

**SUBJECT:** COHS Student Emailing Process

**DATE:** August 2018

**PURPOSE:** To provide specific instruction on sending out all COHS STUDENTS emails from all departments.

**REVIEW:** The policy will be reviewed when changes are made to the process within the College.

## **POLICY**

Any email requests that are intended for ALL COHS STUDENTS must first be approved by the a designated Associate Dean.

## **PROCEDURE**

There are times when information departments or other entities wish to communicate information to all students in the college. For example, Student Services might wish to remind all students of the scholarship application deadline. However, because the student email list is a convenient way to communicate with students easily, there is the possibility of overuse or misuse.

Any person or entity that wishes to communicate information to the entire student body must first have the communication approve by the Associate Dean for Students or the Associate Dean for Academics and Faculty, depending on the content of the message. Once the message is approved, the message and the approval will then be forwarded to the Director of Technology Services who will transmit the information.