

POLICY G18 Student Communication

Policy Name: Student Communication Policy Category & Number: G18 Person Responsible: Program Coordinator Approved by: Dean Effective Date: June 1, 2022 Version: 1.0 Policy Status: Approved
--

- I. Policy:
It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to provide clear, accurate, and timely information to its students about all aspects of their educational experiences at SOMI.
- II. Purpose:
The purpose of this policy is to provide details as it relates to expectations for student communications at SOMI.
- III. Scope:
This policy applies to the entire SOMI community: faculty, staff, students, and visitors.
- IV. Policy Details:
A BSMCON.edu email address assigned to all SOMI students is the primary means of communication between SOMI personnel and students. SOMI expects that students will maintain regular and frequent email contact by reading and, if requested, responding, to any emails sent by SOMI in a timely manner. Messages sent to the BSMCON assigned email address include but are not limited to, notification of official School/College related actions such as financial aid and fiscal communications and notifications, academic or disciplinary actions, emergency notifications, and correspondence from School/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 information that may violate the Family Education Rights and Privacy Act of 1974 (FERPA) through email. Additionally, due to

POLICY G18 Student Communication

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 FERPA.

Student Communication Disclosure

As stated in the SOMI enrollment agreement, students authorize Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to communicate with them via use of their school e-mail accounts. Faculty and staff need to communicate information to students on a regular basis. E-mail communication via Anthology (SIS) is the timeliest and most effective means to communicate in many instances and a permanent record of communication is maintained in the system. This would include transmission of grades, financial aid information, and other personal information. Students acknowledge that it is their responsibility to maintain on record with the School a correct and current e-mail address. Related to an accurate e-mail address, students release the School from responsibility should any information be sent to a prior address that students have not cancelled with the School. It is the responsibility of the students to maintain an updated email address with the School. The School does not assume responsibility for parties other than the students viewing or using the school e-mail account.

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

POLICY G18 Student Communication

- V. Definitions:
BSMCON is the Bon Secours Memorial College of Nursing.
FERPA is the Family Education Rights and Privacy Act of 1974.
- VI. Attachments:
N/A
- VII. Related Policies:
None
- VIII. Disclaimers:
a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, 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	6/1/2022	New Template & Revisions	Dean