Policy Title
Student Email

Identifier
UofSCSOMG – STAF – 11.00

Prepared by: Office for Student Affairs

Reviewed by: Student Affairs Policy Committee
Review Date: 04/30/2018

Approved by: UofSCSOMG Policy Committee
Approval Date: 06/04/2018

Effective Date: 07/16/2018

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 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 ….’.
   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 UofSC email by classmates. Students should 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
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 for Student Affairs
Office for Academic Affairs

Related Information
UofSC School of Medicine Greenville Student Handbook

History
<table>
<thead>
<tr>
<th>Date of Change</th>
<th>Change</th>
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<tbody>
<tr>
<td>July 2019</td>
<td>Editorial changes made due to branding updates and titles; formal approval not required.</td>
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<tr>
<td>July 2018</td>
<td>Policy formalized into standardized template, LCME CQI</td>
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