GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: COMMUNICATION PROCEDURE

All students of the College are assigned an Official College email address through the College's IT Administrator.

Official college correspondence will be through the College email. It is the student's responsibility to check their email on a regular and timely basis. Institutional communication and changes in policies will be communicated to students through the official email system.

Official Communication with Email

Email is one mechanism for official communication**.** Official email communications are intended only to meet the academic and administrative needs of the campus community. Email addresses are defined as directory information by the college.

Assignment of Student Email

Admitted students will receive an information packet that includes the necessity to activate their email account. Accounts should be accessed immediately in order for the College to correspond with its students.

Expectations about Student Use of Email

Students are expected to check their email on a frequent and consistent basis in order to stay current with College-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", email returned to the College with "Mailbox Full", "User Unknown" or "Junk Mail", are not acceptable excuses for missing official College communications via email.

Electronic communication must not be used for knowingly transmitting, retrieving, or storing any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, obscene or X-rated communications, or are of a defamatory or threatening nature; or for "chain letters," or for solicitation, or for any other purpose which is illegal or against the Good Samaritan College of Nursing and Health Science policy or contrary to the interest or values of the Good Samaritan College of Nursing and Health Science

No email or other electronic communication may be sent that attempts to hide the identity of the sender, or represent the sender as someone else or from another college.

Educational Uses of Email

Faculty will determine how electronic forms of communication (e.g. email) will be used in their classes, and stated as such in their course syllabus.

Policy Change Distribution

When policies are created, reviewed, revised, or deleted, the policy procedure is followed. The Chair of each committee has responsibility to begin the policy change distribution form with the guidance of the secretary of the committee. Once the policy has been through the approval process, it is distributed through various venues such as the Infonet, Student Handbook, Catalog, and Website, as appropriate. The Dean of each area is responsible to assure policy changes are communicated.

Approved By: Morris Cohen Date: 7/25/12

Effective Date: 4/21/08

Review/Revision Dates: 04/08, 06/10, 7/12

Responsible Committee: IT Administrator