



Policy Title

Appropriate Use of Student Email

Identifier

USCSOMG – STAF – 11.00

Prepared by: Office for Student Affairs	
Reviewed by: Associate Dean for Student Affairs	Review Date: 8/18/2025
Approved by: USCSOMG Policy Committee	Approval Date: 8/18/2025
	Effective Date: 8/18/2025

LCME Standards

NA

Scope

University of South Carolina (USC) School of Medicine Greenville students, faculty and staff.

Policy Statement

Faculty and staff must use students' USC email (@email.sc.edu) as the primary means of communication with students for curricular and administrative purposes. Students must use their USC email (@email.sc.edu) when contacting faculty and staff. Students are responsible for checking their USC and Prisma Health email daily during business days of the week and responding in a timely fashion. It is strongly encouraged that students engage in professional practices by setting up away messages during times they are out of the office and will not be checking email daily, i.e. dedicated study periods for board exams.

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 will be submitted for inclusion in the Weekly Student Newsletter using the [Student Newsletter Submission Form](#) (must be on campus for link to work).
2. Class emails sent by SOMG faculty and staff members follow these guidelines:
 - a. Student addresses will be placed in the 'Bcc' field so that others cannot 'reply all'.
 - b. The subject line will contain an informative and non-ambiguous description of email content.
 - c. The body will 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 is to be limited.
3. Students, faculty, and staff are not permitted to utilize university listservs for legislative or political advocacy.
4. Student Interest Groups maintain their own opt-in organization listservs for interest group events, notifications, etc.
5. Students do not have access to student body emails/listservs to limit nonessential or inappropriate use of USC email by peers. The only exception is that each student government has its own class list for official student government communication.
6. Prior to the sending of emails, it is recommended that students request the Office for Student 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 will result in referral to the Honor and Professionalism Council (HPC).

Additional Contacts

Office for Student Affairs
Office for Medical Education

Related Information

USC School of Medicine Greenville Student Handbook

History

Date of Change	Change
July 2025	Added students responsible for checking and responding to emails daily.
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