

Joseph F. McCloskey School of Nursing

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Date: 6/2024, revised 8/2026	Consent to Conduct Business Electronically #103	Pages: 1 of 2
Reviewed: 6/22 6/23 6/24	 Tina VanBuren, DNP, MSN, RN, CNS Director, School of Nursing	Administrative Committee

PURPOSE

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

SCOPE

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

DEFINITIONS

Conducting Business Electronically: 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, through applications on the JFMSON website, the student portal, email, text, or other electronic means. See the limitations below.

LIMITATIONS

Learning Management System: a learning management system provides assessment, communication, teaching, and learning opportunities for students. Student use of the learning management system (such as Populi) is a requirement of course enrollment and is not included in this consent process. Questions or concerns regarding the learning management system used in any course shall be directed to the course faculty or Director of Nursing.

Mass Notification System: a mass notification system permits electronic notification of campus emergencies and is not included in this consent process. JFMSON reserves the right to send 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 means JFMSON is no longer required to provide the consenting student with records in paper format and is permitted to deliver information electronically. 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 it by notifying the Registrar in writing. The consent agreement is included in the application for admission (in print and electronic formats) under the Statement of Understanding section.

Records provided electronically may include, but are not limited to: admissions applications and offer acceptances; registration transactions (enrolling, dropping, or withdrawing from courses; viewing schedules, grades, and transcripts; ordering transcripts; applying for graduation; degree

audits; record release requests; enrollment verifications); student account statements, invoices, payment plans, loan disbursement notifications, and the IRS Form 1098-T; final course grades via Populi (semester gradebooks for JFMSON-taught courses are generally available via Populi; courses taught by Alvernia University faculty may or may not be); financial aid disclosures, notices, document requests, fund authorizations, award decisions, and scholarship information; and miscellaneous items such as contact information updates, consumer information, delegated access, and any disclosure, consent, waiver, release, notice, or payment reminder that would otherwise be delivered in writing.

Hardware and software requirements. Federal law requires safeguards to ensure that students can receive and retain communications and records electronically. To conduct business electronically with JFMSON, students need access to an electronic device with a supported operating system, an internet connection, an up-to-date browser and PDF viewer, and sufficient storage to save documents (or a connected printer). Applicants and students may use the school's computer lab for receiving JFMSON communications and records electronically. By consenting, students acknowledge they have access to the necessary hardware and software.

Student Rights and Responsibilities

- Students have the right to request paper copies of specific documents or records at no charge, either by printing from an electronic device or by requesting a paper copy from the responsible JFMSON office.
- Students have the right to withdraw consent at any time by contacting the Registrar's Office in writing. Withdrawal of consent takes effect within five business days and ends electronic delivery of the covered records; it does not affect access to the learning management system, which remains a requirement of course enrollment. Agreements and transactions executed after consent and before the effective date of withdrawal remain valid and enforceable. Students who withdraw consent are responsible for contacting the appropriate offices to conduct JFMSON business in paper format, which may extend submission and processing times.
- Declining consent does not change JFMSON's official method of communication with students, which is the LVH-S email account. Students are responsible for monitoring their LVH-S email daily and for all academic and administrative timelines provided via that account.
- Students must restrict their Populi account privileges to personal use and take reasonable precautions to prevent unauthorized use. Sharing Populi, computer, email, or other sign-on information violates JFMSON policy.
- Students are required to keep contact information current with the Registrar or front desk receptionist.
- JFMSON reserves the right to withhold electronic grade notifications due to outstanding student obligations such as delinquent accounts or incomplete enrollment requirements.
- Consent or lack of consent does not waive any obligation to pay debts and amounts due to JFMSON. Obligations may continue after portal access expires, after consent is revoked, and after withdrawal or graduation.

REVIEW and APPROVAL

This policy is reviewed annually by the Administrative Committee.