



### **Policy Title**

Appropriate Use of Student Email

### **Identifier**

USCSOMG – STAF – 11.00

<b>Prepared by:</b> Office of Student Affairs	
<b>Reviewed by:</b> Interim Associate Dean for Student Affairs	<b>Review Date:</b> 4/4/2023
<b>Approved by:</b> USCSOMG Policy Committee	<b>Approval Date:</b> 05/11/2023
	<b>Effective Date:</b> 05/11/2023

### **LCME Standards**

NA

### **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 should use their USC email (@email.sc.edu) when contacting faculty and staff.

Students are also responsible for checking their Prisma Health email (@prismahealth.org) as this may be the preferred source of communication while completing their clerkship and post-clerkship curriculum.

### **Reason for Policy**

To provide USC School of Medicine students with clarity on the student email policy.

### **Procedures**

1. When possible, faculty, staff, and student messages without time critical information should be submitted for inclusion in the [Weekly Student 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 ....'.
  - d. Mass emailing to all students in all classes should be limited.
  - e. Students are not permitted to utilize university listservs for legislative or political advocacy.
3. Each class secretary should monitor email usage to identify excessive, nonessential, or inappropriate use of USC email by classmates.
4. Prior to distribution, it is recommended that students 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 the expectation for checking email does not absolve a 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 Medical Education

## Related Information

USC School of Medicine Greenville Student Handbook

## History

Date of Change	Change
April 2023	Editorial changes made due to branding updates and titles; updated newsletter submission information and expanded to faculty and staff;
April 2021	Students are not permitted to utilize listservs for legislative or political advocacy
July 2019	Editorial changes made due to branding updates and titles; formal approval not required.
July 2018	Policy formalized into standardized template, LCME CQI