

Mercer County Community College
Division of Health Professions
Nursing Program

Electronic Communications Policy

Policy: Electronic Communications

Purpose: To ensure information between students, faculty, and staff are communicated in an effective manner

Procedure:

1. All students, staff, and faculty will use their assigned Mercer County Community College e-mail account for all electronic communication. Email notifications may also be sent directly from BlackBoard to a student email account.
2. Students are expected to check their email on a regular basis, ideally daily. At a minimum, students should check their email twice a week. Time sensitive information may be sent via email.
3. As with all communication between faculty, staff, and students, respectful and professional language is to be used.

Effective Date: July 2017

Approved by:



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