



Title: Communication	Policy No.: ADM 10.01	Date: 7/28/10 Rev.: 8/1/12; 8/1/15, 5/11/18, 8/1/2018, 8/1/2019
Areas Affected: All BSMCON Faculty & Students		Page 1 of 1

Communication Policy Statement:

The Bon Secours Memorial College of Nursing (BSMCON) provides necessary system access to enhance each student's academic experience and transmit notifications in emergency situations. 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.

BSMCON uses its Student Information System (Campus Nexus) 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.

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).

Reference Policy # _____

Approved by:		
_____	<u>Dean of Administration</u>	_____
_____	<u>Provost/VP</u>	_____
Signature	Title	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; 6/27/2019		
Key words: HealthStream Requirements, Computer Based Learning		