

# School of Integrative Health / NDMU

## Academic Policy and Procedures

Review Period: 2 Years

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### Subject: Academic Communication Standard

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## 1. Purpose

This document outlines the University's standards for communication within an academic course.

## 2. Policy

### 2.1 Communication Tools and Accounts

All communications within an academic course must be submitted through either the Canvas Conversations tool or an official university email account. All students are issued an official university email account upon matriculation and are responsible for the information sent via that account. Students and faculty should refrain from using personal email accounts or unofficial tools (e.g., social media) for university-related communications.

### 2.2 Online Etiquette

"Netiquette" refers to online etiquette. In the School of Integrative Health, the use of netiquette is an opportunity to demonstrate our values of Community, Mindfulness, Integrity, Inquisitiveness and Discernment in a meaningful way. Because online communication is nonverbal, it can easily be misinterpreted or misunderstood. The following guidelines for students and faculty support and demonstrate our values:

- Use discernment in your choice of words. Aim to maintain a positive tone. Be conscious regarding use of humor and sarcasm. Both can be misunderstood.
- Be mindful of how your communication may be received by others. Using all capital letters, for example, may be interpreted as shouting.
- Use integrity in all your communications.
- Use discernment by reviewing all discussion postings before posting your own to prevent redundancy.
- While we value community and our interconnection, communicate personal messages with instructors or students through individual messages as opposed to group messages.
- Respect others' opinions. Practice inquisitiveness to best understand different points of view.

Major violations of the netiquette guidelines may fall under the university's [Student Honor Code](#) and be investigated through the associated procedures.

### **3. References**

Student Honor Code

<https://www.ndm.edu/student-handbook>

### **4. Approval and Revisions**

Approved by Dean, School of Integrative Health, Christina Sax, PhD (August 2025).  
Conversion of policy from Maryland University of Integrative Health