

# Student E-mail Distribution List Policy

<b>Purpose</b>	The purpose of this policy is to delineate guidelines and procedures for messages sent to student e-mail distribution lists.
<b>Policy Statement</b>	Members of the BSU Community may submit notices and announcements for distribution to all registered students or to various groupings of students based on the guidelines delineated under the responsibilities section below.
<b>Applies to</b>	All members of the BSU community
<b>Responsibilities</b>	<p>Student mailing lists are available for the campus community to use for e-mail communication.</p> <p>Two types of messages may be sent using these lists:</p> <ol style="list-style-type: none"><li>1) Notices – information related to the health, safety, or academic well-being of students. Notices will include all emergency information. Notices are sent to lists that are updated on a weekly basis through the student information system;</li><li>2) Announcements – advertisements for events and deadline reminders. Announcements are sent to lists that are established at the beginning of the year and remain static until the end of the semester.</li></ol> <p>Students may unsubscribe from the announcements list but not the notices list. Pointers to subscription and mailing list policies and procedures will be attached to each message.</p> <p>Messages must:</p> <ol style="list-style-type: none"><li>1) originate from a University e-mail address</li><li>2) contain a subject line</li><li>3) pertain to University business</li></ol> <p>Attachments will not be sent to these lists, but links to other on-line sources of information may be included in the body of the messages.</p> <p>Messages will be accepted, returned for revision, or rejected. Messages of a time-sensitive nature should be submitted at least 72 hours in advance of an event for timely delivery. Only one announcement per event will be posted. Organizations may choose to announce their first meeting of the year or special events, but general meeting and member messages should be confined to mailing lists created by the organization.</p> <p>Material that will not be posted to student e-mail lists includes: Classified ads (for sale, housing, lost &amp; found, etc.), political, opinion/editorial, or</p>

general discussion messages, chain letters of any kind and other messages that are in violation of University computing policies.

The Office for Student Affairs will moderate messages to the lists, judge acceptable content and determine whether a message shall be issued as a notice or an announcement. The Student Activities Office will verify information from registered student groups. Additionally, due to the number of hoaxes circulating on the Internet, computer virus and public safety messages are only accepted from Computing Services and Campus Police, respectively.

If a user feels a message has been unfairly rejected, she or he may appeal the decision to the Vice President for Student Affairs, whose decision will be final.

If you have any questions regarding the use of the student e-mail distribution lists, please contact Tony Esposito, Associate Dean in the Office for Student Affairs.

This policy will be effective as of September 5, 2006 and subject to revision.

Title:	Student E-mail Distribution List Policy
Approved By:	Pat Cronin, Chief Information Officer
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Policy Category:	Information Technology Division