



Policy Title

Appropriate Use of Student Email

Identifier

UofSCSOMG – STAF – 11.00

Prepared by: Office for Student Affairs and Admissions	
Reviewed by: Associate Dean for Student Affairs and Admissions	Review Date: 04/19/2021
Approved by: UofSCSOMG Policy Committee	Approval Date: 04/27/2021
	Effective Date: 05/03/2021

LCME Standards

NA

Scope

University of South Carolina (UofSC) School of Medicine Greenville students

Policy Statement

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

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 curriculum.

Reason for Policy

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

Procedures

1. When possible, messages without time critical information should be submitted to the Office of Student Affairs and Admissions for inclusion in the 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'.
 - 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 UofSC email by classmates.

4. Prior to distribution, it is recommended that students request the Office for Student Affairs or Office for 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 for Student Affairs and Admissions

Office for Academic Affairs

Related Information

UofSC School of Medicine Greenville Student Handbook

History

Date of Change	Change
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