Bon Secours
Memorial College of Nursing

POLICY

Policy Name:	Student Communication - BSMCON
Policy Number:	ADM 1.12
Title of Policy Owner:	Dean of Administration
Policy Type:	☒RHEI/Shared Services ☒BSMCON ☐SCHS ☐SOMI
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2023
Version:	2.1
Policy Status:	Approved

I. Policy

Bon Secours Memorial College of Nursing (BSMCON) strives to provide clear, accurate, and timely information to its students about all aspects of their educational experiences at BSMCON.

II. Purpose

To provide details as it relates to expectations for student communications at BSMCON.

III. Scope

This policy applies to all BSMCON students and associates.

IV. Definitions

None

V. Policy Details

BSMCON email address assigned to all students is the primary means of communication between BSMCON personnel and students. BSMCON expects that students will maintain regular and frequent email contact by reading and, if requested, responding to any emails sent by BSMCON in a timely manner. Messages sent to the BSMCON assigned email address include but are not limited to notification of official College- related actions such as financial aid and fiscal communications and notifications, academic or disciplinary actions, emergency notifications, and correspondence from College departments.

Faculty may determine how email is used in their courses, and they will make appropriate notations regarding email requirements in the course syllabi. Faculty may not transmit grades or any other information that may violate

FERPA through email. Additionally, due to email account size limits, email correspondence between faculty and students should be limited to text only, and students and faculty should exchange files only through the Learning Management System.

Personnel and students are expected to take into consideration the sensitive and/or confidential nature of any information they want to transmit, as email may not be an appropriate means of communication in some circumstances. BSMCON does not allow students to transmit any patient information outside the Bon Secours Health system as it would result in a HIPAA violation. Any communication should comply with all Bon Secours Health System, local, state, and federal regulations, including the Family Education Rights and Privacy Act of 1974 (FERPA).

BSMCON uses its Student Information System (Anthology Student) and Learning Management System (Blackboard) for both individual and group communication. Neither personnel nor student may use these systems to transmit unsolicited email that violates the general principles of conduct outlined in the BSMCON Catalog and/or other policies.

VI. **Attachments**
     None

VII. **Related Policies**
     ADM 3.04 Media Policy News Outlets and Social Media Platforms

VIII. **Disclaimers**
     a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. **Version Control**

Version	Date	Description	Prepared by
1.0	2/10/2021	New template	P Roberson

2.0	5/24/2021	Removed IT specifics (formerly ADM 10.01 Communications)	Dean of Administration
2.1	5/2/2023	Minor changes	Dean of Administration