

Office of the Dean

SUBJECT: COHS Student Email Process

DATE: July 2022

PURPOSE: The purpose of this Operating Policy/Procedure is to describe the processes on sending out ALL COHS STUDENTS emails from all academic units.

REVIEW: This OP will be reviewed when changes are necessitated by new college or university policies.

POLICY

Any email requests that are intended for ALL COHS STUDENTS must first be approved by the COHS Office of Marketing and Communications.

PROCEDURE

There are times when departments or other entities wish to communicate information to all students in the college. For example, Student Services might want 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 share information with the entire COHS student body must first have the communication approved by the Office of Marketing and Communications. Once the message is approved, the information will be transmitted via Blackboard.