

STATE OF NEBRASKA
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

**APPLICATION FOR A RECURRENT AUTHORIZATION TO OPERATE A
POSTSECONDARY INSTITUTION IN NEBRASKA**

For Institutions Applying to Offer One or More Courses or Programs

Procedures for Submitting the Application

1. Send the application form and all supporting materials to:

Executive Director
Coordinating Commission for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005

OR

Submit the application via email to Kathleen Fimple at:
Kathleen.fimple@nebraska.gov with the fee sent by U.S. mail.

2. A non-refundable [application fee](#) for the Commission's administrative costs shall be submitted with each application. Make checks payable to "Coordinating Commission for Postsecondary Education."
3. All sections shall be clearly marked for easy location by the reviewer.
4. The Commission may request additional information deemed necessary for an appropriate determination of compliance with the evaluation criteria.

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**APPLICATION FOR A RECURRENT AUTHORIZATION TO OPERATE A
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For Institutions Applying to Offer One or More Courses or Programs

Date: 8/9/2022

Name of Institution: Chamberlain University

Street Address: 500 W. Monroe St., Suite 28

City/State/Zip Code: Chicago, Illinois 60661

Name of Owner of Institution: Adtalem Global Education

**Owner's Mailing Address (if
different from above):** Same as above

Name of Contact person: Corinne Yamamoto

Title: Sr. Manager, U.S. Licensing & Accreditation

Telephone Number: 630-353-3720

Fax Number: N/A

E-mail Address: Corinne.yamamoto@adtalem.com

Web Site for Institution: www.chamberlain.edu

Proposed location in Nebraska: N/A. This application is for continuous clinical
partnerships for Chamberlain's Bachelor of Science in
Nursing Online Option in Nebraska.

**Will this be a new campus
(owned by the institution or
under long-term lease)** yes no

Proposed offerings: Course/s only (list courses below) Program/s
(please provide a copy of the institutional catalog)

Course/s: _____
(if not offering a program) N/A _____

Programs to be offered and Awards to be conferred: Bachelor of Science in Nursing (BSN) Online Option

Legal Status of the Institution:

- a. Nonprofit (please provide documents of incorporation, and if available §501(c)(3) status documentation, that provide business name and address; names, titles, and business addresses of all principals in the business)
- b. For-profit (please provide documents of incorporation or other legal documents that provide business name and address; names, titles, and business addresses of all principals in the business)

Is ownership: proprietorship, partnership, corporation?

Has the business, a principal officer in the business, or a shareholder with 25% or more ownership interest in the business filed for bankruptcy during the preceding five years? yes no

Please provide the following information in a narrative format. Include copies of pertinent documents where appropriate.

Each numbered, italicized item is a standard identified in state statute. Statutes charge the institution to “demonstrate that it can be maintained and operated in accordance with such standards.” (Neb. Rev. Stat. §85-2406) Each bulleted item should be addressed. Additional information under each numbered item may be included as appropriate to the application.

Institutions applying to offer courses only (not a complete degree program) need only respond to starred (*) items.

1. *The financial soundness of the institution and its capability to fulfill its proposed commitments and sustain its operations*
 - The most recent audited financial statements and a copy of the management letter*
 - Tuition and fees for the most recent academic year or term*
 - Proposed annual budget identifying all sources of income and all categories of educational and general expenditures for the programs in Nebraska
 - Explanation of how the interests of students will be protected if the institution were to discontinue its offerings in Nebraska
 - Student loan default rate and financial responsibility composite score from the U.S. Department of Education (if applicable)

Financial Operations Summary

Chamberlain University (“Chamberlain”) is wholly owned and operated by Adtalem Global Education Inc. (“Adtalem”) whose financial records are maintained in accordance with U.S. Generally Accepted Accounting Principles (“GAAP”) and procedures. PricewaterhouseCoopers LLP, Adtalem’s independent public accounting firm, annually audits the Adtalem consolidated financial statements. Their audit opinion covers both Adtalem’s financial records and statements and its financial controls and processes. Adtalem has received an unqualified or “clean” audit opinion in each year of operation. Enclosed (Attachment 2) is the Adtalem Form 10-K Annual Report for the fiscal year ending June 30, 2021. The auditor’s opinion is on page 74 of this Form 10-K.

Adtalem has generated positive operating income from continuing operations before non-cash charges every year for the past 20 years. Management believes Adtalem’s revenue streams and financial strength are sufficient to maintain its educational responsibilities. As of June 30, 2021, total unrestricted cash balances of approximately \$494 million were

available to fund current operations, future expansion of operations, and continuous improvements to educational services.

Chamberlain maintains a coordinated, comprehensive, flexible planning process for long-range management of the institution. The financial planning and control processes help assure successful starts with a forecast of future operations. Forecasts of the financial results of operating activities for the next twelve-month period are prepared periodically throughout the year to remain current on the issues and opportunities. The forecast prepared just before the start of the fiscal year also serves as the basis for the annual budget. The forecasts take into account such considerations as the expected size of operations, faculty recruiting and development, support staff, facilities, and equipment. The forecast for each center and overall operations is reviewed and modified by management before it is submitted to the financial planning department. It is then consolidated with the various departments and business units across the organization and integrated into a comprehensive financial plan for the coming year.

Each month detailed reports on financial operations are prepared and reviewed for conformity to expectations. Variances are analyzed and appropriate actions taken, when warranted. Financial information is available at the lowest level of operation, a single operating location, and is categorized by type of expenditure (e.g., wages, instructional costs, supplies, and rents). The information is summarized at successively higher levels, culminating in monthly statements of income and balance sheets for each institution in the Adtalem organization.

All accounting, budgeting, and tax departments are under the management of Bob Phelan, Senior Vice President, Chief Financial Officer, Adtalem Global Education.

Tuition & Fees

Chamberlain received \$1,073,759.30 in tuition and fee revenue (minus refunds) from Nebraska residents in the fiscal year 2021, between July 1, 2020 and June 30, 2021.

Proposed Budget

Expenses for Chamberlain's online programs are allocated based on the programs offered and the number of students enrolled in each state.

FY23 Expectations	Nebraska	All Online Programs
Tuition (Less Refunds, Fees)	1,053,904	214,217,992
Fees	308,632	62,732,966
Total Tuition	1,362,536	276,950,958
Other Income	0	223,550

Payroll Expenses	\$233,204	47,401,380
Non-Payroll Expenses	\$365,648	74,322,068
Total Expenses	\$598,852	121,723,448

Discontinued Operations

In the unlikely event that Chamberlain should discontinue offerings in Nebraska, a teach-out plan would be created, and whenever possible, students would be allowed to complete their program of study.

Composite Score & School Default Rates

Chamberlain is a part of Adtalem Global Education, which has audited financials as one entity. The schools owned by Adtalem Global Education do not have separate financial statements. Chamberlain’s financial information along with the other schools is consolidated into Adtalem Global Education financials.

Chamberlain University submitted its FY2021 composite score calculation to the U.S. Department of Education on November 30, 2021 and is awaiting the Department’s final determination. Enclosed as Attachment 3, please find a copy of the Composite Score Calculation as submitted on the Department’s Financial Responsibility Supplemental Schedule form. The calculated score is 2.2.

Chamberlain’s most recently available school default rates are included as Attachment 4.

2. *The quality and adequacy of teaching faculty, library services, and support services*

- Number of faculty teaching in the program/s (course/s*)
- Qualifications of each faculty member (vitae, resume, or other biographical information)*
- Library and learning resources*
- Written agreements with local libraries regarding shared resources
- Agreements with online libraries or data sources
- Support services for students such as academic or career advising*

Faculty

During the period from January to May of this year, 1,289 faculty taught courses via distance education. Please see the searchable faculty report included as Attachment 5, which includes a list of online faculty and the courses and programs in which they taught, their educational credentials, and licensure information (if nursing faculty).

Chamberlain Library Overview

The Chamberlain Library is a completely virtual library, with all resources available to students 24/7, 365 days a year online through databases, electronic journals and eBook collections. The Masters prepared library team includes the director of library services and a team of regional librarians who each support on-campus and online students and faculty both virtually and in-person during scheduled campus visits.

Chamberlain has not entered into any written agreements with local Nebraska libraries.

Library Collections (Digital/Electronic)

The Chamberlain Library provides a robust collection of virtual resources, eBooks, electronic journals and databases that support both the nursing curriculum as well as the general education classes taken by students.

eBooks: ~231,831

The library's eBook collections are licensed through different vendors, including: Ebook Central from ProQuest, EBSCO eBooks, Books@OVID, R2 Rittenhouse, and Stat!Ref and cover most topics including nursing and general education.

Journals: ~82,909

The library provides access to numerous electronic journals covering a wide variety of topics related to courses the students take via our subscription databases and the subscriptions. In addition, we also connect students to open access journals via our discovery search and links to online open access databases like PubMed on the library website. The library does not offer interlibrary loan services but does offer a document delivery service at no cost to the patron if an article is not available in the Chamberlain Library.

Databases: 91

The library offers access to a wide variety of subscription databases. The library includes open access databases in the library's discovery including National Nursing Database, Epistemonikos, DOAJ: Directory of Open Access Journals and more. Included in our subscriptions are multiple databases licensed through EBSCO, Ovid and ProQuest which cover nursing and most other disciplines, point of care databases such as DynaMed, advanced practice resources such as Access Medicine and drug databases including Micromedex and Natural Medicines.

Media: ~157,801

The library has many video and media collections through the subscription databases. The library includes several streaming video collections via Alexander Street Press such

as Academic Video Online (general education), Nursing Assessment, Nursing Education and Nursing and Mental Health. Other video resources are found in Academic Search Complete and Business Source Complete. Anatomy.tv includes Atlas which offers a 3D view into the human body, through interactive student led experiences.

Print Collections and Student Support

Students have access to librarian support via chat, text, email and one-on-one WebEx appointments via the library website. Hours are available for these services both during the week as well as the weekend.

The librarians assist with accessing library resources as well as supporting student research needs. The librarians conduct virtual library orientations and course specific sessions, as well as in-person sessions during scheduled campus visits at the request of campus faculty.

Students may watch both live and recorded workshops from the library's website. The library has built an internal Kaltura site hosting recorded workshops for students to watch at their convenience. The live workshops require registration and come with a certificate of completion if they request it.

A collection of customized library guides linked from the library homepage assist students in self-learning on a variety of relevant topics ranging from the program guides which offer resources for students by program, Learn to Search, guides for each general education discipline offered at Chamberlain and more. The guides may include short videos, teaching elements, screenshots, interactives created by H5P and more.

The library works closely with the University's Office of Disability Services to ensure the virtual library supports students regardless of need. The library's website is fully compliant and maintains a AAA rating with the Web Content Accessibility Guidelines (WCAG) by the World Wide Web Consortium. Accessibility standards are tested monthly and changes are made to accommodate new technology. The library's content manager for the website is fully trained on accessibility guidelines. To provide for other disabilities, tools are provided through the [Chamberlain Office of Disability Services](#).

Collection Management

The Chamberlain Library oversees a refresh of all eBook and physical book holdings yearly to ensure the collection is up to date, relevant, and supporting the students and curriculum. The FY22 refresh project began in October with an analysis done on the current collection with medical titles older than 5 years looked at individually. Any books

deemed unneeded in this analysis will be weeded and/or updated with more current editions or titles.

All journal subscriptions and database offerings are examined yearly, and in conjunction with the Information Resources Committee, decisions are made as to keep or remove them based on curriculum needs. New database and e-journal offerings are also considered when necessary.

Student Support Services

Each Chamberlain location provides a variety of academic support services to both on-site and online nursing students. Support services include academic advisement, nursing laboratories, computer laboratories, library services, tutoring and clinical facilities.

Interaction With Faculty & Administration

The faculty, administration and staff of Chamberlain are committed to providing easy access for students. The administration and faculty make every effort to maintain open communication with students so that students may actively participate in their education. To this end, open forums are held each year on-site and in web chat rooms. On-site faculty maintain weekly office hours for student interaction. In addition, campus faculty are available before and after class for consultation.

Finance & Academic Advisement

Upon acceptance to Chamberlain, each student has access to a student support advisor (SSA). The SSA is the primary point of contact for assisting the student with both financial and academic concerns, as well as, identifying available resources to promote student success. It is the student's responsibility to contact the advisor for any financial or academic concerns and setting appointments with an SSA is encouraged. The student should contact the personnel in the Center for Academic Success (CAS) for additional resources to facilitate success. The SSA and/or faculty may contact a student for identified concerns. Referral for additional services may include personal counseling and/or individual tutoring.

Integrated Curriculum Experience

The Canvas learning management system (LMS) along with the integration of ATI within our curriculum provides for an enhanced Chamberlain student experience. This integrated curriculum experience aligns with our focus and commitment at Chamberlain University to our students' success – both throughout the nursing program but also in being prepared to pass the NCLEX exam to become an extraordinary nurse. We strongly believe that these platforms provide our students with the best tools and resources – in one integrated

model and platform – to be most successful. The Canvas learning management system (LMS) provides the following benefits to students:

- Easy to use and navigate – easily access your courses and the tools and resources you need most
- Helpful organization support – stay on top of your assignments with the to-do list and calendar feature
- Personalized notifications – choose how and when you want to be notified about assignments, due date changes, discussion replies and more

Assessment Technologies Institute (ATI) is integrated within all of our pre-licensure Bachelor of Science in nursing courses. Our partnership with ATI aligns with our philosophy of Chamberlain Care® – it will complement our curriculum and support you in all that you do to help students succeed. Benefits of ATI Integration within nursing courses include:

- Formative teaching-learning resources embedded in courses
- Early Intervention Programs and Targeted Remediation inside each course
- The Pulse Dashboard – student facing data-driven reinforcement of student progress

Center for Academic Success (CAS)

The CAS provides pre-licensure students with an opportunity to enlist the services of peer and professional tutors for assistance with course content in both nursing and general education courses. Tutors can provide resources for academic support, advice on how to study and insight into particular classes. The CAS also holds study sessions when requested for nursing and general education topics, such as chemistry/microbiology, pharmacology, and algebra.

Early Alert Program

Identifies students who are experiencing academic performance issues early to proactively address issues and help increase student success.

Perspectives – Student Assistance Program

The Perspectives student assistance program is a 24/7, complimentary, confidential support program for Chamberlain students, their family members and significant others. Through the Perspectives program, Chamberlain students, their family members and significant others can receive assistance with issues such as:

- Emotional Support: Stress management, anxiety, depression, grief and family/relationship issues
- Academic Support: Testing-taking skills, study tips, tutors and study assistance, skill building, time organization
- Student/Life Balance: Financial resources, budgeting, legal resources, childcare and elder care resources, career development, workplace training
- Active Military and Veteran Resources: Deployment, health and wellness, reintegration support, veteran resources, and benefits

To learn more about the Perspectives student assistance program, students may call 800.456.6327 or visit features.perspectivesltd.com/1/Chamberlain.

Career Services

Chamberlain offers a variety of career development resources to students and alumni including CareerCare, Chamberlain's job board and career resource site. Through this site, Chamberlain connects the ever-growing and nationwide network of Chamberlain students and alumni with healthcare organizations through degree-related job boards for Chamberlain. In CareerCare, students and alumni have the ability to build their career profile, create and store a resume, search and apply for positions, learn about career events and access a range of career resources. CareerCare and other career development resources are accessible to students and alumni through their student portal experience at community.chamberlain.edu > Career Services > Access CareerCare.

Chamberlain's commitment to students does not end at graduation. While employment cannot be guaranteed, career resources are available to students throughout their program and after graduation.

3. *The quality of the programs offered, including courses, programs of instruction, degrees, any necessary clinical placements, and the institution's ability to generate and sustain enrollment*

- Curriculum description/s including a list of required and optional courses
- Course descriptions*
- Any licensure or certification requirements for the field/s and the way in which the institution will meet them
- Instructional equipment, especially that required for specific programs*
- Assurance that the institution will be able to secure clinical placements for students in programs that require them
- Estimated enrollments and the basis for the estimate*

- **Comparison of the program (or course/s*) with that offered on the main campus or other campuses of the institution (if applicable)**
- **Relationship between the hours of instruction and the credits awarded***

Curriculum

Chamberlain University demonstrates its commitment to high quality distance education across all programs, investing in emerging technologies to support students, whether the course is offered online or in person. Descriptions of Chamberlain’s programs are published beginning on page 36 of the academic catalog, included as Attachment 1. The BSN Online Option curriculum grid is provided as Attachment 6.

Course Descriptions

Course descriptions are published beginning on page 134 of the academic catalog and included as Attachment 7.

Instructional Equipment/Technical Requirements

Sufficient technology and Internet access is required to complete Chamberlain online classes. The following list helps students verify that they are adequately equipped.

- Specific curricula for courses may require additional software purchases. Any additional software requirements will be provided in the course syllabi.
- Computer specifications are reviewed and revised bi-annually to accommodate changes in technology. While every attempt is made to ensure that these specifications satisfy all curricular needs for students completing courses, Chamberlain reserves the right to require upgrades in the event of technology changes. Students will be given 90 days’ notice before such changes are implemented.
- While tablets, smartphones and other mobile devices may allow for some completion of coursework, they are not guaranteed to work in all areas. Student need to have a Windows (preferred) or Mac-based computer available to complete coursework in the event selected mobile devices do not meet the needs of the course. The Help Desk does not provide technical support for tablets, smartphones and other mobile devices at this time.
- Students who need assistive technologies will have different computer and technology requirements. A student support advisor can help to determine the requirements for the specific technologies needed to support online classes.

The following technical requirements are published on pages 193 and 194 of the academic catalog.

Hardware & Software Requirements

Chamberlain University is highly committed to student success. As a forward-thinking institution that relies heavily on technology it is important to have the right equipment for student endeavors. Chamberlain University requires that all students own a laptop/computer and that you have a high-speed Internet connection. Although it is suggested that students obtain the highest quality products available to them, the following are the minimum technology requirements for the programs offered by Chamberlain. NOTE: Chromebooks are not supported.

	Minimum	Recommended
Operating System (PC)*	Microsoft Windows 10	Microsoft Windows 11
Operating System (Mac)**	macOS X 11 (Big Sur)	macOS X 12 (Monterey)
Processor	Intel: i5 Processor AMD: Ryzen 3	Intel: i7 Processor AMD: Ryzen 5
Graphics	Intel HD 6000 Integrated video card that supports 1024 X 768	Intel iris 540/GeForce GTX 960/Radeon RX470 or higher that supports 1920 X 1080
Hard Drive	250GB standard hard drive	512GB solid state hard drive or greater
Memory	8GB random access memory (RAM)	16GB RAM or greater
Networking	Integrated Gigabit Ethernet and Wi-Fi ac/a/n	Integrated Gigabit Ethernet and Wi-Fi ac/a/n
Devices	720p Webcam and Microphone	1080 (HD) Webcam and USB Headset with microphone
Internet Connection***	LAN, cable or DSL connection of 5Mb down/2.5Mb up	LAN, cable or DSL connection of 10Mb down/5Mb up

* The Windows version must be a 64 bit OS. Windows 10 S Mode and Windows RT are not supported: support.microsoft.com/en-us/help/4456067/windows-10-switch-out-of-s-mode.

** Mac OS 11 and newer is supported, but there are some applications that may require Windows OS. Be prepared to run a Windows OS instance if you elect to use a Mac system by installing Boot Camp: support.apple.com/en-us/HT201468. Apple's M1 Chip processor, supported by Apple's Boot Camp, does not support installing Windows in this new processor. Use Parallels software to install Windows instead.

*** How to test your computer speed: speedtest.net.

Device Inspector

Please use the Device Inspector tool to check your computer or laptop and ensure you are meeting at least the minimum requirements: atge.deviceinspector.adtalem.com/.

Operating System Updates

It is important to ensure that your Windows and/or macOS critical updates remain current. As Microsoft and Apple find weaknesses in their operating systems, updates that can be downloaded are posted. These updates can be set to occur automatically. Your Windows and/or macOS updates should be checked on a weekly basis.

- How to update Windows OS: support.microsoft.com/en-us/help/4027667/windows-10-update
- How to update macOS: support.apple.com/en-us/HT201541

Mobile Requirements

Course content and technologies can be accessed via mobile devices. Some functionality may not be available via mobile device, so you will also need laptop/desktop for some online coursework. For the best student experience, the devices below are recommended:

	Android	Apple
Phone	<ul style="list-style-type: none">• Minimum: Version 11 and 64GBs space• Recommended: Version 12 and 128GBs space	<ul style="list-style-type: none">• Minimum: iOS 14 and 64GBs space• Recommended: iOS 15 and 128GBs space
Tablet	<ul style="list-style-type: none">• Minimum: Version 11 and 64GBs space• Recommended: Version 12 and 128GBs space	<ul style="list-style-type: none">• Minimum: iOS 14 and 64GBs space• Recommended: iPadOS 15 and 128GBs space

Productivity Tools

- Microsoft Office 365: A complimentary Microsoft Office 365 subscription is available to matriculating students through the My Chamberlain portal for as long as you are an

active student with the University. You can access and install your Microsoft 365 subscription during Preview Week, which is the week prior to the start of each term.

- Instructions on how to obtain MS Office365: You need to use your Chamberlain email and password to access the resource below:

mychamberlain.sharepoint.com/sites/StudentResourceCenter/SitePages/Office365.aspx.

Internet Connectivity & Browsers

Internet access is required to participate in online components of your courses at Chamberlain University. If you connect to the internet through your workplace, you may need to ensure that appropriate plug-ins and access rights are available to you. Check with your employer's IT department to ensure that you may access course materials from your workplace's network.

Supported Internet Browsers

- Mozilla Firefox – Version 94 or newer
- Google Chrome – Version 96 or newer
- Microsoft Edge – Version 95 or newer
- Apple Safari – Version 15 or newer

Browser Settings

- Java Script must be enabled. For help, visit: [wikihow.com/Enable-JavaScript](https://www.wikihow.com/Enable-JavaScript)
- Cookies must be enabled. For help, visit: whatismybrowser.com/guides/how-to-enable-cookies/
- Pop-up windows must be enabled. For help, visit support.vhlcentral.com/hc/en-us/articles/216615857-A-Master-Guide-How-to-adjust-Pop-up-Blocker-on-Your-Web-Browser

Email Account

A valid email address is required for participation in components of your coursework. You are required to use the University supplied email address in order to access resources and applications such as MS Office 365 and the Student Resource Center. It will help to avoid issues with spam blockers that may prevent you from receiving email from your instructors. In addition, your University email allows you to participate in special student offers, available only to students with a .edu email address.

Chamberlain email accounts have the following format:

firstname.lastname@my.chamberlain.edu, ex: jane.smith@my.chamberlain.edu.

To access Chamberlain email accounts, log onto the My Chamberlain portal at community.chamberlain.edu and click My Student Email.

Clinical Placements

Chamberlain uses a variety of hospitals and clinical agencies to provide meaningful clinical learning experiences. Acute and sub-acute care medical-surgical units, critical-care 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 on-site students for scheduled validation experiences and clinical learning opportunities.

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.

Estimated Enrollment

Chamberlain initially expects to enroll a minimum of eight students in its BSN Online Option when offered.

Bachelor of Science in Nursing (BSN) Degree Online Option

The BSN online option is built on the same principles and professional standards as the 3-year on-site option. For many students, the first year of the program focuses on general education; however, given individual transferred coursework, program plans vary.

Learning opportunities are planned throughout the degree program to allow students to apply and synthesize content and concepts. The combination of synchronous and

asynchronous online student-focused learning activities paired with on-site clinical practice promotes safe, high-quality, competent, and compassionate nursing practice. Online learning opportunities also include virtual simulated and problem-based learning activities.

As part of the BSN Online Option, students will attend an on-ground retreat** in Downers Grove, Illinois. This experience will provide students the opportunity to come together at the start of their nursing education journey and to cultivate a community of learning. Students will be introduced to the BSN Online Option leadership, faculty, and support staff as well as nursing concentration curriculum, guidelines and expectations of students and faculty. There will be time for social connections and interactive experiences including mindfulness practice and socialization to the role of the nurse. Students are responsible for their travel costs while participating in the on-site retreat. Typical costs include travel to/from Illinois, lodging and meals for two nights. Further details will be provided to qualified students.

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

* Chamberlain University is not accepting applications for this program option at this time.

** The on-ground retreat is only for students entering directly into Year 2 Semester 2 courses.

Credit Hour Allocation

The amount of academic work accomplished by a student is expressed in semester credit hours. A semester credit is defined as a minimum of 16 contact hours of lecture or online learning activities with an associated 32 hours of out-of-class student work, 32 contact hours of laboratory, 48 contact hours of clinical instruction/practice/practicum/fieldwork, 24 hours of graduate practicum/applied practice experience for MPH or 64 contact hours of practicum for DNP and 83 hours of out-of-class fieldwork for MSW. Courses with zero academic credits are designed to support student success and therefore are exempt from the Credit Hour Allocation policy.

One contact hour is defined as 50 minutes of attendance in lecture, laboratory, clinical instruction/practice, graduate practicum/fieldwork/applied practice experience or participation in online learning activities. Lab and clinical section credit hours are integrated into the course. Up to five additional contact hours are added per graduate

practicum/fieldwork/applied practice experience course for conferencing and documentation.

NOTE: For online learning activities, time-on-task studies have been conducted to ensure credit hour equivalencies. Included in the study are reading levels and time allotments for supplemental readings, PowerPoint presentations, LMS (learning management system) materials, course assignments and interactive requirements such as tutorials and podcasts. Students access class materials accordingly to their own schedule. Faculty guide them through readings and assignments including weekly discussions through electronic posts, giving feedback to student work submitted electronically.

4. *The specific locations where programs will be offered or planned locations and a demonstration that facilities are adequate at the locations for the programs to be offered*

- **Description of the facility (include a floor plan if this is a new campus)***
- **Copies of leases or facility use agreements***

Not applicable. Chamberlain intends to offer its BSN online degree program option to residents of Nebraska. Students may complete the clinical practicum/fieldwork portion of their program in the state of Nebraska at clinical partnership sites.

5. *Assurances regarding transfer of credits earned in the program to the main campus of such institution [if applicable] and clear and accurate representations about the transferability of credits to other institutions located in Nebraska and elsewhere*

- **Any articulation agreements with Nebraska postsecondary institutions***
- **Any other affiliations with Nebraska postsecondary institutions regarding the transfer of credits, joint use of faculty or facilities, or other supportive relationships***

Chamberlain University has not entered into any articulation agreements with Nebraska post-secondary institutions.

The transferability of credits earned at Chamberlain University is at the discretion of the receiving college, university or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Chamberlain University will be accepted by the receiving institution. Similarly,

the ability of a degree, certificate, diploma or other academic credential earned at Chamberlain University to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or that credits earned at Chamberlain University will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas or certificates earned.

6. *Whether such institution and, when appropriate, the programs, are fully accredited, or seeking accreditation, by an accrediting body recognized by the U.S. Department of Education*

- **Name of the body that accredits the institution***
- **Status of institutional accreditation, including the date of the most recent accreditation and any required reports or actions***
- **List of all programmatic accreditations related to the proposed program or courses***
- **Status of all programmatic accreditations, including the date of the most recent accreditation and any required reports or actions***

Institutional Accreditation

Chamberlain University is accredited by the Higher Learning Commission (www.hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

Chamberlain's most recent HLC reaffirmation date was December 14, 2015, and its mid-cycle review took place on March 17, 2020.

In order to comply with the Department of Education's State Authorization regulations, institutions are required to disclose adverse actions initiated by a state or accreditor over the period of 2014 to present. At this time, Chamberlain University has no adverse actions to disclose. Any future adverse actions will be disclosed at the following link:

<https://www.chamberlain.edu/about/adverse-actions>

Programmatic Accreditation

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program and post graduate APRN certificate programs at Chamberlain University are accredited by the **Commission on Collegiate Nursing Education**, ccneaccreditation.org.

Chamberlain's Bachelor of Science (BSN) degree program was last granted accreditation effective February 10, 2014, with the Master of Science in Nursing (MSN) degree program's accreditation effective March 18, 2015, and the Doctor of Nursing Practice (DNP) degree program and APRN certificate's accreditation effective February 11, 2019.

Copies of accreditation documents are provided as Attachment 8.

7. *The institution's policies and procedures related to students, including, but not limited to, recruiting and admissions practices*

- **Admission requirements for the institution and programs (if different)***
- **Anticipated methods of recruiting students in Nebraska***
- **Loan procedures**

General Admission Requirements

Prospective students interested in attending Chamberlain must complete an interview with an admission representative and an application for admission. Applications are accepted year-round and can be completed via phone or in-person with an admission representative. Detailed admissions requirements are published in the academic catalog beginning on page 116. Minimum requirements for each online program are as follows.

All instruction and services are provided in English. English language services are not provided. Applicants must prove English proficiency by providing evidence of one of the following:

- Having received the degree required for admission to Chamberlain in which the language of instruction was English
- Having scored at least 550 on the paper-based Test of English as a Foreign Language (TOEFL); having scored at least 213 on the computer-based TOEFL; or having scored at least 79 on the Internet-based TOEFL
- Having successfully completed four consecutive years of a secondary education, (i.e., high school) or higher (i.e., post-secondary, bachelor's or master's), in which the language of instruction was English
- Having completed at least the equivalent of 48 semester credit hours with a CGPA of 2.75 for the undergraduate programs or 2.0 undergraduate post-licensure programs and 3.0 for the graduate programs, at a post-secondary institution in which the language of instruction was English (excluding Remedial, Developmental and English-As-A-Second-Language [ESL] courses)
- Having achieved an overall band score of at least 6.5 and no lower than 6.0 on the International English Language Testing System (IELTS) examination

- Having honorably served a minimum of three years of active military service in any branch of the Armed Forces
- Having honorably served a minimum of three years in any reserve component of the Armed Forces of the United States, to include the Air National Guard
- Having successfully completed secondary or post-secondary education from a country where English is identified as the official/native language of the country listed in the CIA World Factbook
- Foreign prepared Registered Nurses who took the NCLEX-RN initial licensing exam in any of the states or territories except for American Samoa, or New York
- Having successfully completed a total of six semester credit hours in English Composition and/or English Speech Communication (or a combination of both) with a grade of C or better

Program Admission Requirements

BACHELOR OF SCIENCE IN NURSING (BSN) ONLINE OPTION

Prospective students are required to complete an application for admission and interview with a Chamberlain admission representative in order to initiate the admission process. The Chamberlain undergraduate/pre-licensure admission process is made up of two phases: Academic Eligibility and Clinical Clearance. Applicants must complete both to be eligible for admission.

Phase 1: Academic Eligibility

Determining Academic Eligibility is the role of the Chamberlain Admission Committee. Chamberlain uses a weighted evaluation system that considers several factors in determining admission. The Committee reviews all applicants based on educational experience, CGPA, ACT/SAT scores and HESI Admission Assessment (A2) scores. Applicants may submit materials for consideration by the Admissions Committee that are above or below these thresholds and will be evaluated on a case by case basis.

Acceptance is not guaranteed. Additional factors important to student success in nursing school may also be considered. An applicant's most recent educational experience shall be considered by the Admission Committee.

Applicants who fall below these thresholds may still be successful in the nursing program. It is the responsibility of the admission committee to select candidates for academic eligibility and document rationale.

- Proof of graduation with a minimum CGPA of 2.75 on a 4.0 scale from a Chamberlain recognized High School or an institution recognized by the Council

for Higher Education (CHEA). Official foreign transcripts must be evaluated by a NACES-approved evaluating agency. Applicants who have attended other colleges and have earned at least 24 credit hours, excluding developmental courses, with a CGPA of 2.75 or higher may also be considered by the Admission Committee. Failure to disclose attendance at other colleges/universities is grounds for denial of admission or for expulsion.

- A custom score of 73 or higher on the HESI A2. The custom score is calculated by using a subset of all seven exam scores.

Applicants from states that offer an approved high school equivalency may also be eligible for admission. To be considered by the Admission Committee, the applicant must have a minimum GED® test score of 551 if taken between 2002-2013 or a minimum score of 600 if taken after 2013. Applicants from states that offer an approved high school equivalency test such as the ETS High School Equivalency Test (HiSET), Test Assessing Secondary Completion (TASC) or California High School Proficiency Exam (CHSPE) in lieu of the GED tests may gain admission by presenting official documentation for having met state requirements for the equivalency of a high school diploma.

Applicants who are deemed Academically Eligible must clear the pre-enrollment screens, including a drug screen and background and fingerprint check in order for acceptance to be granted*. Students who are deemed academically eligible for a specific session who decide to delay enrollment will be rank-ordered for a future session. Admission is not guaranteed.

Readmitted applicants must adhere to the re-entry requirements** prior to the pre-enrollment appointment (see the Re-Entry Requirements section of this catalog).

Students transferring credit for NR-226: Fundamentals-Patient Care and/or NR-291: Pharmacology I and/or NR-292: Pharmacology II and/or NR-293: Pharmacology for Nursing Practice will be required to take the standardized assessments for that course.

Students transferring credit for NR-224: Fundamentals-Skills*** and/or NR-302: Health Assessment I and/or NR-304: Health Assessment II or NR-306: Health Assessment will need to complete a standardized assessment and a comprehensive skills checklist.

Students will have one attempt to earn a passing score. Standardized assessments and comprehensive skills checklists will be required to be completed prior to the pre-enrollment appointment. Students who do not achieve a passing score on the assessment(s) or checklist(s) will not receive transfer credit for the corresponding course.

Applicants or students may opt to bypass individual standardized assessments and comprehensive skills checklists and retake the courses with Chamberlain†.

Due to financial aid and academic implications, it is in the best interest of the student to carefully choose which option they wish to pursue; students who choose to bypass the assessments or skills checklists and enroll in the coursework at Chamberlain may not be allowed to demonstrate proficiency at a later date. Applicants and students are responsible for additional tuition and fees related to retaking the course(s).

* Fingerprinting policy is applicable only to students enrolled on or after September 2017.

** Effective for applicants/students starting for the September 2020 session and beyond.

*** Previously completed or transferred nursing coursework for NR-224 is not applicable for students enrolled in the BSN online option.

† Courses that require both a standardized assessment and comprehensive skills checklist must have both components completed in order to be evaluated for re-entry. GED® is a registered trademark of the American Council on Education and may not be used without permission.

Phase 2: Clinical Clearance

All applicants deemed academically eligible by the Chamberlain Admission Committee must complete the pre-enrollment next steps, including completion of the drug screen, background and fingerprint checks within 120 days of the session start date before the applicant is granted acceptance.

Recruiting and Advertising

Chamberlain's activities in advertising the institution and its programs and in recruiting students will follow the model established for all Adtalem Global Education institutions. Admissions representatives meet with students who respond to the website, print or electronic advertisements or direct mail letters. Professionally trained representatives conduct all recruiting activities. Responsibilities of individuals who interview and recruit students through the admissions office are as follows:

- Following up on inquiries generated through media sources or referral
- Performing initial pre-screening of candidates via the telephone and, when appropriate, establishing an appointment for an interview that may include family members
- Completing further qualification of the candidate through the interview (for those who are interested, securing an application for admission and an application fee)
- Executing an enrollment agreement
- Referring the student to the Student Finance department for assistance with development of a plan to finance their education and apply for any state or federal financial aid for which the student may be eligible

- Following up with applicants admitted assisting with successful matriculation into classes

All written materials (enrollment agreements, catalogs, etc.); radio, television, internet and print advertising; graduation rates used to promote Chamberlain's programs and recruit students are developed and updated by the Marketing department at Chamberlain's administrative offices in Illinois, in accordance with advertising and marketing guidelines prescribed by the Adtalem Global Education Regulatory Compliance department. Chamberlain updates the academic catalog and enrollment agreements on an annual basis or more often if necessary to maintain currency, and posts the most current catalog on its website at <http://www.chamberlain.edu/Catalog>.

The Marketing department routes all materials for review through appropriate departments including, but not limited to, curriculum managers, compliance and legal, prior to printing or running any advertisements. After compliance sign-off, materials are printed and redistributed.

Formal advertising and marketing controls are in place to ensure that information presented to prospective and current students is accurate:

- Regulatory requirements related to advertising, marketing and student communication/recruiting are communicated by the Regulatory Compliance department.
- Requirements are regularly communicated and kept current as changes occur in state and federal regulations governing advertising, marketing, and student recruitment.
- Training on advertising, marketing, and recruiting requirements is regularly conducted by the Compliance department.
- Marketing and communications staff, marketing vendors, campus leadership, and admissions staff and managers are required to complete advertising, marketing, and/or recruiting training.
- Only designated administrators may develop advertising, marketing, recruiting materials, and student communications.
- Originators of advertising, marketing, recruiting, and student communications are required to retain compliance approval for internal audit review.
- Internal audit reviews institutional compliance with the requirements as part of campus and home office testing plans.
- Results of annual testing are communicated back to the institutions, controls are refined, and additional training is conducted as needed to close identified process gaps.

Loan Procedures

Chamberlain assists students in developing plans for financing their education through a combination of financial-assistance programs (if eligible), family contributions, employer tuition reimbursement (when available) and Chamberlain payment plans. Information on financial assistance programs is published beginning on page 228 of the academic catalog.

Federal student aid regulations require that all borrowers complete loan exit counseling for their Federal Direct and/or Federal Perkins Loans. Students must complete loan exit counseling when they are graduating, leaving Chamberlain or enrolling for fewer than six credit hours. Loan exit counseling notifications are provided to all identified students. Student borrowers who have not completed loan exit counseling will be contacted by a student support advisor to facilitate the process.

8. *The tuition refund policy for an institution that does not participate in federal financial aid programs described in Title IV of the federal Higher Education Act of 1965 as such act existed on January 1, 2011*

- **Copy of the Title IV Program Participation Agreement with the US Department of Education (for institutions participating in federal financial aid programs) or a copy of the tuition refund policy if not participating in Title IV***

Chamberlain University participates in student federal financial assistance programs authorized by Title IV of the Higher Education Act of 1965. Please find a copy of the Program Participation Agreement provided as Attachment 9.

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.