**Policy Title**
Student Email Policy

**Identifier**
USCSOMG – STAF – 11.0

**Prepared by:** Office of Student Affairs  
**Date:** 04/01/2018  
**Approved by:** Student Affairs Policy Committee  
**Date:** 04/30/2018  
**Reviewed by:** USCSOMG Policy Review Committee  
**Date:** 06/04/2018  
**Communicated to:** USCSOMG Students  
**Date:** 07/16/2018  
**Effective Date:** 07/16/2018

**LCME Standards**
n/a

**Scope**
University of South Carolina (USC) School of Medicine Greenville students

**Policy Statement**
Faculty and staff should use the students USC email (@email.sc.edu) as the primary communication means with students for curricular and administrative purposes.

Students are also responsible for checking their GHS email as this may be the preferred source of communication while completing their clerkship curriculum.

**Reason for Policy**
To provide USC School of Medicine students with clarity on the student email policy.

**Procedures**
1. When possible, messages without time critical information will be bundled into a single weekly newsletter.
2. Class emails should follow these guidelines:
   a. Student addresses should be placed in the 'Bcc' field so that others cannot 'reply all'.
   b. The subject line should contain an informative and non-ambiguous description of email contents.
   c. The body should include a salutation that identifies those to whom the message is sent, i.e. ‘Dear Class of 2018 and 2019’.
   d. Mass emailing by students to all students in all classes should be limited.
3. Each class secretary for each class should monitor email usage to identify excessive or nonessential use of USC email by classmates. Students should request the Office of Student Affairs or Office of Academic Affairs to determine if a message merits distribution to other classes, and if so, how best to communicate.
Sanctions
Failure to comply with expectation for checking email does not absolve student from being held responsible for information disseminated via these means. Repeated lack of compliance with any portion of this policy may result in referral to the Honor and Professionalism Council (HPC).

Additional Contacts
Office of Student Affairs
Office of Academic Affairs

Related Information
USC School of Medicine Greenville Student Handbook

History
• Date of Change: 06/04/2018
• Change: Move to standardized template
• Reason for Change: LCME CQI