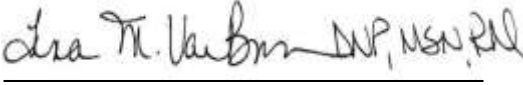


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| Reviewed: 6/22 6/23 6/24 |  Tina Vanburen, DNP, MSN, RN, CNS Director, School of Nursing | Administration Committee |

PURPOSE

To provide the voluntary process for students to consent to participate in electronic transactions and communications with Joseph F. McCloskey School of Nursing (JFMSON).

SCOPE

Students enrolled at the LVH-S Joseph F. McCloskey School of Nursing (JFMSON).

DEFINITIONS

Conducting Business Electronically: The phrase “conducting business electronically” refers to communications and records from JFMSON provided or made available to students in electronic form. This may include, but is not limited to, notifications, entering into agreements, or transactions using electronic records and signatures. This may occur in any electronic means such as applications available on the JFMSON website, use of the student portal, via email, via text, or any other use of technology or electronic communication. See limitations below.

LIMITATIONS:

Learning Management System: A learning management system is an online system that provides a variety of assessment, communication, teaching and learning opportunities for students.

Student use of a Learning Management System (such Populi) is a requirement of course enrollment and is not included in this consent to conduct business electronically process. Student questions or concerns regarding the use of the learning management system used in any course shall be directed to the course faculty or Program Director.

Mass Notification System: A mass notification system permits electronic notifications of campus emergencies and is not included in this consent to conduct business electronically process.

JFMSON reserves the right to utilize electronic notifications of emergency situations without student consent.

POLICY

Students who agree to conduct business electronically with JFMSON will be required to provide consent. Consent to conduct business electronically implies that JFMSON is no longer required to provide the consenting student with records in paper format and is permitted to deliver information electronically. However, JFMSON reserves the right to provide communications and engage in

transactions and agreements with students in paper form at any time.

PROCEDURE

Students agreeing to conduct business electronically will be required to provide consent. The consent is valid until the student revokes consent by notifying the Registrar in writing.

The agreement to consent to do business electronically is included in the application for admission (in print and electronic formats) under the “Statement of Understanding” section.

Records Provided Electronically - Categories of records to be provided electronically may include but are not limited to:

1. Admissions: applications for admissions, admissions offer acceptance.
2. Registration: enrolling, dropping, or withdrawing from courses; viewing student schedules, grades, and transcripts; ordering transcripts; applying for graduation; requesting and viewing degree audits; record release requests; requesting enrollment verifications.
3. Student Accounts: viewing and paying student account statements and invoices; establishing payment plans; receiving notification of loan disbursements; receiving the IRS Form 1098T statement.
4. Grades: Final course grades (all courses) are available via Populi. Semester gradebooks for major courses (courses taught by JFMSON faculty) are generally available via Populi. Courses taught by Alvernia University faculty may or may not be available via Populi.
5. Financial Aid: receiving disclosures and notices; request and submission of requested documents; authorizing to hold, release or return funds including Title IV funds; viewing, accepting, or declining Financial Aid; scholarship information.
6. Miscellaneous: updating contact and emergency contact information; receiving student consumer information; delegating access to another individual; any disclosure, consent, waiver, release, notice or payment reminder that would otherwise be delivered in writing and which may be required by law or regulation.

Hardware and Software Requirements:

1. Federal law requires certain safeguards to ensure that students can receive and retaining communications and records electronically.
2. To conduct business electronically with JFMSON, students will need access to an electronic device (e.g., computer, smartphone, tablet) with a supporting operating system that can connect to the internet, an up-to-date internet browser, an up-to-date pdf viewer, and sufficient electronic storage capacity on the electronic device to save documents for later reference or be connected to a printer that is capable of printing from the browser.
3. Applicants and students may utilize the school’s computer lab (computers and printers) for the purpose of receiving JFMSON communications and records electronically.
4. By consenting to receive electronic notifications/communications, students are acknowledging that they have access to the necessary hardware and software as described above.

Students Rights and Responsibilities:

1. Students have the right to request paper copies of specific documents or records. If, after receiving an electronic document, a student wants a paper copy of that document, the student may either print a copy from an electronic device or request a paper copy from the JFMSON office responsible for the communication, transaction, or agreement. Paper copies will be provided by JFMSON at no charge.
2. Students have the right to withdraw consent to conduct business electronically with JFMSON at any time by contacting the Registrar's Office in writing. Withdrawal of consent will take effect within five business days and will result in the removal of the student's access to Populi. Agreements and transactions executed after consent and prior to the effective date of the withdrawal of consent will remain valid and enforceable. Students that withdraw their consent will be responsible for contacting the appropriate offices to conduct JFMSON business in paper format via regular mail or in person, which may extend submission and/or processing times.
3. Declining to provide consent to conduct business electronically will not impact the JFMSON official method of communication with students which is via the LVH-S e-mail account. It is the student's responsibility to monitor their LVH-S email account daily and to take appropriate actions as indicated in official communications. Students are responsible for all academic and administrative timelines provided via LVH-S email.
4. It is the student's responsibility to ensure that Populi account privileges are restricted to the student's personal use, and to take reasonable precautions to prevent unauthorized use of their account. Students are not permitted to share their Populi, computer, email, or other electronic portal sign-on information. Sharing computer or electronic access/sign-on information violates JFMSON policy.
5. Students are required to keep contact information current. To update name, address, phone, or home email address, notify the Registrar or the front desk receptionist.
6. JFMSON reserves the right to withhold electronic communication of grade notifications due to outstanding student obligations such as delinquent accounts or failure to complete student requirements for enrollment.
7. Consent or lack of consent to conduct business electronically does not waive any obligation to pay all debts and amounts due to JFMSON. Obligations and debts may continue after access to the electronic student portal expires, after a student revokes consent to conduct business electronically, and after withdrawal or graduation from JFMSON.

REVIEW and APPROVAL: Administration Committee