



CHAMBERLAIN COLLEGE *of* NURSING STUDENT HANDBOOK

Pearland Campus



Over
125 YEARS
of Extraordinary Care
chamberlain.edu/pearland

Extraordinary Care. Extraordinary Nurses.

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.

Campus & Online Students

- Transcripts** – Have you submitted all transcripts from previous institutions?
- Financial Aid** – Have you completed your Free Application for Federal Student Aid (FAFSA®) and met with your student support advisor? **Details on p32**
- Payment Plans** – Have you selected a payment plan and finalized arrangements to pay for your education? **Details on p32**
- Registration** – Are you registered for classes? Have you met with your student support advisor to set up your academic plan? **Details on p15**
- Not Anymore Training** – Although the deadline to complete this training is Week 3 of your first session, it is recommended you finish this training prior to beginning classes. The training takes approximately an hour to complete and is required for all students. Participation in this training allows each of us to continue to be educated on:
 - Sexual violence
 - Interpersonal relationship violence
 - Sex-and-gender-based harassment
 - Bystander intervention and other prevention techniquesFollow these steps to complete the training:
 1. Access the Not Anymore training at <https://studentsuccess.org/CODE/chamberlain>
 2. Enter access code 153226
 3. Set up your account. You will need to enter your D#.
 4. Complete the training.
- Review the Student Code of Conduct** – As a student at Chamberlain College of Nursing, you are expected to conduct yourself in a professional and ethical manner. Students are bound to the expectations set forth in the current handbook available at chamberlain.edu/handbook. Take time to review the academic integrity policy and professional conduct policy. **Details on p36**

Campus Students

- Clinical Compliance** – Make sure to complete the compliance requirements prior to the published deadlines. **Details on p16**
- Get Involved** – Check out the campus student organizations. Contact your student support advisor for more information. **Details on p62**
- 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.



supplements the policies and procedures outlined in this handbook.

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This handbook applies to all Chamberlain College of Nursing students.

Important information about the educational debt, earnings, and completion rates of students who attended Chamberlain College of Nursing can be found at chamberlain.edu/ge.

NOTE: Chamberlain reserves the right to change the terms and conditions outlined in this student handbook at any time without notice. Information updated after April 2017, including additions and amendments, is available via chamberlain.edu/catalog and chamberlain.edu/handbook. The online academic catalog and student handbook are updated monthly or as needed. The student handbook is an extension of the catalog. It is the responsibility of applicants and students to check online for updates in both publications and abide by the policies within. The catalog and handbook published online supersede all previously published editions and are in effect until a subsequent catalog or handbook is published. Information contained herein is effective April 2017. 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 support 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



AIN
ing



FIND YOUR PATH

No matter where you are in your nursing career, Chamberlain offers 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.

UNDERGRADUATE
PRE-LICENSURE

UNDERGRADUATE
POST-LICENSURE

GRADUATE POST-LICENSURE

GRADUATE POST-LICENSURE DOCTORAL

UNDERGRADUATE
PRE-LICENSURE

BSN
DEGREE

Bachelor of Science in Nursing (BSN) Degree Program

chamberlain.edu/bsn



GRADUATE
POST-LICENSURE

MSN
DEGREE

Master of Science in Nursing (MSN) Degree Program

chamberlain.edu/msn

MSN Educator
Specialty Track

MSN Executive
Specialty Track

MSN Healthcare
Policy Specialty Track

MSN Informatics
Specialty Track

Master of Science in Nursing (MSN) Degree/
Master of Business Administration (MBA) Degree

chamberlain.edu/msnmba

The MBA degree is available through
DeVry University's Keller Graduate School
of Management. Learn more at keller.edu.



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Important information about the educational debt, earnings, and completion rates of students who attended DeVry University's Keller Graduate School of Management can be found at keller.edu/graduate-degree-programs/ge.

Existing RN Certification

Existing MSN Degree

UNDERGRADUATE
POST-LICENSE

RN to BSN Option
chamberlain.edu/rnbsn

RN-BSN to MSN Option
chamberlain.edu/rnmsn

MSN Family Nurse Practitioner Specialty Track

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

GRADUATE
POST-LICENSE
DOCTORAL

DNP DEGREE

Doctor of Nursing Practice Degree Program (DNP)
chamberlain.edu/dnp
 Healthcare Systems Leadership Specialty Track

Note: Program/program option availability varies by state/location.

 On-site  Online

CHAMBERLAIN*Care.*

STUDENT SUCCESS MODEL

We understand what it takes to earn your nursing degree, and we have built a supportive environment focused on student success. Our dedication to producing extraordinary nurses is reflected in the **Chamberlain Care® Student Success Model** – a comprehensive program of tools, resources and support to help our pre-licensure students complete their degree program and succeed as a professional nurse.

- Early assessments gives new students a clear picture of their strengths and areas for improvement, plus a customized support plan.
- Measurement and tracking of your ongoing academic activity identifies areas of concern in order to facilitate a timely response
- Provides a broad range of resources and fosters the supportive environment you need to succeed
- Utilizes academic coaching, ongoing assessment and early identification of your strengths and areas for improvement to develop academic success plans specific to you and your unique needs
- Offers support services that bring faculty, advisors, counseling services (through ASPIRE), alumni coaches and our Center for Academic Success (CAS) together to enhance your academic experience and promote your success
- **Center for Academic Success** assists students in achieving academic success with tutoring, assessment, teaching and other resources.
- Personalized, comprehensive nursing review program helps students synthesize and apply their knowledge and prepare for success on the NCLEX®.

For more information, visit
chamberlain.edu/studentssuccess

DAY 1

EARLY ASSESSMENTS

Identifying potential barriers to student success

CUSTOMIZED SUPPORT PLAN

Addressing areas for improvement before they affect students' academic performance

COMPREHENSIVE NURSING PROGRAM REVIEW

Personalized 8-week program to help prepare students for success on the NCLEX-RN® exam

ACADEMIC ASSESSMENTS & LIVE SUCCESS SESSIONS

Evaluating and reinforcing students' knowledge midway through the nursing program and at the end

CUSTOMIZED WORKSHOPS

Sessions at the Center for Academic Success (CAS) to support the academic needs of each cohort

COACHING & ADVISING

Supporting new students as they navigate the challenges of nursing school

CHAMBERLAIN COLLEGE OF NURSING: MISSION, VISION & PURPOSE

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

VISION

By living *Chamberlain Care*[®], we graduate extraordinary healthcare professionals who transform healthcare worldwide.

PURPOSE

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

Accreditation & Approvals

Chamberlain College of Nursing is accredited by The Higher Learning Commission (HLC, www.hlcommission.org). HLC is a regional agency that accredits U.S. colleges and universities at the institutional level. The Bachelor of Science in Nursing (BSN) degree program (includes the RN to BSN Degree Completion Option), the Master of Science in Nursing (MSN) degree program (includes the FNP & all specialty tracks) and the Doctor of Nursing Practice (DNP) 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 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. For the most updated accreditation information, visit chamberlain.edu/accreditation.

Higher Learning Commission (HLC)

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

Commission on Collegiate Nursing Education (CCNE)

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

Chamberlain College of Nursing 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 is approved to operate by the Virginia Board of Nursing Perimeter Center, 9960 Mayland Drive, Suite 300, Henrico, VA 23233-1463, 804.367.4515. Unresolved complaints may be reported to the Illinois Board of Higher Education through the online complaint system <http://complaints.ibhe.org> or by mail to 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377. Chamberlain College of Nursing is authorized for operation by the THEC, <http://www.tn.gov/thec>.

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. Important information about the educational debt, earnings, and completion rates of students who attended Chamberlain College of Nursing can be found at chamberlain.edu/ge.

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.

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

The *Chamberlain Care*[®] Philosophy of Higher Education

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

- **Care for self.** We must first take care of ourselves so that we have the capacity to take care of others and do our best work each day.
- **Care for colleagues.** Demonstrating care and support of colleagues creates a workplace environment of respect, collaboration, collegiality, creativity, productivity, community and teamwork.
- **Care for students.** *Chamberlain Care* reflects our fundamental belief in the College's responsibility and ability to achieve superior student outcomes for a diverse population of students. Care for students is operationalized through initiatives that lead to teaching excellence, extraordinary care, and strong support for each student's learning experience, motivating actions instead of demotivating actions and encouragement instead of discouragement in the face of challenges.

Chamberlain Care was launched as a major cultural transformation initiative that focused all college operations, resources and institutional assessment on creating a culture of care and achieving superior student outcomes. *Chamberlain Care* has become the lens through which all college operations, processes, practices, behaviors and interactions are viewed and assessed. The cultivation of the culture through attention to these ideals and holding ourselves accountable for the execution of care practices is how Chamberlain prepares generations of extraordinary healthcare professionals who will transform healthcare worldwide.

Philosophy and Framework of Nursing Education

Following the mission of Chamberlain College of Nursing to educate, empower and embolden diverse nurses prepared to advance the health of people, families, communities and nations, we strive to prepare graduates to serve the needs of diverse communities including underserved populations.

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

- **To educate.** A culture of care creates an academic environment in which students thrive by being appreciated for their wholeness and individuality and supported to discover and unlock their potential.
- **To empower.** Teaching is an enterprise of engagement and collaboration between students and faculty that fosters accountability and self-determination in the practice of nursing.
- **To embolden.** The learning environment is intentionally designed to promote and instill confidence in one's professional identity as a nurse.

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

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

- Pedagogical approaches focus on:
 - Engaging through fostering self-direction, reflection and deep learning
 - Individualizing learning aligning with strengths, diversity and desires of the learner
 - Developing clinical judgment through innovative experiential learning
 - Leveraging academic technologies that facilitate progressive and efficient attainment of learning outcomes
- Faculty are supported in developing, sustaining and enhancing these pedagogical competencies through a program of master instruction preparation, assessment and certification.
- Clinical education is designed using a holistic experiential learning model that recognizes and fosters each student's professional potential.
- Campus and online leaders promote educational environments that exemplify and cultivate a culture of care that maximizes the use of self-care, colleague care and student care.
- A student success program is provided to all students through a community of faculty and staff coaches that personalize support.

Conceptual Framework of Nursing

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

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

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

Care-Focused nursing epitomizes *Chamberlain Care* through appreciating and recognizing the role of care in promoting the health and well-being of self, colleagues and patients. It advocates that nurses take accountability for being in the best position to provide extraordinary care to others and that they foster an environment of collegial support and respect. Care-focused nursing is aimed at applying principles of holistic health and person-centered care to persons, families, groups and communities as well as organizations. Care for self, care for colleagues and care for persons culminate in extraordinary nursing care and superior health outcomes.



Cultural Humility is a continual process of self-reflection, self-awareness and self-critique by healthcare providers in order to develop and maintain mutually respectful and useful partnerships with individuals, families and communities (Tervalon & Murray-Garcia, 1998). Rather than focusing on the mastery of many cultures as in cultural competence, cultural humility suggests that understanding other cultures requires a lifelong commitment to a learning process. This encourages an intentional examination of how the nurse's beliefs, values and assumptions influence the delivery of health care and development of relationships with patients and their families (Kools, Chimwaza, & Macha, 2014). "Attaining cultural humility becomes not a goal but an active process, an ongoing way of being in the world and being in relationships with others and self" (Miller, 2009, p. 92).

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

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

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

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

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

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

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

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

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

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

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

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



People You Should Know

Nancy Yuill, PhD, RN

*President, Pearland Campus
Chamberlain College of Nursing*

Dr. Nancy Yuill serves as the president of Chamberlain College of Nursing's Pearland, Texas campus. With an extensive background in clinical practice and higher education, Dr. Yuill brings valuable industry and professional knowledge to the position.

Dr. Yuill has served as faculty and Dean of a College of Nursing and a School of Nursing and Allied Health for over 25 years. She also served as Interim Vice President for Academic Affairs and holds a title of Professor Emeritus. Most recently she was the Director of Nursing Excellence in a large acute care facility. In this role, she promoted safety and quality initiatives for patients and colleagues. Her work included reducing the patient fall rate, hospital associated infections, pressure ulcers, and serious safety events related to errors. She led the team in attaining Pathway to Excellence re-designation through the American Nurses Credentialing Center in the journey toward Magnet Status. Other initiatives included promoting a Night Friendly Hospital, South Asian Culture Fair, and employee safety. Dr. Yuill has been recognized with several awards including the Clara Quezada Clinical Excellence and Employee Safety awards. She has been honored as one of the Outstanding Nurses in the greater Houston area by Texas Nurse's Association District 9. In academia, she was recognized as Woman of the Year and as Outstanding Advisor.

Dr. Yuill's academic experience includes teaching and managing associate, baccalaureate, and graduate programs in nursing, health administration, kinetics, and athletic training. Her clinical experience includes critical care, cardiovascular nursing, quality management, and professional development. Dr. Yuill has offered numerous presentations, including continuing education conferences in Jurisprudence and Ethics, Care of Aging Patients, Pressure Ulcer Staging and Prevention, and various nursing grand rounds. She is a member of American Nurses Association, Texas Nurses Association, and Association of Nurse Professional Development Specialists.

Dr. Yuill earned a Bachelor's Degree in Nursing from Houston Baptist University, a Master of Science degree and a Doctorate of Philosophy degree in nursing from Texas Woman's University. Her dissertation focused on development of critical thinking in undergraduate nursing students.

FACULTY

NURSING REQUIRES A DIFFERENT WAY OF LEARNING

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

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

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

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



INTERACTION WITH FACULTY & ADMINISTRATION

The faculty, administration and colleagues of Chamberlain 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. Take the opportunity to meet with your faculty and talk about your education goals as well as those challenges which impact your learning. There are a variety of ways that you can communicate with the faculty and academic leaders. These include access hours online or in-person, student town hall meetings (both virtually and in-person) and internet chat rooms. What is most important is that you reach out and take advantage of all the opportunities you have for communication and support. We welcome your participation with us in creating the best possible learning environment for your success.

Students are provided with an array of resources and coaching to support their academic success. Faculty and staff are dedicated to serving you through these programs. Pre-licensure students will be helped by the Student Success Model, and post-licensure students will benefit from the Student Success Strategies offered online. These resources are vital components of *Chamberlain Care*[®].

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STUDENT SERVICES ADVISING

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

Your advisor can assist you with:

- **Course planning**
- **Identifying resources to promote academic progression**
- **Registration** – Registration begins Week 3 of the second session every semester. Students must register for the first and second session at the same time. Students with a compliance, financial or other hold will be unable to register until their hold has been cleared. Students wishing to drop, add or withdraw from a course should contact their student support advisor.

To help ensure academic integrity, pre-licensure students that register for online nursing courses may be required to take their unit exams and final exams on campus, in a proctored environment. Information about on-campus testing will be provided in your course syllabi.

- **Financing questions** – If you are using loans to finance your education, it is important you understand your borrowing history and how it will impact your future. To assist you, Manage My Loans is a tool available on your student portal to help you understand your loan borrowing history, your academic progression in relationship to your aggregate loan limits, and the impact of your academic and borrowing decisions on your student loan repayment amount. Visit my.chamberlain.edu and click Student Finance, Manage My Loans. Your advisor is also available to assist you in developing a financing plan.

- **Attendance questions**
- **Proficiency examination questions**
- **Academic questions**

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

Students are encouraged to contact their student support advisor with any questions or needs. Student support advisors may also contact students to increase student awareness of issues that may negatively impact their academic success and to help students identify faculty and 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 Nicholas
Manager, Student Services
832.664.7012
Room: 113 H

Marina Baccam
Student Support Advisor
832.664.7011
Room: 113 H

Nkechinyere Nwuba
Student Support Advisor
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Room: 113 G

LaTonya Collins
Career Service Advisor
832.664.7063
Room: 113 E



INTERNATIONAL STUDENT INFORMATION*

INTERNATIONAL STUDENT SUPPORT ADVISOR

Every international student has been assigned an international student support advisor to assist during enrollment and throughout the Chamberlain experience. It is important to keep your international student support advisor informed of your ongoing status so they can assist you in achieving your educational goals and maintaining your F-1 visa status.

*Arlington, Houston and Chicago campuses only.

CLINICAL COORDINATION

DIVERSIFIED CLINICAL EXPERIENCES

Experience for the real-world

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

CLINICAL FACILITIES

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

CLINICAL RESIDENCY DISCLAIMER

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

CLINICAL COORDINATION

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

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

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

** May vary by degree program.

*** 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.

CLINICAL EXPECTATIONS

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

CLINICAL COMPLIANCE DOCUMENTATION

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

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

Pre-licensure clinical compliance documentation requirements:

- Student Disclosure & Authorization*****
- Background Check†**
- Drug Screen†**
- Fingerprint Clearance or Application***** (as required)
- Family Care Safety Registry** (State of MO only)
- Personal Healthcare Responsibility Letter of Understanding & Confidentiality Statement**
- Proof of Health Insurance***** (required annually)

Evidence of health insurance is required for all pre-licensure students. Pre-licensure students must enroll in and maintain a group injury and sickness insurance plan unless otherwise insured. Students without injury and sickness insurance may be denied access to clinical facilities and therefore may be unable to complete their nursing programs. 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 United Healthcare. Rates and policy periods are subject to change each new policy term.

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

Pre-licensure students are required to enroll annually. Semester options are available under each plan.

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

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

Health Insurance Portability & Accountability Act of 1996 (HIPAA) Review & Quiz (required annually)

For more information, visit my.chamberlain.edu.

Clinical Profile

Expected Student Clinical Behaviors

Clinical Competencies & Functional Abilities

(For more information, see page 20)

Occupational Health and Safety (OSHA) Review & Quiz (required annually)

For more information, visit my.chamberlain.edu.

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

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

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

Submit documentation showing test date, date read and result; a positive result requires documentation of a negative chest X-ray and physician follow up documenting no evidence of active Tuberculosis (TB)

Hepatitis B Series or Positive Titer

Hepatitis C Antibody Titer or physician's note regarding status of Immunity (Houston and Pearland campuses only)

Annual Flu Vaccine

Immunization Waiver

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

Clinical Compliance Deadlines – New Students

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

Complete documentation must be provided by students to the National Clinical Compliance Office by the following deadlines:

- 3-year Bachelor of Science in Nursing (BSN) degree program students entering in semester one or semester two and Associate Degree in Nursing students entering in semester one must complete all clinical compliance requirements by the Friday of Week 7 of their first session.
- 3-year BSN degree program students entering in semester three (NR-222) must complete all clinical compliance requirements by the Friday of Week 7 of their first session.
- 3-year BSN students entering the College directly into a clinical course must be clinically compliant before the first day of their first session.

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

* Houston, Pearland 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.

CURRICULAR PRACTICAL TRAINING (CPT)/ CLINICAL EXPERIENCE

Curricular practical training (CPT) is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or clinical/practicum that is offered by sponsoring employers through cooperative agreements with a school.

CPT is only available to F-1 students when it is an integral part of an established curriculum. In practical terms, "integral part of an established curriculum" means an opportunity must be required by the curriculum or, if not required, the student must receive credit for the training. Within Chamberlain's Bachelor of Science in Nursing program there are 10 courses which will require CPT.

- **NR-226:** Fundamentals – Patient Care
- **NR-326:** Mental-Health Nursing
- **NR-327:** Maternal-Child Nursing
- **NR-328:** Pediatric Nursing
- **NR-324:** Adult Health I
- **NR-325:** Adult Health II
- **NR-341:** Complex Adult Health
- **NR-441:** Community Health Nursing – International **or**
- **NR-442:** Community Health Nursing
- **NR-446:** Collaborative Healthcare
- **NR-452:** Capstone Course

F-1 students must be enrolled for one academic year before they are eligible for CPT.

Once a student has completed 12 months of full-time CPT, he or she becomes ineligible for optional practical training, or OPT (which is covered in the next Topic) at that educational level.

For example, if a student completes 12 months of full-time (40 hours or more per week) CPT as an undergraduate, the student is not eligible for OPT at the undergraduate level.

* Arlington, Houston and Chicago campuses only.

Clinical Compliance Deadline – Continuing Students

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

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

You can find more information on 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 **Clinical Coordination**.

Renelda Robles
Clinical Coordination Specialist
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Room: 113 B



OPTIONAL PRACTICAL TRAINING (OPT)

Optional practical training (OPT) is another type of practical training available to nonimmigrant students. It differs from CPT in the following ways:

- OPT is not an integral part of a student's academic program
- OPT requires Department of Homeland Security (DHS) adjudication

OPT is available to F-1 students while completing their program of study or upon completion of their program of study. F-1 students can participate in OPT that is directly related to their major area of study while they are enrolled in school (pre-completion) and upon completion of their program of study (post completion). Certain students are also eligible for a 17-month extension of post-completion OPT.

As is the case with CPT, students must be enrolled full time for a full academic year before being eligible for OPT — there is no exception to this requirement. However, F-1 students can apply for pre-completion OPT as early as 90 days prior to completion of a full academic year.

Specific guidelines for OPT are as follows:

- A student can participate in a total of 12 months of OPT at each education level.
- Certain students are eligible for a 17-month extension of post-completion OPT.
- Part-time work counts toward the maximum 12 months at one-half the rate of full-time employment.
- OPT does not count as part of a nonimmigrant student's required full-time course load.
- A student may work up to 20 hours per week when classes are in session.
- A student may work more than 20 hours per week when classes are not in session.
- A student does not need to have a job offer to be authorized for OPT.
- A student is limited to an aggregate of 90 days of unemployment during post-completion OPT and 120 days of unemployment if granted the 17-month extension.

Pre-completion OPT vs. Post-completion OPT

The OPT rule published on April 8, 2008, made certain changes to OPT including distinguishing periods of pre-completion OPT from post-completion OPT. This change mainly impacts students who have completed all coursework for their program of study, excluding thesis or equivalent. In the past, students in this situation would apply for pre-completion OPT and roll it into post-completion OPT. Students must now choose between pre-completion OPT and post-completion OPT.

If a student in this situation applies for pre-completion OPT, he or she can work full time, is not subject to the unemployment provisions, and may receive a program extension. However, the student is not eligible for the cap-gap extension of OPT.

Alternatively, if a student in this situation applies for post-completion OPT, he or she can work full time, is eligible for the cap-gap extension, if eligible. However, a student is subject to the unemployment provisions and is unable to receive an extension of his or her program.

As previously indicated, a student must be enrolled full time for one full academic year to be eligible for OPT but may apply for employment authorization as early as 90 days prior to completion of a full academic year. In calculating the required one full academic year needed to be eligible for OPT, students can include time spent in other programs of study, if there was no break between the programs. Your international student support advisor or DSO (Designated School Official) can provide applications.

A student applying for post-completion OPT must submit the application for employment authorization prior to the end of the 60-day grace period after his or her program end date. If a student files the application for employment authorization beyond the grace period, USCIS will deny the application.

Length of Stay for Students with Post-Completion OPT

An F-1 student is allowed to remain in the United States until the expiration date shown on the employment authorization document (EAD) plus 60 days to prepare for departure. All OPT must be completed within 14 months of the program end date. This provides a two month buffer to allow for adjudication time. However, if it takes three months after the program end date for USCIS to adjudicate the application, the student will be able to work for only 11 months. In no case will a student be approved to work more than 12 months of OPT.

Students cannot begin work while their application for employment authorization is pending. If USCIS does not approve or deny the application within 90 days, the student should contact USCIS regarding the application. The April 2008 OPT rule introduced periods of authorized unemployment for F-1 students on post-completion OPT.

Students are limited to a period of 90 days of authorized unemployment during the initial 12-month period of post-completion OPT. If a student exceeds the period of authorized unemployment, it is considered a violation of status.

Any student interested in employment while taking classes at Chamberlain College of Nursing should contact an international student support advisor or Designated School Official (DSO) for application information.

Additional information about working in the United States can be found at the following websites:

uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment

ice.gov/sevis/employment

* Arlington, Houston and Chicago campuses only.

CLINICAL/EXPERIENTIAL LEARNING EVALUATION

Chamberlain College of Nursing is committed to graduating extraordinary nurses. Course-specific clinical evaluations begin with the first course and are ongoing, with weekly formative evaluations and a summative evaluation at the end of each clinical session. Students are required to take an active role in their own evaluation by completing a self-evaluation of their clinical performance. Clinical faculty will discuss the Clinical/Experiential Learning Evaluation with students during clinical orientation and it is completed and signed by both parties weekly. The purpose of this evaluation is to monitor and document student clinical performance and to provide timely and consistent feedback to all students throughout their clinical experience.

EXPECTED STUDENT CLINICAL BEHAVIOR

Specific clinical expectations for each nursing course are stated in the course outcomes. Successful completion of the course depends on demonstration of these outcomes.

In addition, all students are expected to demonstrate professional nursing behavior and follow all standards of conduct outlined in the Chamberlain Academic Catalog and Student Handbook while fulfilling the clinical requirements of the program.

The following are general expected student behaviors:

1. Students are responsible for compliance with all health and safety requirements and for providing required documentation before completion of the first semester, after admission and before registering for a clinical course. Students not in compliance with all clinical requirements will not be permitted to begin their clinical rotations.
2. Students must arrive to all clinical assignments 15 to 30 minutes prior to scheduled start time and complete the entire shift. Any unforeseen tardiness or absence must be reported immediately to the clinical instructor/nurse preceptor, the contact for the clinical agency (if different than clinical instructor/nurse preceptor) and course faculty. A student is expected to attend all scheduled clinical assignments, including clinical orientations. Refer to the Attendance Policy in the Chamberlain Academic Catalog for more information regarding standards of attendance, and the consequences of violating standards of attendance.
3. Changes in scheduled clinical days may be made only in cases of emergency and only if agreed upon by the clinical instructor/nurse preceptor.
4. If a clinical day is canceled by the nurse preceptor or agency, the student must notify the course faculty.
5. The student is expected to be prepared to deliver nursing care to assigned patients. The student is responsible for planning in advance of the scheduled shift. Preplanning should include, but is not limited to, the following:
 - Review of patient history – Past medical/surgical, present illness and psychosocial
 - Medications – Review use, administration, side effects and calculate safe dosages
 - Treatments – Already received and scheduled
 - Current orders – Care to be delivered
 - Nursing plan of care – Including outcomes/evaluation
6. The student is a guest of the sponsoring agency and nurse preceptor and must meet professional standards.
7. Student dress on-site must be appropriate at all times and abide by the Chamberlain Dress Code Policy. Comfortable, informal apparel is permitted in the classroom. However, in clinical settings, simulations and lab classes, uniforms are required. Uniforms are not required during Open Lab. Items such as short shorts, halter-tops, swimsuits, play-suits and bedroom slippers are not appropriate.
8. The student must abide by the lunch/break policy of the clinical instructor/nurse preceptor or agency.
9. Cell phones may not be used at any time for talking or checking email/text messages during a clinical rotation and must be turned off or silenced.
10. A student shall, in a complete, accurate and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient and the patient's response to that care.
11. A student shall, in an accurate and timely manner, report to the appropriate practitioner, errors in or deviations from the current valid order.
12. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case-management documents, reports, time records or any other documents related to billing for nursing services.
13. A student shall implement measures to promote a safe environment for each patient.
14. A student shall delineate, establish and maintain professional boundaries with each patient.
15. At all times, when a student is providing direct nursing care to a patient, the student shall:
 - Provide privacy during examination or treatment and in the care of personal or bodily needs
 - Treat each patient with courtesy, respect and full recognition of dignity and individuality
16. A student shall practice within the appropriate scope of practice as set forth in all applicable state laws and regulations for a registered nurse, and any applicable state laws and regulations for a practical nurse.
17. Students are expected to be aware of and in compliance with all infection control policies and standard precautions regarding hand washing.
18. A student shall use universal blood and body fluid precautions established by any applicable state laws and regulations.
19. A student shall not:
 - Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a patient
 - Engage in behavior toward a patient that may be reasonably interpreted as physical, verbal, mental or emotional abuse

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

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

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

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

22. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
- Sexual contact, as defined in any applicable state laws and regulations
 - Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning
23. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined by any applicable state laws and regulations, in any way not in accordance with a legal, valid prescription issued for the student.
24. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, alcohol or other chemical substances to an extent that impairs his/her ability to practice.
25. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol or other chemical substances that impair the ability to practice.
26. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
27. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

28. A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice.
29. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent unless restored to competency by the court.
30. A student shall not aid or abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
31. A student shall not prescribe any drug or device to perform or induce an abortion or otherwise perform or induce an abortion.
32. A student shall not assist suicide as defined by applicable state laws and regulations.
33. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information or documents to the nursing program, its administrators, faculty, teaching assistants, preceptors or the state board of nursing.
34. The student must adhere to all clinical agency policies while participating in clinical experience.
35. The student may not leave the premises during a clinical experience.

Failure to abide by these expected clinical behaviors will result in an unsatisfactory clinical performance rating, failure of the course and/or dismissal from the program. A student who has failed the clinical component of a nursing course by the withdrawal deadline will be administratively withdrawn and awarded a grade of Withdrawal Failing ("WF").

In addition, students may be immediately dismissed for egregious behavior including, but not limited to:

1. Evidence of actual or potential harm to students, patients or the public.
2. Criminal behavior whether violent or non-violent, directed against persons, property, public order or decency.
3. Intemperate use or abuse of drugs, diagnosis or treatment for chemical dependency, mental illness or diminished mental capacity.
4. The lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic and/or occupational behavior, which, in the judgment of the state board of nursing, indicates that an individual is unable to consistently conform his/her conduct to the requirements of the state nurse practice act, the state board of nursing's rules and regulations and generally accepted standards of nursing practice, including but not limited to, behaviors including honesty, accountability, trustworthiness, reliability and integrity.

COMPETENCIES & FUNCTIONAL ABILITIES

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

If you are a student with a verifiable documented disability, and you can provide medical documentation regarding this disability, then contact our Office of Student Disability Services at adaofficer@chamberlain.edu or **888.556.8226** for more information on how to receive ADA accommodations.

Core Competencies	Standard	Examples (not meant to be inclusive)
Critical Thinking and Analytic Thinking	Critical thinking ability that includes the ability to recognize cause/effect and analyze potential solutions	Synthesize knowledge, recognize problems, problem-solve, prioritize, invoke long-and short-term memory
Communication and Interpersonal Skills	Convey information orally and in writing using English as the primary language. Demonstrate therapeutic communication and relationship skills	Write nurses notes, iSBAR, engage in patient conferences, interpret nonverbal cues. Engage in conflict resolution, establish rapport, display non-judgmental attitude
Emotional Intelligence	Demonstrate self-awareness, self-management, social awareness and relationship management	Identify, use, understand, and manage emotions in positive ways to relieve stress. Communicate effectively, empathize with others, overcome challenges, and diffuse conflict
Reading	Read, interpret and comprehend all written and electronic materials	Read and interpret: policies, procedures, progress notes, textbooks, iSBAR, patient paper and electronic charts
Mathematical Ability	Demonstrate proficiency in arithmetic functions, measurement and recording devices and reading/recording of numerical information	Calculate drug dosages, convert to metric system, read monitoring equipment, record numerical assessment/monitoring data

Functional Abilities	Standard	Examples (not meant to be inclusive)
Physical Stamina/ Gross Motor Skills/ Mobility	Exhibit and demonstrate physical strength including ability to move, sit, stand and walk safely and endurance appropriate to professional nursing roles throughout assigned shifts	Independently without assisted devices is able to: Physical ability to lift and transfer 50 pounds and carrying of objects up to 25 pounds. Physical ability of bending or stooping 1 inch from the floor and of reaching overhead to retrieve or place items on patient/unit shelves; to intermittently push objects over 100 pounds; stand/walk for 8-12 hours; maintain balance. Move quickly from place to place, move freely in patient-care areas
Sensory	Sight: Distinguish color and visual images within normal range Hearing: Hear, with or without aids, voices, sounds and monitoring alarms necessary for safe practice Olfactory Sensation: Detect odors, unusual smells or smoke Tactile Sensation: Interpret sensations, temperature and environmental temperature	Sight: Determine color changes during physical assessment, observe patients in hallways, read computer/monitoring screens Hearing: Monitor blood pressures, hear patients speaking, respond to equipment alarms, auscultate lung sounds Olfactory Sensation: Assess odors during physical assessment, detect odor or smoke Tactile Sensation: Perform palpation for monitoring or procedures, respond to environmental temperature changes
Physical Health Status	Maintain physical health consistent with employment responsibilities and commitments	The student will monitor and report own health needs and recognize personal illness and maintain patient safety in transmission of illness. No evidence of fevers over 100°F; body in non-compromised working order (no casts, slings, boots, vomiting, diarrhea, crutches, assistive devices)
Mental Health Status	Maintain focus and emotional stability in stressful situations and respond to needs of others	Manage own emotions, respond appropriately in crisis situations, adapt to change readily, maintain therapeutic boundaries
Fine Motor/ Psychomotor Skills	Perform tasks congruent with nursing roles	Write legibly, grasp, pick up, manipulate small objects & syringes, calibrate equipment, Perform patient assessment, change dressings, administer injections

SIMCARE CENTER™

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

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

Wanda Spratt, MSN, MA, RN
Manager, SIMCARE CENTER

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Linda Madison, MS, RN
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Cynthia Marshall, RN
Clinical Learning Lab Specialist

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CENTER FOR ACADEMIC SUCCESS (CAS)

The Center for Academic Success (CAS) provides pre-licensure students with an opportunity to enlist the services of peer and professional tutors for assistance with course content in nursing. Special support can be arranged for professional tutoring in liberal arts and sciences courses.

Tutors can provide resources for academic support, advice on how to study, National Council Licensure Examination (NCLEX) preparation and insight into particular classes and instructors. The CAS also holds interactive workshops and study sessions for nursing and 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

Qiana Ross, MSN, RN, CVRN, CNE
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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 **Quick Links**, select **Tutor Resources**.

ASK US A QUESTION

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

ASKING QUESTIONS

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

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

CAREER SERVICES

Chamberlain offers a wide range of career 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 to assist with assessing career goals; assisting with job search documents; increasing your 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 guidance in developing resumes, cover letters, portfolios, references lists, thank you and recommendation 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, create, upload and store career documents; research employers and access job leads and other career resources. Students and alumni can access the CareerCare site through my.chamberlain.edu under the **Resources tab**.

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

Hours:

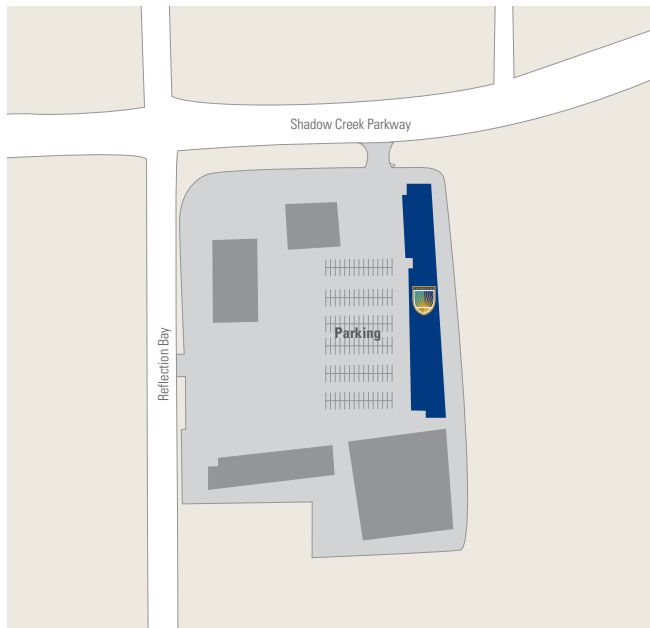
Monday	9:00 AM - 5:00 PM
Tuesday	9:00 AM - 5:00 PM
Wednesday	9:00 AM - 5:00 PM
Thursday	9:00 AM - 5:00 PM
Friday	9:00 AM - 4:00 PM
Saturday	Closed
Sunday	Closed

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 Student Services 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 Support office. Temporary permits are valid for up to five days and limit parking to designated areas only. Temporary permits should be hung from the rear-view mirror and returned to the Student Support office upon expiration.

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

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

Access:

- Email
- Your Student Account
- Resources & Help
- Your Class Schedule
- Your Grades
- ASPIRE Student Assistance Program
- Student Surveys & End of Course Evaluations
- Browse Courses
- Self-Register for Classes
- 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 support advisor.

WIRELESS ACCESS

Connecting to Chamberlain's wireless network:

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

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:

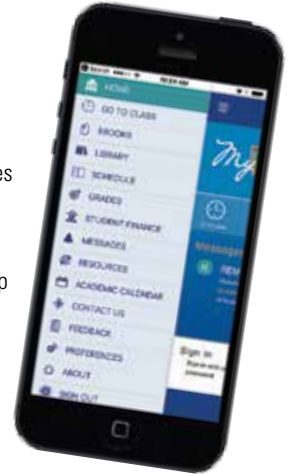
- Access the latest news on the Chamberlain blog
- View your class schedule
- Reference the Chamberlain Academic Calendar

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 APP.



For Chamberlain Mobile App Support

contact mobilesupport@devry.edu.

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

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

To access a complete list of wireless specifications, instructions and troubleshooting tips, download the **Wireless Internet Guide** at chamberlain.edu/wirelessaccess or call the Help Desk at 877.784.1997.

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 plus “-c” (YYYYMM-c). 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*

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.

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

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

SIREN

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

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

COMPUTER LABS

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

Computer labs include networked, PC-compatible computers. Local Area Networks (LANs) provide access to a wide range of software and services.

Labs are accessible at scheduled times during instructional hours and may be available after classes or in open-labs sessions. Students may use labs during unscheduled hours with permission from an appropriate staff member.



What You Need

TEXTBOOKS/eBooks

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

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

Printed eBooks – A printed eBook is a printed softcover version of an electronic textbook. Most eBooks are available for purchase as a printed eBook. While most printed eBooks are black and white, a few are available in color. Printed eBooks are identical to the course eBook and aren't required; they're simply an option for students who want a printed textbook. In order to be eligible to order a printed eBook, you must have purchased the eBook(s) for the course. See the bookstore for more details.

For additional information regarding which courses have eBooks and the costs associated with them, contact your student services office.

PROFESSIONAL APPEARANCE

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

- Uniforms must be clean and well maintained.
- Hair is to be worn back and up and away from the face. Longer hair must be tied back in a neat manner. Hair colors must be of natural tones. Non-natural colors such as pink, blue, etc., are not acceptable.
- 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. Ear gauges should be plugged closed with plugs matching skin tone.
- Gum chewing is not permitted in the clinical area.
- All body art/tattoos must be covered by a snugly fit long sleeve shirt and/or a turtleneck worn under student's uniform top.
- Men must be clean-shaven or have short neatly trimmed facial hair.
- Undergarments should not be visible at any time.

Compliance with the dress code at each clinical/practicum site and lab is required.

UNIFORMS AND CLINICAL KITS

- 1 **Female:** Chamberlain cobalt blue tunic top with teal piping along the collar and pockets and a Chamberlain logo embroidered on upper left chest area.
- 2 **Male:** Chamberlain cobalt blue tunic top with pockets and a Chamberlain logo embroidered on upper left chest area.
A white lab coat with the Chamberlain logo embroidered on upper left chest (optional) may be worn over appropriate dress street clothes (no jeans, shorts or sandals).
- 3 A white tunic option is also available and may be required by specific clinical sites*.
NOTE: Uniform requirements may vary. See your clinical coordinator for the specific uniform requirements for your location and/or clinical site.
- 4 The identification badge should be attached to the upper right collar area and worn at all times.
- 5 Stethoscope with bell and diaphragm.
- 6 Watch with a second hand.
- 7 Pants in Chamberlain cobalt blue.
- 8 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
- Clinical kits are also required for certain courses

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.



1

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7

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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 Resources, Additional Resources, then Bookstore or visit chamberlain.edu/uniform.

*For select clinical sites only.

Invest in Your Future

STUDENT FINANCE

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

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

Chamberlain FAFSA school code: 006385

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

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

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

PAYMENT INFORMATION

- Pay your monthly bill online at my.chamberlain.edu
- Check, credit card payments, private loans and outside scholarship refunds will remain on your student account to be used for future charges unless the “hold cash” authorization is rescinded
- Set-up direct deposit for a quicker, safer and more convenient refund

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

STUDENT PAYMENT OPTIONS

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

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

Standard plan

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

Deferred, direct and extended payment plans

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

For additional information, contact your student support advisor.

CHAMBERLAIN SCHOLARSHIP OPPORTUNITIES

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

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

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

FEDERAL WORK-STUDY (FWS) STUDENT WORKER OPPORTUNITIES

STUDENT EMPLOYMENT

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



WORKING IN THE UNITED STATES

To work in the United States, specific authorization must be obtained. Not following the regulatory guidelines for employment authorization is a violation of status and could jeopardize a student's ability to remain in the United States or return for future visits.

If a student does not have a Social Security number, he or she must apply for a number. The student will need a certification letter from their DSO, and from the employer, to present to the Social Security Administration. For additional information on applying for a Social Security number, please see the Social Security and Tax Issues FAQ at ice.gov/sevis.

On-Campus Employment

On-campus employment for F-1 students is work that takes place either at your school or at an off-campus location that is educationally affiliated with the school. The work can be for an on-campus commercial business (such as a cafeteria) as long as the work directly provides services for students. F-1 students are not eligible for federal work study (FWS) positions.

Employment cannot exceed 20 hours per week while school is in session, except in the rare case where the Secretary of DHS suspends this requirement due to emergent circumstances.

F-1 students may work full-time during breaks and vacations as long as they are planning to enroll full-time the next semester. The Internal Revenue Service (IRS) defines full-time on-campus employment as 40 hours per week.

Off-Campus Employment

Except as noted in the regulations, F-1 and M-1 students are prohibited from holding off-campus jobs. Only F-1 students may apply for special authorization to work off campus if they can substantiate severe economic hardship. Off-campus employment requires DSO authorization and an application for employment authorization submitted by the F-1 student to United States Citizenship and Immigration Services (USCIS).

* Arlington, Houston and Chicago campuses only.

Your Resources

ASPIRE – STUDENT ASSISTANCE PROGRAM

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

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

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

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

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

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

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

LIBRARY SERVICES

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

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

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

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

LIBRARY DATABASES

CINAHL and **MEDLINE** provides both full-text and abstract access to the literature of nursing, allied health and medicine. Part of a larger EBSCOhost suite of databases offering access to research literature in science, liberal arts, news and humanities.

DYNAMED provides a comprehensive point-of-care database detailing medical information for nurses and clinicians.

NURSING REFERENCE CENTER provides access to nursing specific point-of-care resources and patient information care sheets.

Alexander Street Nursing Education in Video provides access to streaming videos on subjects of interest to nursing and allied health students – skills, procedures, diagnostics and common measurements.

OVID provides access to full-text nursing journals and eBooks including AJN: American Journal of Nursing and the ...*Made Incredibly Easy!* Series.

The Joanna Briggs Institute provides access to the premier collection of evidence-based practice research in nursing.

MICROMEDEX provides access to a comprehensive database of drug information including adverse effects, FDA approvals and toxicology.

NATURAL MEDICINES provides access to research literature on over-the-counter supplements, complementary medicine, and alternative remedies.

R2 Rittenhouse eBooks provides a large selection of current editions of books related to nursing, allied health, medicine, and related subjects fields.

STAT!Ref is a portal to reference texts including drug guides, manuals, dictionaries, encyclopedias and NCLEX preparation materials.

Primal Pictures Anatomy and Physiology provides access to multimedia interactive videos, diagrams, explanatory text and content intended to support student learning in the basics of anatomy and physiology.

Additional databases are available. For a complete listing of all databases available for student access, visit libguides.chamberlain.edu/library.

Policies & Procedures

APPEAL FOR REINSTATEMENT – AFTER CONDITIONAL ACCEPTANCE

If a conditionally accepted student is not cleared by Friday of Week 3 of his/her first session of enrollment, he/she will be dropped from the course(s) and tuition will be reversed. If documentation cannot be provided by the deadline, an extension may be granted by submitting a request to the chief academic administrator by Friday of Week 3. To initiate this request, please contact your admission representative. If the extension is approved, the student will maintain his/her conditional status and remain enrolled in course(s). If the request is denied or not received by Friday of Week 3, the student will be dropped from all enrolled courses and tuition will be reversed. The student should contact a student support advisor for more information on how conditional acceptance impacts financial aid status.

If enrollment conditions are satisfied after a student has been dropped from courses, the student can request an appeal for reinstatement by contacting a student support advisor. Decisions regarding the appeal for reinstatement include consideration of the student's academic performance and the length of time of the interruption. If the appeal is denied, the student cannot resume studies in the current session, but may be eligible to re-enroll for a future term. If the appeal is approved, the student may be reinstated in courses in which they were previously enrolled. The appeal decision is final.

APPEAL OF ACADEMIC DISMISSAL

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

A. Appealing an academic dismissal

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

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

- 2. If appropriate, complete the appeal for reinstatement form. The form should include:**

- Verifiable documentation of mitigating circumstances that contributed to poor academic performance
- How the circumstances have been overcome
- A realistic plan for meeting the requirements to return to good standing

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

B. Review of the appeal for reinstatement

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

C. Appeal of reinstatement decision

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

D. Reinstatement to the College

If the appeal is approved, the student will be reinstated and placed on financial aid probation. A student must meet satisfactory academic progress by the end of that semester, unless the approved appeal includes an academic plan. Progress of the plan will be evaluated after the next enrolled semester. Students who re-enroll after the approval of an appeal may be required to complete additional requirements as specified by the dean, president/director or designee. Students who have additional requirements will be placed on a registration hold and will be restricted from enrolling in future sessions until those requirements have been met.

If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid. Military students are not eligible to receive VA benefits while placed on an academic plan even if meeting the requirements of an academic plan. Failure to meet the conditions of the plan or satisfactory academic progress will result in a second dismissal and the student is no longer eligible for Title IV HEA program funds.

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

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, threaded discussions or other written learning activities 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 is using one's previously published work without referencing the publication. Each assignment should be new, original work created by the student to meet the objectives of that particular assignment. Students may use relevant content from 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.

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3. Collaboration

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

4. Alteration of Records

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

5. Aids

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

6. Proprietary Material

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

7. Offering of Money or Other Incentives

- Offering money, any item or service to a faculty member or any other person to gain academic advantage for oneself or another
- Offering, giving, receiving or soliciting any unauthorized information in exchange for anything of value
- Offering the sale of written assignments or threaded discussions through any source of media (digital or otherwise) for compensation of any sort
- Acquiring and/or purchasing previously used or material written by others for use in classes

8. 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
 - Each assignment should be new, original work created by the student to meet the objectives of that particular assignment. Students may use relevant content from 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
- 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

Post-licensure Students

Any member of the Chamberlain community may report a violation of the Academic Integrity Policy. The violation should be reported at the time the violation is observed or immediately after the observation to the instructor or dean

If a violation is suspected, observed or reported, the instructor will notify their faculty chair, faculty manager, Associate Dean of Faculty or Dean of Academic Affairs of the incident. The student will be granted the opportunity to deny the allegation and provide details of the incident or admit to the incident. If the student is able to present satisfactory information to adequately explain the concern, the allegation may be dismissed at that time. If the student admits to the allegation, or cannot discredit the allegation, the instructor may impose sanctions ranging from educational sanctions to failure of the course or refer the case to the conduct administrator. Students who admit to the charges but feel the sanctions rendered by the instructor were too harsh can request a sanction only administrative review. Student who do not admit to the charges can request a hearing. When a case is referred to the conduct administrator, the conduct administrator will determine if an administrative review or hearing is warranted. If it is determined that it is more likely than not that the student violated the academic integrity policy, sanctions up to expulsion from the college may apply. Proceedings will continue with the information available at the time even if a student does not respond to the college's request for information.

Hearing or administrative review

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

If a student admits to the charges, a sanction only administrative review will be conducted by the conduct administrator. The conduct administrator may receive input from the hearing panel members to make a determination on the appropriate sanctions.

If a student does not admit to the charges, a hearing will take place before the hearing panel. The hearing panel will review the information and make a determination if it is more likely than not that a violation did occur. If a violation did occur, the hearing panel will impose the appropriate sanctions. Any prior violation of the Academic Integrity Policy will be taken into consideration when determining appropriate sanctions.

Student Rights and Responsibilities

Students have the right to the following:

- Review any written information prior to the hearing which will be presented to the hearing panel
- Respond to the allegations
- Present information and witnesses to the panel. Only witnesses who have relevant information pertinent to the case will be interviewed or allowed to provide written statement for the panel's consideration. The conduct administrator should be made aware of any witnesses at least two (2) business days prior to the hearing.
- Admit or deny the charge(s)
- Bring an advisor or support person to the hearing. The advisor may be an attorney.

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

Students have the following responsibilities:

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

Appeal of the Hearing Panel's Decision

A student may appeal the decision of the hearing panel within 10 business days of the notification being sent to the Dean or designee for the following reasons:

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

The Dean or designee's decision is final.

Pre-licensure Students

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) or designee 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 or designee, the allegation may be dismissed at that time. If the student admits to the allegation, or cannot discredit the allegation, the CAO or designee will investigate the allegation, evaluate the relevant facts and make a determination as to whether the academic integrity policy was violated. At the discretion of the CAO or designee, the professional review committee may be convened to 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 CAO or designee 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 CAO or designee.

If the student does not agree with the decision or the sanctions imposed, the student may appeal to the campus president (pre-licensure). 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.

- Educational/discretionary sanctions (e.g. tutorials, written or reading assignments).
- A written notice to the student that the student is in violation of or has violated the academic integrity policy.
- Student receives zero credit for the entire paper, exam, quiz, homework, 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.
- Revocation of degree or certificate.

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 engaged in the following acts of misconduct may be subject to disciplinary sanctions as outlined in this policy. This list is not all-inclusive but includes categories of misconduct as defined by the 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.
3. Physical abuse, verbal abuse, threats, intimidation, and harassment including, but not limited to, sexual harassment, gender-based harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, either on or off Chamberlain premises or at any Chamberlain-sponsored activity.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the Chamberlain community or other personal or public property.
5. Bullying and cyberbullying, which is using one's power to control or harm individuals who cannot defend themselves including, but not limited to, face-to-face interactions and any electronic communication (communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager) whether it be a single incident or a series of incidents.
6. Participation in the activity of "hazing," defined as any action taken or situation created which, regardless of intent or consent of the participants: may reasonably produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule, or otherwise compromises the dignity of an individual; compels an individual to participate in an activity that is unlawful and or contrary to 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.

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

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

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

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

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

12. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous materials.
13. Aiding, abetting or inducing another to commit a violation of the Student Code of Conduct.
14. Conduct that is provocative, aggressive or in violation of Chamberlain's standards for professional behavior, including but not limited to:
 - Communicating any messages that contain derogatory statements about any group, race or ethnicity
 - Communicating any inflammatory statements related to personal, political, religious or ethical views
 - Communicating any message that contains aggressive, abusive or profane language against members of Chamberlain administration, staff and faculty or against other students
15. Use, possession, distribution or sale of drugs, except permitted substances when taken under a doctor's prescription and consistent with a doctor's instructions. Even where otherwise permitted under local law, marijuana use, possession, or influence on College premises, at College events, or that adversely affects the Chamberlain community, is prohibited. Testing positive for marijuana including medical marijuana will result in disciplinary action. Violation of state, federal or other local regulations with respect to illegal drugs are subject to both criminal prosecution and disciplinary action.
16. Possession, distribution, sale or consumption of alcoholic beverages, except as expressly permitted by law and College regulations. Violation of state, federal or other local regulations with respect to alcohol are subject to both criminal prosecution and disciplinary action.

A student organization should be aware that it may be held responsible for the actions of individuals, including 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 may result in dismissal from the College.

Abuse of the conduct system, including, but not limited to:

- a) Falsification, distortion or misrepresentation of information before a conduct panel.
- b) Disruption or interference with orderly conduct of a conduct proceeding.
- c) Knowingly instituting complaint or conduct proceedings without good cause.

- d) Attempting to discourage an individual's proper participation in, or use of, the complaint or conduct procedures.
- e) Attempting to influence the impartiality of a member of a conduct panel prior to, and/or during, the course of the conduct proceeding.
- f) Harassment (verbal or physical), retaliation and/or intimidation by a student of a participant in the conduct or complaint processes prior to, during and/or after a conduct proceeding.
- g) Failure to comply with sanction(s) imposed under the Code of Conduct.
- h) Influencing or attempting to influence another person to commit an abuse of the conduct or complaint procedures

C. Procedures

1. Any member of the Chamberlain community may file complaints against any student for misconduct. Complaints shall be prepared in writing and directed to the student services manager or designee. Any complaint should be submitted as soon as possible after the event takes place. While anonymous complaints are permitted, this may limit the College's ability to thoroughly investigate the incident.
2. Upon receipt of the written complaint, the student services manager or designee may conduct an investigation to determine if the complaints can be resolved by mutual consent of parties involved. Mutual consent is not appropriate for every situation such as allegations of sexual misconduct. If complaints cannot be resolved by mutual consent, the student services manager or designee may dismiss the case, issue a warning letter or refer the case through the administrative review or hearing process as appropriate.

Administrative Review or Hearing

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

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

Students who file complaints (complainants) and students who the allegations are filed against (respondents) have the right to:

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

Students have the following responsibilities:

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

Interim Suspension

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

1. Interim suspension may be imposed:
 - a) To ensure the safety and well-being of members of the Chamberlain community or preservation of Chamberlain's property; or
 - b) If the College deems that the respondent poses a threat of disruption of or interference with the normal operation of the College
2. During the interim suspension, the respondent may be denied access to Chamberlain premises (including online and onsite classes) and/or all other Chamberlain activities or privileges for which the respondent might otherwise be eligible, as the College may determine to be appropriate. In appropriate cases, the College may notify the complainant of a respondent's interim suspension status.

D. Sanctions

The sanctions listed below may be imposed upon any student found to have violated the Student Code of Conduct. The listing of the sanctions should not be construed to imply that students are entitled to progressive discipline. The sanctions may be used in any order and/or combination that the 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.
- **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.
- **Revocation of degree** – Revocation of a previously conferred degree or certificate. Students whose degree award conferrals are revoked remain responsible for fulfilling financial obligations to Chamberlain, to federal, state and local governments, and to private loan providers.
- **Rescinding admission** – Rescinding admission to the college is generally a permanent decision applicable to all programs. Rescinding admission is at the sole discretion of the director of admission and it not subject to the conduct procedures noted above.
- **Denial of admission** – Denial of admission to the program is generally permanent applicable to all programs. Denial of admission is at the sole discretion of the director of admission and it not subject to the conduct procedures above.

More than one sanction listed above may be imposed for any single violation. In each case in which a Professional Review Committee determines that a student has violated the Student Code of Conduct, sanction(s) shall be determined and imposed. Following the decision of the Professional Review Committee, the student services manager shall advise the student in writing of its determination and of the sanction(s) imposed, if any.

Other than 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 or student services manager or designee may be appealed once by the student the complaint was filed against or the student who filed the complaint to the online Dean/Director or campus president or his/her designee within 10 business days of the notification being sent. 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.

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

The appeal decision is final.

III. NETWORK & RESPONSIBLE COMPUTING POLICY

A. Policy

1. 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. Complaints regarding sexual misconduct including sexual harassment, domestic violence, dating violence, sexual assault, stalking, and rape or acquaintance rape may be reported directly to the Title IX Coordinator.

A. When to File a Complaint

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

B. What to File

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

- The student's name, Student ID (D#) number email address and phone number
- A complete description of the concern/issue – including date, location and all individuals involved, either in the conduct complained of or as witnesses
- A description of what efforts, if any, have been made to resolve the issue informally, including individuals contacted by the student in the resolution attempt
- A statement of the resolution requested

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

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

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

C. Where to File Complaint

The complaint should be filed with the complaint administrator at the location the student is attending. The written complaint can be submitted electronically, in person or by mail.

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

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 (2044 Galisteo Street, Suite 4, Santa Fe, NM 87505, 505.476.8400, hed.state.nm.us/institutions/Complaints.aspx), respectively.

Unresolved complaints may be reported to the Illinois Board of Higher Education through the online complaint system <http://complaints.ibhe.org> or by mail to 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377.

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.

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 support advisor. Should a student experience difficulty in obtaining accommodations, the student must notify the student service advisor for assistance in rectifying the situation.



MAINTAINING F-1 STUDENT STATUS

In order to maintain your F-1 student status, it is extremely important you follow the regulations and keep your international student support advisor aware of any changes.

1.) Report to and maintain contact with the local international student support advisor

F-1 visa students must report to their local international student support advisor at the location they are attending upon their arrival in the United States and no later than the program start date listed on their Form I-20. F-1 visa students are required to maintain contact with their international student support advisor throughout their studies and any authorized post-degree completion activities.

Students are responsible for maintaining accurate personal contact information with their international student support advisor at all times. Any change in this information must be reported no later than 10 days after the change occurs.

2.) Full course of study

F-1 visa students are required to maintain a full course of study in their program/field of study. Any exception to this requirement must be approved by the student's international student support advisor prior to a student's change in enrollment.

A full course of study for F-1 visa students enrolled in an undergraduate program at Chamberlain College of Nursing is defined as enrollment in at least 12 credit hours per semester with enrollment in no fewer than 9 credit hours of on-site coursework each semester. F-1 visa students must also enroll in at least one on-site course each 8-week term.

F-1 visa students enrolled in an undergraduate program may enroll in online coursework during a semester provided that they maintain the required level of enrollment in on-site coursework.

3.) Normal progress towards degree completion

F-1 visa students are required to make normal progress towards completing their program of study by the program completion date listed on the student's Form I-20. Making normal progress includes, but is not limited to, enrolling in the proper courses required for degree completion, maintaining satisfactory academic progress and continually meeting all institutional enrollment requirements. If the F-1 visa student is unable to complete the program of study by the completion date listed on the Form I-20, the student may apply for an extension with their international student support advisor.

Applications for extensions must be submitted and approved prior to the program completion date listed on the student's current Form I-20.

4.) Abstain from criminal activity

F-1 visa students are required to obey all local, state and federal laws during their stay in the United States. Students that are convicted of being in violation of such laws must report this violation to their international student support advisor immediately.

5.) Maintain enrollment in the program/field of study listed on Form I-20

F-1 visa students are required to pursue degree completion in the program of study listed on their Form I-20. Students interested in pursuing a degree in an additional program/field of study after the completion of their current program or changing their current program/field of study must contact their international student support advisor and complete the necessary steps for the issuance of a new Form I-20 prior to enrolling in coursework is not applicable to the program/field of study listed on their current Form I-20.

6.) Proper vacation/authorized withdrawal approval procedures

F-1 visa students are eligible for a vacation and break in studies for one full semester after the completion of two semesters of studies at Chamberlain College of Nursing. Students must apply to and receive approval from their international student support advisor prior to the beginning of such vacation period. F-1 visa students may request an authorized withdrawal from their studies to travel home as needed in case of emergencies, family needs or for other unforeseen occurrences. Students must receive approval from their international student service advisor of their travel plans and itinerary prior to departure. It is recommended students contact their international student advisor at least 14 days prior to their travel date.

7.) Do not engage in unauthorized employment

F-1 visa students are restricted in their employment activities, including: on-campus employment, internships with approved international organizations, as a part of Curricular Practical Training, and as a part of Optional Practical Training. Different eligibility requirements exist for each area of authorized employment. Students interested in pursuing such employment opportunities should speak with their international student support advisor. Students must receive approval from their international student support advisor and, depending on the employment activity, the U.S. Department of Homeland Security prior to engaging in such employment activities.

8.) Disclose any and all information requested by the U.S. Department of Homeland Security

F-1 visa students must fully and truthfully disclose any and all information requested by the U.S. Department of Homeland Security.

9.) Maintain a valid passport

F-1 visa students are required to maintain a valid passport issued from their country of citizenship during their entire duration of stay within the U.S.

10.) Do not remain in the U.S. beyond the allowable F-1 visa duration of stay and grace periods

F-1 visa students are eligible to remain in the U.S. for the time required to complete their program of study, any authorized post-degree completion activities, and applicable grace periods. Students not maintaining proper status as an F-1 visa student may be required to leave the U.S. at shorter notice. F-1 visa students must not remain in the U.S. beyond the duration of their authorized stay.

11.) Follow all College enrollment requirements and codes of conduct

All students attending Chamberlain College of Nursing are required to abide by the College's requirements for enrollment (including but not limited to any and all academic and financial requirements) and student code of conduct. Students failing to meet standards will not be permitted to continue their enrollment at the College, which could lead to a failure to meet the requirements of maintaining status as an F-1 visa student.

* Arlington, Houston and Chicago campuses only.



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

Megan Davis, Title IX Coordinator

DeVry Education Group | 630.512.8873 | megan.davis@devrygroup.com

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

Office of Civil Rights (OCR) – Headquarters

400 Maryland Avenue SW
Washington DC 20202-1100

Customer Service Hotline:

Phone Number: 800.421.3481

TDD: 877.521.2172

Email: OCR@ed.gov

Web: ed.gov/ocr

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

SEX & GENDER-BASED MISCONDUCT RESPONSE & PREVENTION POLICY

POLICY STATEMENT

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

SCOPE

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

DEFINITIONS

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

“**Colleague Code of Conduct**” refers to the “DeVry Code of Conduct and Ethics” (http://www.devryeducationgroup.com/resources/pdfs/code_of_conduct.pdf) which is applicable to colleagues at all DeVry Education Group institutions and offices and outlines colleagues’ rights and responsibilities.

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

“**Complaint administrator**” is a Chamberlain colleague or DeVry Education Group representative responsible for conducting an investigation when a complaint of sex and/or gender-based misconduct is raised. To find the complaint administrator at any given location or for a particular complaint, consult the location’s student handbook, student services, or the Title IX Coordinator.

“**Conduct administrator**” is an official authorized to administer disciplinary proceedings for respondents who may have violated the Code of Conduct applicable to students. A conduct administrator may serve as the sole member or as a participant in the conduct panel. Nothing shall prevent Chamberlain from authorizing the same conduct administrator to impose sanctions in all cases at a single or multiple locations.

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

“**Consent**” is a voluntary, conscious, affirmative agreement to engage in a specific sexual act. Consent can only exist free from intimidation, force, threat of force or coercion. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but voluntary, conscious, affirmative consent to any sexual activity is equivalent to “no” for purposes of this policy. While the legal definition of consent varies by jurisdiction (See “Related Information” for a link to consent statutes by state), the following general rules apply when assessing whether consent has been/was given.

- Consent can never be assumed.
- Consent cannot be implied from either the lack of explicit consent or the lack of explicit dissent.

- Where there is use of threat, force, or restraint by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute consent.
- The manner of dress of the victim does not constitute consent.
- Past consent to sexual contact and/or a shared sexual history does not imply consent to future sexual contact.
- Consent to sexual activity with one person does not constitute consent to sexual activity with another person.
- A person who initially consents to sexual contact including penetration may withdraw continued consent at any time during the course of that interaction. When consent is withdrawn or can no longer be given, engagement in sexual activity must stop.
- Consent to some form of sexual activity cannot automatically be taken as consent to any other form of sexual activity.
- A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: the person is incapacitated due to use or influence of alcohol or drugs; the person is asleep or unconscious; the person is under age; or the person is incapacitated due to a mental disability.
- Consent is required regardless of whether the person initiating sexual activity is under the influence of drugs and/or alcohol.
- A power differential between people engaged in a sexual act presumes the inability to consent for the less powerful person (e.g. the student in a student-colleague interaction; the supervisee in a direct report-supervisor interaction).

“**Coordinator**” refers to the Title IX Coordinator. Megan Davis, Title IX Coordinator (megan.davis@devrygroup.com or 630.512.8873) is responsible for overseeing compliance with all aspects of this policy and designated to receive and monitor resolution for all Title IX reports.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“**VAWA**” refers to the Violence Against Women Act, 34 CFR Part 668. VAWA supports community resources for victims of rape, sexual assault, stalking, dating violence and domestic violence and articulates expectations regarding the management of related concerns when a report is made to representatives of U.S. colleges and universities.

“**Chamberlain**” means Chamberlain College of Nursing

POLICY STATEMENT

Prevention and Awareness

Acts that are deemed to fall within the scope of this policy are violations of the Codes of Conduct, as well as the expectations of members of the Chamberlain community. These acts may also be crimes. In an effort to increase the likelihood of intervention and reduce the risk of sex and/or gender-based misconduct from occurring among its students and colleagues, Chamberlain is committed to providing primary and ongoing awareness and prevention programming.

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

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

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

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

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





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

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

Reporting

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

Megan Davis

Title IX Coordinator
DeVry Education Group
3005 Highland Parkway
Downers Grove, IL 60515-5799
630.512.8873

megan.davis@devrygroup.com

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

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

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

Any individual wishing to discuss a situation within the scope of this policy without triggering an immediate investigation should seek referral to a confidential resource such as mental health counseling services. Students may seek support through ASPIRE at **1.888.470.1531** or via **info@myASPIREonline.com** and colleagues may seek support 24 hours a day, seven days a week through GuidanceResources at **877.623.3879** General hotline and other resource information can be found at the end of this policy and focused support services can be obtained through consultation with student services, the CRC, local human resources, or the Title IX Coordinator.

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

Office of Civil Rights (OCR) - Headquarters

400 Maryland Avenue, SW
Washington DC 20202-1100

Customer Service Hotline #: 800.421.3481

TDD#: 877.521.2172

Email: **OCR@ed.gov**

Web: **http://www.ed.gov/ocr**

Regional Offices:

http://www2.ed.gov/about/offices/list/ocr/addresses.html

Support and Resources

The Chamberlain official who receives notification of alleged sexual and/or gender-based misconduct will offer appropriate support or refer the victim directly to immediate assistance. Assistance may initially require supported access to local medical, mental health, legal or law enforcement resources and could include academic accommodations, changes in housing for the victim or a respondent student, changes in working situations and other arrangements as may be appropriate and available (such as limiting orders, campus escorts, transportation assistance, or targeted interventions). No victim is required to take advantage of these services and resources, but Chamberlain provides them in the hope of offering help and supporting minimal disruption to access to academic programming or the workplace. If circumstances related to an incident change over time, these and other supportive accommodation options may be revisited. Chamberlain may also provide referrals to counseling services, at the victim's option, including but not limited to the confidential colleague and student support services outlined above (See "Reporting"). Local resource lists can also be found through student services. A brief list of national and international referral sites can be found at the end of this policy.

Disciplinary Review and Action

Acts of sex and/or gender-based misconduct are subject to disciplinary action. Disciplinary action is not intended to determine criminal responsibility. Rather it is intended to identify and respond to violations of Chamberlain policy and community standards. Separate and distinct disciplinary action may also be considered in instances of retaliation against those who, in good faith, report or disclose an alleged violation of the comprehensive policy, file complaint, or otherwise participate in the complaint resolution procedure. Failure by a respondent to adhere to interim protective measures will be considered a form of retaliation or an extension of the initial allegations.

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

If new allegations appear to be substantiated based on the totality of the circumstances, a respondent student may be subject to the Code of Conduct process, which will determine any violation of this policy based upon a preponderance of evidence (what is more likely than not). The student complaint procedure which details the investigation and resolution processes, and the Code of Conduct applicable to students, which details the student disciplinary hearing process, can be found in the student handbook or online here: **chamberlain.edu/handbook**.

If allegations of colleague misconduct are substantiated to the preponderance of evidence standard through the investigation, colleague discipline may be imposed. The colleague complaint procedure, which details the investigation and resolution processes and prohibited colleague conduct, can be found on the Commons (**thedevrycommons.com > My Self-Serve > Resources**).

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

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

It is Chamberlain's policy to hold perpetrators of sex and/or gender-based misconduct accountable for their actions through appropriate student conduct or personnel procedures, and by working with community agencies and law enforcement as appropriate.

Chamberlain's internal review processes shall run concurrently with any criminal justice investigation and proceeding, except for temporary delays as requested by external entities while law enforcement gathers evidence. Temporary delays should not last more than ten days except when law enforcement specifically requests and justifies a longer delay.

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

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

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

In any complaint of sex or gender-based misconduct, the person bringing the accusation and the responding party are both entitled to the same opportunities for notice of any meeting they are required to or are eligible to attend, of the specific rule, rules or laws alleged to have been violated and in what manner, and the sanction or sanctions that may be imposed on the respondent based upon the outcome of the judicial or conduct process, as well as a support person or advisor of their choice throughout the process, consistent with any guidelines set forth applicable to students or colleagues. Once complete, the parties will be informed, in writing, of the outcome. Notice to both parties will include the written statement detailing the factual findings supporting the determination and the rationale for the sanction/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 in the same form and format and as near to simultaneously as possible.

Sanctions for Student Misconduct

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

Sanctions for Colleague Misconduct

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

Reporting by Colleagues to External Authorities

Colleagues who are made aware of a possible violation of this policy are required to contact their manager or one-up manager and also the Title IX Coordinator. Colleagues can also submit named or anonymous reports of sexual and/or gender-based misconduct by utilizing the 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.

Disciplinary procedures are independent of any and all procedures and proceedings under local, state, or federal criminal or civil law. In all cases, Chamberlain reserves the right to refer cases for parallel criminal prosecution or to pursue sanctions regardless of criminal prosecution. Violations of this policy by a visitor, volunteer, vendor, agents, or other third parties affiliated with Chamberlain may also result in the termination of pre-existing or future relationships.

Victim/Survivor's Rights

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

Victim's rights include:

1. The right to notify or not notify law enforcement, and to request and receive assistance from Chamberlain in making a report if desired.
2. The right to summary information on all available response options, such as complaint resolution procedures, including the necessary steps and potential consequences of each option whether or not a formal report is made to the institution.
3. The right to be free from undue coercion from Chamberlain to pursue or not pursue any course of action.
4. The right to be informed of the institution's role regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a civil, criminal, or tribal court (when applicable).
5. The right to request and receive information on how to make a confidential report for the purposes of tracking campus crime without otherwise divulging details that would require or permit Chamberlain to investigate and respond (when the incident has not yet been reported to a colleague required to notify the Title IX Coordinator).
6. The right to contact information for the Title IX Coordinator, available confidential advisors, community-based resources (sexual assault crisis centers or other appropriate support services), campus security and/or local law enforcement.
7. The right to be fully informed of any applicable disciplinary conduct process and procedures.

8. The same rights as the accused to attend and have a support person of their choice and/or witnesses present at student conduct hearings and any meetings leading up to such a hearing.
9. The right to be informed of the outcome of any student or colleague conduct process involving alleged sex or gender-based misconduct regardless of participation in the process leading to that outcome. In the case of student conduct proceedings, victims have the right to appeal the outcome.
10. The right to request interim protective measures and accommodations including a change in academic, employment, on-campus living, transportation or other arrangements after the alleged sex or gender-based misconduct and to be informed of the reasonably available options for those changes.
11. The right to obtain and have enforced a campus-issued limiting instruction or no contact order or a court issued order of protection or no contact order.
12. The right to be informed about Chamberlain's ability to provide assistance, upon request, in accessing and navigating campus and/or community resources for health, mental health, advocacy, and/or other services for survivors of sexual assault, relationship violence and other forms of sexual misconduct.
13. The right to be free from any suggestion that they are at fault or should have acted in a different manner to avoid reported sex or gender-based misconduct.
14. The right to not be required to describe the incident to more representatives than absolutely necessary for proper investigation and response and under no circumstances will a victim be required to repeat details of the incident to secure appropriate accommodations.
15. The right to make an impact statement during the point in any conduct review process where the decision maker is prepared to deliberate on appropriate sanctions.

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

Amnesty for Victims and Witnesses

Chamberlain encourages the reporting of sex and gender-based misconduct by victims and witnesses who are sometimes hesitant to report to Chamberlain officials or participate in the resolution processes because of concern that they may be accused of policy violations, such as underage drinking or drug use at the time of the incident. It is in the best interest of the community that victims and witnesses come forward to share what they know regarding violations of this policy. To encourage reporting, victims and witnesses may be provided with educational options, rather than punitive sanctions, for minor policy violations.

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

Retaliation

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

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

Confidentiality

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

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

Confidential Resources

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

RESOURCES & TOOLS

Risk Reduction Tips

Responsibility for sexual misconduct rests with those who commit such acts. Risk reduction tips are not intended to blame the victim. There are precautions we all can take which may limit our exposure to situations which may result in non-consensual sexual acts.

- Communicate limits/ boundaries and respect the limits/ boundaries of others.
- Clearly and firmly say "No" to a sexual aggressor.
- If possible, leave the physical presence of a sexual aggressor or otherwise violently aggressive person.
- If someone is nearby, ask for help.
- Take responsibility for your alcohol/ drug use. Acknowledge that alcohol/ drugs lower sexual inhibitions and may make you vulnerable to someone who sees an impaired person as a sexual opportunity.
- Do not take advantage of someone's intoxication or altered state even if alcohol or drugs were consumed willingly.
- If you choose to share intimate images, pictures, videos or content with others, even those you trust, be clear about your expectations regarding how the information may be used, shared or disseminated. If such information is shared with you, do not share it with others.
- Take care of friends and ask that they take care of you.
- As a sexual initiator, clearly communicate your intentions and give your sexual partner the opportunity to clearly communicate the same.
- Do not make assumptions about consent, sexual availability, sexual attraction, how far an interaction can go, or about physical and/or mental ability to consent.
- Remember that consent should be affirmative and continuous. If there is any question or ambiguity, you should proceed as if you do not have consent.
- Consider mixed messages from a partner to be an indication that sexual conduct should stop so that better communication can occur.
- Recognize the potential for a sexual partner to feel intimidated or coerced by you as a result of a power advantage, your gender, your demeanor or your physical presence. Do not use or abuse that power.

Bystander Intervention Strategies

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

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

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

Procedures to Follow After a Sexual Misconduct Incident

Victims of any sexual misconduct that might constitute a crime, including domestic violence, dating violence, sexual assault, stalking, and rape (including acquaintance rape) that impacts the Chamberlain community have the option and are encouraged to contact local law enforcement authorities.

Whenever possible, victims should report a violation of this policy as soon as possible 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 to deter future 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, Chamberlain will assist with notification.
3. Report the misconduct to the manager of student services, sr. manager of campus operations, one-up manager, campus incident commander, local Chamberlain leadership, Title IX Coordinator, or the CRC.
4. For your safety and well-being, immediate medical attention is encouraged. Being examined as soon as possible, ideally within 120 hours, is important especially in the case of rape and other forms 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 and the support of local and specialized support agencies such as sexual assault recovery centers and domestic violence safe houses. This can help to recover from psychological effects and provide a safe environment for recovery.
6. Contact the manager of student services, sr. manager of campus operations, oneup manager, Title IX coordinator, or the CRC if you need assistance with Chamberlain related concerns, such as implementing no-contact orders or other protective measures. Chamberlain 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 sex or gender-based misconduct is encouraged to report it immediately to the Title IX Coordinator in order to permit a coordinated report to the applicable law enforcement authorities when appropriate. Nothing in this policy prohibits a student or colleague from reporting a crime directly to local authorities.

Please refer to the “Related Information” section of this document for a link to local resources for advice and assistance to victims.

RELATED INFORMATION

Resources for Victims

Local Resources can be found in the Annual Disclosure reports distributed to each campus community and posted on the Student Consumer Information page of Chamberlain’s web site. The reports are available by location in a drop-down menu and contain lists of local resources available to victims of sex and gender-based misconduct. The resource lists are updated annually.

To access this information, go to:

<http://chamberlain.edu/student-consumer-information>

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

National Sexual Assault Hotline

1.800.656.HOPE (4673)

rainn.org

National Domestic Violence Hotline

1.800.799.7233

(TTY) 1.800.787.3224

thehotline.org

National Network to End Domestic Violence

<http://nnedv.org>

<http://womenslaw.org/> [Legal information and resources]

National Stalking Resource Center

victimsofcrime.org

National Teen Dating Abuse Helpline

1.866.331.9474

1.866.331.8453 (TTY)

loveisrespect.org

National Suicide Prevention Hotline

1.800.273.TALK (8255)

suicidepreventionlifeline.org

The White House Task Force to Protect Students from Sexual Assault NotAlone.Gov

Americans Overseas Domestic Violence Crisis Center

1.866.USWOMEN (International Toll-Free)

crisis@866uswomen.org

U.S. Embassy

USEmbassy.gov

School and College Organization for Prevention Educators

Consent Statutes Listed by State

<https://wearescope.org/resources/consent-statutes/#list>

Child Welfare Information Gateway

<https://www.childwelfare.gov>

State Statutes Including Mandatory Reporting Laws

www.childwelfare.gov/topics/systemwide/laws-policies/state

Local Law Enforcement

Pearland Police Department

2555 Cullen Parkway

Pearland, TX 77581

281.997.4100

Community-Based Sexual Assault Crisis Center

Bay Area Turning Point

Webster, TX

281.286.2525

<http://bayareaturningpoint.org>

State Sexual Assault Crisis Center

Texas Association

Against Sexual Assault

6200 La Calma Dr., Suite 110

Austin, TX 78752

512.474.7190

Toll free: 888.343.4414

Texas Council on Family Violence

PO Box 161810

Austin, TX 78716

800.525.1978

Medical Facility nearest to the campus where a survivor may have a medical forensic examination completed at no cost to the survivor, pursuant to the Sexual Assault Survivors Emergency Treatment Act.

Ben Taub Hospital

1504 Taub Loop

Houston, TX 77030

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

COMMITMENT TO NON-DISCRIMINATION AND NON-HARASSMENT

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

WHAT IS DISCRIMINATION?

For purposes of this policy, impermissible discrimination occurs when a person is treated less favorably based solely on the person's membership in one of the legally protected groups listed above. Impermissible discrimination involves taking detrimental action against a person that is not based on the person's individual abilities or merit, but rather on the collective group to which the person belongs.

WHAT IS HARASSMENT?

Harassment is a form of discrimination. Harassment is unwelcome, offensive behavior that is based on one of the legally protected groups listed above and which is severe or pervasive enough to create an environment that a reasonable person would consider hostile. Examples of words or conduct that may constitute harassment that would violate this policy are:

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

WHAT IS SEXUAL HARASSMENT?

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

- Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student's education or a colleague's employment
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student or professional decision about the colleague

Such conduct is sufficiently severe or persistently pervasive and objectively offensive thereby having the purpose or effect of unreasonably interfering with a person's ability to participate in or benefit from Chamberlain's educational, employment, social or other related programs (see the Sex and Gender-Based Misconduct Response and Prevention Policy for more information).

WHOM TO CONTACT IF YOU THINK YOU HAVE BEEN DISCRIMINATED AGAINST OR HARASSED

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

Students who wish to file discrimination or harassment complaints against the college should follow the Student Complaint/Grievance Procedure found in this handbook. Students who wish to file discrimination or harassment complaints against a fellow student should follow the Professional Conduct Procedure found in this handbook.

Complaints involving sexual harassment, sex or gender discrimination or other sex or gender-based misconduct should be reported to:

Megan Davis, Title IX Coordinator

DeVry Education Group | 630.512.8873

megan.davis@devrygroup.com

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

CRIME AWARENESS & CAMPUS SECURITY

The security of all school members is a priority. Each year on October 1, as required by the Crime Awareness and Campus Security Act of 1990, as amended, Chamberlain publishes a report outlining security and safety information, as well as crime statistics for the community. This report provides suggestions about crime-prevention strategies, as well as important policy information on emergency procedures, reporting of crimes and support services for victims of sexual assault. The report also contains information about Chamberlain's policy on alcohol and drugs and informs students where to obtain a copy of the alcohol and drug policy. This report is available at <http://chamberlain.edu/student-consumer-information> or from the Director of Admission.

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

CAMPUS SAFETY & SECURITY

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

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

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

Nothing in this policy should be construed as limiting or preventing the College's discretion to take other action which, in the College's sole discretion is necessary or advisable to promote campus safety and security. Chamberlain takes seriously any threats made to cause harm to others or to oneself. Threats to harm others will be handled through the professional conduct process, and may involve an interim suspension and/or the engagement of law enforcement officials until conduct proceedings are completed. In the case of threats to harm oneself, the College may call local law enforcement officials or other persons acquainted with the person making the threat for the purposes of checking on that person's welfare. The College may also work with the person to determine available resources and appropriate next steps.

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.



GLOBAL HEALTH EDUCATION PROGRAM

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

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

NATIONAL NURSES’ WEEK

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

STUDENT ORGANIZATIONS

A variety of services are available to students in order to support and enhance their experiences at the 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 support 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

Nancy Yuill, PhD, RN
President, Pearland Campus
nyuill@chamberlain.edu
832.664.7032
Room: 117 K

Shirley Bruce, PhD
Associate Dean, Faculty for
Liberal Arts and Sciences
sbruce@chamberlain.edu
832.664.7094
Room: 117 C

Tiana K. Warren
Administrative Coordinator II
twarren@chamberlain.edu
832.664.7007
Room: 117 I

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, BS
Interim Director, Admissions
sspringer@chamberlain.edu
713.277.9820

Deanna Morgan
Admission Advisor
dmorgan@chamberlain.edu
832.664.7003
Room: 110 E

Nichelle Williams
Admission Coordinator
nwilliams@chamberlain.edu
832.664.7010
Room: 100

CAREER SERVICES

Contact your Student Support Office for more information.

LaTonya Collins
Career Service Advisor
832.664.7063
Room: 113 E

IT SUPPORT

Aaron Cook
IT Support Technician/Campus
Incident Commander
acook@chamberlain.edu
832.664.7056
Room: 122

CENTER FOR ACADEMIC SUCCESS (CAS)

Qiana Ross, MSN, RN, CVRN, CNE
Assistant Dean, Academic Success
qross@chamberlain.edu
832.664.7058
Room: 125 G

Charlene Anderson, MSN, RN
Professional Nursing Tutor
charlene.anderson@chamberlain.edu
832.664.7066
Room: 125 F

Kimberly Cofer
Test Proctor/Office Assistant
kcofer@chamberlain.edu
832.664.7098
Room: 117

CLINICAL COORDINATORS

Renelda Robles
Clinical Coordination Specialist
832.664.7011
Room: 117 G

FACULTY

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

Shannon Chopp, PhD, MSN, RNC-OB
Assistant Professor
schopp@chamberlain.edu
832.664.7059
Room: 117 W

Joi Johnson, MSN, RN
Assistant Professor
joi.johnson@chamberlain.edu
832.664.7027
Room: 117 E

Gloria King-Hoff, MSN, RN
Assistant Professor
gking-hoff@chamberlain.edu
832.664.7097
Room: 117 U

Stacy Lewis, MSN-Ed, RN-BC, CMSRN
Assistant Professor
stacy.lewis@chamberlain.edu
832.664.7095
Room: 117 T

Cathy Oni, DNP, MSN, RN
Assistant Professor
coni@chamberlain.edu
832.664.7022
Room: 117 V

Elizabeth Pettifor, MSN, RN, CCRN
Assistant Professor
epettifor@chamberlain.edu
832.664.7060
Room: 117 Q

Felisia Profit, MSN, RN
Assistant Professor
fprofit@chamberlain.edu
832.664.7029
Room: 117 F

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

SIMCARE CENTER™

Wanda Spratt, MSN, MA, RN
Manager, SIMCARE CENTER
wspratt@chamberlain.edu
832.664.7013
Room: 104 R

Linda Madison, MS, RN
Clinical Learning Lab Specialist
lmadison@chamberlain.edu
832.664.7023
Room: 104 S

Cynthia Marshall, RN
Clinical Learning Lab Specialist
cynthia.marshall@chamberlain.edu
832.664.7093
Room: 104 S

STUDENT SERVICES

Sharelle Nicholas
Manager, Student Services
832.664.7012
Room: 113 H

Marina Baccam
Student Support Advisor
832.664.7011
Room: 113 H

Nkechinyere Nwuba
Student Support Advisor
832.664.7015
Room: 113 G

LaTonya Collins
Career Service Advisor
832.664.7063
Room: 113 E

LIBRARY SERVICES

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



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

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

COMMENCEMENT

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

ALUMNI ASSOCIATION

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

CHAMBERLAIN COLLEGE OF NURSING NATIONAL MANAGEMENT OFFICE

3005 Highland Parkway, Downers Grove, IL 60515-5799
National Toll-Free Number: 888.556.8CCN (8226)
info@chamberlain.edu
chamberlain.edu

CONNECT WITH US AT CHAMBERLAIN.EDU/SOCIAL



LITERATURE RESOURCE

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



“Study hard! A lot is at stake in the things you are learning.
People’s lives are in your hands.”

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



Over
125 YEARS
of Extraordinary Care

chamberlain.edu

National Management Office | 3005 Highland Parkway | Downers Grove, IL 60515-5799
Phone: 888.556.8CCN (8226) | email: info@chamberlain.edu

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.