

Policy Name: Student Communication
Policy Number: ADM 1.12
Title of Policy Owner: Executive Council
Approved by: Executive Council
Effective Date: 8/15/2021
Version: 1.0
Policy Status: Approved

I. Policy Statement

Southside College of Health Sciences (SCHS) provides necessary access to enhance each student's academic experience and transmit notifications in emergency situations.

II. Purpose

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

III. Scope

This policy applies to all SCHS students and associates.

IV. Definitions

None.

V. Policy Details

Students will be assigned a school email address, granted access to the Student Information System (SIS) and the Learning Management System (LMS). SCHS uses its SIS and LMS for both individual and group communications as the primary means of communication between SCHS personnel and students. SCHS expects that students will maintain regular and frequent contact by reading and, if requested, responding to communications sent by SCHS in a timely manner. Communications that may be sent include but are not limited to

notification of official college-related actions such as financial aid and fiscal communications/notifications, academic or disciplinary actions, emergency notifications, and correspondence from College departments.

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 LMS.

SCHS uses its SIS and LMS for both individual and group communication. Personnel and students may not utilize the SIS and LMS to transmit unsolicited messages that violates the general principles of conduct outlined in the SCHS 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. SCHS 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).

College Attendance

VI. Attachments

None.

VII. Related Policies

ADM 3.04 Media Policy: News Outlets and Social Media Platforms.

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between SCHS and any party. SCHS, 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	8/1/2021	Revised and new template	Executive Council