



Title: Communication	Policy No.: ADM 10.01	Date: 7/28/10 Rev.: 8/1/12; 8/1/15, 5/11/18, 8/1/18
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Areas Affected: All BSMCON Faculty & Students Page 1 of 1

Communication Policy Statement:


The Bon Secours Memorial College of Nursing provides necessary system access to enhance each student’s academic experience and transmit notifications in emergency situations. Email is the primary means of communication between College personnel and students; the College expects that students will maintain regular and frequent e- mail contact by reading and, if requested, responding to any emails sent by the College in a timely manner.

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 e-mail. 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.

The College uses its information system and learning management systems for both individual and group communication. No personnel or student may use these systems to transmit unsolicited email that violates the general principles of conduct outlined in the College Catalog and/or other policies.

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 appropriate means of communication in some circumstances. The College does not allow students to transmit any patient information outside the Bon Secours system as it would result in a HIPAA violation. Any communication should comply with all Bon Secours Health Care System, local, state, and federal regulations, including the Family Education Rights and Privacy Act of 1974 (FERPA).

Reference Policy # _____

Approved by:  Signature	Dean of Administration Provost/VP Title	_____ 8.1.18 Date
Approval History: Committees and Dates: AD Administration 7/10/12, 7/11/12 Policy Committee-7/16/12; 8/1/15; 7/20/2018		
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