

GGSON Undergraduate Program Handbook

SON OP 30.230 – Electronic Communication

- PURPOSE** The Texas Board of Nursing recognizes the importance of establishing clear lines of communication which can be achieved through the inclusion of electronic communication methodologies. The purpose of this policy is to promote communication through a variety of methods.
- REVIEW** This handbook shall be reviewed by the Associate Dean by September 1st of even numbered years in collaboration with the Curriculum Committee. Final approval of the GGSON Undergraduate Program Handbook is granted by the Dean.

POLICY/PROCEDURE – Second Degree BSN Track

Electronic communication, via e-mail and an online platform, serves as a major means of official communication for students and faculty to support the teaching, research and service mission of the Gayle Greve Hunt School of Nursing. This policy provides guidelines for student and faculty use of and responsibilities associated with electronic means of communication.

1. Official Communication
E-mail is an official means of communication to students and faculty. Therefore, the GGSON has the right to send communications to students and faculty via e-mail and the right to expect that those communications will be received and read in a timely fashion. Faculty members will determine how communication will be used in their classes and should specify e-mail requirements and expectations in course syllabi.
2. Assignment of TTUHSC E-mail Addresses
Each student and faculty member is provided a TTUHSC e-mail address, which serves as the official e-mail address of record for communications with students and faculty. Students and faculty members will be deemed to have read e-mails sent to that address. Individuals are also responsible for reading any official announcements and e-mails delivered through the student forum and course(s) on the online platform if enrolled in or assigned teaching responsibility for the course(s).
3. Expectations Regarding Use of E-mail
Students and faculty are expected to check course and TTUHSC e-mail daily. Students and faculty should recognize that certain communications may be time-critical. Generally, acknowledgement of receipt of correspondence should occur within 48-72 hours (excluding weekends and university holidays) or as specified by faculty or student.
4. Responsible Use of IT Resources
Standards of academic freedom and professional conduct for faculty, as well as the rights and responsibilities of students, govern conduct online just as they do in the classroom. Unauthorized access to and sharing of confidential student information violates state and federal law. Illegal activity, such as copyright infringement, fraud, distribution of pornography and forms of criminal harassment, will be referred to the programmatic administrator, as well as to law enforcement in accordance with TTUHSC OP 76.08 "Violence and Workplace Threats."

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5. FERPA

E-mails pertaining to identified students are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). E-mails should be sent only to the subject student, or to college employees who need to see the e-mail to do their jobs, in the absence of the student's written permission to disclose the information to others.

6. Other Forms of Communication

Whenever the law or TTUHSC/GGHSON procedure requires a different form of communication, that form will be used even though e-mail may also be sent. For example, formal notices in hard copy may be required under procedures relating to academic actions, such as course failure or dismissal from the program.