



VERA Z. DWYER COLLEGE OF HEALTH SCIENCES

INDIANA UNIVERSITY SOUTH BEND

Student Faculty Communication Policy Policy 7.11

About This Policy:

Effective Date: 02-24-2017

Approval Dates: Previously recorded as Policy C-9

Scope

This policy applies to all members of the university community on each campus of Indiana University.

Policy Statement

The purpose of this policy is to discuss proper protocol of communication between students and faculty of the IUSB Vera Z. Dwyer College of Health Sciences (IUSB-CHS).

Procedure

If a faculty member provides a cell phone number and permits students to call or text message, this communication should only pertain to clinical or course issues and be within the standard working day, Monday through Friday, 8am to 5pm. Course or clinical emergency calls or text messages outside of these hours are restricted to emergency use only. Students should not contact faculty members via their cell phone number for any other reason. Exceptions to this policy may apply at the discretion of individual faculty members.

The IU South Bend e-mail system is the official method of communicating electronically with faculty members. Faculty members make every effort to answer e-mails within 48 hours. E-mails that occur after 5pm during the week or on the weekend may not be answered until the next standard working day, Monday through Friday, 8am to 5pm.