.

Appeal

Both parties have the right to appeal a determination regarding responsibility, Chamberlain's dismissal of a Formal Complaint or any allegations therein if: (1) procedural irregularity affected the outcome of the matter; (2) there is newly discovered evidence that could affect the outcome of the matter; (3) Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter and/or (4) the proposed Remedy was not reasonable based on the evidence compiled during the investigation

An appeal must be submitted in writing to the Title IX Coordinator within ten calendar days of the delivery of the Written Determination. Appeals will be heard by the campus program administrator or their designee.

The parties 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.

Retaliation Prohibited

Retaliation (including intimidation, threats, coercion or discrimination) against an individual for raising an allegation of Sexual Harassment, for cooperating in the grievance process is prohibited.

If you believe you have been retaliated against, you should follow the procedures outlined in Chamberlain's Retaliation Policy located in the Student Handbook and Employee Handbook.

Training

Chamberlain ensures that its Title IX personnel have adequate training. The Title IX Coordinator and Investigators are trained on the definition of Sexual Harassment, the scope of Chamberlain's education Program or Activity, how to conduct an investigation, Chamberlain's grievance process (including hearings, appeals and informal resolution processes, as applicable) and how to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest and bias. Decision-Makers are trained on the definition of Sexual Harassment, the live hearing process, technology to be used in live hearings and issues of relevance (including how to apply the rape shield protections provided for Complainants). Informal resolution facilitators are trained on the informal resolution process.

Materials used to train Title IX personnel are posted on Chamberlain's website and may also be requested directly from the Title IX Coordinator.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act of 2013 ("VAWA"), Chamberlain will provide primary prevention and awareness programs to prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking to incoming students and new Colleagues during their first semester.

Bias/Conflict of Interest

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the Director of the Office of Equity and Access, Dwight Hamilton, by phone at **312.651.1458** or by email at **equity@adtalem.com**. Concerns of bias or potential conflict of interest by any other Title IX personnel should be raised with the Title IX Coordinator.

Reporting Requirements

College administrators will issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to other members of the campus community. Chamberlain will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. Chamberlain reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Personally identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking will not be included in any publicly available recordkeeping, including Clery Act Reporting and disclosures such as the ASR.

Additional Information

Students and Colleagues may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at **www2.ed.gov/ocr**. To the extent that a Colleague or contract worker is not satisfied with Chamberlain's handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

The OCR National Headquarters is located at:
U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW, Washington, DC 20202-1100
P: 800.421.3481 | Fax: 202.453.6012 | TDD: 800.877.8339 | Email: OCR@ed.gov

Primary Prevention and Awareness Programs

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

Complainants 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. The criminal process is separate from Chamberlain's process.

Whenever possible, Complainants should report a violation of this Policy as soon as possible and preserve evidence as may be necessary to prove that domestic violence, dating violence, sexual assault or stalking occurred or to obtain a protection order. Complainants of sexual assault or rape are strongly encouraged to report the incident as described in this Policy to deter future assaults and to ensure that the Complainants receive the services they need. Steps should be taken to help deal with physical and emotional trauma associated with the violation. Recommended steps include:

1. Go to a safe place; go somewhere to get emotional support.
2. Consider reporting the incident to the police. Complainants are not required to report an incident to law enforcement authorities, but Chamberlain will assist the Complainants with contacting the police, if requested.
3. Report the misconduct to the manager of student services, sr. manager of campus operations, one-up manager, campus incident commander, local Chamberlain leadership, Title IX Coordinator or the CRC.
4. For your safety and well-being, immediate medical attention is encouraged. Time is a critical factor for evidence collection and reservation that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining an order of protection. Being examined as soon as possible, ideally within 120 hours, is important especially in the case of rape and other forms of sexual assault. To preserve evidence, it is recommended that, if at all possible, you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before that exam. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. Secure them in a clean paper bag or clean sheet. Completing a forensic examination does not require someone to file a police report. To find a location near you that performs free forensic examinations, call the National Sexual Assault Hotline at **800.656-4673**. Resources are also available through the Rape Abuse & Incest National Network (RAINN); **www.RAINN.org**.

5. Even after the immediate crisis has passed, consider seeking professional counseling and the support of local and specialized support agencies, such as sexual assault recovery centers and domestic violence safe houses. This can help to recover from the psychological effects and provide a safe environment for recovery.

Resources for Victims

Local Resources can be found in the Chamberlain's Annual Security Report 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:
www.chamberlain.edu/about/student-consumer-information

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

- **National Sexual Assault Hotline: 1.800.656.HOPE (4673)**, **rainn.org**
- **National Domestic Violence Hotline: 1.800.799.7233** (TTY) **1.800.787.3224**, **thehotline.org**
- **National Network to End Domestic Violence: nnedv.org**, **womenslaw.org** [Legal information and resources]
- **National Center for Victims of Crime: victimsofcrime.org**
- **loveisrespect: 1.866.331.9474**, (TTY) **1.866.331.8453**, **loveisrespect.org**
- **National Suicide Prevention Hotline: 1.800.273.TALK (8255)**, **suicidepreventionlifeline.org**
- **Americans Overseas Domestic Violence Crisis Center: 1.866.USWOMEN** (International Toll-Free), **crisis@866uswomen.org**
- **U.S. Embassy: usembassy.gov**
- **Child Welfare Information Gateway: childwelfare.gov**
- **State Statutes Including Mandatory Reporting Laws: childwelfare.gov/topics/systemwide/laws-policies/state**

SEX & GENDER-BASED MISCONDUCT RESPONSE & PREVENTION POLICY ADDENDUM[2]

For individuals attending or working at Chamberlain University campuses located in California, Illinois, Michigan or Texas, the following policies and/or procedures are modified or supplemented to those set forth in the Sex and Gender-Based Misconduct Response & Prevention Policy. Chamberlain reserves the right to adjust this Addendum consistent with current law. If any portion of this Addendum is deemed invalid, the invalidity shall not affect other portions of the Sex and Gender-based Misconduct & Response Policy.

California

Definition of Consent

California Education Code Section 67386 (which applies to California campuses) defines "Affirmative Consent" as: Affirmative, conscious and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the affirmative consent of the others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. 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.

Definition of Sexual Harassment

California Education Code Section 66262.5 (which applies to California campuses) defines sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: (a) submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; and (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through Chamberlain.

[2] This addendum is only applicable for incidents that took place in the following U.S. states: California, Illinois, Michigan and Texas.

Additional Training

Colleagues at California campuses involved in investigating and adjudicating sexual assault, domestic violence dating violence and stalking will also be provided with comprehensive, trauma-informed training.

Amnesty for Victims and Witnesses

Amnesty, to encourage reporting, will be provided to individuals at California campuses unless Chamberlain determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating or academic dishonesty.

Illinois

Definition of Consent

Illinois Preventing Sexual Violence in Higher Education Act (which applies to Illinois campuses) utilizes a definition of "Consent" which recognizes that (i) consent is a freely given agreement to sexual activity, (ii) a person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent, (iii) a person's manner of dress does not constitute consent, (iv) a person's consent to past sexual activity does not constitute consent to future sexual activity, (v) a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another, (vi) a person can withdraw consent at any time, and (vii) 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: (A) the person is incapacitated due to the use or influence of alcohol or drugs; (B) the person is asleep or unconscious; (C) the person is under age; or (D) the person is incapacitated due to a mental disability.

Additional Training

Colleagues at Illinois campuses involved in (1) receipt of a student report of an alleged incident of sexual violence, domestic violence, dating violence or stalking, (ii) the referral or provision of services to a survivor, or (iii) any campus complaint resolution procedure that results from an alleged incident of sexual violence, domestic violence, dating violence, or stalking will be provided annual survivor-centered and trauma-informed response training. Colleagues at Illinois campuses whose duties include resolution of student complaints receive eight to ten hours of annual training on issues related to sexual violence, domestic violence, dating violence and stalking. Training also includes how to apply this policy.

How to File a Report

Illinois Preventing Sexual Violence in Higher Education Act requires contact information for local law enforcement:

Addison Campus: **630.543.3080**, Chicago Campus: **312.744.8290**, Tinley Park Campus: **708.444.5200**

Within 12 hours of when Chamberlain receives an electronic report, students at Illinois campuses will receive information detailed in the "Victim/Survivor Rights" paragraph of this policy.

Written Determination

Individuals at an Illinois campus will be provided with the written determination within seven (7) days after the determination.

Amnesty for Victims and Witnesses

Amnesty, to encourage reporting, will be provided to individuals at Illinois campuses unless Chamberlain determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating or academic dishonesty.

Prevention and Awareness

Procedures to Follow after a Sexual Misconduct Incident:

Addison Campus:

Community-Based Sexual Assault Crisis Center, YWCA Metropolitan Chicago, Patterson and McDaniel Family Center, 55 E. North Avenue, Glendale Heights, IL 60139 **630.790.6600**

State Sexual Assault Crisis Center, Illinois Coalition Against Sexual Assault, 100 N. 16th Street, Springfield, IL 62703, **217.753.4117**

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.

AMITA Health Adventist Glen Oaks Hospital, 701 Winthrop Avenue, Glendale Heights, IL 60139, **630.545.6160**

Chicago Campus:

Community-Based Sexual Assault Crisis Center, Community Counseling Centers of Chicago, 4740 N. Clark Street, Chicago, IL 60640, **773.769.0205**

State Sexual Assault Crisis Center, Illinois Coalition Against Sexual Assault – RVA-Northside Office, 1945 W. Wilson, Chicago, IL 60651, **773.275.8340**

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.

Advocate Illinois Masonic Medical Center, 836 W. Wellington Avenue, Chicago, IL 60657, **773.975.1600**

Tinley Park Campus:

Community-Based Sexual Assault Crisis Center, YWCA South Suburban Center, 320 W. 202nd Street, Chicago Heights, IL 60411, **708.754.0486**
Rape Crisis Hotline: **708.748.5672** in the South Suburbs

State Sexual Assault Crisis Center, YWCA Metropolitan Chicago, 1 N. LaSalle Street, Suite 1150, Chicago, IL 60602, **312.762.6600**

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.

Advocate S. Suburban Hospital, 17800 Kedzie Avenue, Hazel Crest, IL 60429, **708.799.8000**

Michigan

Definition of Sexual Harassment

Michigan Elliot-Larson Civil Rights Act Section 37.2103 (i) (which applies to Michigan campuses) defines sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature under the following conditions: (i) Submission to the conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, education or housing; (ii) Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting the individual's employment, public accommodations or public services, education or housing; or (iii) The conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education or housing, or creating an intimidating, hostile or offensive employment, public accommodations, public services, educational or housing environment.

Texas

Definition of Sexual Harassment

Texas Education Code Section 51.251(5) (which applies to Texas campuses) defines sexual harassment as unwelcome, sex-based verbal or physical conduct that: (A) in the employment context, unreasonably interferes with a person's work performance or creates an intimidating, hostile or offensive work environment or (B) in the education context, is sufficiently severe, persistent or pervasive that the conduct interferes with a student's ability to participate in or benefit from educational programs or activities at Chamberlain.

Additional Training

Colleagues at Texas campuses involved in investigating and adjudicating sexual assault, domestic violence dating violence and stalking will also be provided with comprehensive, trauma-informed training.

How to File a Report

Colleagues at Texas campuses who, in the course and scope of employment, witnesses or receives information regarding the occurrence of an incident that the colleague reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking and is alleged to have been committed by or against a person who was a student enrolled at or a Chamberlain colleague at the time of the incident shall promptly report the incident to the Title IX Coordinator.

Investigation

In determining whether to investigate allegations at Texas campuses, Chamberlain will consider: (1) the seriousness of the alleged incident; (2) whether Chamberlain has received other reports of sexual harassment, sexual assault, dating violence or stalking committed by the alleged perpetrator(s); (3) whether the alleged incident poses a risk of harm to others and (4) any other factors Chamberlain determines relevant. If an alleged victim requests Chamberlain not investigate, Chamberlain will inform the alleged victim of its decision whether to investigate the alleged incident.

ACCOMMODATIONS FOR PREGNANT & PARENTING STUDENTS POLICY

Title IX prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from any of these conditions.

Chamberlain University is committed to creating an inclusive environment for pregnant and parenting students. Chamberlain prohibits harassment and/or discrimination of any member of its community based on their sex, gender identity, gender expression, pregnancy or parental status.

The Office of Equity and Access assists 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. If you are a student who would like to request accommodation, and you can provide medical or other appropriate documentation for review, then contact the Office of Equity and Access' Case Coordinator at **equity@adtalem.com** 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 their 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
- Excusing medically-necessary absences
- Granting leave per the institution's leave of absence policy or implementing incomplete grades for classes that will be resumed at a future date
- Allowing breastfeeding students reasonable time, and a location that is private, lockable, clean and reasonably accessible, to pump and store breast milk
- 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

Process

Please note that accommodations pursuant to this policy will not be approved retroactively. Please contact the Office of Equity and Access in advance of your need for accommodations.

The first step in the accommodation request process is to contact our Office of Equity and Access at **630.829.0233** or at **equity@adtalem.com**.

After you contact the Office of Equity and Access, the Case Coordinator will ask you to specify your pregnancy or parenting status and the requested accommodation. You must provide recent documentation from a qualified medical professional or appropriate professional knowledgeable of your parenting needs (i.e., adoption counselor) that:

- Provides a specific diagnosis or parenting status; and
- Recommends specific accommodations that might be helpful to you in an academic setting based on your specific circumstance

The Case 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 Case 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 Case Coordinator will engage in a dialog with you to explore any alternative reasonable accommodation options, if appropriate. Denial of accommodations will not preclude students from requesting disability-related accommodations through the Office of Equity and Access (OEA).

Once accommodations have been implemented, you should continue to work with the Office of Equity and Access on any accommodation-related needs. If you experience difficulty in implementing or obtaining approved accommodations, you must immediately notify the Case Coordinator for assistance in rectifying the situation. Accommodations are granted on a case-by-case basis as different resources may be available. Although the same accommodations may well be available, adjustments may be necessary due to the new location or modality. You must notify the Office of Equity and Access if you plan to transfer to a new location.

Questions related to accommodations requests and complaints of discriminatory treatment or retaliation related to pregnancy or parenting status should be directed to the Case Coordinator at **equity@adtalem.com** 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**

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 & 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.

Whom to Contact if you Think you Have Been Discriminated Against or Harassed

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 of discrimination or harassment should be reported to:

Dwight Hamilton, Director, Office of Equity and Access
Adtalem Global Education, 312.651.1458, equity@adtalem.com

Students and colleagues can also report instances of sexual harassment and other forms of sex or gender discrimination to Title IX Coordinator:

Allison Durand, Senior Ombudsman
Chamberlain University, 500 West Monroe, 28th Floor, Chicago, IL 60661
630.353.7035, titleixcoordinator@chamberlain.edu

Refer to Sex & Gender-Based Sexual Misconduct Response and Prevention Policy.

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). In the event a student, while on campus, becomes ill, experiences a medical emergency or is injured, the procedures contained within the Chamberlain Safe App are followed. Students should immediately notify a campus colleague for assistance regarding any sudden illness, medical emergency or injury. 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
College of Nursing

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**

To Download the Chamberlain Safe App, download in the App Store and Google Play.

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 OFFICES

500 W. Monroe St., Suite 28, Chicago, IL 60661
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

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