

STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster a fair and impartial set of standards by which alleged violations will be judged. Chamberlain University requires all students to verify their identity and confirm their understanding and agreement with Chamberlain University Code of Conduct policies upon initial sign on to the learning platform browser.

The Chamberlain University Student Code of Conduct incorporates all related policies:

- Academic Integrity Policy
- Professional Conduct Policy
- Network & Responsible Computing Policy
- Social Networking Policy
- Anti-Hazing Policy
- Title IX Complaint Resolution and Prevention Policy

All students are expected to comply with the Chamberlain University Student Code of Conduct, the Assessment Platform End User License Agreement, and assessment requirements, which are incorporated by reference into the code of conduct. Failure to adhere to these requirements will result in a code of conduct inquiry.

University Assessment Requirements

In-Person University Assessment Requirements

You are expected to comply with the Student Code of Conduct, the Chamberlain University Technical Requirements found in the Academic Catalog, all University Assessment Requirements during testing, the third-party assessment platform's End User License Agreement and specific assessment platform instructions and use the most recent version of the third-party assessment platform's software. Failure to adhere may result in an academic integrity and/or professional conduct inquiry.

You are not permitted to take an assessment for any other student. You are not permitted to have another person take an assessment on your behalf. During testing, you may not use the computer for any function other than completing the proctored assessment. You are not permitted to copy, reproduce, record, distribute, or disclose the assessment content by any means or allow another individual to do so.

Students may wear religious head coverings and attire during assessments consistent with their sincerely held religious beliefs. If the head covering or attire covers a student's ears, a student must clearly demonstrate they do not have any device or aid in their ears prior to the assessment.

You are expected to adhere to the following requirements when testing in-person. You will:

- Sign in on an attendance sheet if required by your program, show your Chamberlain photo identification badge or any government, state, or professional photo identification, and keep your photo identification visible at your computer during the entire assessment.
- Make sure your ears are always uncovered.
 - Do not use earphones/headphones.
 - If you require a hearing assistance device during testing, you must seek an accommodation with the Office of Student Disability Services (OSDS) by reaching out to chamberlainosds@adtalem.com.

- If your hairstyle covers your ears, you will be required to pull your hair back so that it does not cover your ears during the assessment.
- You may wear religious head coverings and attire during assessments consistent with your sincerely held religious beliefs. If the head covering or attire covers your ears, you must clearly demonstrate you do not have any device or aid in your ears prior to the assessment. Immediately before the assessment begins you will elect to complete one of the following in the presence of the proctor:
 - Show your ears if it does not violate a religious tenet to do so.
 - Press your finger over the head covering into the ear canal of each ear so that the indentation is visible.
- If your religious head covering or attire covers your face, prior to taking an assessment, you must seek a religious accommodation with the Office of Nondiscrimination (ONA) by reaching out to ONA@adtalem.com.
- Wear professional attire during the entirety of the assessment in accordance with your program's student handbook.
- Not drink, eat food or candy, or chew gum during the assessment.
- Take care of any personal needs (restroom) prior to beginning the assessment.
- Complete single sign on authentication to log into the LMS and/or the third-party assessment platform and then turn off all electronic devices or set to silent.
- Place all personal items either in the front of the room or outside the room in accordance with the testing proctor's direction.
 - You may be asked to roll up your sleeves and demonstrate that your pockets are empty upon entry to the testing environment. If you refuse to comply with the personal item expectations, you will be asked to exit the testing environment and will not be permitted to complete the proctored assessment.
- Keep the following items out of reach throughout the assessment: *All other writing devices and papers (except for any pencils or scratch paper that may be provided by the testing location); Any electronic devices that may be used as an aid (hand-held computer, cell phone, calculator, pager, and all "smart" electronic devices including but not limited to eyeglasses and watches); Bags, purses, and wallets; Books or any other study materials; Cameras of any kind; Any item that could be used to conceal an aid, such as coats/hoodies, scarves, gloves, hats, or baggy clothing; Cosmetics, including lip balm.*
- Ensure the following when taking an assessment with video recording enabled:
 - Your entire face should be clearly seen during the entire assessment process. You can check to ensure that your face is in the frame by selecting the monitoring button to view the video feed. Select the monitoring button again to close the video feed.
 - Do not attempt to block the view of the webcam by moving the device, blocking the webcam with a piece of paper or other objects, or sliding the cover over the lens, etc.
 - Do not leave the view of the webcam, move in an unusual or excessive way, look away from the screen, or speak out loud, including reading questions out loud, unless you have an accommodation from the Office of Disability Services that permits reading questions out loud.
- Ensure all other computer programs are closed, and anti-virus software is disabled before testing as required by any third-party assessment platform.

- Keep your laptop active (not in sleep mode or with lid closed) throughout the assessment.
- Only use the calculator embedded in the assessment platform; no external calculators are permitted.
- Not use any unauthorized materials. If permitted by your program to use scratch paper during a, in-person assessment,
 - Only use the pencil and scratch paper supplied by the location.
 - Do not write on the scratch paper until you have started the assessment.
 - Write your name and your student D number on the piece of scratch paper distributed once the assessment begins.
 - Do not erase any information added to the scratch paper.
 - Do not copy or reconstruct assessment items during or after the assessment for any reason.
- Complete the following as soon as you are finished with the assessment:
 - Write the time you are leaving on the attendance form (if required by your program).
 - Turn in your scratch paper.
 - Take all your personal belongings as you quietly leave the testing room. Students are not permitted to re-enter the room during testing.
 - MPAS Program students: You must remain in the testing environment until all students have completed their assessment.
- Not gather with peers following the assessment or discuss the assessment content.
- Obtain permission to leave the testing environment:
 - If required by your program, you will be escorted by a location colleague to and from the destination if you need to leave for any reason during the assessment.
 - All personal items must remain secure in the testing environment.
 - If you leave the room for any reason without permission, you are not permitted to re-enter the room during testing.
- Immediately notify the proctor if you experience technical difficulties during an in-person assessment.
- Do not use earphones/headphones.
 - If you require a hearing assistance device during testing, you must seek an accommodation with the Office of Student and Disability Services (OSDS) by reaching out to chamberlainosds@adtalem.com.
- If your hairstyle covers your ears, you will be required to pull your hair back so that it does not cover your ears during the assessment and show your ears to the camera prior to beginning the assessment.
- You may wear religious head coverings and attire during assessments consistent with your sincerely held religious beliefs. If the head covering or attire covers your ears, you must clearly demonstrate you do not have any device or aid in your ears prior to the assessment. After the assessment recording begins and immediately before answering the first question you will elect to complete one of the following into the webcam:
 - Press your finger over the head covering into the ear canal of each ear while turning your ear toward the camera so that the indentation is visible.
 - Show your ears to the camera prior to beginning the assessment if it does not violate a religious tenet to do so.
- If your religious head covering or attire covers your face, prior to taking an assessment you must seek a religious accommodation with the Office of Nondiscrimination (ONA) by reaching out to ONA@adtalem.com.
- Wear professional attire during the entirety of the assessment in accordance with your program's student handbook.
- Not drink, eat food or candy, or chew gum during the assessment.
- Take care of any personal needs (restroom) prior to beginning the assessment.
- Complete single sign on authentication to log into the LMS and/or the third-party assessment platform and then turn off all electronic devices or set to silent.
- Keep the following items out of reach throughout the assessment: *All other writing devices and papers (except for any pencils or scratch paper that may be provided by the testing location); Any electronic devices that may be used as an aid (hand-held computer, cell phone, calculator, pager, and all "smart" electronic devices including but not limited to eyeglasses and watches); Bags, purses, and wallets; Books or any other study materials; Cameras of any kind; Any item that could be used to conceal an aid, such as coats/hoodies, scarves, gloves, hats, or baggy clothing; Cosmetics, including lip balm.*
- Only use the calculator provided in the assessment platform, no external calculators are permitted.
- Ensure the following when taking an assessment with video recording enabled:
 - Take the assessment in a well-lit room, ideally with front-facing lighting.
 - Your entire face should be clearly seen during the entire assessment process. You can check to ensure that your face is in the frame by selecting the monitoring button to view the video feed. Select the monitoring button again to close the video feed.
 - Do not attempt to block the view of the webcam by moving the device, blocking the webcam with a piece of paper or other objects, or sliding the cover over the lens, etc.
 - Do not leave the view of the webcam, move in an unusual or excessive way, look away from the screen, or speak out loud, including reading questions out loud unless you have

Remote University Assessment Requirements

You are expected to comply with the Student Code of Conduct, the Chamberlain University Technical Requirements found in the Academic Catalog, all University Assessment Requirements during testing, the third-party assessment platform's End User License Agreement and specific assessment platform instructions and use the most recent version of the third-party assessment platform's software. Failure to adhere may result in an academic integrity and/or professional conduct inquiry.

You are not permitted to take an assessment for any other student. You are not permitted to have another person take an assessment on your behalf. During testing, you may not use the computer for any function other than completing the proctored assessment. You are not permitted to copy, reproduce, record, distribute, or disclose the assessment content by any means or allow another individual to do so.

You are expected to adhere to the following requirements when testing remotely. You will:

- Take the ExamID photo with your Chamberlain photo identification badge or any government, state, or professional photo identification in the webcam view to verify your identification.
- Make sure your ears are always uncovered.

- an accommodation from the Office of Disability Services that permits reading questions out loud.
 - Take the assessment in a quiet space with no one else present in the room.
 - Ensure all other computer programs are closed and anti-virus software is disabled before you begin testing as required by any third-party assessment platform.
 - Keep your laptop active (not in sleep mode or with lid closed) throughout the assessment.
 - Not use any unauthorized materials. If permitted by your program to use scratch paper during a remote assessment, complete the following:
 - Do not write on the scratch paper until you have started the assessment.
 - You will be required to show both sides of the scratch paper to the camera once the video recording starts, but prior to answering the first question of the assessment.
 - Do not erase any information added to the scratch paper.
 - Do not copy or reconstruct assessment items during or after the assessment for any reason.
 - At the end of the assessment, you will show both sides of the scratch paper and tear it into multiple pieces in front of the camera immediately before ending and submitting the assessment.
 - Not discuss the assessment content with peers following completion of the assessment.
 - Contact ExamSoft 24/7 support at 1-866-429-8889 if you experience technical difficulties during an assessment.
9. The “program administrator” is the campus president/executive dean or approved designee or the online program dean/director or approved designee.
 10. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, the student portal, the Academic Catalog and the website.
 11. The term “Hearing Panel,” “Panel,” “Conduct Panel,” or “Professional Review Committee” refers to a committee comprised of faculty representatives and approved corresponding staff representatives.

Terminology

1. The term “University” or “Chamberlain” means Chamberlain University.
2. The term “student” includes all persons taking courses (both full- and part-time, online and on-site), or otherwise enrolled in undergraduate, graduate or professional courses at the University. Persons not officially enrolled for a particular term but who previously enrolled and took courses and have a continuing relationship with the University are considered “students,” with the exception that Chamberlain University staff are not “students” by nature of their continuing employment or contractual relationship with Chamberlain University. The term “student” does not include an applicant who has not enrolled and taken courses, or a graduate of the University.
3. The terms “faculty member” and “instructor” mean any person employed by or contracted with the University to conduct instructional activities.
4. The term “Chamberlain staff” means any person employed by the University, with the exception of student employees.
5. The term “Chamberlain community” includes students, Chamberlain staff, persons contracted with the University, and other individuals associated with the University. The program administrator or designee shall determine a person’s status in a particular situation.
6. The term “Chamberlain premises” refers to all land, buildings, facilities, and other property in the possession of or owned, leased, used or controlled by the University, including adjacent parking lots, 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.