



CHAMBERLAIN COLLEGE *of* NURSING
STUDENT HANDBOOK | 2014-2015

Pearland Campus



125 YEARS
of Extraordinary Care

chamberlain.edu/pearland

Extraordinary Care. Extraordinary Nurses.



TABLE OF CONTENTS

4 WELCOME	18 YOUR CHAMBERLAIN STUDENT PORTAL	26 POLICES & PROCEDURES
6 LIFETIME LEARNING MAP	18 My.chamberlain.edu	26 Student Code of Conduct
9 FIRST THINGS FIRST	18 The Chamberlain Mobile App	34 Student Complaint/Grievance Policy
11 PEOPLE YOU SHOULD KNOW	18 Blue Socket Wireless Access	37 Family Education Rights & Privacy Act (FERPA)
11 Faculty	19 Student Email	37 Disability Accommodations in Academic Programs
12 Student Services Advising	19 Online Course Access/eLearning Website	38 Title IX Compliance
13 Clinical/Practicum Coordination	19 SIREN	38 Policy on Sexual Misconduct Response & Prevention
14 Student Academic Success (SAS)	19 Computer Labs	43 Academic Freedom
14 Center for Academic Success (CAS)	20 WHAT YOU NEED	43 Nondiscrimination Policy
15 SMARTHINKING Online Tutoring Service	20 Professional Appearance	43 Crime Awareness & Campus Security Act
15 Career Services	20 Textbook/eBooks	44 GET INVOLVED
15 Ask Us a Question	20 Student Insurance	44 Community Service
16 YOUR CHAMBERLAIN CAMPUS	21 Uniforms and Clinical Kits	44 Student Organizations
16 Getting to and From Campus	22 INVEST IN YOUR FUTURE	46 QUICK REFERENCE GUIDE
16 Parking	22 Student Finance	49 Websites
16 Vehicle Registration	23 Federal Work-Study (FWS) Student Worker Opportunities	49 Chamberlain Mobile App
16 Visitors at a Campus or Center	24 YOUR RESOURCES	49 Online Class Login Information
16 Student Commons	24 Library Services	49 Technical Support
17 Student Identification (ID) Card	25 Online Library	49 Commencement
	25 Library Databases	
	25 ASPIRE – Student Assistance Program	

This handbook applies to all Chamberlain College of Nursing students.

Comprehensive consumer information is available at chamberlain.edu/studentconsumerinfo.

NOTE: Chamberlain reserves the right to change the terms and conditions outlined in this Student Handbook at any time without notice. Information is current at the time of publication. This published Student Handbook supersedes all previous published editions and is in effect until a subsequent Student Handbook is published either in print or online at chamberlain.edu/handbook. Volume IV; changes contained herein are effective July 2014. Photographs in this Student Handbook are representative of Chamberlain College of Nursing.

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

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Welcome to Chamberlain College of Nursing

This is an exciting time! You are taking the first steps on what is sure to be one of the most challenging and rewarding experiences of your life.

Be assured, you are not in this alone. We will be with you every step of the way. Everyone at Chamberlain, from the faculty and administration to the colleagues and even your fellow students can serve as a valuable resource to your nursing school success. It is that care that distinguishes Chamberlain – we call it *Chamberlain Care*.

Through *Chamberlain Care* and the ideals it embodies, we model and teach to our students the values that are exemplified by extraordinary nurses – caring, professionalism, excellence, integrity and service. We believe that by taking extraordinary care of our students, we will graduate extraordinary nurses who will have a significant positive impact on healthcare worldwide. We take that responsibility very seriously.

Throughout your Student Handbook, you will find the essential information you need for your journey toward a rewarding career in nursing. We have packed a lot of information into this handbook, but we know you will have more questions. If any questions or issues arise, do not hesitate to contact your student services advisor or any Chamberlain colleague. We are here to help.

You have chosen a career where you can make a real difference for people every day. And you have chosen a school that is committed to helping you succeed. Thank you for choosing Chamberlain to help you realize your dreams. We wish you nothing but success.

Extraordinary Care. Extraordinary Nurses.



Susan L. Groenwald
PhD, MSN, RN, ANEF, FAAN
President
Chamberlain College of Nursing



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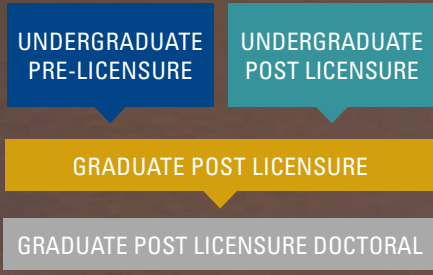


FIND YOUR PATH

No matter where you are in your nursing career, Chamberlain has degree programs and program options to help you achieve your goals. With multiple points of entry, our degree programs can take you from an associate degree nurse, to a bachelor's degree nurse, to a master's-prepared nurse and finally to a Doctor of Nursing Practice. Our program offerings have been developed to address the personal and professional needs of nurses, meet the skill and staffing needs of the industry and transform healthcare delivery as a whole for the public at large.

chamberlain.edu/programs

NOTE: Program/program option availability vary by state/location.





Comprehensive consumer information is available at chamberlain.edu/studentconsumerinfo.

Comprehensive consumer information for DeVry University's Keller Graduate School of Management is available at keller.edu/studentconsumerinfo.

Existing RN Certification

Existing MSN Degree

UNDERGRADUATE
POST LICENSURE

<p>RN to BSN Option chamberlain.edu/rnbsn</p> 	<p>RN-BSN to MSN Option chamberlain.edu/rnmsn</p> 
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MSN Family Nurse Practitioner Specialty Track



GRADUATE CERTIFICATES
 Nursing Education or Nursing Informatics
chamberlain.edu/certificates



GRADUATE
POST LICENSURE
DOCTORAL

DNP DEGREE

Doctor of Nursing Practice Degree Program (DNP)
chamberlain.edu/dnp

<p>Advanced Practice Leadership Specialty Track</p>	<p>Healthcare Systems Leadership Specialty Track</p> 
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Note: Program/program option availability varies by state/location.

 On-site  Online



First Things First

Listed below is your to-do list. This is a checklist of everything you need to take care of before you can begin classes at Chamberlain. You may have already taken care of some of this. Some of you may have taken care of all of this (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.

- Transcripts** – Have you submitted all transcripts from previous institutions?
- Financial Aid** – Have you completed your Free Application for Federal Student Aid (FAFSA) and met with your student services advisor? **Details on p22**
- Payment Plans** – Have you selected a payment plan and finalized arrangements to pay for your education? **Details on p22**
- Registration** – Are you registered for classes? Have you met with your student services advisor to set up your academic plan? **Details on p12**
- Clinical Compliance** – Make sure to complete the clinical requirements prior to the first day of class. **Details on p13**
- Get Involved** – Check out the campus student organizations. Contact your student services advisor for more information. **Details on p44**
- 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.

CHAMBERLAIN COLLEGE OF NURSING: MISSION, VISION & PURPOSE

Mission

Chamberlain provides a superior nursing education experience distinguished by academic excellence, innovation, integrity and world-class service. We are committed to graduating compassionate, ethical and knowledgeable nurse leaders who are empowered to transform healthcare.

Vision

Chamberlain will graduate extraordinary nursing professionals who transform healthcare worldwide.

Purpose

To prepare nurses to advance healthcare outcomes.

Accreditation & Approvals

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

Higher Learning Commission (HLC)

230 South LaSalle Street, Suite 7-500, Chicago, IL 60604
800.621.7440 | ncahlc.org

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326
404.975.5000 | nlnac.org

Commission on Collegiate Nursing Education (CCNE)

One Dupont Circle, NW, Suite 530, Washington, D.C. 20036
202.887.6791 | aacn.nche.edu/ccne-accrreditation

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

Chamberlain College of Nursing & DeVry University – A Relationship of Shared Resources and a Mutual Commitment to Student Career Success.

During studies at Chamberlain, students are required to take a certain number of liberal arts and sciences classes to fulfill their degree requirements. As is typical of many nursing programs, our students satisfy these requirements by taking classes through a liberal arts and sciences partner.

Based on our shared belief in quality practical education and well-rounded learning, Chamberlain has partnered with DeVry University to provide liberal arts and sciences classes to Chamberlain students. Since, in many locations, Chamberlain is located in the same building as DeVry University, this partnership offers Chamberlain students the convenience of taking all their classes at one location, or taking these courses online, from a trusted, high-quality educational institution. Students generally take these classes as a solid foundation for their nursing-specific classes.

Chamberlain College of Nursing is an independently accredited nursing school. Chamberlain and DeVry University are sister institutions and are both a part of DeVry Education Group.



Kacie A. Spencer, DNP, MSN, RN

*President, Pearland Campus
Chamberlain College of Nursing*

Dr. Kacie Spencer serves as the president of Chamberlain College of Nursing's Pearland, Texas campus. With more than a decade of experience in clinical nursing and academia, Dr. Spencer brings valuable industry knowledge to the position.

Most recently, Dr. Spencer was dean of academic affairs for Chamberlain's Houston campus. She previously served as a faculty chair and dean of academic affairs for Chamberlain's Arlington campus and was the first faculty member hired when the Arlington campus opened in July 2010. While at Chamberlain, Dr. Spencer has been recognized with several awards, including Chamberlain College of Nursing's Excellence Award for Faculty, Legacy of Service Award, PRIDE Award and TEACH SUMMIT Distinguished Faculty Award. She was also recognized as a finalist in the Nurse.com Nursing Excellence Award for education and mentoring.

Her past academic experience includes teaching in associate degree and baccalaureate nursing programs in Texas and Washington, D.C. Her clinical experience includes emergency nursing, quality management, regulatory agency compliance and staff development. Dr. Spencer is a member of Sigma Theta Tau International, National League for Nursing, American Nurses Association, Texas Nurses Association, Emergency Nurses Association and other professional affiliations.

Dr. Spencer earned an Associate Degree in Nursing from McLennan Community College and a Master of Science in Nursing degree with a specialization in leadership and management in nursing systems with highest honors from Texas A&M University – Corpus Christi. She earned a Doctor of Nursing Practice degree focused in leadership and management from The George Washington University.

People You Should Know

FACULTY

NURSING REQUIRES A DIFFERENT WAY OF LEARNING

The most important tool you use as a nurse is not your hands – it is your brain. Nurses are problem solvers. Nurses are researchers. Every day you will be asked to figure out what is wrong with your patient or what needs to be improved in the healthcare system, and, from the nursing perspective, work to make it right. In order to best prepare for the realities of nursing, your Chamberlain education has been designed to mirror the intellectual challenges you will face every single day of your career.

We place our emphasis on learning over teaching – there is a difference. In other disciplines, very often the focus is on learning fast and moving on. That is not a nursing education model. At Chamberlain, you will be evaluated based on your ability to analyze, synthesize and apply the information you have learned.

- **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

This is also not the type of program where you find the answers in a textbook. There is great information there, but it is the analysis, synthesis and application of that information that is important. This specialized method of learning will not come easy. But rest assured, you are not alone on this journey. From day one, our faculty and colleagues will be there to support and challenge you.

INTERACTION WITH FACULTY & ADMINISTRATION

The faculty, administration and colleagues of Chamberlain College of Nursing 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. To this end, open forums are held each year on-site and in web chat rooms. The faculty maintain weekly office hours for student interaction.

For pre-licensure students, faculty and lab specialists have office hours to accommodate you while on campus. The following faculty contacts are available throughout your time at Chamberlain:

Pamela Keys, MSN, RN
Associate Professor
pkeys@chamberlain.edu
832.664.7014
Room: 125 G

Stephanie Stroud, MSN, RN-PCCN
Assistant Professor
sstroud@chamberlain.edu
832.664.7016
Room: 125 F

STUDENT SERVICES ADVISING

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

Your advisor can assist you with:

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

- **Attendance questions**

- **Academic questions**

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

Have a question? Visit my.chamberlain.edu. Under **Quick Links**, click **Student Services**.

Hours:

Monday	9:00 AM - 5:00 PM
Tuesday	9:00 AM - 5:00 PM
Wednesday	9:00 AM - 5:00 PM
Thursday	9:00 AM - 5:00 PM
Friday	9:00 AM - 4:00 PM
Saturday	Closed
Sunday	Closed

Sharelle Onibokun
Manager, Student Services
832.664.7012

Room: 113 H

Renelda Robles, MBA
Student Services Advisor II
832.664.7011

CLINICAL/PRACTICUM COORDINATION

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

Pre-licensure clinical compliance documentation requirements:

- Student Disclosure & Authorization*
- Background check**
- Drug screen**
- Fingerprint clearance or application* (as required)
- Family care safety registry (as required)
- Personal healthcare responsibility letter of understanding & confidentiality statement
- Proof of health insurance* (required annually)
- Health Insurance Portability & Accountability Act of 1996 (HIPAA) Review & Quiz (required annually)
For more information, visit my.chamberlain.edu
- Clinical profile
- Expected student clinical behaviors
- Clinical competencies & functional abilities
- Occupational health and safety (OSHA) review & quiz (required annually)
- Current American Heart Association Cardiopulmonary Resuscitation (CPR) certification – Basic Life Support (BLS) for Healthcare Providers
- Health History & Physical (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 (within past five years)
- Varicella Titer Showing Immunity*** or Proof of Immunization (history of disease is not accepted)
- Tetanus/Diphtheria/Pertusis (Tdap) Booster (within past 10 years)
- One-Time, 2-Step PPD (thereafter, annual PPDs)
- Annual PPD Screening
- Hepatitis B Series or Positive Titer
- Hepatitis C Antibody Titer or physician's note regarding status of Immunity (Houston Campus only)
- Annual Flu Vaccine
- Immunization Waiver

* Must be completed prior to first day of classes.

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

*** Houston and Cleveland campuses will only accept MMR and Varicella Titers

NOTE: The Hepatitis A series, the polio vaccine and other immunizations may be required in some states and/or by some clinical facilities.

NOTE: Post licensure students, please see the Chamberlain Academic Catalog for compliance requirements.

You can find more information on clinical compliance and practicum requirements at my.chamberlain.edu under the My Degree & Courses tab or at chamberlain.edu/catalog.

Have a question? Visit my.chamberlain.edu. Under **Quick Links**, click **Student Services**.

Rasheda Davis
Clinical Coordination Specialist
832.664.7009

STUDENT ACADEMIC SUCCESS (SAS)

The Student Academic Success (SAS) supports Chamberlain's mission, which is to provide a superior nursing education experience distinguished by academic excellence, innovation, integrity and world-class service. Chamberlain is committed to graduating compassionate, ethical and knowledgeable nurse leaders who are empowered to transform healthcare.

The goal of the SAS is to increase student awareness of issues that may negatively impact their academic success and to help students identify faculty and campus customized support services to help students successfully complete their course of studies.



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 both nursing and liberal arts and sciences courses. Tutors can provide resources for academic support, advice on how to study and insight into particular classes and instructors. The CAS also holds study sessions when requested for nursing and liberal arts and sciences topics, such as chemistry/microbiology, pharmacology and algebra.

NOTE: For Chamberlain campuses co-located with DeVry University, visit the Academic Success Center (ASC) for peer and profession tutoring services and study sessions.

Hours:

Monday	9:00 AM - 5:00 PM
Tuesday	9:00 AM - 5:00 PM
Wednesday	9:00 AM - 5:00 PM
Thursday	9:00 AM - 5:00 PM
Friday	9:00 AM - 4:00 PM
Saturday	Closed
Sunday	Closed

Pamela Keys, MSN, RN
Associate Professor
pkeys@chamberlain.edu
832.664.7014
Room: 125 G

Stephanie Stroud, MSN, RN-PCCN
Assistant Professor
sstroud@chamberlain.edu
832.664.7016
Room: 125 F

SMARTHINKING ONLINE TUTORING SERVICE

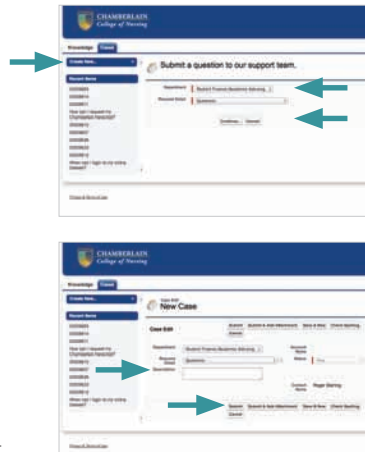
SMARTHINKING is a complimentary online tutoring service that provides students with tutoring support in a variety of different subjects. Tutoring resources are accessible 24 hours a day, 7 days a week, so you can get help whenever it's most convenient for you. This service also allows students to access archived tutoring sessions for future reference. You can access SMARTHINKING at my.chamberlain.edu under the **Resources tab**.

ASK US A QUESTION

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

ASKING QUESTIONS

- Under the **Quick Links** section, click on **Student Services**
- From the cases tab, select **Create a New Case**
- Select the **Department** you have a question for
- Click **Request Detail**
- Select **Continue**
- Enter your question
- Select **Submit**



NOTE: Your support team makes every effort to respond to all inquiries within 72 business hours.

CAREER SERVICES

Chamberlain offers a wide range of career services to assist students and alumni in preparing for careers in nursing. By building upon your education and working with the career services team, you can start now to prepare for your future. Understand you have a partner in the career services team. Areas addressed include assessing career goals; assisting with job search documents; helping to increase marketability; building networking and interviewing techniques and improving salary negotiation skills. Additional assistance is provided through local and national job postings on the CareerCare site, which identify currently available career opportunities. Lifetime resources are available for Chamberlain graduates. Employment cannot be guaranteed.



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

- **Career advising and planning** – Whether you are transitioning from one industry to another, or preparing to take the next steps in your nursing career, we can help you develop a personalized strategy based on your unique needs and goals.

- **Resume and cover letter review** – Career Services provides developmental guidance for resumes, cover letters, thank you letters and more.
- **Interview skill building** – Visit our office to schedule a mock interview and to learn about various other interviewing tools available to you.
- **Internships/Experiential learning opportunities** – We'll help you assess your values, interests and skills and then assist you in exploring the best experiential learning opportunities available to support your goals.
- **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, upload career documents, access job leads and further career resources. Students and alumni can access the CareerCare site through my.chamberlain.edu under the **Resources tab**.

Have a question? Visit my.chamberlain.edu. Under **Quick Links**, click **Student Services**.

Hours:

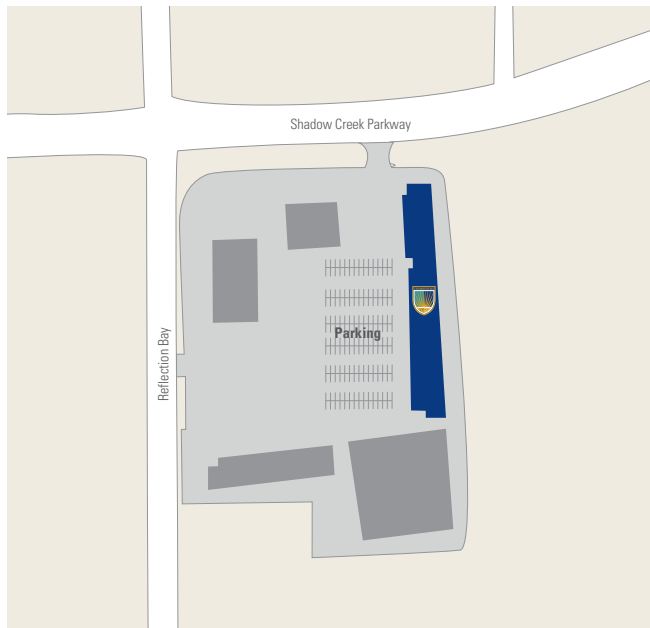
Monday	9:00 AM - 5:00 PM
Tuesday	9:00 AM - 5:00 PM
Wednesday	9:00 AM - 5:00 PM
Thursday	9:00 AM - 5:00 PM
Friday	9:00 AM - 4:00 PM
Saturday	Closed
Sunday	Closed

Your Chamberlain Pearland Campus

GETTING TO AND FROM CAMPUS

Pearland campus:

12000 Shadow Creek Parkway, Pearland, TX 77584



Parking information:

- Parking is available adjacent to the campus

PARKING

Student and visitor parking are available on campus. Designated visitor parking areas are clearly marked and current students are not permitted to park in the visitor's lot. Visitors at some locations may be required to obtain parking permits. Check with the DeVry University Student Central office for location requirements and visitor permits.

VEHICLE REGISTRATION

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

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

Parking Fee: Complimentary

Phone Number: 832.664.7000

Room: 113

Hours:

Monday	9:00 AM - 5:00 PM
Tuesday	9:00 AM - 5:00 PM
Wednesday	9:00 AM - 5:00 PM
Thursday	9:00 AM - 5:00 PM
Friday	9:00 AM - 4:00 PM
Saturday	Closed
Sunday	Closed

VISITORS AT A CAMPUS OR CENTER

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

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

Phone Number: 832.664.7000

Hours:

Monday	9:00 AM - 6:00 PM
Tuesday	9:00 AM - 6:00 PM
Wednesday	9:00 AM - 6:00 PM
Thursday	9:00 AM - 6:00 PM
Friday	9:00 AM - 4:30 PM
Saturday	Closed
Sunday	Closed

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

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

Phone Number: 832.664.7000

Room: 113

Hours:

Monday	9:00 AM - 5:00 PM
Tuesday	9:00 AM - 5:00 PM
Wednesday	9:00 AM - 5:00 PM
Thursday	9:00 AM - 5:00 PM
Friday	9:00 AM - 4:00 PM
Saturday	Closed
Sunday	Closed

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
- Click the **First Time Logging In Click Here** link
- Enter your birth month and year then click **Ok**
- The Student Portal login page will appear with your temporary password
- Enter your Student ID (D#) and click the **Login** button
- Create a new password
- Set up challenge questions for added security and click **Ok**
- The username to login will be your Student ID (D#)

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
- eCollege Courses
- DegreeWorks
- Bookstore
- Uniforms
- Clinical Compliance Information
- Finance & Tax Information
- Financial Aid Resources
- Chamberlain Catalog
- Student Handbook
- CareerCare
- Library & Online Library
- IT Help Desk
- Pay Bills
- Contact:**
 - Your Advising Team
- Request:**
 - Enrollment Verification
 - Chamberlain Transcript
- Safety:**
 - SIREN Emergency Communication & Alert System

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

BLUE SOCKET WIRELESS ACCESS

Connecting to Chamberlain's wireless networks:

1. Enable your computer's wireless.
2. Connect to DeVry_Student or DeVry_Wireless.
3. Open your web browser. On your first attempt to navigate to a website, you will be redirected to the Wireless Login Page.
Username: Student ID (D#)
Password: Your password for logging into the campus desktops

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 liberal arts and sciences courses
- View your term grades
- Access the DeVry University & Keller Graduate School of Management App

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

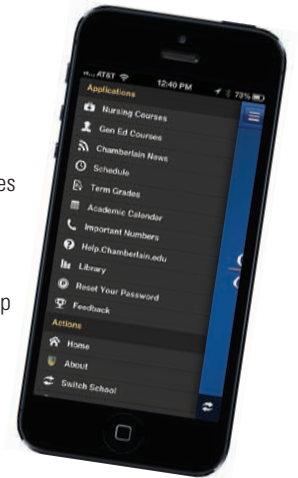
Manage your mobile account:

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

Get connected! Download the Chamberlain Mobile App from your mobile device at chamberlain.edu/app.

For Chamberlain Mobile App Support contact mobilesupport@devry.edu.

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



4. A page will open asking you to continue, then to run the application. Click Yes then Run.
5. A blue socket page will open. You can now browse the web normally.

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 877.784.1997.

STUDENT EMAIL

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

TO ACCESS YOUR CHAMBERLAIN EMAIL ACCOUNT

- Log onto my.chamberlain.edu
- Click on **Email** on the left side of the page
- Email address – firstname.lastname@my.chamberlain.edu
- You can also access your email from <https://outlook.com/my.chamberlain.edu>. Your default password is your date of birth (YYYYMM). You will be required to change your password at first login.

Questions? Call the Help Desk at 877.784.1997

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

ONLINE COURSE ACCESS/ eLEARNING WEBSITE

For online access to courses, we recommend you bookmark the student portal website at my.chamberlain.edu. From here you can single-sign on to your courses from the homepage.

You may also access your eLearning website separately at nursingonline.chamberlain.edu.

Login: Student ID (D#)

Password: System-generated random password*

*Students will receive their password via email. For first-time users only.

From this site, you will be able to:

- View syllabi, required books, course content, the week-by-week schedule and your current grade
- Post threaded discussions
- Email or chat with faculty and classmates
- Turn in papers
- Take quizzes and/or exams
- Access your liberal arts and science courses, as well as your nursing courses

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

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

Chamberlain offers traditional printed textbooks and, in select courses, electronic textbooks (eBooks).

Printed textbooks – Printed textbooks are available for purchase in the Chamberlain Bookstore – chamberlain.edu/bookstore or through Single Sign-On on your student portal at my.chamberlain.edu. The bookstore will begin accepting orders three to four weeks prior to the session start. Purchases may be charged to your student account or to a credit card.

eBooks – For each course using eBooks, there is a course materials fee of \$50-\$85. The fee covers the interactive eLearning platform and all course eBooks. You do not have to purchase your eBooks – they are available for download through your course shell.

Certain eBooks have the option of a Print-on-Demand (POD) book, a soft-cover printed version of the eBook. POD books may be ordered through the course shell beginning during Preview Week. They can take up to 10 days to print and ship (with an additional day for longer books). The cost for POD books varies but is generally lower than a hardbound textbook. POD books cannot be charged to the student account.

Please note that many courses that use eBooks will also use a few required printed textbooks – these are often reference manuals that repeat throughout the curriculum. The easiest way to figure out which textbooks you need is to log into the Chamberlain Bookstore and select by course.

STUDENT INSURANCE

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

Detailed enrollment information is available on the Chamberlain website at chamberlain.edu/studentinsurance. More information is available from the Chamberlain Health Insurance Administrator at clinicals@chamberlain.edu. Pre-licensure students are required to enroll annually. Semester options are available. If the student chooses to be entirely self-paying for healthcare, a waiver must be completed at the beginning of each policy year and be on file. Students must also provide a copy (front and back) of their insurance card as proof of active coverage. Students residing outside the U.S. are not eligible for this insurance.

Although these plans are available to all Chamberlain students, insurance is not mandatory for post licensure students, unless required by a practicum site. Students residing outside the U.S. are not eligible for this insurance. The student assumes all financial responsibility associated with his/her own healthcare.

NOTE: Rates and policy periods are subject to change each new term policy.

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
- 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). Two small post earrings or wire hoops less than one-half inch in diameter may be worn (one in each ear). Facial and tongue jewelry are not allowed.
- Gum chewing is not permitted in the clinical area
- All body art/tattoos must be covered by a 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 AND CLINICAL KITS

- 1 Female:** Chamberlain royal blue tunic top with teal piping along the collar and pockets and a Chamberlain logo embroidered on upper left chest area.
- 2 Male:** Chamberlain royal blue tunic top with pockets and a Chamberlain logo embroidered on upper left chest area.
A white lab coat with the Chamberlain logo embroidered on upper left chest (optional) may be worn over appropriate dress street clothes (no jeans, shorts or sandals).
NOTE: Uniform requirements may vary. See your clinical coordinator for the specific uniform requirements for your location and/or clinical site.
- 3** The identification badge should be attached to the upper right collar area and worn at all times.
- 4** Stethoscope with bell and diaphragm.
- 5** Watch with a second hand.
- 6** Pants in Chamberlain royal blue.
- 7** White socks (mid-calf or knee length) and white nurse's shoes or white leather tennis shoes must be worn (closed 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
- Small tape measure

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



UNIFORM & CLINICAL KIT ORDERING

Ordering Chamberlain 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 the uniforms icon 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, January 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 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 4
- 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

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 future sessions. Notify your student services advisor if you wish to de-enroll 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
- Cost: \$10.00 fee per session. Students who resolve their entire balance for the semester by the first due date will be refunded the fee

Deferred, direct and extended payment plans

- Available to students providing proof of reimbursement or who have exceptional circumstances

For additional information, contact your student services advisor.

CHAMBERLAIN SCHOLARSHIP OPPORTUNITIES

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

High school scholarships

- Navigate to Nursing (N2N) Scholarship Program*
- Next Generation Scholarship

Pre-licensure scholarships

- Dean’s Scholarship
- Horizon Scholarship
- Nightingale Scholarship
- Bridge Scholarship
- Chief Steward Scholarship
- Continuing Education Scholarship

Post licensure undergraduate scholarships

- President’s Scholarship
- DAISY Honoree Scholarship

Post licensure graduate scholarships

- Working Parent Scholarship
- Clinical Educator Scholarship

For the most updated list of Chamberlain scholarship opportunities, visit chamberlain.edu/scholarships.

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

* Navigate to Nursing (N2N) participants are only eligible for the Navigate to Nursing Scholarship.

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 services advisor can determine if you are eligible for the Federal Work Study program and can also provide information about all available positions at the college.

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 services advisor.

Phone Number: 832.664.7000

Room: 113

Hours:

Monday	9:00 AM - 5:00 PM
Tuesday	9:00 AM - 5:00 PM
Wednesday	9:00 AM - 5:00 PM
Thursday	9:00 AM - 5:00 PM
Friday	9:00 AM - 4:00 PM
Saturday	Closed
Sunday	Closed



Your Resources

LIBRARY SERVICES

Each campus location includes a library where students will find nursing and liberal arts and sciences books, periodicals and audiovisual materials. Chamberlain College of Nursing also provides access to a number of online subscription resources. Links to these resources are listed on the library website: library.chamberlain.edu. An interlibrary loan agreement with DeVry University enables students to obtain books from any DeVry University campus library. Access to all of the DeVry University and Chamberlain physical campus library collections is available through the library catalog at library.chamberlain.edu. In addition, campus libraries participate in local interlibrary loan programs that allow students to obtain books and periodicals outside the DeVry or Chamberlain system. Contact a librarian for library services or research requests by visiting library.chamberlain.edu.

RESOURCES

- Books, eBooks, media and audio visual on nursing and liberal arts and sciences subject matter
- Online research databases
- Computers, printers and copiers
- Reading areas and private study rooms

LIBRARY

Hours:

Monday	11:00 AM - 4:00 PM
Tuesday	9:00 AM - 6:00 PM
Wednesday	9:00 AM - 6:00 PM
Thursday	9:00 AM - 6:00 PM
Friday	11:00 AM - 4:00 PM
Saturday	Closed
Sunday	Closed

Diamond Clark, MLS
Clinical Library Specialist
dclark@chamberlain.edu
832.664.7017
Room: 119



ONLINE LIBRARY

Chamberlain also offers all undergraduate and graduate students online library resources and research services. Access the online library and available databases at library.chamberlain.edu or my.chamberlain.edu.

User ID: Student ID (D#)

Password: Date of birth (YYYYMM)

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

LIBRARY DATABASES

EBSCOhost offers full-text articles from thousands of newspapers, journals and magazines covering all subject areas including nursing, science, humanities and current events.

CINAHL and MedLine are part of the EBSCOhost database and provide comprehensive information for the nursing, medicine and allied health fields.

OVID provides access to full-text nursing journals and eBooks, including the *American Journal of Nursing* and the ...*Made Incredibly Easy* series of books.

ebrary contains more than 47,000 multidisciplinary titles from 2004 to the present. Subject areas include the sciences, humanities, social sciences, business, health sciences and engineering and technology.

Books 24x7 provides access to over 25,000 eBooks in the areas of engineering, business, finance, IT, government and wellness.

Credo Reference is a collection of over 250 high quality, continually updated reference books, dictionaries, encyclopedias and atlases.

NoodleTools provides help citing sources in APA style with a suite of interactive tools. Create your own personal ID on your first visit, then refer to your lists at any time.

Additional databases are available. For a complete listing of all databases available for student access, contact your campus librarian or visit library.chamberlain.edu.

ASPIRE – STUDENT ASSISTANCE PROGRAM

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

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

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

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

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

Active military and veteran resources: Veteran health and wellness, GI Bill info and resources to address specific Veteran needs

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



POLICIES & PROCEDURES

STUDENT CODE OF CONDUCT

The Chamberlain College of Nursing Student Code of Conduct incorporates all related policies including the **Academic Integrity Policy**, the **Professional Conduct Policy**, the **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.

Terminology

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

I. Academic Integrity Policy

A. Purpose

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

B. Violations of Academic Integrity

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

1. Copying

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

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

2. Plagiarism

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

- A submitted paper or other written assignment that contains word-for-word passages of others' work without proper acknowledgment
- Paraphrasing the work of others, including specific information or ideas that are not properly acknowledged/cited
- Two or more submitted papers, lab assignments, etc., that contain a resemblance decidedly beyond the bounds of reasonable coincidence
- A submitted paper, examination or assignment that contains data or conclusions which, upon questioning, the student cannot explain, support or demonstrate direct knowledge
- Self-plagiarism, or the unreferenced re-use of written work done for previous assignments, is not allowed. Each assignment should be new, original work created by the student to meet the objectives of that particular assignment. Students may only use minimal amounts of previous assignments when creating a new assignment if their previous work is properly referenced like any other written document. Papers that are cumulative products of an ongoing project are excepted. Students should check with their instructors each time they plan to use work from a previous assignment.
- Computer piracy, which includes any act of copyright infringement (protected by federal, state or local law), the use of software which has otherwise been expressly prohibited, copying, duplicating software code, and copying of notes, specifications or technical descriptions of any software code whether copyrighted or not

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

3. Collaboration

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

4. Alteration of Records

- Any act by which the signature of an instructor or any authorized agent of the instructor (including student faculty assistants) is changed or forged for purposes of misrepresenting the signature of the instructor or authorized agent
- Any act that changes or alters the time or date of a submitted assignment for purposes of misrepresenting an established due date or time

- Any act of altering any previously completed examination, record of an examination or any other assignment that has been returned to the student, in an attempt to claim instructor error. This includes any attempt to gain an improved grade or additional credit for work not originally completed

5. Aids

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

6. Proprietary Material

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

7. Offering of Money or Other Incentives

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

8. Lying

- Lying is deliberate misrepresentation by words, actions or deeds of any situation or fact, in part or in whole, for purposes of enhancing one's academic standing or for the purpose of avoiding or postponing the completion of any assignment, duty, test or examination in a course, internship, clinical, practicum or cooperative education assignment or program

9. Other

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



C. Prevention Techniques for Students

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

1. If you observe or have first-hand knowledge of a violation of the student academic integrity policy, report it to one of the following:
 - The faculty member teaching the course
 - The campus president, online program dean or designee
2. Make it difficult and unacceptable for other students to cheat by:
 - Completing take-home, non-proctored quizzes and exams alone and in a secluded environment
 - Covering your work during exams
 - Denying others access to your computer programs
 - Giving discouraging glances to students trying to cheat
 - Keeping your computer password a secret
 - Refusing to share your written work with other class members unless it is required as a part of a team assignment
 - Refusing to discuss a quiz or exam with other students until all members of the class have taken it and grades have been posted
 - Refusing to give away or share written assignments, homework and term papers
 - Refusing to provide current and old quizzes and exams to other students without the consent of the faculty member
 - Reporting suspicious test-taking behavior during the quiz or exam so the behavior can be documented
3. As a student, you can avoid violations of the academic integrity policy by:
 - Avoiding the temptation to cheat via communication technology. 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. If a violation is suspected, observed or reported, the chief academic officer (CAO) at the location will discuss the incident with the student in question. The student will be granted the opportunity to deny the allegation and provide details of the incident or admit to the incident. If the student is able to present satisfactory evidence to the CAO, the allegation may be dismissed at that time. If the student admits to the allegation, or cannot discredit the allegation, the CAO will convene the Professional Review Committee. The Professional Review Committee will investigate the allegation, evaluate the relevant facts and make a determination as to whether the academic integrity policy was violated. If the student is found in violation, the chief academic officer will impose appropriate sanctions.

Any prior violation of the Academic Integrity Policy will be taken into consideration when determining appropriate sanctions. Depending on the severity of the violation, the discretionary sanctions may be imposed if deemed appropriate by the chief academic officer.

If the student does not agree with the decision or the sanctions imposed, the student may appeal to the campus president (pre-licensure) or the senior director of online operations (post licensure). In the event that the campus president or the senior director of online operations was also the chief academic officer, the point of appeal would be that person's supervisor. This decision will be 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 College deems appropriate for the conduct in question.

- Student receives zero credit for the entire paper, exam, quiz, homework, lab, etc., in which the incident of academic dishonesty occurred. No partial credit shall be given.
- Where the incident involves a graded assignment that would be one the student could request to be “dropped” for grading purposes, the student may not exercise that option.
- Where the incident involves a graded assignment that has been so compromised that the assignment must be voided for the entire class, the offending individual's grade for the course will be based on inclusion of the zero for the voided assignment.
- Student receives a failing grade for the course, lab, etc., in which the second offense occurs. Withdrawal from the course will not alter the failing grade.
- Suspended for up to three semesters.
- Permanent expulsion from Chamberlain College of Nursing.
- Permanent expulsion – Student is permanently expelled from the Chamberlain College of Nursing.

II. Professional Conduct Policy

A. Purpose

A student enrolling in Chamberlain College of Nursing assumes an obligation to conduct himself or herself in a manner compatible with the College's function as an institution for professional nursing education. All students are expected to abide by the Chamberlain College of Nursing Professional Conduct Policy.

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

B. Violations

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

1. Acts of dishonesty, including but not limited to the following:
 - Furnishing false information to any College official, faculty member or office
 - Forgery, alteration or misuse of any College document, record or instrument of identification
 - Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer entry
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings and/or other College activities, including its public service functions on or off campus, or other authorized non-College activities, when the act occurs on Chamberlain premises.
3. Physical abuse, verbal abuse, abuse via electronic communication, threats, intimidation and harassment including, but not limited to, sexual harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, either on Chamberlain premises or at any College-sponsored activity.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the Chamberlain community or other personal or public property.
5. 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 College rules, policies and regulations; will unreasonably or unusually impair an individual's academic efforts; and occurs on or off campus. Hazing is further defined as an act that endangers the mental or physical health or safety of a student, or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for, continued membership in a group or organization.

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

6. Gambling on Chamberlain premises, at College functions or through the use of College equipment.
7. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties. Failure to identify oneself to these persons by producing a College issued ID or other recognized form of ID such as a driver's license or state issued ID when requested to do so.
8. Unauthorized possession, duplication or use of keys to any part of Chamberlain premises, or unauthorized entry to or use of Chamberlain premises.
9. Violation of published College policies, rules or regulations.
10. Violation of federal, state or local law on Chamberlain premises or at College-sponsored or College-supervised activities or other violation of federal, state or local law which has an adverse effect on the Chamberlain community.

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

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

When a student is charged by federal, state or local authorities with a violation of law, the College may or may not, at its discretion, request or agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also the subject of proceeding before a judicial body, the College may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally with the Chamberlain community.

The College will cooperate fully with law enforcement and other agencies in enforcing criminal law on College property and in the conditions imposed by criminal courts for rehabilitation of student violators. Individual student or faculty members, acting in their personal capacities, remain free to interact with a governmental representative or law enforcement official as they deem appropriate.

11. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous materials on Chamberlain premises or at any College-sponsored activity.
12. Aiding, abetting or inducing another to commit a violation of the Student Code of Conduct.
13. Conduct in the online classroom that is provocative, aggressive or in violation of Chamberlain's standards for professional behavior, including but not limited to:
 - Posting, emailing or communicating via electronic means, online or through personal phone devices, any messages that contain derogatory statements about any group, race or ethnicity
 - Posting, emailing or communicating via electronic means, online or through personal phone devices, any inflammatory statements related to personal, political, religious or ethical views
 - Posting, emailing or communicating via electronic means, online or through personal phone devices, any message that contains aggressive, abusive or profane language against members of Chamberlain administration, staff and faculty or against other students
14. The faculty and each student have a responsibility to strive for high-quality patient care and nursing education. To fulfill that responsibility, students must devote their full faculties and abilities to their academic and clinical work, free from the affects of alcohol and other performance-impairing substances. The College considers use, possession, distribution or sale of drugs (hallucinogens, narcotics, stimulants and depressants) that are illegal, except when taken under a doctor's prescription, as contrary to the welfare of the College community. Chamberlain College of Nursing complies with the Drug Free Colleges and Communities Act.

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

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

C. Procedures

1. Any member of the Chamberlain community may file complaints against any student for misconduct. Complaints shall be prepared in writing and directed to the student services manager. Any complaint should be submitted as soon as possible after the event takes place.
2. Upon receipt of the written complaint, the student services manager may conduct an investigation to determine if the complaints can be resolved by mutual consent of parties involved. Mutual consent is not appropriate for every situation such as allegations of sexual misconduct. If complaints cannot be resolved by mutual consent, the student services manager will convene the Professional Review Committee to evaluate the complaint. Students who file complaints and students who the allegations are filed against have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The students are responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a professional review committee. The students must provide the names (relationship and title, if applicable) of those attending the hearing with them at least one business day before the hearing.
3. In certain circumstances, the student services manager may impose a College or housing interim suspension prior to the hearing before a review committee. An immediate suspension may be imposed for reasons, such as:
 - To ensure the safety and well-being of members of the Chamberlain community or preservation of College property
 - To ensure the student's own physical or emotional safety and well-being
 - If the student poses a definite threat of disruption of or interference with the normal operation of the College

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

The Professional Review Committee will conduct an investigation and evaluate the complaint. If the student is found to have violated the Professional Conduct Policy, the committee will impose sanctions. The committee's determination will be made on the basis of whether it is more likely than not that the student violated the Student Code of Conduct.

D. Sanctions

1. The sanctions listed below may be imposed upon any student found to have violated the Student Code of Conduct. The listing of the sanctions should not be construed to imply that students are entitled to progressive discipline. The sanctions may be used in any order and/or combination that the College deems appropriate for the conduct in question.
 - **Warning** – A verbal or written notice to the student that the student is in violation of or has violated College regulations.
 - **Probation** – A written reprimand for violation of specific regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulation(s) during the probationary period.
 - **Loss of Privileges** – Denial of specified privileges for a designated period of time.
 - **Fines** – Monetary penalties may be imposed, as determined or approved by the College.
 - **Restitution** – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - **Discretionary Sanctions** – Work assignments, service to the College or other related discretionary assignments.
 - **Housing Suspension** – Separation of the student from his/her College-controlled or College-referred housing for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified.
 - **Housing Expulsion** – Permanent separation of the student from College-controlled or College-referred housing.
 - **College Suspension** – Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - **College Expulsion** – Permanent separation of the student from all College locations.
2. More than one sanction listed above may be imposed for any single violation. In each case in which a Professional Review Committee determines that a student has violated the Student Code of Conduct, sanction(s) shall be determined and imposed. Following the decision of the Professional Review Committee, the student services manager shall advise the student in writing of its determination and of the sanction(s) imposed, if any.
3. Other than College suspension and College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student may petition the campus president to have his or her confidential disciplinary record expunged or partially expunged of disciplinary actions. Whether or not to grant the request to expunge or partially expunge shall be at College's discretion.

E. Appeals

A decision of a violation of the Professional Conduct Policy and the sanctions reached by the professional review committee may be appealed by the student the complaint was filed against or the student who filed the complaint to the online Dean/Director or campus president or his/her designee. Appeals must be submitted in writing and must state a basis for the appeal. Bases 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.

III. Network & Responsible Computing Policy

A. Policy

1. College computer facilities and networks are available for exclusive use of registered students, faculty and staff. To better serve the needs of users and emulate a corporate computing environment, the following policies are enforced by the Help Desk and IT staff. Users have a responsibility to be familiar with these policies and to abide by them. Users also have a responsibility to be familiar with and abide by related policies in the Student Code of Conduct.
2. All information services are intended for educational use and may not be used for commercial or other unauthorized purposes. Use of College computers, network facilities, application software, network disk space and the Internet is available for the purpose of coursework and support only. Communication via the Internet or networks is available for authorized users only.
3. Students are issued an account when they appear on the official class roster. All accounts are for the exclusive use of the person to which they are assigned and may not be "loaned" to other users. Other types of accounts may be applied for by completing an Account Request form at the Help Desk. A Help Desk assistant will check the user's ID and sign the form indicating the ID was confirmed. All users will be given their own space on the network hard drive for storing course-related material and assignments. They may also receive access to specific software packages based on the judgment of the network administrator.
4. All passwords expire every 60 days. Student and alumni accounts will expire at the end of each semester. Chamberlain reserves the right to withdraw access to facilities or network from any user and all rights to any material stored in files and will remove any harmful, unlawful, abusive or objectionable material.
5. Chamberlain does not guarantee functioning of the system will be error-free or uninterrupted. The College cannot take any responsibility for files not protected through normal backup procedures.

B. Rules

1. Users may not attempt to alter workstation settings including, but not limited to, network configuration, Windows registry, virus checker settings or any other setting that might compromise security or performance of the College computer system. The IT department may implement workstation security software to monitor for and/or prevent users from making inappropriate changes to their workstations. Users are not permitted to store downloaded or commercial programs on the network, or to install them on any College computer.
2. The privacy of other users must be respected.
3. Abusive or offensive language will not be used in any communications.
4. Students will not use the Internet or networks for illegal activities, or to transmit unwanted or unsolicited advertising.
5. False statements made about any person and published on the Internet or networks constitute libel and may subject the student to civil charges.
6. The Internet or networks will not be used for transmitting chain or threatening letters.
7. Attacking or threatening messages are a direct violation of this policy. Users of the Internet or networks must abide by the same principles of fairness, decency and respect that would be expected in any other business environment.
8. Users will take ownership for all irresponsible activity/behavior exercised on the Internet or networks under their user login.
9. Material that may be considered offensive to others must not be displayed, stored or printed on the College computer system.
10. Users of the Internet or networks must minimize the possibility of transmitting viruses or programs harmful to another user's data or equipment by using an appropriate virus checker.
11. Sites with offensive material are not permitted. Internet chat rooms and online games are permitted as long as they do not cause disruption to normal academic related use or cause network congestion. Local or network game play is permitted under limited situations. Software is never to be installed on College computers, and game play must never disrupt academic activities or cause network congestion. Determination of appropriate use and/or disruption of academic activities is at the sole discretion of College faculty or staff. Failure to comply with requests to cease any inappropriate or disruptive activity will result in revocation of any access, limited or otherwise, to online local or network games and internet chat rooms.
12. While most material on the network is considered to be in the public domain, copyright is breached if another user's document is transmitted without his/her prior knowledge and permission. It is customary to acknowledge sources of any material quoted directly or paraphrased from elsewhere. See the policy on Academic Integrity for detailed information regarding the use and 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 College computer network are subject to College policies and regulations.

C. Procedures

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

D. Sanctions

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

IV. Social Networking Policy

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

DeVry University and Chamberlain College of Nursing'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 College of Nursing 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 College of Nursing's purview. Therefore, they may not be used to promote, voice an opinion of or recruit for Chamberlain College of Nursing in any way. Students must adhere to the Code of Conduct when they engage in social media and mention Chamberlain College of Nursing. What applies as appropriate conduct on campus or in online course shells also applies to conduct on social media platforms.

DeVry University and Chamberlain College of Nursing's intellectual property, including its trademarks, copyrights, logos and brands, is the exclusive property of DeVry Education Group. 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 College of Nursing 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 College of Nursing and/or others (including other students, employees 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 College to actively monitor all student communications; however, should the College become aware of inappropriate behavior that may violate the Code of Conduct, the behavior may be investigated and addressed per the College'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 College of Nursing 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 College of Nursing, use your real name, identify your relationship with Chamberlain College of Nursing 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 DeVry:

- Ask permission to publish or report on conversations that are meant to be private or internal to Chamberlain College of Nursing, including conversations with individual students and DeVry employees.
- All statements regarding DeVry 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 College of Nursing 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 web site or blog outside the control of Chamberlain College of Nursing, you must use the following disclaimer: "The postings on this site are my own and don't necessarily represent Chamberlain College of Nursing'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 College of Nursing, 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 web sites and other Internet sources to which students may post personal information. Your Internet postings and communications may thus directly affect your career.

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

Social Media Policy for Students in the Clinical Setting

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

- Students are strictly prohibited from transmitting by way of any electronic media any patient-related image information that may 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 College of Nursing 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 students, the complaint administrator is typically the dean of academic affairs or campus president. For post licensure students, the complaint administrator is the program or specialty track dean.

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 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 services 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.

If the student does not know who the complaint administrator for his or her location, he or she should contact a student services advisor. In cases where the complaint administrator is directly involved in the concern, an alternate point of contact will be provided by a student services advisor.

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 (for example 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 leader or his/her designee. Appeals must be submitted in writing and must state a basis for the appeal. Bases 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 leader'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 College's accreditors or the state attorney general. A complete listing of contact information for state licensing authorities and the state attorney general offices is located at chamberlain.edu/studentconsumerinfo.

In compliance with state regulations, Arizona, Georgia and New Mexico students with complaints not resolved by the above procedure may file complaints with the Arizona State Board for Private Postsecondary Education (1400 W. Washington St., Phoenix, AZ 85007, **602.542.5709**), the Georgia Nonpublic Postsecondary Education Commission (2189 Northlake Pkwy., Tucker, GA 30084, **770.414.3300**, gnpec.org), and the New Mexico Higher Education Department (2048 Galisteo, Santa Fe, NM 87505, **505.476.8400**, hed.state.nm.us/institutions/Complaints.aspx), respectively.

In Virginia, 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).

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 College of Nursing 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. Copies of the policy are available in the student handbook and/or from the student services advisor or director of student services.

DISABILITY ACCOMMODATIONS IN ACADEMIC PROGRAMS

Office of Disability Services

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

Process

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

Office of Student Disability Services

Phone Number: 888.556.8226

Email: adaofficer@chamberlain.edu

Fax: 630.596.1651

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

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

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

If you believe you have been discriminated against due to a disability you should contact the Office of Student Disability Services to address the immediate situation. If the accommodation coordinator is unable to resolve your issue, you may lodge a grievance as outlined in this handbook.

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



TITLE IX COMPLIANCE

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

Title IX Coordinators

Mark Ewald, Director Ethics and Compliance Services

DeVry Education Group | 630.353.1437 | mewald@devrygroup.com

Mikheil Kushner, Associate Title IX Coordinator

DeVry Education Group | 630.515.5440 | mkushner@devrygroup.com

POLICY ON SEXUAL MISCONDUCT RESPONSE & PREVENTION

Policy Statement

This policy applies to complaints of alleged sexual misconduct. Chamberlain College of Nursing expressly prohibits any instances of sexual misconduct including sexual harassment, domestic violence, dating violence, sexual assault, stalking, and rape or acquaintance rape. Any acts that fall within the definitions of sexual harassment, sexual assault, rape, acquaintance rape, stalking, dating violence, domestic violence or prohibited sexual contact are a violation of College policy, and potentially applicable state and federal law. The College is committed to fostering an environment where any type of sexual misconduct is promptly reported and sexual misconduct complaints are resolved in a fair and timely manner.

Creating a safe environment is the responsibility of all members of the College community. Regardless of the definitions provided below, anyone who believes they are a victim of sexual misconduct should report the incident as soon as possible to the Title IX Coordinator or the complaint administrator and seek immediate medical and/or safety assistance.

Scope

This policy applies to all members of the Chamberlain College of Nursing community, and includes, but is not exclusive to, faculty, staff, students, College visitors, volunteers, vendors and persons related to, receiving or seeking to receive services from the College, or otherwise pursuing undergraduate, graduate or professional studies at the College. It also applies to alleged acts of sexual misconduct that adversely affect the Chamberlain community, whether those acts occur on or off campus.

Definitions

“Acquaintance rape” is a sex crime committed by someone who knows the victim. The perpetrator could be a friend, classmate, relative, or co-worker. Acquaintance rape includes forced, manipulated, or coerced sexual contact or penetration by a body part or object with someone who has not given or is incapable of giving consent.

“Clery Act” refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46.

“Colleague Code of Conduct” refers to the policy titled “Devry Code of Conduct and Ethics” which is applicable to colleagues and outlines colleague’s rights and responsibilities.

“Colleague complaint procedure” is the vehicle by which a colleague can bring to the College’s attention any complaint relating to his/her experience with the College or a member of the Chamberlain community. It is the College’s mechanism for investigating and trying to resolve complaints raised by colleagues. This procedure is also referred to as the Open Door Policy.

“Complaint administrator” is a Chamberlain colleague responsible for conducting an investigation when a student complaint of sexual misconduct is raised. To find out who the complaint administrator is at any given location for a particular complaint, consult the location’s student services office or the Title IX Coordinator.

“Student Services Manager” is the Chamberlain official authorized to conduct the investigation and administer disciplinary proceedings for respondents who may have violated the Student Code of Conduct. Nothing shall prevent the College from authorizing the same individual to impose sanctions in all cases at a single or multiple locations.

“Professional Review Committee” means any person or persons authorized by the Student Services Manager to determine whether a respondent has violated the Student Code of Conduct and to determine appropriate sanctions.

“Consent” is a freely given agreement to engage in a specific sexual act. While the explicit definition of consent varies by jurisdiction, the following general rules apply when assessing whether consent was given. The lack of explicit consent does not imply consent. Where there is use of threat or force by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute consent. The manner of dress of the victim at the time of the offense does not constitute consent. Past consent to sexual contact and/or a sexual history with the accused does not imply consent to future sexual contact. A person who initially consents to sexual contact or penetration may withdraw continued consent at any time during the course of that interaction. Intoxication due to use of alcohol or drugs may impair an individual’s capacity to consent freely and may render an individual incapable of giving consent.

“Coordinator” refers to the College’s Title IX Coordinator. Ms. Mikhel Kushner, Associate Title IX Consultant (mkushner@devrygroup.com or 630.515.5440) and Mr. Mark Ewald, Director for Ethics and Compliance Services (mewald@devrygroup.com) are designated to receive and monitor resolution for all Title IX reports.

“CRC” refers to the Coaching Resource Center which is available to managers to assist in addressing colleague relation concerns.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

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

“Domestic violence” refers to felony or misdemeanor crimes of violence committed by either a current or former spouse of the victim; a person with whom the victim shares a child in common; a person who is or has cohabitated with the victim as a spouse; a person similarly situated to a spouse of the victim under the jurisdictional domestic or family violence laws; or any other person against a victim who is protected from that person’s acts under the jurisdictional domestic or family violence laws.

“FERPA” means the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99.

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

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

“Policy” is defined as the regulations of the College, for example those found in the student handbook, colleague handbook, DeVry Code of Conduct and Ethics, and any housing handbooks or catalogs.

“Rape” is defined as sexual intercourse or penetration by a body part or object, through use of coercion or force, with someone who has not given or is incapable of giving consent.

“Sexual assault” is defined as physical contact of a sexual nature against the victim’s will or without the victim’s consent.

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

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature. Sexual harassment occurs when a student or colleague is the recipient of conduct of a sexual nature where: (1) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student’s education, colleague’s employment; or (2) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student or professional decisions about the colleague; or (3) Such conduct has the purpose or effect of unreasonably interfering with the colleague/student’s welfare or professional/academic performance, or creates an intimidating, hostile, offensive or demeaning work/academic environment.

“Sexual misconduct” is a broad term encompassing sexual harassment, dating violence, domestic violence, rape, sexual assault and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

“Stalking” is a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear for his/her safety. A person commits stalking by knowingly engaging in a course of conduct directed at a specific person when the person engaging in the conduct knows or should know that this course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.

“Student Code of Conduct” refers to the document titled “Student Code of Conduct” which is applicable to students and accessible in the student handbook. It outlines students’ rights and responsibilities, as well as the process by which the College may take action against a student.

“Student complaint/grievance procedure” is the vehicle by which a student can bring to the College’s attention any complaint relating to his/her experience with the College or a member of the Chamberlain community. It is the College’s mechanism for investigating and trying to resolve complaints raised by students.

“Speak Up” refers to SpeakUpDeVryGroup, a reporting system available to colleagues and managed by a third party vendor (EthicsPoint), which encourages Chamberlain colleagues to come forward with questions or concerns, including allegations of sexual misconduct. Colleagues are expected to ask legal, compliance and ethics questions and report suspected wrongdoing. Colleagues can utilize the SpeakUp program by contacting the third party contractor EthicsPoint by phone at **1.866.421.0617** or online at speakupdevrygroup.ethicspoint.com.

“Title IX” refers to the U.S. Department of Education regulation which governs the efforts of educational institutions to maintain a campus free from sex and gender discrimination including investigating and remediating sexual misconduct by students, colleagues or third parties.

“College” or “Chamberlain” means Chamberlain College of Nursing.

Prevention & Awareness

Acts that are deemed to fall under the definition of sexual misconduct by the College are violations of the Student Codes of Conduct, as well as the expectations of members of the Chamberlain community. These acts may also be crimes. In an effort to reduce the risk of sexual misconduct such as sexual assault from occurring among its students and colleagues, the College is committed to providing awareness and prevention programming.

The College will identify and provide programs to students, colleagues, faculty, consistent with requirements of Title IX, VAWA, SaVE and other needs as determined on an ongoing basis. These programs will address all forms of sexual misconduct and include themes of awareness and primary prevention such as bystander intervention and the establishment community norms.

Disciplinary Action

Acts of dating violence, domestic violence, rape, sexual assault, sexual harassment and stalking are subject to disciplinary action by the College. Victims may file a formal complaint with a designated administrator or through the Title IX Coordinator. If the victim wishes to access local community agencies and/or law enforcement for support, the College will assist the victim in making these contacts. The College official who receives notification of the misconduct will offer assistance to victims, which may take the form of opportunities for academic accommodations, changes in housing for the victim or the responding student, changes in working situations and other assistance as may be appropriate and available (such as no contact orders, campus escorts, transportation assistance or targeted interventions). No victim is required to take advantage of these services and resources, but the College provides them in the hope of offering help and support. A summary of these rights and options is available to victims through student services or human resources. The College may also provide referrals to counseling services, at the victim’s option.

When the victim chooses, or the College believes it is necessary, the College will initiate a prompt, fair and impartial investigation. If allegations are substantiated based on the totality of the circumstances, the respondent may be subject to the Student Code of Conduct process, which may result in the imposition of sanctions/discipline based upon a preponderance of evidence (what is more likely than not). The student complaint and student code of conduct procedure which details the investigation and resolution processes for student misconduct can be found in the Student Complaint Policy section of this handbook. The colleague complaint procedure which details the investigation and resolution processes for colleague misconduct can be found in the colleague handbook.

The Title IX Coordinator will monitor the investigation and resolution of sexual misconduct reports and assure compliance with this policy. Furthermore, the Title IX Coordinator will work with the college administration to identify and initiate strategies intended to remedy the effects on the victim and the community to the extent practicable, and reasonably prevent the recurrence of similar misconduct.

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

Any individual wishing to discuss an instance of sexual misconduct without triggering an immediate investigation should seek referral to mental health counseling services. Students may seek support through ASPIRE at **888.470.1531** or via info@myASPIREonline.com and colleagues may seek support 24 hours a day, seven days a week through GuidanceResources at **877.623.3879**.

It is Chamberlain's policy to hold perpetrators of interpersonal violence, which includes sexual assault, prohibited sexual contact, stalking, dating and domestic violence in any form, accountable for their actions through appropriate student conduct or personnel procedures, and by working with community agencies and law enforcement as appropriate. Mediation will not be used to resolve an allegation of sexual misconduct.

For students: Please see the definitions section above for a list of proscribed conduct that constitutes a violation of this policy. Appropriate disciplinary sanctions for substantiated violations of this policy, up to and including expulsion, will be imposed in accordance with the Student Code of Conduct.

This policy statement is not intended to replace or substitute for the Student Code of Conduct. This policy is a supplement to the community standards that the Student Code of Conduct sets forth. Alleged violations of this policy will be referred to the applicable complaint administrator or student services manager for appropriate review. All parties in a student conduct proceeding will be informed of the College's appeal processes, and their rights to request an appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed, and will be notified when the results of the resolution process become final.

For faculty and staff (all colleagues): Appropriate disciplinary sanctions for violations of this policy include written reprimand or termination of employment or contract, and will be imposed in accordance with applicable College policies and procedures, including the Colleague Code of Conduct, available in the colleague handbook. For offenses including harassment, domestic violence, dating violence and stalking, possible sanctions include warning, probation, housing suspension, housing expulsion, limiting order, change in job assignment, office relocation, reduction of awards under the management incentive plan and termination of employment or contract. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion or termination of employment or contract. In addition, violations of this policy may trigger application of law. Colleagues who are made aware of a possible violation of this policy are required to contact their Manager or One Up Manager and also the Title IX Coordinator. Colleagues can also submit anonymous reports of sexual misconduct by utilizing the DeVry Education Group (DVG) "Speak Up" hotline at speakupdevrygroup.ethicspoint.com. Colleagues should contact the Title IX Coordinator with any questions about whether a report to law enforcement is appropriate. Nothing in this policy prohibits a student or colleague from reporting a crime directly to local authorities.

For everyone: Disciplinary procedures are independent of any and all criminal procedures and proceedings. In all cases, Chamberlain College of Nursing reserves the right to refer cases for criminal prosecution or to pursue sanctions regardless of criminal prosecution. Violations of this policy by a visitor, volunteer, vendor, agents or other third parties affiliated with the College may also result in the termination of pre-existing or future relationships. In any complaint of sexual misconduct, the person bringing the accusation and the responding party are both entitled to the same opportunities for a support person or advisor of their choice throughout the process and consistent with guidelines set forth in the applicable handbook. Once complete, the parties will be informed, in writing, of the outcome. Notice to both parties will include the findings, as well as the sanctions/discipline (if any) to the degree possible and always when the sanction/discipline is directly relevant to that individual. Delivery of this outcome will not be unduly delayed to either party, and should occur as near to simultaneously as possible.

Procedures to Follow After a Sexual Misconduct Incident

Victims of domestic violence, dating violence, sexual assault, stalking, rape and acquaintance rape on campus or at any campus property outside of the main campus, or at any College-sponsored event or activity have the option and are encouraged to contact local law enforcement authorities.

Whenever possible victims should report a violation of this policy as soon as possible 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. Victims of sexual assault or rape are strongly encouraged to report the incident as described in this policy in order to deter these assaults and to ensure that victims 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. If requested, the College will assist with notification.
3. Report the misconduct on campus to the student services manager, complaint administrator, One Up Manager, campus incident commander, local College leadership, Title IX Coordinator or the CRC.
4. For your safety and well-being, immediate medical attention is encouraged. Being examined as soon as possible, ideally within 120 hours, is important especially in the case of sexual assault. The hospital will arrange for a specific medical examination at no charge. 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.

5. Even after the immediate crisis has passed, consider seeking professional counseling. This can help to recover from psychological effects.
6. Contact the student services manager, One Up Manager, Title IX Coordinator or the CRC if you need assistance with College-related concerns, such as implementing no-contact orders or other protective measures. The College may also liaise with local authorities to assist an individual who wishes to obtain protective or restraining orders.

Victims are not required to report an incident to law enforcement authorities, but campus authorities will assist victims who wish to do so. Anyone with knowledge about a sexual assault or other sexual misconduct is encouraged to report it immediately to the Title IX Coordinator in order to permit a coordinated report to the applicable law enforcement authorities when appropriate. Nothing in this policy prohibits a student or colleague from reporting a crime directly to local authorities.

Please refer to the Resources for Victims of Sexual Misconduct section of this document for a link to local resources for advice and assistance to victims.

Victim Rights

The College will take interim steps to protect victims of sexual misconduct and maintain a positive learning and working environment by minimizing or eliminating contact with the respondent and providing reasonable academic and administrative accommodations in accordance with the Clery Act and Title IX. Victims of sexual misconduct may request a change in their academic or employment arrangements by contacting student services office, One Up Manager, Title IX Coordinator or local leadership. Additionally, reasonable employment arrangements may also be requested through human resources while an investigation ensues. Victim's rights include:

1. Upon notifying the College of an incident of sexual misconduct, the victim will be informed of available options including the necessary steps and potential consequences of each option.
2. Where applicable, the victim will 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.
3. The victim has the right to be free from undue coercion from any members of the College to pursue or not pursue any course of action.
4. The victim has the right to be advised of her/his option to notify appropriate law enforcement authorities, and be informed about how to receive assistance from College personnel in notifying these authorities, if requested.
5. The victim will receive information on how to make a confidential report for the purposes of tracking campus crime.
6. The victim has the right to be informed of the applicable disciplinary conduct process and procedures.
7. The victim has the same right as the accused to attend and have others present at student conduct hearings.
8. The victim has the right to be informed of the outcome of any student or colleague conduct proceeding involving alleged sexual misconduct. In the case of student misconduct proceedings, the victim has the right to appeal the outcome.
9. The victim has the right to request a change in academic, on-campus employment, or on-campus living arrangements after the alleged sexual misconduct and to be informed of the reasonably available options for those changes.
10. The victim will be informed about campus and/or community resources for counseling, advocacy, and other services for survivors of sexual assault.

For faculty and staff (all colleagues): In the event that a violation of this policy is reported to you, the victim should be provided with the above-listed options. For more specific instructions on how to properly comply with College's sexual misconduct policy, please consult with the Title IX Coordinator.

Retaliation

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

Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

All complaints of retaliation should be reported in accordance with Chamberlain's complaint procedures. If College procedures would result in the student or colleague being required to submit his/her complaint to the person whom he/she believes is retaliating against him/her, the student or colleague may submit the retaliation complaint directly to the Title IX Coordinator, the location leader or One Up Manager, who should also inform the Title IX Coordinator.

Submission of a good-faith complaint or report of sexual misconduct will not adversely affect the complainant's future academic or work environment. Chamberlain will discipline or take other appropriate action against anyone who retaliates against any person who reports an incident of alleged sexual misconduct or who retaliates against any person who assists or participates in a proceeding, investigation or hearing related to such allegations.

Confidentiality

The College wishes to create an environment in which individuals feel free to discuss concerns and make complaints. The College understands that complainants, witnesses and others involved in the investigation process may be concerned about the confidentiality of the information they are sharing. In some cases, however, the College may be obligated to take action when it becomes aware of information relating to a complaint.

Confidentiality in cases of sexual misconduct will be maintained to the extent permissible by law and consistent with the College's obligations in investigating complaints. Once an individual discloses identifying information to the College through the processes described above and in the applicable complaint procedures, he/she will be considered to have filed a complaint with the College. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate.

If a student or colleague wishes to speak with someone who can assure confidentiality, he/she is encouraged to access counseling services available by referral through Chamberlain's third party provider, ASPIRE, at **888.470.1531** or via **myaspireonline.com** (for students) or Guidance Resources at **877.623.3879** (for colleagues)

Resources for Victims of Sexual Misconduct

Local Resources are reviewed each year and can be found in the Annual Disclosure reports distributed to each campus community and posted on the Student Consumer Info page of the College's web site. The reports are available by location in a drop-down menu and contain lists of local resources available to victims of sexual misconduct. The resource lists are updated annually.

To access this information, go to:

chamberlain.edu/student-consumer-information.

Ethics and Compliance Services
Version 1.0, 9/17/14

ACADEMIC FREEDOM

Chamberlain College of Nursing 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 faculty, students and faculty should be free to discuss questions of interest to them and express opinions publicly and privately. When doing so, students and/or faculty should make clear to the academic and larger community that in their expressions or demonstrations they speak only for themselves.

NONDISCRIMINATION POLICY

Chamberlain College of Nursing does not discriminate in recruitment, education, employment, programs, activities and services on the basis of race, age, religion, gender, national origin, ancestry, color, creed, disability, veteran status or other legally protected classifications.

This policy is consistent with relevant governmental statutes and regulations, including those pursuant to the Civil Rights Act of 1964 and applicable provisions of the Education Amendments of 1972, as well as Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. Chamberlain does not tolerate verbal or physical conduct by any student, faculty or staff member that constitutes sexual harassment of any student/employee as outlined in the Sex Discrimination Guidelines issued by the U.S. Equal Employment Opportunity Commission (EEOC).

Any person with questions about Chamberlain's compliance with the regulations of the Civil Rights Act of 1964, and applicable provisions of the Education Amendments of 1972, as well as Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, is directed to contact the on-site student services advisor or the director of student services.

CRIME AWARENESS & CAMPUS SECURITY ACT

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 from an admission advisor.

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 college. 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 and DeVry reserve 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.

Phone Number: 832.664.7000

Admission Department, Room: 110

Get Involved

COMMUNITY SERVICE

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

SUSAN G. KOMEN RACE FOR THE CURE®

Chamberlain College of Nursing 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.

INTERNATIONAL NURSING SERVICE PROJECT

Chamberlain students have ventured far beyond the classroom and local communities to participate in International Nursing Service Projects in Kenya, Bolivia and Brazil. This first-hand immersion experience allows students to gain a deeper understanding of cultural and economic differences. The two- to three-week International Nursing Service Projects can be done in place of Chamberlain's required Multiculturalism and Community Health courses.

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 College. 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 College of Nursing 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 COLLEGE OF NURSING HONOR SOCIETY, SIGMA THETA TAU, PHI PI CHAPTER

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

STUDENT GOVERNMENT ASSOCIATION (SGA)

Chamberlain College of Nursing 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 services advisor on their campus for more information.

COLLEGE COMMITTEES

Officers of the SGA appoint representatives to the College's standing committees. Students serve as members on several of the College'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.



Quick Reference Guide

PEARLAND CAMPUS

12000 Shadow Creek Parkway
Pearland, TX 77584
832.664.7000
Toll Free: 888.556.8CCN (8226)
Fax: 832.664.7001

chamberlain.edu/pearland

ADMINISTRATION OFFICE

Hours:

Monday	9:00 AM - 6:00 PM
Tuesday	9:00 AM - 6:00 PM
Wednesday	9:00 AM - 6:00 PM
Thursday	9:00 AM - 6:00 PM
Friday	9:00 AM - 4:00 PM
Saturday	Closed
Sunday	Closed

Kacie A. Spencer, DNP, RN
President, Pearland Campus
kspencer2@chamberlain.edu
832.664.7032
Room: 117 K

Tiana K. Warren
Administrative Coordinator II
tsmith@chamberlain.edu
832.664.7007
Room: 113

OFFICE OF ADMISSION

Hours:

Monday	9:00 AM - 6:00 PM
Tuesday	9:00 AM - 6:00 PM
Wednesday	9:00 AM - 6:00 PM
Thursday	9:00 AM - 6:00 PM
Friday	9:00 AM - 4:30 PM
Saturday	Closed
Sunday	Closed

Sherri Springer
Director, Admission
sspringer@chamberlain.edu
713.277.9820

Karla Findley
Admission Advisor
kfindley@chamberlain.edu
832.664.7004
Room: 110

Brittney Kohn, MHRM
Admission Advisor
bkohn@devry.edu
832.664.7003
Room: 110

Nichelle Williams
Admission Coordinator
nwilliams@chamberlain.edu
832.664.7010

CENTER FOR ACADEMIC SUCCESS (CAS)

Pamela Keys, MSN, RN
Associate Professor
pkeys@chamberlain.edu
832.664.7014
Room: 125 G

Stephanie Stroud, MSN, RN-PCCN
Assistant Professor
sstroud@chamberlain.edu
832.664.7016
Room: 125 F

CLINICAL COORDINATORS

Rasheda Davis
Clinical Coordination Specialist
832.664.7009

FACULTY

Pamela Keys, MSN, RN
Associate Professor
pkeys@chamberlain.edu
832.664.7014
Room: 125 G

Stephanie Stroud, MSN, RN-PCCN
Assistant Professor
sstroud@chamberlain.edu
832.664.7016
Room: 125 F





LIBRARY

Diamond Clark, MLS
Clinical Library Specialist
dclark@chamberlain.edu
832.664.7017
Room: 119

STUDENT SERVICES

Sharelle Onibokun
Manager, Student Services
832.664.7012
Room: 113 H

Renelda Robles, MBA
Student Services Advisor II
832.664.7011



CHAMBERLAIN COLLEGE OF NURSING 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
Events: chamberlain.edu/events

CHAMBERLAIN MOBILE APP

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

ONLINE CLASS LOGIN INFORMATION

Access Online Class Resources via my.chamberlain.edu or the Chamberlain Mobile App From Your Mobile Device.
ADN & RN to BSN Option: learn.chamberlain.edu
Campus Students: nursingonline.chamberlain.edu

TECHNICAL SUPPORT

Chamberlain Online Courses: 866.613.8622 or my.chamberlain.edu
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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.

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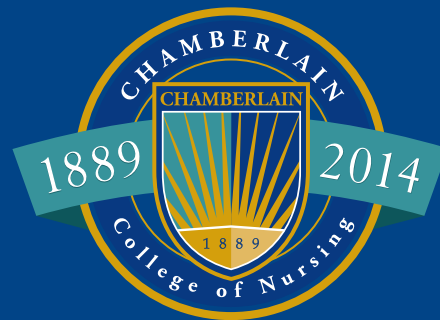
LITERATURE RESOURCE

Chamberlain Academic Catalog
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President, Chamberlain College of Nursing



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Accreditation and Approvals:

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

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

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